

PACKET

SEP 26

2016



NAN BALMER
TOWN ADMINISTRATOR
TEL. (508) 358-7755
www.wayland.ma.us

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN

LEA T. ANDERSON
MARY M. ANTES
LOUIS M. JURIST
CHERRY C. KARLSON
JOSEPH F. NOLAN

BOARD OF SELECTMEN Monday, September 26, 2016 Wayland Town Building Selectmen's Meeting Room

Proposed Agenda

Note: Items may not be discussed in the order listed or at the specific time estimated. Times are approximate. The meeting likely will be broadcast and videotaped for later broadcast by WayCAM.

- 6:30 pm 1.) Open Meeting and Enter into Executive Session Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3) to Discuss Strategy with Respect To Health Insurance with the Police, Fire, AFSCME 1, AFSCME 2, Library, Teamsters, Custodians, WTA, WESA and Food Service Unions; and to Discuss Strategy with Respect to Negotiations with the Police Union Regarding Withdrawing From Civil Service; and Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(6) to Consider the Purchase, Exchange, Taking, Lease or Value of Real Property in Regard to the Municipal Parcel at the Town Center Project
- 7:00 pm 2.) Call to Order by Chair
- Announcements; Review Agenda for the Public
- 7:02 pm 3.) Public Comment
- 7:10 pm 4.) Discuss Special Town Meeting Articles Including:
- Meet with Petitioner Duane Galbi
 - Meet with Representative of the Planning Board
 - Vote to Take Position to Co-Sponsor or to Withdraw Articles
 - Vote to Order Articles
- 8:10 pm 5.) Vote to Approve Memorandum on Health Insurance; Discussion and Approval of Health Insurance Press Release
- 8:15 pm 6.) Review and Vote Approval of Draft Annual Town Report, Board of Selectmen Report
- 8:25 pm 7.) Receive Town Administrator Reviews from Each Selectman
- 8:35 pm 8.) Review and Vote to Approve Minutes of September 12, 2016
- 8:40 pm 9.) Review and Approve Consent Calendar (See Separate Sheet)
- 8:45 pm 10.) Review Correspondence (See Separate Index Sheet)
- 8:55 pm 11.) Report of the Town Administrator
- 9:05 pm 12.) Selectmen's Reports and Concerns
- 9:15 pm 13.) Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any
- 9:20 pm 14.) Adjourn

ARTICLE LIST FOR NOVEMBER 15, 2016 SPECIAL TOWN MEETING

Article	November 2016 Article Name	Sponsor	Assignee Selectmen	Assignee FinCom	Position Selectmen	Position FinCom
A	Current Year Transfers	Town Clerk	C. Karlson	D. Watkins		
B	Pay Previous Fiscal Year Unpaid Bills	Town Clerk and Board of Selectmen	C. Karlson	D. Watkins	5-0	
C	Amend Chapter 36, Section 18 of Town Code, Attendance and Participation of Nonresident Town Officials	Board of Selectmen	C. Karlson	J. Gorke	5-0	
D	Petition the State Legislature to Remove all Police Personnel from the Provisions of Civil Service without affecting the Civil Service Rights of Incumbents	Board of Selectmen	L. Anderson	N. Funkhouser	5-0	
E	Authorize Land Acquisitions for Natural Diversity (LAND) Grant Program Funding to Purchase Conservation Restriction on Mainstone Farm	Community Preservation Committee and Conservation Commission	M. Antes	D. Watkins	5-0	
F	Landscaping in Parking Areas Zoning Bylaw	Planning Board	L. Anderson	K. Shigley		
G	Home Occupation	Planning Board	L. Anderson	K. Shigley		
H	Conservation Cluster Developments	Planning Board	L. Anderson	G. Uveges		

ARTICLE LIST FOR NOVEMBER 15, 2016 SPECIAL TOWN MEETING

Article	November 2016 Article Name	Sponsor	Assignee Selectmen	Assignee FinCom	Position Selectmen	Position FinCom
I	Assisted/Independent Living and Nursing Home	Planning Board	L. Anderson	G. Uveges		
J	Street Acceptance	Planning Board	J. Nolan	K. Shigley		
K	Town Wide Recreation Facilities Strategic Plan	Recreation Commission	L. Jurist	G. Cliff	5-0	
L	207/195 Main Street and Middle School Field Feasibility Study	Recreation Commission	L. Jurist	G. Cliff		
M	Appropriate Funds to Purchase 107 Old Sudbury Road for Water Resources Protection	Board of Public Works	J. Nolan	C. Martin		
N	Appropriate Funds to Purchase 8 Glezen Lane for Water Resources Protection	Board of Public Works	J. Nolan	C. Martin		
O	Municipal Field Irrigation Waiver Bylaw Change	Board of Public Works	J. Nolan	J. Gorke	5-0	
P	Amend FY2017 Capital Budget to Eliminate Funding for Stonebridge Water Access Road and Water Main	Petitioners	M. Antes	N. Funkhouser		



ARTICLES SUBMITTED FOR ADMISSION TO WARRANT FOR SPECIAL TOWN MEETING

November 15, 2016

The following articles were submitted for consideration for inclusion in the Warrant for the Special Town Meeting to begin on Tuesday, November 15, 2016. Please note these articles are not in their final order, and are subject to nonsubstantive revisions between now and the time the Warrant is finalized.

A. CURRENT YEAR TRANSFERS

Sponsored by: Town Clerk

~~To determine whether the Town will vote to appropriate a sum or sums of money for the operation and expenses of various Town Departments for the current fiscal year; to determine whether such appropriation shall be provided by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for another purpose, by funds received as grants from the Commonwealth or federal government, by borrowing, or otherwise; and to determine which Town officer, board, or committee or combination of them, shall be authorized to expend the money or monies appropriated therefor.~~

B. PAY PREVIOUS FISCAL YEAR UNPAID BILLS

Sponsored by: Town Clerk

To determine whether the Town will vote to:

- (a) pay the bills of the prior fiscal years,
- (b) appropriate a sum of money for the payment of the foregoing bills of prior fiscal years; and
- (c) provide for such appropriation by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for another purpose, by borrowing, or otherwise.

C. AMEND CHAPTER 36, SECTION 18 OF TOWN CODE, ATTENDANCE AND PARTICIPATION OF NONRESIDENT TOWN OFFICIALS

Sponsored by: Board of Selectmen

To determine whether the Town will vote to amend Chapter 36, Section 18 of the Town Code, Attendance and Participation of Nonresident Town Officials, by adding thereto the words "Town Counsel" as follows:

Notwithstanding their place of residence or voter registration status, the Town Administrator, Assistant Town Administrator, Town Counsel, Police Chief, Fire Chief, Finance Director, Director of Public Works, Public Buildings Director and Superintendent of Schools shall have the same right as registered voters of the Town to attend and sit on the floor of Town meetings and answer questions. Said Town officials shall not be considered in determining the presence of a quorum at Town meetings nor shall any of them be permitted to vote unless s/he is a registered voter of the Town.

D. PETITION THE STATE LEGISLATURE TO REMOVE ALL POLICE PERSONNEL FROM THE PROVISIONS OF CIVIL SERVICE WITHOUT AFFECTING THE CIVIL SERVICE RIGHTS OF INCUMBENTS

Sponsored by: Board of Selectmen

To determine whether the Town will vote to authorize the Board of Selectmen to petition the General Court of the Commonwealth of Massachusetts to adopt a special act exempting all Town of Wayland Police Personnel from the provisions of Civil Service Law substantially the same as the following act:

AN ACT EXEMPTING ALL POLICE PERSONNEL IN THE TOWN OF WAYLAND POLICE DEPARTMENT FROM THE PROVISIONS OF THE CIVIL SERVICE LAW

Section 1: All police personnel in the Town of Wayland Police Department shall be exempt from the provisions of Chapter 31 of the General Laws and related regulations applicable thereto.

Section 2: The provisions of Section 1 of this act shall not impair the civil service status of the present employees of the Town of Wayland Police Department except for the purpose of promotion.

Section 3: This act shall take effect upon its passage.

E. AUTHORIZE LAND ACQUISITIONS FOR NATURAL DIVERSITY (LAND) GRANT PROGRAM FUNDING TO PURCHASE CONSERVATION RESTRICTION ON MAINSTONE FARM

Sponsored by: Community Preservation Committee and Conservation Commission

To determine whether the Town will vote: to

- a.) confirm its vote under Article 30 of the Warrant for the 2016 Annual Town Meeting to (i) authorize the Board of Selectmen, with the approval of Town Counsel as to form, to acquire by purchase, gift, eminent domain or otherwise a conservation restriction in accordance with Massachusetts General Laws Chapter 184, Sections 31-33 restricting the use of the land to conservation and passive outdoor recreation purposes, to be held by the Town of Wayland Conservation Commission pursuant to Massachusetts General Laws Chapter 40, Section 8C and by the Sudbury Valley Trustees, Inc, on a parcel of land located on Old Connecticut Path and Rice Road, Wayland, Massachusetts containing 208.7 acres, more or less, which parcel of land to be covered by said conservation restriction is part of the parcel of land shown on Wayland Assessors Map as Parcel 35-031A and is shown as "87 Old Connecticut Path" on a plan entitled "Subdivision Plan of Land in Wayland Middlesex County Massachusetts" dated December 22, 2015, prepared for Mainstone Land Trust by Samiotes Consultants Inc., and recorded with the Middlesex South Registry of Deeds as Plan No. 100 of 2016 (Sheets 2 and 3 of 3), which plan is the basis for the sketch map attached to the Warrant for the Annual Town Meeting 2016 in Appendix K; (ii) appropriate \$12,000,000 to be expended by the Board of Selectmen for the acquisition of said conservation restriction to be held by the Town of Wayland Conservation Commission and by Sudbury Valley Trustees, Inc.; and (iii) provide for said appropriation by (1) transferring \$2,100,000 from funds set aside in the Community Preservation Fund for open space

These articles were submitted for consideration for inclusion in the Warrant for the Special Town Meeting to begin on Tuesday, November 15, 2016. Please note these articles are not in their final order, and are subject to nonsubstantive revisions between now and the time the Warrant is finalized.

(2) transferring \$2,900,000 from the uncommitted funds in the Community Preservation Fund; and
(3) authorizing the Town Treasurer, with the approval of the Board of Selectmen, to borrow \$7,000,000 in anticipation of future Community Preservation Fund revenues pursuant to Massachusetts General Laws Chapter 44B, Section 11;

- b.) authorize the Board of Selectmen to expend said funds in conjunction with \$3,000,000 to be provided by the Sudbury Valley Trustees, Inc. for a total project cost of \$15,000,000;
- c.) authorize the Conservation Commission to (i) file on behalf of the Town any and all applications deemed necessary for grants and/or reimbursements from the Commonwealth of Massachusetts deemed necessary under Massachusetts General Laws Chapter 132A, Section 11 and/or any others in any way connected with the scope of this Article; and (ii) enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town to affect said purchase; and
- d.) authorize the Town Administrator, with the approval of the Board of Selectmen, to accept grant funds and execute contracts, and any amendment thereto, in order to carry out the terms, purposes, and conditions of EEA DCS LAND Grant Program.

F. LANDSCAPING IN PARKING AREAS ZONING BYLAW

Sponsored by: Planning Board

To determine whether the Town will vote to amend Chapter 198 of the code of the Town of Wayland, the Town's Zoning Bylaw, by making the following revisions:

Replace section 506.8.1 to read as follows:

506.8. Landscaping in parking facilities.

506.8.1. A continuous landscape strip of a minimum width of 10 feet shall be provided along the perimeter of a parking lot which is accessory to a non-residential use on a lot that is in or adjacent to a residential district. This strip shall be adequately landscaped and maintained with natural and living materials so as to form an effective year round screen from adjacent properties in said residential districts. The Special Permit Granting Authority or the Site Plan Approval Authority may also require a tight fence.

Existing language below

506.8. Landscaping in parking facilities.

506.8.1. Parking lots immediately adjacent to a residence district shall be adequately screened year-round from view from said residence district by trees, hedges or a tight fence.

These articles were submitted for consideration for inclusion in the Warrant for the Special Town Meeting to begin on Tuesday, November 15, 2016. Please note these articles are not in their final order, and are subject to nonsubstantive revisions between now and the time the Warrant is finalized.

G. HOME OCCUPATION

Sponsored by: Planning Board

To determine whether the Town will vote to amend Chapter 198 of the code of the Town of Wayland, the Town's Zoning Bylaw, by making the following revisions:

[Key to changes: underlining denotes additions; ~~strikethroughs~~ denotes deletions]

In Section 198-04:

HOME OCCUPATION, CUSTOMARY (CUSTOMARY HOME OCCUPATION) and replace it with the following:

Any activity customarily carried out for gain by a resident, conducted as an accessory use in the resident's dwelling unit or an accessory structure. ~~Said occupation to include but are not necessarily limited to the following: sale of antiques; dressmaking, sewing and tailoring; letting of rooms; telephone solicitation work; tutoring; home crafts; studio for artist or craftsman; office for doctor, dentist, attorney, real estate agent, insurance agent, accountant, stock broker, engineer, architect, landscape architect, musician, writer, data programming, sales representative; and tradesperson, such as electrician, plumber, and carpenter.~~ Where customary home occupations are permitted by the Table of Accessory Uses § 198-804, no dwelling or accessory structure so used shall be reconstructed or enlarged for such purposes unless specifically permitted under the provisions of § 198-203.

[Added 4-30-2001 ATM by Art. 25; amended 4-7-2011 ATM by Art. 19]

901.1.1.

A customary home occupation of a resident owner, or a resident tenant with the owner's permission, shall be permitted as a matter of right in those zoning districts specifically referenced in the Table of Accessory Uses, § 198-804, provided that all of the following conditions are met:

[Amended 5-4-1994 ATM by Art. 23; 4-30-2001 ATM by Art. 25]

901.1.1.1.

The customary home occupation occupies no more than 25% of the gross floor area or 500 square feet, whichever is less, of the dwelling unit or accessory building on the lot.

901.1.1.2.

There are no employees;

901.1.1.3.

No business is conducted on the lot with any client or customer physically present;

901.1.1.4.

There are no signs or other external evidence of nonresidential use; and

901.1.1.5.

No hazard or nuisance, including offensive noise, vibrations, smoke, dust or other particulate matter, odors, heat, glare, humidity, and noxious fumes, shall be created to any greater or more frequent extent than would normally be expected in the neighborhood under normal circumstances wherein no home occupation exists.

901.1.2.

A customary home occupation of a resident owner, or a resident tenant with the owner's permission, may be permitted by issuance of a special permit from the Zoning Board of Appeals in those zoning districts specifically referenced in the Table of Accessory Uses, § 198-804, provided that all of the

These articles were submitted for consideration for inclusion in the Warrant for the Special Town Meeting to begin on Tuesday, November 15, 2016. Please note these articles are not in their final order, and are subject to nonsubstantive revisions between now and the time the Warrant is finalized.

following conditions are met:
[Added 4-30-2001 ATM Art. 25]

901.1.2.1.

The use of the dwelling unit, or an accessory structure, by the resident for business is incidental and subordinate to its use for residential purposes and occupies no more than 25% of the gross floor area of the dwelling unit or 500 square feet, whichever is less, within the dwelling unit or accessory structure on the premises;

[Amended 5-6-2004 ATM by Art. 21]

901.1.2.2.

No more than one nonresident employee shall be permitted on the lot;

901.1.2.3.

There is no change in the outside appearance of the building, structure, or lot or any visible or audible evidence detectable from the property line of the conduct of such business except that one sign not larger than two square feet in area bearing only the name of the practitioner and occupation shall be permitted (words only). The sign shall be flush-mounted to the dwelling unit and shall not be illuminated.

901.1.2.4.

~~Traffic, including traffic by commercial delivery vehicles, shall not be generated in greater volumes than would normally be anticipated in a residential neighborhood;~~ The Customary Home Occupation shall not generate more than ten additional vehicle trips per day, as is predicted by the Institute of Transportation Engineers (ITE) trip generation manual or other competent evidence.

901.1.2.5.

No hazard or nuisance, including offensive noise, smoke, dust, odors, heat, glare, noxious fumes or vibrations, shall be created to any greater or more frequent extent than would normally be expected in the neighborhood under normal circumstances wherein no home occupation exists;

901.1.2.6.

There shall be no display of goods or outside storage;

901.1.2.7.

Parking for the customary home occupation shall be provided on the lot.

H. CONSERVATION CLUSTER DEVELOPMENTS

Sponsored by: Planning Board

To determine whether the Town will vote to amend Chapter 198 of the code of the Town of Wayland, the Town's Zoning Bylaw, by making the following revisions:

[Key to changes: underlining denotes additions; ~~strikethroughs~~ denotes deletions]

1803.1 After notice and public hearing in accordance with the law, which public hearing shall be held within 65 days after the filing of the application with the Planning Board, the Planning Board may, after due consideration of the reports and recommendations of the Conservation Commission, Historical Commission, and the Board of Health, grant such a special permit, provided that:

1803.1.1 It finds that the proposed plan is in harmony with the purposes and intent of this Zoning Bylaw and this article.

These articles were submitted for consideration for inclusion in the Warrant for the Special Town Meeting to begin on Tuesday, November 15, 2016. Please note these articles are not in their final order, and are subject to nonsubstantive revisions between now and the time the Warrant is finalized.

1803.1.2 The area of the tract of land is not less than 5 acres. [Amended 5-5-2005 ATM by Art. 27]

1803.1.3 ~~The total number of lots on which there is to be a single dwelling unit~~ dwelling units on the tract of land, including any affordable units required by Section 2204, does not exceed the larger of the following: [Amended 5-5-2005 ATM by Art. 29]

~~1803.1.3.1 (a) The~~ number of building lots that could be created in the tract shown on such plan without a special permit hereunder, plus one lot for each 10 of such building lots that could otherwise be created; or

~~1803.1.3.2 (b) The~~ number of building lots obtained by dividing 90% of the total area of the tract, exclusive of land identified as a protected resource area under the Wayland Wetlands and Water Resources Protection Bylaw (excluding buffer zones) situated within the floodplain or designated as wetlands by the Conservation Commission, by the minimum lot size permitted in the district within which the tract is located, plus one lot for each 10 lots so arrived at from such division.

1803.1.3.1 For purposes of demonstrating the number of lots under subsection 1803.1.3(a) above, an applicant under this Bylaw shall submit a dimensioned lotting plan signed and stamped by a registered professional engineer or land surveyor which shows the maximum number of lots which can be created on a conventional subdivision plan meeting all dimensional and other requirements of the Zoning Bylaw and being in compliance with the Subdivision Rules and Regulations, which submittal shall include a list of requested waivers necessary to implement the subdivision plan, which the Planning Board shall review and consider.

1803.1.3.32 ~~Within the Residence Districts, the Planning Board shall~~ may permit allow by special permit structures to be constructed containing more than one dwelling unit, but not more than four dwelling units per structure. ~~The total number of dwelling units for attached buildings shall not exceed the total that is allowed under § 198-1805~~ 1803.1.43.

1803.1.3-4 3 Notwithstanding any provision of this Zoning Bylaw to the contrary, the Planning Board may permit by Special Permit attached and detached dwelling units to be erected on single lot(s). [Added 10-3-2012 STM by Art. 6]

1803.1.4 Each of the building lots shown on the site plan ~~has~~ shall have adequate frontage, but no less than 50 feet, on a public or private way.

1803.1.5 Each of the building lots ~~shown on the plan is~~ shall be of a size and shape as shall provide a building site that shall be in harmony with the natural terrain and other features of the tract, but no such lot shall have an area of less than 20,000 square feet as shown on the plan.

1803.1.6 The front, side and rear yards of each lot shall be shown on the plan by dashed lines indicating the area within which a building may be built, ~~provided that a~~ All dwellings and accessory buildings, driveways and roadways shall be set back at least ~~15~~ 50 feet from the perimeter of the tract, except that the Planning Board may reduce this set back to not less than 15 feet if it furthers the interests of this by-law, and 15 feet from any open land, except for that portion of a driveway or roadway that intersects a public or private way for access to the development.

These articles were submitted for consideration for inclusion in the Warrant for the Special Town Meeting to begin on Tuesday, November 15, 2016. Please note these articles are not in their final order, and are subject to nonsubstantive revisions between now and the time the Warrant is finalized.

1803.1.7 For Conservation Cluster Developments consisting of at least a majority of single-family detached dwellings, ~~At least 35% of the land area of the tract, exclusive of land set aside for road and drainage areas, shall be open designated as Open Land, and the open land shall include all land not dedicated to roads or building lots.~~ For Conservation Cluster Developments consisting of at least a majority of ~~attached~~ single-family ~~attached~~ dwellings, at least 50% of the land area of the tract, exclusive of land set aside for road ~~and drainage~~ areas, shall be ~~designated as Open land,~~ and the open land shall include all land not dedicated to roads or building lots. For the purpose of this article, "Open Land" is defined as a parcel or parcels of land, or an area of water, or a combination of land and water, not including roads or ways, whether public or private, The Open Land shall be reserved to be used for open space, conservation, agriculture, outdoor passive recreation, park purposes or some combination of the foregoing. [Amended 5-5-2005 ATM by Art. 29]

1803.1.8.2 Conveyance of ~~the open~~ Open land Land.

1803.1.8.12.1 ~~The Open land Land~~ shall be conveyed either:

1803.1.8.1.1 (a) ~~To the Town or its Conservation Commission, but only if the Town or Conservation Commission agrees to accept title to the Open Land, which shall accept it for park or open space use;~~

1803.1.8.1.2 (b) To the Sudbury Valley Trustees, Inc., and its successors or to another nonprofit conservation organization approved by the Planning Board, the principal purpose of which is the conservation of open space; or

1803.1.8.1.3 (c) To a corporation, trust or association owned, or to be owned, by the owners of lots or residential units within the tract, provided that if such a corporation, trust or association holds title, ownership thereof shall pass with conveyance of the lots or residential units.

1803.1.8.22.2 ~~If ownership is in title to the Open Land is held by an entity other than the Town, there shall be sufficient rights in the Town to provide that such land shall be kept in an open or natural state, and provisions shall be made satisfactory to the Planning Board so that the Town, through its Conservation Commission, Planning Board, or other board, can enforce any other restrictions or easements imposed upon the open Open land Land by the Planning Board as conditions of its special permit grant.~~

1803.1.92.3 Subject to the approval of the Board of Health, as otherwise required by law, the Planning Board may permit the ~~open~~ Open land Land to be used for subsurface waste disposal where the Planning Board finds that such use will not be detrimental to the character or quality of the ~~open~~ Open land Land.

1803.1.193 ~~If the land shown on the plan includes land tract of land proposed for the Conservation Cluster development is located in two residence zones or two or more residential districts, all of the land shall the entire tract, for all purposes of this article Bylaw, be considered as lying entirely within the zone or zoning district having the largest area and frontage requirements, except that if 75% or more of the total area shown on the plan as building lots lies within one residential district, all of the land shall be considered as lying within that zone or zoning district.~~ [Amended 5-5-2005 ATM by

These articles were submitted for consideration for inclusion in the Warrant for the Special Town Meeting to begin on Tuesday, November 15, 2016. Please note these articles are not in their final order, and are subject to nonsubstantive revisions between now and the time the Warrant is finalized.

Art.29 3

~~1803.1.11, respectively.~~

~~1803.4.144~~ No lot shown on the plan for which a permit is granted under this article may be further subdivided, and a notation to this effect shall be shown on the approved, recorded plan. [Amended 5-5-2005 ATM by Art. 29]

§ 198-1804. Conditions.

1804.1 The Planning Board may, in appropriate cases, impose as a condition of the special permit further restrictions, conditions and safeguards upon the tract, or parts thereof, to protect and promote the health, safety, convenience and general welfare of the inhabitants of the Town of Wayland.

§ 198-1805. Decision.

1805.1 In connection with the granting or denying of a special permit under this article, the Planning Board shall issue to the applicant and shall file with the Town Clerk a written decision that shall include, at a minimum:

1805.1.1 A determination of the maximum number of lots upon which dwellings could be constructed (without a special permit hereunder) and a determination of the area of the tract usable for residential construction in accordance with § 198-1803.1.3 herein.

1805.1.2 A general description of the neighborhood in which the tract lies and the effect of the plan on the area.

1805.1.3 The relation of the proposed development to long-range plans of the Town, if any.

1805.1.4 The extent to which the proposed development is designed to take advantage of the natural terrain of the tract.

1805.1.5 The extent to which the proposed Open Land is of such a size, shape and location and has such adequate access so as to benefit the Town.

1805.1.6 If the Planning Board grants the special permit, the finding required by § 198-1803.1.1 above.

1805.1.7 If the Planning Board denies the special permit, its reasons for so doing.

1805.1.8 If the Planning Board disagrees with the recommendations of the Conservation Commission, Historical Commission, or the Board of Health, it shall state its reasons therefor in writing.

1805.1.9 If, by the terms of the special permit, the Planning Board permits the Open Land to be used for subsurface waste disposal, the finding required by § 198-1803.4-~~92.3~~ above.

These articles were submitted for consideration for inclusion in the Warrant for the Special Town Meeting to begin on Tuesday, November 15, 2016. Please note these articles are not in their final order, and are subject to nonsubstantive revisions between now and the time the Warrant is finalized.

1805.2 Such decision must be reached, filed with the Town Clerk and sent or delivered to the applicant within 90 days after the public hearing held on the application for the special permit, unless said ninety-day deadline is extended in accordance with law. Failure to so act shall be deemed approval in accordance with law.

§ 198-1806. ~~Common~~ Open Land.

1806.1 If a special permit is granted, the Planning Board shall impose as a condition that the ~~common~~ Open Land shall be conveyed; free and clear of any liens or encumbrances except those that may be permitted by the Planning Board, of any mortgage interest or security interest and subject to a perpetual restriction of the type described above (if applicable), prior to the Planning Board's release of any lots from the subdivision restriction covenant or, if there is no such covenant, prior to the Building Commissioner's issuance of a building permit for any lot, unless the petitioner shall provide a cash performance bond in an amount sufficient in the judgment of the Planning Board to guarantee the conveyance of the Open Land as required by the special permit. The petitioner shall provide satisfactory assurance of said conveyance and recording, in the form of copies of the recorded instruments bearing the recording stamp, and of such freedom from encumbrances. In any event, the Open Land shall be conveyed as required on or before one year after the conveyance of the first lot.

§198-1807. Duration of special permit.

1807.1 A special permit granted under this article shall lapse within 18 months if substantial construction has not begun by such date, except for a good cause shown and approved by the Planning Board.

§ 198-1808. Amendments.

1808.1 Following the granting by the Planning Board of a permit under this article, it may, upon application and for good cause shown, after notice and a public hearing as required for granting a special permit, amend the plan solely to make changes in lot lines shown on the plan; provided, however, that no such amendment shall:

1808.1.1 Grant any reduction in the size of the open land as provided in the permit;

1808.1.2 Grant any change in the layout of the ways as provided in the permit;

1808.1.3 Increase the number of building lots as provided in the permit; or

1808.1.4 Decrease the dimensional requirements of any building lot below the minimal required by this Zoning Bylaw.

These articles were submitted for consideration for inclusion in the Warrant for the Special Town Meeting to begin on Tuesday, November 15, 2016. Please note these articles are not in their final order, and are subject to nonsubstantive revisions between now and the time the Warrant is finalized.

I. ASSISTED/INDEPENDENT LIVING AND NURSING HOME

Sponsored by: Planning Board

To determine whether the Town will vote to amend Chapter 198 of the code of the Town of Wayland, the Town's Zoning Bylaw, by making the following revisions:

Amend the Table of Permitted Principal Uses by District by changing the designation for Line 24, "Assisted/Independent Living" from "SP" to "No" in Single Residence districts, and by changing the designation for Line 32, "Nursing Home" from "SP" to "No" in Single Residence districts.

J. STREET ACCEPTANCE

Sponsored by: Planning Board

~~To determine whether the Town will vote to accept as a town ways the following streets laid out by the Board of Road Commissioners, Department of Public Works, Board of Selectmen:~~

~~Greenways
Summer Lane
Dylan Circle
Spencer Circle~~

K. TOWN WIDE RECREATION FACILITIES STRATEGIC PLAN

Sponsored by: Recreation Commission

To determine whether the Town will vote to allow the Recreation Commission to spend a sum of money from the Recreation Stabilization Fund to do a Town Wide Recreation Facilities Strategic Plan.

L. ~~207/195 MAIN STREET AND MIDDLE SCHOOL FIELD FEASIBILITY STUDY~~

Sponsored by: Recreation Commission

To determine whether the Town will vote to allow the Recreation Commission to spend a sum of money from the Recreation Stabilization fund to do a Feasibility Study to investigate the construction of a ~~potential new Multi Purpose, Rectangular, Natural grass field at 207 and 195 Main Street in conjunction with the design of a potential new library, as well as to investigate the construction of a~~ potential new multi-purpose, rectangular, artificial turf field where the current Middle School soccer/lacrosse field is situated or the 207 and 195 sites if found to be a feasible option.

M. APPROPRIATE FUNDS TO PURCHASE 107 OLD SADBURY ROAD FOR WATER RESOURCE PROTECTION

Sponsored by: Board of Public Works

To determine whether the Town will vote to:

These articles were submitted for consideration for inclusion in the Warrant for the Special Town Meeting to begin on Tuesday, November 15, 2016. Please note these articles are not in their final order, and are subject to nonsubstantive revisions between now and the time the Warrant is finalized.

- a.) appropriate a sum of money to acquire, for water purposes, the fee or any lesser interest in the parcel of land located on 107 Old Sudbury Road, Wayland Massachusetts, containing the aggregate 2.06 acres, more or less, and shown as Lot 17-022 in the Town of Wayland Assessors' Atlas;
- b.) authorize the Board of Public Works [*Selectmen?*], with the approval of Town Counsel as to form, to acquire by purchase, gift, eminent domain, or otherwise, for water purposes, the fee or any lesser interest in all or part of said parcel of land; and
- c.) determine whether said appropriate shall be provided by Water Enterprise Fund, or water borrowings.

N. APPROPRIATE FUNDS TO PURCHASE 8 GLEZEN LANE FOR WATER RESOURCE PROTECTION

Sponsored by: Board of Public Works

To determine whether the Town will vote to:

- a.) appropriate a sum of money to acquire, for water purposes, the fee or any lesser interest in the parcel of land located on 8 Glezen Lane, Wayland Massachusetts, containing the aggregate 1.82 acres, more or less, and shown as Lot 18-014 in the Town of Wayland Assessors' Atlas;
- b.) authorize the Board of Public Works [*Selectmen?*], with the approval of Town Counsel as to form, to acquire by purchase, gift, eminent domain, or otherwise, for water purposes, the fee or any lesser interest in all or part of said parcel of land; and
- c.) determine whether said appropriate shall be provided by Water Enterprise Fund, or water borrowings.

O. MUNICIPAL FIELD IRRIGATION WAIVER BYLAW CHANGE

Sponsored by: Board of Public Works and Recreation Commission

191-6 (c) Municipal field waiver

Any municipally-owned field which uses prudent water conservation practices shall be exempt from the 15,000 square foot limit for new installations or expansions of existing irrigation systems. All irrigation improvements will be limited to the playing field area. All irrigation systems are subject to applicable regulations as well as approval by the Board of Public Works as Water Commissioners.

Nothing in this by-law shall limit the authority of the Board of Public Works to implement water restrictions, including for municipal irrigation systems.

These articles were submitted for consideration for inclusion in the Warrant for the Special Town Meeting to begin on Tuesday, November 15, 2016. Please note these articles are not in their final order, and are subject to nonsubstantive revisions between now and the time the Warrant is finalized.

**P. AMEND FY2017 CAPITAL BUDGET TO ELIMINATE FUNDING FOR
STONEBRIDGE WATER ACCESS ROAD AND WATER MAIN**

Sponsored by: Petitioners

To determine whether the Town will vote to amend its vote under Article 8 of the Warrant for the 2016 Annual Town Meeting relative to the Fiscal Year 2017 Capital Budget to reduce to zero the amount allocated to Capital Budget Item 28: "Department of Public Works, Water - \$936,000. Title: Stonebridge Water Main Project."

These articles were submitted for consideration for inclusion in the Warrant for the Special Town Meeting to begin on Tuesday, November 15, 2016. Please note these articles are not in their final order, and are subject to nonsubstantive revisions between now and the time the Warrant is finalized.

(4) PLANNING
ARTICLES



Sarkis Sarkisian
Wayland Town Planner

TOWN OF WAYLAND
MASSACHUSETTS
01778
PLANNING DEPARTMENT

TOWN BUILDING
41 COCHITUATE ROAD
TELEPHONE: (508) 358-3615
FAX: (508) 358-4036

DATE: September 22, 2016
TO: Nan Balmer, Town Administrator
FROM: SARKIS SARKISIAN, TOWN PLANNER
RE: Zoning Articles for the Special Fall Town Meeting

BOARD ACTION REQUESTED: UPDATE

Pursuant to Massachusetts General Laws Chapter 40A, Section 5, the Planning Board held a public hearing to discuss the proposed amendments to the Town's Zoning By-Laws on August 22, 2016 and continued the hearing as requested by the Town Moderator to September 19th, when it was closed. The Planning Board on September 19th voted the attached amendments that are highlighted in yellow. The Planning board was asked at the September 19th public meeting if the Planning Board can make said amendments before the Articles go to final print. Below is the opinion of Barbara St Andre' of KP Law by email:

Sarkis, I have reviewed the edits you forwarded yesterday and have no further comments. It is my understanding that the proposed zoning by-law amendments had previously been submitted to the Board of Selectmen per G.L. c. 40A, §5. Pursuant to the statute, the Board of Selectmen then refers the proposed amendments to the Planning Board for a public hearing. The Planning Board held its public hearing and has agreed to make certain changes to the proposed zoning by-law amendments based on the input at the public hearing. You have asked if the articles with the amendments from the public hearing may be placed on the warrant. In my opinion, the warrant for a town meeting is under the control of the Board of Selectmen; whether the Board of Selectmen place the amended zoning articles on the warrant, or leave the original articles on the warrant, is the decision of the Board of Selectmen and generally is a matter of local custom.

If you have further questions in this regard do not hesitate to contact me.

Kopelman and Paige is now KP | LAW

Barbara J. Saint Andre, Esq.



PLANNING BOARD ARTICLES SUBMITTED FOR ADMISSION TO WARRANT FOR SPECIAL TOWN MEETING

November 15, 2016

The following articles were submitted by the Planning Board for inclusion in the Warrant for the Special Town Meeting to begin on Tuesday, November 15, 2016. Please note these articles are not in their final order, and are subject to nonsubstantive revisions between now and the time the Warrant is finalized.

LANDSCAPING IN PARKING AREAS ZONING BYLAW

Sponsored by: Planning Board

To determine whether the Town will vote to amend Chapter 198 of the code of the Town of Wayland, the Town's Zoning Bylaw, by making the following revisions:

Replace section 506.8.1 to read as follows:

506.8. Landscaping in parking facilities.

506.8.1. A continuous landscape strip of a minimum width of 10 feet shall be provided along the perimeter of a parking lot which is accessory to a non-residential use on a lot that is in or adjacent to a residential district. This strip shall be adequately landscaped and maintained with natural and living materials so as to form an effective year round screen from adjacent properties in said residential districts. The Special Permit Granting Authority or the Site Plan Approval Authority may also require a tight fence.

Existing language below

506.8. Landscaping in parking facilities.

506.8.1. Parking lots immediately adjacent to a residence district shall be adequately screened year-round from view from said residence district by trees, hedges or a tight fence.

HOME OCCUPATION

Sponsored by: Planning Board

To determine whether the Town will vote to amend Chapter 198 of the code of the Town of Wayland, the Town's Zoning Bylaw, by making the following revisions:

[Key to changes: underlining denotes additions; ~~strikethroughs~~ denotes deletions]

"In Section 198-104:

Any activity customarily carried out for gain by a resident, conducted as an accessory

use in the resident's dwelling unit or an accessory structure. Said occupation to include but are not necessarily limited to the following: sale of antiques; dressmaking, sewing and tailoring; letting of rooms; telephone solicitation work; tutoring; home crafts; studio for artist or craftsman; office for doctor, dentist, attorney, real estate agent, insurance agent, accountant, stock broker, engineer, architect, landscape architect, musician, writer, data programming, sales representative; and tradesperson, such as electrician, plumber, and carpenter. Where customary home occupations are permitted by the Table of Accessory Uses § 198-804, no dwelling or accessory structure so used shall be reconstructed or enlarged for such purposes unless specifically permitted under the provisions of § 198-203.

[Added 4-30-2001 ATM by Art. 25; amended 4-7-2011 ATM by Art. 19]

901.1.1.

A customary home occupation of a resident owner, or a resident tenant with the owner's permission, shall be permitted as a matter of right in those zoning districts specifically referenced in the Table of Accessory Uses, § 198-804, provided that all of the following conditions are met:

[Amended 5-4-1994 ATM by Art. 23; 4-30-2001 ATM by Art. 25]

901.1.1.1.

The customary home occupation occupies no more than 25% of the gross floor area or 500 square feet, whichever is less, of the dwelling unit or accessory building on the lot.

901.1.1.2.

There are no employees;

901.1.1.3.

No business is conducted on the lot with any client or customer physically present;

901.1.1.4.

There are no signs or other external evidence of nonresidential use; and

901.1.1.5.

No hazard or nuisance, including offensive noise, vibrations, smoke, dust or other particulate matter, odors, heat, glare, humidity, and noxious fumes, shall be created to any greater or more frequent extent than would normally be expected in the neighborhood under normal circumstances wherein no home occupation exists.

901.1.2.

A customary home occupation of a resident owner, or a resident tenant with the owner's permission, may be permitted by issuance of a special permit from the Zoning Board of Appeals in those zoning districts specifically referenced in the Table of Accessory Uses, § 198-804, provided that all of the following conditions are met:

[Added 4-30-2001 ATM Art. 25]

901.1.2.

These articles were submitted by the Planning Board for inclusion in the Warrant for the Special Town Meeting to begin on Tuesday, November 15, 2016. Please note these articles are not in their final order, and are subject to nonsubstantive revisions between now and the time the Warrant is finalized.

A customary home occupation of a resident owner, or a resident tenant with the owner's permission, may be permitted by issuance of a special permit from the Zoning Board of Appeals in those zoning districts specifically referenced in the Table of Accessory Uses, § 198-804, provided that all of the following conditions are met:

[Added 4-30-2001 ATM Art. 25]

901.1.2.1.

The use of the dwelling unit, or an accessory structure, by the resident for business is incidental and subordinate to its use for residential purposes and occupies no more than 25% of the gross floor area of the dwelling unit or 500 square feet, whichever is less, within the dwelling unit or accessory structure on the premises;

[Amended 5-6-2004 ATM by Art. 21]

901.1.2.2.

No more than one nonresident employee shall be permitted on the lot;

901.1.2.3.

There is no change in the outside appearance of the building, structure, or lot or any visible or audible evidence detectable from the property line of the conduct of such business except that one sign not larger than two square feet in area bearing only the name of the practitioner and occupation shall be permitted (words only). The sign shall be flush-mounted to the dwelling unit and shall not be illuminated.

901.1.2.4.

~~Traffic, including traffic by commercial delivery vehicles, shall not be generated in greater volumes than would normally be anticipated in a residential neighborhood; The Customary Home Occupation shall not generate more than ten additional vehicle trips per day, as is predicted by the Institute of Transportation Engineers (ITE) trip generation manual or other competent evidence.~~

901.1.2.5.

No hazard or nuisance, including offensive noise, smoke, dust, odors, heat, glare, noxious fumes or vibrations, shall be created to any greater or more frequent extent than would normally be expected in the neighborhood under normal circumstances wherein no home occupation exists;

901.1.2.6.

There shall be no display of goods or outside storage;

901.1.2.7.

Parking for the customary home occupation shall be provided on the lot.

CONSERVATION CLUSTER DEVELOPMENTS

Sponsored by: Planning Board

To determine whether the Town will vote to amend Chapter 198 of the code of the Town of Wayland, the Town's Zoning Bylaw, by making the following revisions:

These articles were submitted by the Planning Board for inclusion in the Warrant for the Special Town Meeting to begin on Tuesday, November 15, 2016. Please note these articles are not in their final order, and are subject to nonsubstantive revisions between now and the time the Warrant is finalized.

[Key to changes: underlining denotes additions; ~~strikethroughs~~ denotes deletions]

1803.1 After notice and public hearing in accordance with law, which public hearing shall be held within 65 days after the filing of the application with the Planning Board, the Planning Board may, after due consideration of the reports and recommendations of the Conservation Commission, Historical Commission, and the Board of Health, grant such a special permit, provided that:

1803.1.1 It finds that the proposed plan is in harmony with the purposes and intent of this Zoning Bylaw and this article.

1803.1.2 The area of the tract of land is not less than 5 acres. [Amended 5-5-2005 ATM by Art. 27]

1803.1.3 The total number of ~~lots on which there is to be a single dwelling unit~~ dwelling units on the tract of land, including any affordable units required by Section 2204, does not exceed the larger of the following: [Amended 5-5-2005 ATM by Art. 29]

~~1803.1.3.1~~ (a) ~~¶~~the number of building lots that could be created in the tract shown on such plan without a special permit hereunder, plus one lot for each 10 of such building lots that could otherwise be created; or

~~1803.1.3.2~~ (b) ~~¶~~the number of building lots obtained by dividing 90% of the total area of the tract, exclusive of land identified as a protected resource area under the Wayland Wetlands and Water Resources Protection Bylaw (excluding buffer zones) ~~situated within the floodplain or designated as wetlands by the Conservation Commission~~, by the minimum lot size permitted in the district within which the tract is located, plus one lot for each 10 lots so arrived at from such division.

1803.1.3.1 For purposes of demonstrating the number of lots under subsection 1803.1.3(a) above, an applicant under this Bylaw shall submit a dimensioned lotting plan signed and stamped by a registered professional engineer or land surveyor which shows the maximum number of lots which can be created on a conventional subdivision plan meeting all dimensional and other requirements of the Zoning Bylaw and being in compliance with the Subdivision Rules and Regulations, which submittal shall include a list of requested waivers necessary to implement the subdivision plan, which the Planning Board shall review and consider.

1803.1.3.2 Within the Residence Districts, the Planning Board ~~shall~~ may permit allow by special permit structures to be constructed containing more than one dwelling unit, but not more than four dwelling units per structure. The total number of dwelling units ~~for attached buildings~~ shall not exceed the total that is allowed under § 198-18051803.1.3.

1803.1.3.4 3 Notwithstanding any provision of this Zoning Bylaw to the contrary, the Planning Board may permit by Special Permit attached and detached dwelling units to be erected on single lot(s). [Added 10-3-2012 STM by Art. 6]

1803.1.4 Each of the building lots shown on the site plan ~~has~~ shall have adequate frontage, but no less

These articles were submitted by the Planning Board for inclusion in the Warrant for the Special Town Meeting to begin on Tuesday, November 15, 2016. Please note these articles are not in their final order, and are subject to nonsubstantive revisions between now and the time the Warrant is finalized.

than 50 feet, on a public or private way.

1803.1.5 Each of the building lots ~~shown on the plan is~~ shall be of a size and shape as shall provide a building site that shall be in harmony with the natural terrain and other features of the tract, but no such lot shall have an area of less than 20,000 square feet as shown on the plan.

1803.1.6 The front, side and rear yards of each lot shall be shown on the plan by dashed lines indicating the area within which a building may be built, ~~provided that a~~ All dwellings and, accessory buildings, driveways and roadways shall be set back at least ~~15~~ 50 feet from the perimeter of the tract, except that the Planning Board may reduce this set back to not less than 15 feet if it furthers the interests of this by-law, and 15 feet from any open land, except for that portion of a driveway or roadway that intersects a public or private way for access to the development.

1803.1.7 For Conservation Cluster Developments consisting of at least a majority of single-family detached dwellings, ~~At least 35% of the land area of the tract, exclusive of land set aside for road and drainage areas, shall be open designated as Open Land, and the open land shall include all land not dedicated to roads or building lots.~~ For Conservation Cluster Developments consisting of at least a majority of ~~attached~~ single-family ~~attached~~ dwellings, at least 50% of the land area of the tract, exclusive of land set aside for road and drainage areas, shall be designated as Open Land, and the ~~open land shall include all land not dedicated to roads or building lots.~~ For the purpose of this article, **“Open Land”** is defined as a parcel or parcels of land, or an area of water, or a combination of land and water, not including roads or ways, whether public or private, The Open Land shall be reserved to be used for open space, conservation, agriculture, outdoor passive recreation, park purposes or some combination of the foregoing. [Amended 5-5-2005 ATM by Art. 29]

~~1803.1.8.2~~ Conveyance of the open Open Land Land.

~~1803.1.8.12.1~~ The Open Land Land shall be conveyed either:

~~1803.1.8.1.1~~ (a) To the Town or its Conservation Commission, but only if the Town or Conservation Commission agrees to accept title to the Open Land, which shall accept it for park or open space use;

~~1803.1.8.1.2~~ (b) To the Sudbury Valley Trustees, Inc., and its successors or to another nonprofit conservation organization approved by the Planning Board, the principal purpose of which is the conservation of open space; or

~~1803.1.8.1.3~~ (c) To a corporation, trust or association owned, or to be owned, by the owners of lots or residential units within the tract, provided that if such a corporation, trust or association holds title, ownership thereof shall pass with conveyance of the lots or residential units.

~~1803.1.8.22.2~~ If ownership is in title to the Open Land is held by an entity other than the Town, there shall be sufficient rights in the Town to provide that such land shall be kept in an open or natural state, and provisions shall be made satisfactory to the Planning Board so that the Town, through its Conservation Commission, Planning Board, or other board, can enforce any other restrictions or easements imposed upon the open Open Land Land by the Planning Board as conditions of its special

These articles were submitted by the Planning Board for inclusion in the Warrant for the Special Town Meeting to begin on Tuesday, November 15, 2016. Please note these articles are not in their final order, and are subject to nonsubstantive revisions between now and the time the Warrant is finalized.

permit grant.

1803.1-92.3 Subject to the approval of the Board of Health, as otherwise required by law, the Planning Board may permit the ~~open~~ Open land Land to be used for subsurface waste disposal where the Planning Board finds that such use will not be detrimental to the character or quality of the ~~open~~ Open land Land.

1803.1-103 ~~If the land shown on the plan includes land~~ tract of land proposed for the Conservation Cluster development is located in two ~~residence zones~~ or two or more residential districts, ~~all of the land shall the entire tract~~, for all purposes of this article Bylaw, be considered as lying entirely within the zone or zoning district having the largest area and frontage requirements, except that if 75% or more of the total area shown on the plan as building lots lies within one residential district, all of the land shall be considered as lying within that zone or zoning district. [Amended 5-5-2005 ATM by Art.29

1803.1.11, respectively.

1803.1-114 No lot shown on the plan for which a permit is granted under this article may be further subdivided, and a notation to this effect shall be shown on the approved, recorded plan. [Amended 5-5-2005 ATM by Art. 29]

§ 198-1804. Conditions.

1804.1 The Planning Board may, in appropriate cases, impose as a condition of the special permit further restrictions, conditions and safeguards upon the tract, or parts thereof, to protect and promote the health, safety, convenience and general welfare of the inhabitants of the Town of Wayland.

§ 198-1805. Decision.

1805.1 In connection with the granting or denying of a special permit under this article, the Planning Board shall issue to the applicant and shall file with the Town Clerk a written decision that shall include, at a minimum:

1805.1.1 A determination of the maximum number of lots upon which dwellings could be constructed (without a special permit hereunder) and a determination of the area of the tract usable for residential construction in accordance with § 198-1803.1.3 herein.

1805.1.2 A general description of the neighborhood in which the tract lies and the effect of the plan on the area.

1805.1.3 The relation of the proposed development to long-range plans of the Town, if any.

1805.1.4 The extent to which the proposed development is designed to take advantage of the natural terrain of the tract.

These articles were submitted by the Planning Board for inclusion in the Warrant for the Special Town Meeting to begin on Tuesday, November 15, 2016. Please note these articles are not in their final order, and are subject to nonsubstantive revisions between now and the time the Warrant is finalized.

1805.1.5 The extent to which the proposed **Open Land** is of such a size, shape and location and has such adequate access so as to benefit the Town.

1805.1.6 If the Planning Board grants the special permit, the finding required by § 198-1803.1.1 above.

1805.1.7 If the Planning Board denies the special permit, its reasons for so doing.

1805.1.8 If the Planning Board disagrees with the recommendations of the Conservation Commission, Historical Commission, or the Board of Health, it shall state its reasons therefor in writing.

1805.1.9 If, by the terms of the special permit, the Planning Board permits the **Open Land** to be used for subsurface waste disposal, the finding required by § 198-1803.1-~~92~~3 above.

1805.2 Such decision must be reached, filed with the Town Clerk and sent or delivered to the applicant within 90 days after the public hearing held on the application for the special permit, unless said ninety-day deadline is extended in accordance with law. Failure to so act shall be deemed approval in accordance with law.

§ 198-1806. Common Open Land.

1806.1 If a special permit is granted, the Planning Board shall impose as a condition that the ~~common~~ **Open Land** shall be conveyed, free and clear of any liens or encumbrances except those that may be permitted by the Planning Board, of any mortgage interest or security interest and subject to a perpetual restriction of the type described above (if applicable), prior to the Planning Board's release of any lots from the subdivision restriction covenant or, if there is no such covenant, prior to the Building Commissioner's issuance of a building permit for any lot, unless the petitioner shall provide a cash performance bond in an amount sufficient in the judgment of the Planning Board to guarantee the conveyance of the Open Land as required by the special permit. The petitioner shall provide satisfactory assurance of said conveyance and recording, in the form of copies of the recorded instruments bearing the recording stamp, and of such freedom from encumbrances. In any event, the Open Land shall be conveyed as required on or before one year after the conveyance of the first lot.

§198-1807. Duration of special permit.

1807.1 A special permit granted under this article shall lapse within 18 months if substantial construction has not begun by such date, except for a good cause shown and approved by the Planning Board.

§ 198-1808. Amendments.

1808.1 Following the granting by the Planning Board of a permit under this article, it may, upon application and for good cause shown, after notice and a public hearing as required for granting a special permit, amend the plan solely to make changes in lot lines shown on the plan; provided, however, that no such amendment shall:

These articles were submitted by the Planning Board for inclusion in the Warrant for the Special Town Meeting to begin on Tuesday, November 15, 2016. Please note these articles are not in their final order, and are subject to nonsubstantive revisions between now and the time the Warrant is finalized.

1808.1.1 Grant any reduction in the size of the open land as provided in the permit;

1808.1.2 Grant any change in the layout of the ways as provided in the permit;

1808.1.3 Increase the number of building lots as provided in the permit; or

1808.1.4 Decrease the dimensional requirements of any building lot below the minimal required by this Zoning Bylaw.

ASSISTED/INDEPENDENT LIVING AND NURSING HOME

Sponsored by: Planning Board

To determine whether the Town will vote to amend Chapter 198 of the code of the Town of Wayland, the Town's Zoning Bylaw, by making the following revisions:

Amend the Table of Permitted Principal Uses by District by changing the designation for Line 24, "Assisted/Independent Living" from "SP" to "No" in Single Residence districts, and by changing the designation for Line 32, "Nursing Home" from "SP" to "No" in Single Residence districts.

These articles were submitted by the Planning Board for inclusion in the Warrant for the Special Town Meeting to begin on Tuesday, November 15, 2016. Please note these articles are not in their final order, and are subject to nonsubstantive revisions between now and the time the Warrant is finalized.

ARTICLE xx: ~~207/195 MAIN STREET & MIDDLE SCHOOL~~ Field FEASIBILITY STUDY

Sponsored by: Recreation Commission

Estimated Cost: \$30,000

To determine whether the Town will vote to allow the Recreation Commission to spend a sum of money from the Recreation Stabilization Fund to do a Feasibility Study to investigate the construction of a ~~potential new Multi Purpose, Rectangular, Natural grass field at 207 & 195 Main Street in conjunction with the design of a potential new library, as well as to investigate the construction of a~~ potential new multi-purpose, rectangular, artificial turf field where the current Middle School soccer/lacrosse field is situated.

FINANCE COMMITTEE COMMENTS: For several years the Recreation Commission has included 207/195 Main Street, the former DPW site, in its list as a potential location for a second artificial turf field. Recognizing the Library is currently evaluating this site as a possible building site, the Recreation Commission seeks \$30,000 to fund a Feasibility Study to determine if a natural or an artificial turf field could fit on this site along with a potential new library. Because it is suspected that a smaller, natural grass playing field is all that is able to fit along with a potential new library, the Recreation Commission would also like to investigate a design of a potential new, artificial, multi-use playing field being constructed where the current soccer/lacrosse field is located behind the middle school. The map in Appendix **XX** shows both parcels of land.

The Recreation Commission will work closely with the Library Planning Committee to make sure the two efforts are coordinated and there is no overlap/duplication. Data already gathered in the library planning design effort will be utilized wherever possible.

The Feasibility Study will determine whether this site is appropriate for either a natural or artificial turf field. The scope will include Wetlands & Environmental delineations, developing/reviewing existing conditions map, and creating 2-3 schematic layouts. It will also identify any environmental restrictions and concerns with the proposed projects. If the study indicates an artificial field can be located on one of the parcels of land, the Recreation Commission would evaluate alternative infill options as part of the design study.

The proposed funding source is the Recreation Stabilization Fund. Spending \$30,000 on this Feasibility Study will leave a fund balance of \$372,618. The Recreation Stabilization Fund has been established to fund Recreation Capital projects.

The Recreation Commission recommends approval. (Vote 4-0-0)

The Board of Selectmen recommends...

ARGUMENTS IN FAVOR: We need to be prepared for the scenario that the town votes in favor of a library on the site; this feasibility study will help ensure that any field incorporated in the design has the benefit of expert input.

The estimated cost to complete the feasibility study seems to be reasonable given the work required to produce it.

The recreation stabilization fund was created as a result of funds raised from users by renting fields (not from taxation) and voters should be wary of second-guessing the Recreation Commission that this is an appropriate usage of the funds in it.

ARGUMENTS OPPOSED: There could be valuable benefits to waiting until the town wide recreation facilities strategic plan is completed before conducting this feasibility study.

Some might argue that it would be better to wait until we determine if voters will support a new library at this site, and that if we do there will still be adequate time to do the feasibility study outlined above.

Some might argue that we should first decide whether we want another artificial turf field before doing a feasibility study as to whether to locate one at the middle school to replace an existing grass field.

Some might argue that we should wait and consider this request as part of the normal annual capital improvement program process at annual town meeting next spring rather than as a special item at special town meeting.

RECOMMENDATION: The Finance Committee recommends xxxxxx. (Vote x-y-z)

QUANTUM OF VOTE: Majority [M.Lanza to provide citation].

CONSISTENCY WITH LAW: It is the opinion of Town Counsel that the foregoing article...

For more information about this article, contact name/phone number/email. (Generally the lead person representing the sponsor and/or FinCom assignee).

ARTICLE XX : Appropriate Funds to purchase 8 Glezen Lane for Water resource Protection

Sponsored by: Board of Public Works (BoPW)

Cost: \$1.125M

To determine whether the Town will vote to:

- a.) appropriate a sum of money to acquire, for water supply protection purposes, the fee or any lesser interest in the parcel of land located on 8 Glezen Lane, Wayland Massachusetts, containing the aggregate 1.82 acres, more or less, and shown as Lot 18-014 in the Town of Wayland Assessors' Atlas; and
- b.) designate that the parcel or any lesser interest be under the control of the Board of Public Works for water supply protection and land conservation purposes under M.G.L. c. 40, §39B and 41, and Article 97 of the Amendments to the Massachusetts Constitution; and
- c.) authorize the Board of Public Works, with the approval of Town Counsel as to form, to acquire by purchase, gift, eminent domain, or otherwise, for water purposes, the fee or any lesser interest in all or part of said parcel of land; and
- d.) authorize the Board of Public Works to seek funding under the Drinking Water Supply Protection (DWSP) grant (Chapter 312 of the Acts of 2008, § 2A, 2200-7017); and
- e.) determine whether said appropriation shall be provided by Water Enterprise Fund, or water borrowings, or funding under the DWSP grant program.

Please refer to the map in Appendix XX.

Comment [1]: Moved to its own paragraph

FINANCE COMMITTEE COMMENTS: Passage of this article will authorize the Board of Public Works (BoPW) to purchase Lot 18-014 located at 8 Glezen Lane. (appropriate the necessary funds through Water borrowing) and authorize the BoPW to apply for a Drinking Water Supply Protection (DWSP) grant. The BoPW seeks to acquire this 1.82 acre parcel as shown on the map in Appendix XX for two reasons: Protection of the water supply and future expansion of water treatment process.

Comment [2]: want to double check on this phrasing.

Protecting the Water Supply: Wayland has a ten-million-dollar investment in the Baldwin Pond treatment plant. When the Town's wells were constructed in the early 1900's, the regulations in place did not require wells to be placed in designated areas and/or prohibit buildings on the land. Today, the Massachusetts Department of Environmental Protection (DEP) urges municipalities to control property which can influence Town wells. Nearly the entire 1.82 acres at 8 Glezen Lane is located within 400 feet of the Zone I wellhead protection zone of the Baldwin Pond wells and treatment plant.

The parcel at 8 Glezen Lane not only abuts the Baldwin Pond Treatment plant it contains a residential building with a septic system that has failed a Title V inspection, a situation that does not meet today's code. If contamination from this parcel were to reach the water, the DEP could require a long outage to requalify the plant. This could significantly affect the Town's ability to deliver water. The BoPW plans would include demolishing the residence on the property at a future date.

Future expansion of the Water Treatment Process: The Baldwin Pond treatment plant site is constrained by its size and proximity to the Baldwin Pond. The land available when the treatment plant was built limits future expansion.

The Town is currently rehabilitating the sand filter bed at the Baldwin treatment plant. The BoPW hopes these upgrades will solve ongoing post-treatment issues. If the upgrades are not sufficient, it may be necessary to add another treatment process in between the plant and the filter beds to dewater the sludge before it reaches the sand beds. Additional space for the new process and possibly an additional sand filter bed would be necessary. 8 Glezen Lane directly adjoins the treatment facility and is suitable for such expansions as well as any necessary future expansion.

At the time the warrant went to press, the appraisal was in process but had not been completed. The appraisal and Purchase and Sales Agreement will be presented at Special Town Meeting.

To fund this purchase, the BoPW proposes Water (Enterprise Fund) borrowing. In addition, the Board of Public Works intends to apply for a Drinking Water Supply Protection Grant. If successful, the grant will award 50% of the purchase price up to \$350,000.

The Board of Public Works voted 4-0-0 to support this article
The Board of Selectmen voted xxx to support this article.

ARGUMENTS IN FAVOR:

- Purchasing this property will ensure the property will be only used for water supply and protect the Town's investment in the Baldwin wells.
- Completing this purchase will eliminate a potential contamination source for the Baldwin well and water supply.
- Increasing the land area on which the Baldwin Well is sited by 1.82 acres will provide room for any necessary future expansion.
- Enhancing wellhead protection will bring the well into further compliance with DEP guidance.

ARGUMENTS OPPOSED:

- Some may argue this is an expensive parcel in a prime site and shouldn't be purchased.
- The seller may not wish to sell the property at a price the town is able to pay.
- The failed septic system might be replaced with a leach field outside the Zone 1 or a tight septic holding tank.
- This purchase will result in an approximate annual reduction of ~~\$14,000~~ of real estate tax revenue.

Comment [3]: \$740,000 * \$18.29/\$1000

Comment [4]: thanks

RECOMMENDATION: The Finance Committee recommends xxxxxx.

QUANTUM OF VOTE:

CONSISTENCY WITH LAW: It is the opinion of Town Counsel that the foregoing article...

For more information about this article, contact Don Millette, Wayland Water Superintendent 508-358-3699 or dmillette@wayland.ma.us or Michael Lowery, Board of Public Works at lowery.mike@gmail.com.

ARTICLE XX: Appropriate Funds to Purchase 107 Old Sudbury Road for Water

Resource Protection

Sponsored by: Board of Public Works

Estimated Cost: \$500,000

To determine whether the Town will vote to:

- a.) appropriate a sum of money to acquire, for water purposes, the fee or any lesser interest in the parcel of land located on 107 Old Sudbury Road, Wayland Massachusetts, containing the aggregate 2.06 acres, more or less, and shown as Lot 17-022 in the Town of Wayland Assessors' Atlas; and
- b.) designate that the parcel or any lesser interest be under the control of the Board of Public Works for water supply protection and land conservation purposes under M.G.L. c. 40, §39B and 41, and Article 97 of the Amendments to the Massachusetts Constitution; and
- c.) authorize the Board of Public Works, with the approval of Town Counsel as to form, to acquire by purchase, gift, eminent domain, or otherwise, for water purposes, the fee or any lesser interest in all or part of said parcel of land; and
- d.) authorize the Board of Public Works to seek funding under the Drinking Water Supply Protection (DWSP) grant (Chapter 312 of the Acts of 2008, § 2A, 2200-7017); and
- e.) determine whether said appropriate shall be provided by Water Enterprise Fund, water borrowing, or funding under the DWSP grant program..

Please refer to map in Appendix **XX**

FINANCE COMMITTEE COMMENTS: Passage of this article will authorize the Board of Public Works (BoPW) to purchase Lot 17-022 located at 107 Old Sudbury Road for water resource protection, (appropriate the necessary funds through Water borrowing) and authorize the BoPW to apply for a Drinking Water Supply Protection (DWSP) grant. The BoPW seeks to acquire this 2.06 acre parcel as shown on the map in Appendix **XX** for two reasons: Protection of the water supply and future expansion of water treatment process.

Protecting the Water Supply: Wayland has a ten-million-dollar investment in the Baldwin Pond treatment plant. When the Town's wells were constructed in the early 1900's, the regulations in place did not require wells to be placed in designated areas and/or prohibit buildings on the land. Today, the Massachusetts Department of Environmental Protection (DEP) urges municipalities to control property which can influence Town wells. 107 Old Sudbury Lane runs 300' along Baldwin Pond and is located in Zone 2 of Baldwin Wells #1, 2, and 3. Just under an acre of this 2.06 acre parcel is in what is known as the capture area of the wells - the area from which a well draws water during periods of little or no rainfall such as the Town has experienced this past summer. The Board of Public Works want to purchase this parcel and designate it for water supply protection. There is a residence on the property which the BoPW will demolish at a future date.

Future expansion of the Water Treatment Process: The Baldwin Pond treatment plant site is constrained by its size and proximity to the Baldwin Pond. The land available when the treatment plan was built limits future expansion.

The Town is currently rehabilitating the sand filter bed at the Baldwin treatment plant. The BoPW hopes these upgrades will solve ongoing post-treatment issues. If the upgrades prove insufficient, it may be

necessary to add another treatment process in between the plant and the filter beds to dewater the sludge before it reaches the sand beds. Additional space for the new process and possibly an additional sand filter bed would be necessary. 107 Old Sudbury Lane directly adjoins the treatment facility land and is suitable for any necessary future expansion including remediation of contamination from the Raytheon site were ever to reach the well capture zone.

There is a tax lien on the property through which Town expects to negotiate a favorable price for the property. At the time the warrant went to press the appraisal was in process, but had not been completed. The appraisal and Purchase and Sales Agreement will be presented at Special Town Meeting.

To fund this purchase, the BoPW proposes Water (Enterprise Fund) borrowing. In addition, the Board of Public Works intends to apply for a Drinking Water Supply Protection Grant. If successful, the grant will award 50% of the purchase price up to \$350,000.

The Board of Public Works voted 4-0-0 to support this article.

The Board of Selectmen voted 0-0-0 to support this article.

ARGUMENTS IN FAVOR:

- Opportunity to purchase this property at a reasonable price.
- Making this acquisition ensures this parcel will only be used for water supply protection purposes.
- Purchasing this property will further protect the Town's investment in the Baldwin wells and water supply.
- Increasing the land area on which the Baldwin Well is sited by 2.06 acres will provide room for any necessary future expansion.

ARGUMENTS OPPOSED:

- Some might argue this property should be thoroughly vetted to determine water protection is the best use of this land.
- Some might feel it more appropriate to allow another buyer to purchase this parcel and the Town continue to collect approximately \$9,000 annual in real estate tax revenue.

RECOMMENDATION: The Finance Committee recommends xxxxxx. (Vote x-y-z)

QUANTUM OF VOTE:

CONSISTENCY WITH LAW:

For more information about this article, contact Don Millette, Water Superintendant at 508-358-3699 or by email at dmillette@wayland.ma.us or Mike Lowery, Board of Public Works by email at lowery.mike@gmail.com.

BOARD OF SELECTMEN

FY 2016 was a year of relative staff stability as Town Administrator Nan Balmer entered her second year as Wayland's chief executive. The Town welcomed a new Building Commissioner, new Assistant Fire Chief, and new Information Technology Director. DPW Director Stephen ("Stubby") Kadlik announced his retirement after 42 years of dedicated service to the residents of Wayland.

Throughout the year, the Selectmen worked with and appointed citizens to numerous permanent and temporary committees. In keeping with Wayland's rich history of citizen involvement in Town government, appointees to boards and committees bring a wide-variety of professional experience to issues that affect the Town. It is difficult to single out any committee, but the Conservation Commission and Community Preservation Committee are examples of especially busy committees in FY16. They worked to acquire a Conservation Restriction on Mainstone Farm with funds from the Community Preservation Act and the Sudbury Valley Trustees.

As the Town of Wayland Traffic Commission, the Board of Selectmen opined on traffic flow and enforcement. Selectmen discussed with the Board of Public Works and the Police Chief how to monitor and/or mitigate traffic on Stonebridge Road and Glezen Lane. Major projects approved this year for improvement included the intersections of East Plain St./School St./Commonwealth Road, Routes 30/27, and Five Paths (Old Conn. Path/Cochituate Rd.). The State approved a request to lower the speed limit on Stonebridge Rd. for a short segment near Oak Hill Rd.

Public Safety was in the limelight this year as Wayland celebrated 100 years of policing. Wayland was recognized as the safest community in Massachusetts by Safewise. The Wayland Police Department was awarded "Certification" status from the Massachusetts Police Accreditation Commission.

Information Technology (IT) was a significant focus of the Board following the cyber attack of the previous year. The Town hired consultants to review its Information Technology policies, procedures, controls and staffing. Town Meeting approved a significant increase in funding for IT based on the recommendations of experts. In April Wayland hired an IT Director who will oversee both the Town and School information technology infrastructure.

The Minuteman Regional Vocational Technical School District took a significant amount of attention in FY16. Wayland voters weighed in at no less than 3 town meetings (Nov. STM, Feb. STM, and Apr. ATM) on Minuteman. Wayland joined 5 other towns in voting to leave the district effective July 2017 due to very low enrollments and opportunities for attending other vocational technical schools in the area.

In November, Anthony Boschetto resigned from the Board of Selectmen. At the April 2016 Town Election, citizens elected Louis Jurist to serve on the Board of Selectmen for a three-year term. The Board held their organizational meeting shortly after Annual Town Meeting, electing Cherry Karlson as Chair and Lea Anderson as Vice Chair, as well as continuing the Board's practice of selecting liaisons to various departments and committees.

The Board continues its efforts to make its meetings and actions transparent to the public. All meetings are taped by WayCam for rebroadcast, the entire packet is available online in advance of the meetings, and regular and executive session minutes are produced, reviewed, and posted online. In order to make sure that minutes are produced in a timely manner, the Board approved a stipend for the Human Resources Assistant to attend Selectmen's meetings and produce minutes in addition to her other work.

The Selectmen participated in many other and varied activities throughout the year:

- The Board approved moving the \$12 million OPEB fund to the Massachusetts Pension Reserves Investment Trust (PRIT) which provides oversight and investment management through a statewide trust.
- The River's Edge Advisory Committee continued its work on the bid process for the residential rental development at the site of the previous Septage facility. Its first Request for Proposal (RFP) received no bids. A revised RFP was issued and bids were due July 6, 2016. In conjunction with the River's project, the Board reached agreement with the Sudbury Selectmen on the potential disposition of the Septage Facility.
- The Council on Aging/Community Center (COACC) Committee continued working on a study of the Town Parcel at Town Center as a potential site for a new Council on Aging and Community Center. Town

Meeting approved acquiring the Town Parcel in November. In April, Town Meeting rejected appropriating additional funds until acquisition of the parcel is complete.

- The Board of Selectmen is negotiating with the Town Center developer, Twenty Wayland, on the remaining issues including close-out of accounts, completion of the Conservation Restriction and Trail Easement.
- Wayland continued its commitment to conservation with two significant additions:
 - Town Meeting approved appropriating \$12 million for a conservation restriction on over 208 acres of land at Mainstone Farm. Sudbury Valley Trustees committed to raising over \$3 million to meet the purchase price of \$15 million.
 - Town Meeting approved the confirmatory taking of 70,953 square feet of land behind 138 Pelham Island Rd. generously donated by Nathan (Ted) Newbury and the late Sally Newbury.
- Town Meeting supported the Library Board of Trustees in its work on submitting a grant application for a new or renovated library.
- The Board continues to support the efforts to construct the Rail Trail. A design plan is complete for the trail at the Depot parking lot. Eversource is expected to begin work this summer.
- UNIBANK was selected as the Town's Financial Advisor to counsel the Board of Selectmen, Treasurer, and Finance Director on best approaches to borrowing.
- The Town Administrator coordinated a Recreation Funding Model to manage within the spending cap (Revolving Fund, Stabilization fund, Beach Fund, Indirect costs).
- The Energy Initiatives Advisory Committee oversaw the start of the ESCO energy saving projects throughout town and school buildings. Construction of solar panels began in the spring at Wayland High School, Middle School, and DPW and is nearly complete. Construction at the remaining location at Town Building began in September. The Board of Selectmen approved the Solar Tax Agreement and signed a purchase and sale agreement for installation of LED streetlights throughout town.
- The Board began work on a major project to restructure employees' and retirees' health insurance plans with the goal of reducing insurance costs. Negotiations with town and school unions continued throughout the year.
- The Selectmen signed successor agreements with clerical, fire and police unions to complete this cycle of collective bargaining.

In closing, the Board wishes to acknowledge and thank the many citizens of Wayland who volunteer countless hours of community service as members of appointed boards and commissions. The Board also thanks the excellent employees who keep our town running so well. And, of course, we thank the taxpayers of Wayland who provide the funds to pay for the services that make our town a wonderful place to live.



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

NAN BALMER
TOWN ADMINISTRATOR
TEL. (508) 358-7755
www.wayland.ma.us

BOARD OF SELECTMEN
LEA T. ANDERSON
MARY M. ANTES
LOUIS M. JURIST
CHERRY C. KARLSON
JOSEPH F. NOLAN

Board of Selectmen Meeting Minutes September 12, 2016

Attendance: Lea T. Anderson, Mary M. Antes, Louis M. Jurist, Cherry C. Karlson

Absent: Joseph F. Nolan

Also Present: Town Administrator Nan Balmer, Police Chief Robert Irving, Police Lt. Patrick Swanick, Chair of Library Trustees Aida Gennis, Human Resources Assistant Katelyn O'Brien

A1. Open Meeting and Attend Finance Committee Special Town Meeting Warrant Article Hearing

C. Karlson called the meeting of the Board of Selectmen to order at 6:30 p.m. in the Selectmen's Meeting Room of the Wayland Town Building. At 6:31 p.m., the Board left to attend the Finance Committee Special Town Meeting Warrant Article Hearing.

A2. Return to Meeting and Review Agenda for the Public The Board returned to its regular meeting at 7:40 p.m. in the Selectmen's Meeting Room of the Wayland Town Building. C. Karlson reviewed the agenda and noted the meeting will likely be broadcast and videotaped for later broadcast by WayCAM.

L. Anderson announced that there is a special election Tuesday, September 20, 2016 on the bonding for the Minuteman Vocational Technical High School. Polls will be open from noon to 8 p.m. at only one polling place, the Town Building. The document explaining Wayland's role in the vote is on the Town's website. L. Anderson announced that the Wayland Citizen Police Academy begins September 20, 2016 and there are a few more openings. M. Antes announced that on September 20, 2016 there will be a Domestic Violence Roundtable forum hosted by the Wayland and Sudbury Leagues of Women Voters and by a community-based organization called LIPSTICK. The forum will focus on strategies to prevent women from being used to purchase and or hide guns. M. Antes also announced that on September 22, 2016 the League of Women Voters is sponsoring a forum on marijuana for the upcoming November election.

A3. Public Comment Lt. P. Swanick discussed with the Board the two "No Parking" sign requests in the vicinity of the intersection of Lake Road and Lake Road Terrace. Lt. P. Swanick recommended that the Board, as Traffic Authority for the Town, authorize the signs. He stated that the signs will keep the intersection clear and allow for emergency vehicles to respond to the area.

A4. Update on Library Project with Chair of the Board of Library Trustees

The Chair of Library Trustees, Aida Gennis, updated the Board on the progress of the Library Planning and Design Study. A. Gennis gave a brief history of what has transpired for new members of the Board. A. Gennis stated that at this time, the Main Street site has emerged as the top site for a new library. A. Gennis said that there will be a public forum on September 21, 2016 at Town Building. The trustees have to decide by the end of September whether to file a letter of intent for a grant proposal. L. Jurist asked what will happen with the current library. A. Gennis told the Board that the library will still be using the current building for at least 5 years, even if they get a new library. If Wayland is put on a wait list, the time in the current library could increase from 5 to 10 more years.

A6. Meet with Finance Committee and Financial Advisor Clark Rowell The Board left the room to meet with the Finance Committee and Financial Advisor Clark Rowell.

The Board returned at 8:55 pm

A5. Vote to Submit Housing Production Plan N. Balmer told the Board that there have been no comments from the public yet. She said the letter in the packet will be going to the Department of Housing & Community Development. M. Antes moved to accept the Housing Production Plan, seconded by L. Anderson, YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson. NAY: none. ABSENT: J. Nolan. ABSTAIN: none. Adopted 4-0.

M. Antes moved to vote to submit the Housing Production Plan letter, seconded by L. Anderson, YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson. NAY: none. ABSENT: J. Nolan. ABSTAIN: none. Adopted 4-0.

A7. Review Special Town Meeting Articles The Board stated that they will vote to pull Article B (Pay Previous Fiscal Year Unpaid Bills) unless anything comes up. For Article C (Participation of Nonresident Town Officials), C. Karlson offered to submit draft comments. L. Jurist stated that he will get in touch with Gordon Cliff from the Finance Committee about Article L (207/195 Main St. & Middle School Field Feasibility Study). C. Karlson stated that Articles M (107 Old Sudbury Rd for Water Resources) and N (8 Glezen Lane for Water Resources) are dependent on the procurement process. N. Balmer agreed and said that she is working with the Water Department and DPW. The Board asked if the Petitioner was informed about the workshop being held tonight. N. Blamer stated that he did receive the schedule. C. Karlson stated that from a process perspective, the Board has the September 19th meeting and September 26th meeting to decide what articles are going forward and to vote on a position.

A8. Review and Approve Consent Calendar (See Separate Sheet) M. Antes moved, seconded by L. Jurist, to approve the consent calendar. YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson, NAY: none. ABSENT: J. Nolan. ABSTAIN: none. Adopted 4-0.

A9. Review Correspondence (See Separate Index Sheet) The Board reviewed the week's correspondence. The Board thanked N. Balmer for providing a letter to the Zoning Board of Appeals. The Board wanted to know how often the Town Clerk's office is closed. M. Antes stated that it is usually 3 times a year, 4 hours at a time. L. Anderson noted that the Minuteman draft press release should be listed on the document list. N. Balmer agreed and stated it will be on next week's document list.

A10. Report of the Town Administrator N. Balmer reported that the Rivers Edge Advisory Committee may be ready to issue a recommendation to the Board on September 19th. N. Balmer also added that the Board of Public Works and the Facilities Director are aggressively working on the school bus issue and snow storage issue. The Board agreed that a cost benefit analysis would be helpful, although they know it will just be a ballpark number at this point. N. Balmer reported to the Board that the FY18 Budget process is underway. She stated a draft Legal RFP was completed and will be issued in the morning, September 13, 2016.

A11. Selectmen's Reports and Concerns M. Antes stated that she attended the ribbon cutting for the Happy Hollow Playground. M. Antes also announced that the MetroWest Regional Collaborative (MWRC) will hold their board meeting Thursday, September 15, at the Wayland Town Building at 8 a.m. M. Antes said she plans to welcome them to Wayland.

A12. Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any
The Chair said, "I know of none."

A13. Adjourn There being no further business before the Board, L. Anderson moved, seconded by L. Jurist, to adjourn the meeting of the Board of Selectmen at 9:23 p.m. YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson. NAY: none. ABSENT: J. Nolan. ABSTAIN: none. Adopted 4-0.

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of September 12, 2016

1. Memorandum of 9/9/16 from Beth R. Klein, Town Clerk, to Board of Selectmen, re: Office Policy When the the Town Clerk's Office is Closed to the Public

Items Included as Part of Agenda Packet for Discussion During the September 12, 2016 Board of Selectmen's Meeting

1. Memorandum of 9/9/16 from MaryAnn DiNapoli, Executive Assistant, Board of Selectmen, re: Agenda Items 4, 5 and 6
 2. List of Articles Received for the November Special Town Meeting with Article Text
 3. Report of the Town Administrator for the Week Ending September 9, 2016
-



NAN BALMER
TOWN ADMINISTRATOR
TEL. (508) 358-7755
www.wayland.ma.us

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN

LEA T. ANDERSON
MARY M. ANTES
LOUIS M. JURIST
CHERRY C. KARLSON
JOSEPH F. NOLAN

BOARD OF SELECTMEN
Monday, September 26, 2016
Wayland Town Building
Selectmen's Meeting Room

CONSENT CALENDAR

1. Vote the Question of Approving and Signing the Weekly Payroll and Expense Warrants
2. Vote the Question of Approving the Invoice for Special Town Counsel Deutsch Williams Brooks DeRensis & Holland PC for Legal Services Rendered through August 31, 2016, Invoice 181, Account 5673-01M: \$929.21
3. Vote the Question of Authorizing the Chair to Sign the Nomination Papers of Dennis Giombetti for the MetroWest Seat on the Boston Region Metropolitan Planning Organization
4. Vote the Question of Approving the Placement of Two Portable Sandwich Board Style Signs for the Friends of the Wayland Public Library, Fall Book and Bake Sale, at Route 20 and Old Connecticut Path, and Route 20 at the Intersection of Routes 27 and 126, from October 23-November 6, 2016
5. Vote the Question of Approving the Extension of Hours to Serve Alcoholic Beverages at Broomstones Curling Club, One Curling Lane, on Saturday, October 8, 2016, until 1:00 a.m. (October 9, 2016), for the Inaugural Broomstones Oktoberfest Open

DEUTSCH WILLIAMS BROOKS
DeRENSIS & HOLLAND, P.C.
ONE DESIGN CENTER PLACE, SUITE 600
BOSTON, MASSACHUSETTS 02210-2327
(617) 951-2300
Fax (617) 951-2323

RECEIVED

SEP 19 2016

Board of Selectmen
Town of Wayland

INVOICE FOR LEGAL SERVICES

Town of Wayland
Town Building
41 Cochituate Rd.
Wayland MA 01778

Page 1
09/16/2016
Account No. 5673-01M
Invoice No. 181

Attn: Town Administrator

Labor

BALANCE DUE

\$929.21

From: Dennis Giombetti <dgiombetti@rcn.com>
Date: September 1, 2016 at 1:23:11 PM EDT
To: Joshua Ostroff <joshua@ostroff.net>, "jay@jmarsdenlaw.com" <jay@jmarsdenlaw.com>, Joe Nolan <Jnolan@citypointpartners.com>
Subject: Fwd: MetroWest MPO seat

Josh, Jay and Joe

Could I ask you to send the below email to your respective Chairs. I do not have their email addresses. Thank you!!! If you could put in a good word for them to sign the nomination papers it would be most appreciated.

Dennis

Recently Framingham BoS voted to seek reelection for the Metrowest seat on the Boston MPO. As you probably know I have served for the last four or five years as Framingham's appointee. First serving when I was Chair of the Framingham BoS and more recently appointed by the Chairs.

As part of the reelection process I must submit nomination papers by Sept 30th with signature of the Chief Elected Officer in 5 communities within the Boston MPO region. I am hoping that as Selectmen Chairs you would sign the nomination papers. If you agree to sign them I will stop by before an upcoming BoS meeting for your signature.

Thank you in advance for your consideration.

Dennis Giombetti

Sent from my iPhone

DiNapoli, MaryAnn

From: S&S Cartwright <cartwrights@comcast.net>
Sent: Wednesday, September 21, 2016 3:30 PM
To: DiNapoli, MaryAnn
Cc: 'Anne Heller'
Subject: Sign Request for The Friends of the Library

Dear MaryAnne,

The Friends of the Wayland Public Library request the Selectmen's permission to place two portable signboards at two locations in town from October 23 through our Fall Book & Bake Sale ending November 6. These signs promote our Fall Book & Bake Sale, Nov. 4-6. Proceeds from the sale and membership dues are the major source of funds for Friends programs for the Library.

We would like the signs to be seen at the Five Paths intersection and the intersection of Route 20 and Old Connecticut Path. These are small (2.5' by 4'), portable, metal-framed signs that we would place ourselves.

Thank you for your consideration of our request.

Sally Cartwright, for the Friends of the Wayland Public Library

508-653-2642

cartwrights@comcast.net

September 21, 2016

To the Board of Selectman

Wayland, MA 01778

From: Broomstones Curling

Club Kathy Holewa, Bar

Manager

Request for extension of operating hours for Broomstones Curling Club

Date/ Request	Event	Details
Saturday October 8, 2016 1hour extension	Inaugural Broomstones Oktoberfest Open	24 teams from US and Canada compete in a social open. Event runs Friday thru Sunday

We can provide more information as the Board would like provided.

Thank you for the consideration

Kathy Holewa

Kathleen Ellen Holewa

Bar Manager

Broomstones Curling

Club 1 Curling Land

Wayland, MA 01778

(508-717-9957) Kathy's cell



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN

LEA T. ANDERSON
MARY M. ANTES
LOUIS M. JURIST
CHERRY C. KARLSON
JOSEPH F. NOLAN

NAN BALMER
TOWN ADMINISTRATOR
TEL. (508) 358-7755
www.wayland.ma.us

**LIST OF PUBLIC DOCUMENTS PROVIDED TO THE
BOARD OF SELECTMEN FROM SEPTEMBER 16, 2016,
THROUGH AND INCLUDING SEPTEMBER 22, 2016,
OTHERWISE NOT LISTED AND INCLUDED IN THE
CORRESPONDENCE PACKET FOR SEPTEMBER 26, 2016**

Items Distributed To the Board of Selectmen –September 16-22, 2016

1. None

**Items Distributed for Information and Use by the Board of Selectmen at the
Meeting of September 19, 2016**

1. Draft Board of Selectmen Report for the 2016 Annual Town Reports

**Items Included as Part of Agenda Packet for Discussion During the September 26,
2016 Board of Selectmen's Meeting**

1. Memorandum of 9/22/16 from Sarkis Sarkisian, Town Planner, to Nan Balmer, Town Administrator, re: Zoning Articles for the Fall Special Town Meeting
2. List of Articles Received for the November Special Town Meeting with Article Text
3. Revised Text and Finance Committee Comments on Recreation Commission Article, Middle School Feasibility Study
4. Finance Committee Comments, Board of Public Works Articles, Appropriate Funds to Purchase 107 Old Sudbury Road for Water Resource Protection, and Appropriate Funds to Purchase 8 Glezen Lane for Water Resource Protection
5. Draft Board of Selectmen Report for the 2016 Annual Town Reports
6. Draft Minutes of September 12, 2016



NAN BALMER
TOWN ADMINISTRATOR
TEL. (508) 358-7755
www.wayland.ma.us

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN

LEA T. ANDERSON
MARY M. ANTES
LOUIS M. JURIST
CHERRY C. KARLSON
JOSEPH F. NOLAN

BOARD OF SELECTMEN
Monday, September 26, 2016
Wayland Town Building
Selectmen's Meeting Room

CORRESPONDENCE

Selectmen

1. Public Comment, 40B Development at Mahoney's
2. Public Comment, Adobe Flash Player, Security Issue at Wayland Public School
3. Memorandum of 9/19/16 from Beth R. Klein, Town Clerk, to Board of Selectmen re: Resignation of Martin S. Nichols from the Wayland Housing Partnership
4. Letter of 9/19/16 from Board of Selectmen to Massachusetts Highway Department re: Resurfacing Work on Route 20
5. Memorandum of 9/19/16 from Katy C. Merrell, Children's Way Director, to Nan Balmer, Town Administrator, re: Sign for the Children's Way Preschool at Town Building Entrance
6. Memorandum of 9/20/16 from Sarkis Sarkisian, Town Planner, to Board of Selectmen, re: Removal of Article J, Street Acceptance
7. Letter of 9/20/16 from Sierra Club to Board of Selectmen re: Gas Leaks Update and Possible Next Steps
8. Letter of 9/21/16 from Wayland Housing Partnership to Board of Selectmen re: Brookside Development, 113, 115, 117, and 119 Boston Post Road
9. Memorandum from Julie Secord, Council on Aging Director, to Wayland Real Asset Planning (WRAP) Committee, re: Response to Questions
10. Council on Aging Director's Report to the Council on Aging, September 2016

Minutes

11. Finance Committee, August 29, 2016
12. River's Edge Advisory Committee, August 24, 2016

Region

13. Press Release, 9/21/16 "Minuteman Superintendent Thanks District for Supporting New School"

State

14. PRIM (Pension Reserves Investment Management) Board Newsletter, August 2016

DiNapoli, MaryAnn

From: Tom Nuspl <tomnuspl@gmail.com>
Sent: Friday, September 16, 2016 11:00 AM
To: Selectmen
Subject: 40B Development at Mahoney's

Dear Board of Selectmen,

I live at 22 White Road and am writing on behalf of the Rich Valley - White Road neighborhood. We recently became aware of the proposed 40B development on the Mahoney's property and a few of us were able to attend the September 13th Housing Partnership Committee meeting when the developer presented his plans.

In short, there is a large group in the neighborhood that is opposed to the project. We are specifically concerned that the project at four stories tall and such high density:

- Is completely out of character with the neighborhood
- Will negatively impact the environment
- Will negatively impact the value of our homes
- Will increase traffic on a stretch of road that is one of the busiest in the metro Boston area during rush hour
- Will decrease the quality of education through a sudden influx of up to 60 families to Claypit Hill
- Poses a safety risk since Wayland doesn't own a ladder tall enough to service such a tall structure
- Will increase crime that is associated with low income, dense rental properties

We are reaching out to you as we want to understand what in the process can still be impacted and how our neighborhood can have a voice to change the current plan.

I can be contacted at tomnuspl@gmail.com or my cell phone 512-751-3189. Thank you for your consideration.

Regards,

Tom Nuspl
22 White Road

From: Mark Hays <markallenhays@gmail.com>
Sent: Thursday, September 22, 2016 1:56 PM
To: Karlson, Cherry; Lea@Anderson.name; Jurist, Louis; Nolan, Joseph F.; Antes, Mary
Cc: Balmer, Nan; Pazos, Jorge; Doucette, Elizabeth; Senchyshyn, John; Nancy Funkhouser
Subject: Major security issue at WPS -- that puts Wayland taxpayers at risk
Attachments: WCPI letter to BoS re Flash security problem at WPS - 9.22.2016.pdf; DHS CERT - High Risk Flash Vulnerabilities - 9.19.2016.pdf

To the members of the Wayland Board of Selectmen:

Wayland Public Schools uses the Adobe Flash Player, which is installed on every Mac and Windows computer. This is a major security risk, which I discussed with Leisha Simon and her team. I also provided extensive documentation from industry experts.

This problem has not been solved, which puts confidential records at risk covering thousands of current and former WPS students, families, teachers and staff.

Although the Board of Selectmen does not manage WPS, you are responsible for the liabilities of our Town and the taxes residents must pay. So this buck stops at your desk.

Attached is a letter and a copy of the latest Department of Homeland Security / CERT report, listing dozens of new flaws in Flash Player.

Please let me know if you have any questions.

Mark Hays



Flash Player: A security issue that needs to be addressed ASAP

22 September, 2016

To: Members of the Wayland Board of Selectmen

From: Mark Hays
Wayland Computer Privacy Initiative

Cell: 508.661 9733

Email: WaylandCPI@Verizon.net (best bet)

Dear Board of Selectmen members:

Wayland Public Schools currently uses education apps based on Adobe's Flash Player. Flash Player is a leading security risk for computers worldwide, with a constant stream of serious vulnerabilities, month after month, year after year. Hackers can easily take complete control over a WPS Mac or Windows computer via one of the Flash defects. A copy of the most recent Department of Homeland Security / CERT report is attached, listing dozens of new security flaws.

This creates a serious and constant risk to all of the confidential data held by WPS computers, covering thousands of current and former residents, teachers and staff.

Last spring I recommended that WPS remove the Flash Player from every WPS computer, to eliminate this risk. I was told, "We use education apps based on Flash, and cannot remove it." This is a choice, however, not a requirement. I suggested that WPS quickly launch a review to find every app that is based on Flash, and find alternatives. To the best of my knowledge, this was never done.

The Board of Selectmen needs to take action. Please ask Leisha Simon's team to collect a list of all education apps that require Flash, and find alternatives. Simply ignoring this problem is not a solution, and exposes Wayland taxpayers to costly liability. Although the Board of Selectmen does not manage WPS, you are responsible for Wayland's liabilities and the increased taxes Wayland residents would have to pay in the event of a costly breach. In short, this buck stops at your desk.

Please let me know if you have any questions.

Sincerely,

Mark Hays
Wayland Computer Privacy Initiative



**Homeland
Security**

US-CERT | United States
Computer Emergency
Readiness Team

National Cyber Awareness System:

SB16-263: Vulnerability Summary for the Week of September 12, 2016

09/19/2016 06 58 AM EDT

Original release date: September 19, 2016

The US-CERT Cyber Security Bulletin provides a summary of new vulnerabilities that have been recorded by the National Institute of Standards and Technology (NIST) National Vulnerability Database (NVD) in the past week. The NVD is sponsored by the Department of Homeland Security (DHS) National Cybersecurity and Communications Integration Center(NCCIC) / United States Computer Emergency Readiness Team (US-CERT). For modified or updated entries, please visit the NVD, which contains historical vulnerability information.

The vulnerabilities are based on the CVE vulnerability naming standard and are organized according to severity, determined by the Common Vulnerability Scoring System (CVSS) standard. The division of high, medium, and low severities correspond to the following scores:

- **High** - Vulnerabilities will be labeled High severity if they have a CVSS base score of 7.0 - 10.0
- **Medium** - Vulnerabilities will be labeled Medium severity if they have a CVSS base score of 4.0 - 6.9
- **Low** - Vulnerabilities will be labeled Low severity if they have a CVSS base score of 0.0 - 3.9

Entries may include additional information provided by organizations and efforts sponsored by US-CERT. This information may include identifying information, values, definitions, and related links. Patch information is provided when available. Please note that some of the information in the bulletins is compiled from external, open source reports and is not a direct result of US-CERT analysis.

High Risk Vulnerabilities: Adobe Flash Player

Primary Vendor -- Product	Description	Published	CVSS Score	Source & Patch Info
adobe -- flash_player	Use-after-free vulnerability in Adobe Flash Player before 18.0.0.375 and 19.x through 23.x before 23.0.0.162 on Windows and OS X and before 11.2.202.635 on Linux allows attackers to execute arbitrary code via unspecified vectors, a different vulnerability than CVE-2016-4279, CVE-2016-6921, CVE-2016-6923, CVE-2016-6925, CVE-2016-6926, CVE-2016-6927, CVE-2016-6929, CVE-2016-6930, CVE-2016-6931, and CVE-2016-6932.	2016-09-14	10.0	CVE-2016-4272 CONFIRM
adobe -- flash_player	Adobe Flash Player before 18.0.0.375 and 19.x through 23.x before 23.0.0.162 on Windows and OS X and before 11.2.202.635 on Linux allows attackers to execute arbitrary code or cause a denial of service (memory corruption) via unspecified vectors, a different vulnerability than CVE-2016-4275, CVE-2016-4276, CVE-2016-4280, CVE-2016-4281, CVE-2016-4282, CVE-2016-4283, CVE-2016-4284, CVE-2016-4285, CVE-2016-6922, and CVE-2016-6924.	2016-09-14	10.0	CVE-2016-4274 CONFIRM
adobe -- flash_player	Adobe Flash Player before 18.0.0.375 and 19.x through 23.x before 23.0.0.162 on Windows and OS X and before 11.2.202.635 on Linux allows attackers to execute arbitrary code or cause a denial of service (memory corruption) via unspecified vectors, a different vulnerability than CVE-2016-4274, CVE-2016-4276, CVE-2016-4280, CVE-2016-4281, CVE-2016-4282, CVE-2016-4283, CVE-2016-4284, CVE-2016-4285, CVE-2016-6922, and CVE-2016-6924.	2016-09-14	10.0	CVE-2016-4275 CONFIRM
adobe -- flash_player	Adobe Flash Player before 18.0.0.375 and 19.x through 23.x before 23.0.0.162 on Windows and OS X and before 11.2.202.635 on Linux allows attackers to execute arbitrary code or cause a denial of service (memory corruption) via unspecified vectors, a different vulnerability than CVE-2016-4274, CVE-2016-4275, CVE-2016-4280, CVE-2016-4281, CVE-2016-4282, CVE-2016-4283, CVE-2016-4284, CVE-2016-4285, CVE-2016-6922, and CVE-2016-6924.	2016-09-14	10.0	CVE-2016-4276 CONFIRM
adobe -- flash_player	Use-after-free vulnerability in Adobe Flash Player before 18.0.0.375 and 19.x through 23.x before 23.0.0.162 on Windows and OS X and before 11.2.202.635 on Linux allows attackers to execute arbitrary code via unspecified vectors, a different vulnerability than CVE-2016-4272, CVE-2016-6921, CVE-2016-6923, CVE-2016-6925, CVE-2016-6926, CVE-2016-6927, CVE-2016-6929, CVE-2016-6930, CVE-2016-6931, and CVE-2016-6932.	2016-09-14	10.0	CVE-2016-4279 CONFIRM
adobe -- flash_player	Adobe Flash Player before 18.0.0.375 and 19.x through 23.x before 23.0.0.162 on Windows and OS X and before 11.2.202.635 on Linux allows attackers to execute arbitrary code or cause a denial of service (memory corruption) via unspecified vectors, a different vulnerability than CVE-2016-4274, CVE-2016-4275, CVE-2016-4276, CVE-2016-4281, CVE-2016-4282, CVE-2016-4283, CVE-2016-4284, CVE-2016-4285, CVE-2016-6922, and CVE-2016-6924.	2016-09-14	10.0	CVE-2016-4280 CONFIRM

Primary Vendor -- Product	Description	Published	CVSS Score	Source & Patch Info
adobe -- flash_player	Adobe Flash Player before 18.0.0.375 and 19.x through 23.x before 23.0.0.162 on Windows and OS X and before 11.2.202.635 on Linux allows attackers to execute arbitrary code or cause a denial of service (memory corruption) via unspecified vectors, a different vulnerability than CVE-2016-4274, CVE-2016-4275, CVE-2016-4276, CVE-2016-4280, CVE-2016-4282, CVE-2016-4283, CVE-2016-4284, CVE-2016-4285, CVE-2016-6922, and CVE-2016-6924.	2016-09-14	10.0	CVE-2016-4281 CONFIRM
adobe -- flash_player	Adobe Flash Player before 18.0.0.375 and 19.x through 23.x before 23.0.0.162 on Windows and OS X and before 11.2.202.635 on Linux allows attackers to execute arbitrary code or cause a denial of service (memory corruption) via unspecified vectors, a different vulnerability than CVE-2016-4274, CVE-2016-4275, CVE-2016-4276, CVE-2016-4280, CVE-2016-4281, CVE-2016-4283, CVE-2016-4284, CVE-2016-4285, CVE-2016-6922, and CVE-2016-6924.	2016-09-14	10.0	CVE-2016-4282 CONFIRM
adobe -- flash_player	Adobe Flash Player before 18.0.0.375 and 19.x through 23.x before 23.0.0.162 on Windows and OS X and before 11.2.202.635 on Linux allows attackers to execute arbitrary code or cause a denial of service (memory corruption) via unspecified vectors, a different vulnerability than CVE-2016-4274, CVE-2016-4275, CVE-2016-4276, CVE-2016-4280, CVE-2016-4281, CVE-2016-4282, CVE-2016-4284, CVE-2016-4285, CVE-2016-6922, and CVE-2016-6924.	2016-09-14	10.0	CVE-2016-4283 CONFIRM
adobe -- flash_player	Adobe Flash Player before 18.0.0.375 and 19.x through 23.x before 23.0.0.162 on Windows and OS X and before 11.2.202.635 on Linux allows attackers to execute arbitrary code or cause a denial of service (memory corruption) via unspecified vectors, a different vulnerability than CVE-2016-4274, CVE-2016-4275, CVE-2016-4276, CVE-2016-4280, CVE-2016-4281, CVE-2016-4282, CVE-2016-4283, CVE-2016-4285, CVE-2016-6922, and CVE-2016-6924.	2016-09-14	10.0	CVE-2016-4284 CONFIRM
adobe -- flash_player	Adobe Flash Player before 18.0.0.375 and 19.x through 23.x before 23.0.0.162 on Windows and OS X and before 11.2.202.635 on Linux allows attackers to execute arbitrary code or cause a denial of service (memory corruption) via unspecified vectors, a different vulnerability than CVE-2016-4274, CVE-2016-4275, CVE-2016-4276, CVE-2016-4280, CVE-2016-4281, CVE-2016-4282, CVE-2016-4283, CVE-2016-4284, CVE-2016-6922, and CVE-2016-6924.	2016-09-14	10.0	CVE-2016-4285 CONFIRM
adobe -- flash_player	Integer overflow in Adobe Flash Player before 18.0.0.375 and 19.x through 23.x before 23.0.0.162 on Windows and OS X and before 11.2.202.635 on Linux allows attackers to execute arbitrary code via unspecified vectors.	2016-09-14	10.0	CVE-2016-4287 CONFIRM
adobe -- flash_player	Use-after-free vulnerability in Adobe Flash Player before 18.0.0.375 and 19.x through 23.x before 23.0.0.162 on Windows and OS X and before 11.2.202.635 on Linux allows attackers to execute arbitrary code via unspecified vectors, a different vulnerability than CVE-2016-4272, CVE-2016-4279, CVE-2016-6923, CVE-2016-6925, CVE-2016-6926, CVE-2016-6927, CVE-2016-6929, CVE-2016-6930, CVE-2016-6931, and CVE-2016-6932.	2016-09-14	10.0	CVE-2016-6921 CONFIRM

Primary Vendor -- Product	Description	Published	CVSS Score	Source & Patch Info
adobe -- flash_player	Adobe Flash Player before 18.0.0.375 and 19.x through 23.x before 23.0.0.162 on Windows and OS X and before 11.2.202.635 on Linux allows attackers to execute arbitrary code or cause a denial of service (memory corruption) via unspecified vectors, a different vulnerability than CVE-2016-4274, CVE-2016-4275, CVE-2016-4276, CVE-2016-4280, CVE-2016-4281, CVE-2016-4282, CVE-2016-4283, CVE-2016-4284, CVE-2016-4285, and CVE-2016-6924.	2016-09-14	10.0	CVE-2016-6922 CONFIRM
adobe -- flash_player	Use-after-free vulnerability in Adobe Flash Player before 18.0.0.375 and 19.x through 23.x before 23.0.0.162 on Windows and OS X and before 11.2.202.635 on Linux allows attackers to execute arbitrary code via unspecified vectors, a different vulnerability than CVE-2016-4272, CVE-2016-4279, CVE-2016-6921, CVE-2016-6925, CVE-2016-6926, CVE-2016-6927, CVE-2016-6929, CVE-2016-6930, CVE-2016-6931, and CVE-2016-6932.	2016-09-14	10.0	CVE-2016-6923 CONFIRM
adobe -- flash_player	Adobe Flash Player before 18.0.0.375 and 19.x through 23.x before 23.0.0.162 on Windows and OS X and before 11.2.202.635 on Linux allows attackers to execute arbitrary code or cause a denial of service (memory corruption) via unspecified vectors, a different vulnerability than CVE-2016-4274, CVE-2016-4275, CVE-2016-4276, CVE-2016-4280, CVE-2016-4281, CVE-2016-4282, CVE-2016-4283, CVE-2016-4284, CVE-2016-4285, and CVE-2016-6922.	2016-09-14	10.0	CVE-2016-6924 CONFIRM
adobe -- flash_player	Use-after-free vulnerability in Adobe Flash Player before 18.0.0.375 and 19.x through 23.x before 23.0.0.162 on Windows and OS X and before 11.2.202.635 on Linux allows attackers to execute arbitrary code via unspecified vectors, a different vulnerability than CVE-2016-4272, CVE-2016-4279, CVE-2016-6921, CVE-2016-6923, CVE-2016-6926, CVE-2016-6927, CVE-2016-6929, CVE-2016-6930, CVE-2016-6931, and CVE-2016-6932.	2016-09-14	10.0	CVE-2016-6925 CONFIRM
adobe -- flash_player	Use-after-free vulnerability in Adobe Flash Player before 18.0.0.375 and 19.x through 23.x before 23.0.0.162 on Windows and OS X and before 11.2.202.635 on Linux allows attackers to execute arbitrary code via unspecified vectors, a different vulnerability than CVE-2016-4272, CVE-2016-4279, CVE-2016-6921, CVE-2016-6923, CVE-2016-6925, CVE-2016-6927, CVE-2016-6929, CVE-2016-6930, CVE-2016-6931, and CVE-2016-6932.	2016-09-14	10.0	CVE-2016-6926 CONFIRM
adobe -- flash_player	Use-after-free vulnerability in Adobe Flash Player before 18.0.0.375 and 19.x through 23.x before 23.0.0.162 on Windows and OS X and before 11.2.202.635 on Linux allows attackers to execute arbitrary code via unspecified vectors, a different vulnerability than CVE-2016-4272, CVE-2016-4279, CVE-2016-6921, CVE-2016-6923, CVE-2016-6925, CVE-2016-6926, CVE-2016-6929, CVE-2016-6930, CVE-2016-6931, and CVE-2016-6932.	2016-09-14	10.0	CVE-2016-6927 CONFIRM

Primary Vendor -- Product	Description	Published	CVSS Score	Source & Patch Info
adobe -- flash_player	Use-after-free vulnerability in Adobe Flash Player before 18.0.0.375 and 19.x through 23.x before 23.0.0.162 on Windows and OS X and before 11.2.202.635 on Linux allows attackers to execute arbitrary code via unspecified vectors, a different vulnerability than CVE-2016-4272, CVE-2016-4279, CVE-2016-6921, CVE-2016-6923, CVE-2016-6925, CVE-2016-6926, CVE-2016-6927, CVE-2016-6930, CVE-2016-6931, and CVE-2016-6932.	2016-09-14	10.0	CVE-2016-6929 CONFIRM
adobe -- flash_player	Use-after-free vulnerability in Adobe Flash Player before 18.0.0.375 and 19.x through 23.x before 23.0.0.162 on Windows and OS X and before 11.2.202.635 on Linux allows attackers to execute arbitrary code via unspecified vectors, a different vulnerability than CVE-2016-4272, CVE-2016-4279, CVE-2016-6921, CVE-2016-6923, CVE-2016-6925, CVE-2016-6926, CVE-2016-6927, CVE-2016-6929, CVE-2016-6931, and CVE-2016-6932.	2016-09-14	10.0	CVE-2016-6930 CONFIRM
adobe -- flash_player	Use-after-free vulnerability in Adobe Flash Player before 18.0.0.375 and 19.x through 23.x before 23.0.0.162 on Windows and OS X and before 11.2.202.635 on Linux allows attackers to execute arbitrary code via unspecified vectors, a different vulnerability than CVE-2016-4272, CVE-2016-4279, CVE-2016-6921, CVE-2016-6923, CVE-2016-6925, CVE-2016-6926, CVE-2016-6927, CVE-2016-6929, CVE-2016-6930, and CVE-2016-6932.	2016-09-14	10.0	CVE-2016-6931 CONFIRM
adobe -- flash_player	Use-after-free vulnerability in Adobe Flash Player before 18.0.0.375 and 19.x through 23.x before 23.0.0.162 on Windows and OS X and before 11.2.202.635 on Linux allows attackers to execute arbitrary code via unspecified vectors, a different vulnerability than CVE-2016-4272, CVE-2016-4279, CVE-2016-6921, CVE-2016-6923, CVE-2016-6925, CVE-2016-6926, CVE-2016-6927, CVE-2016-6929, CVE-2016-6930, and CVE-2016-6931.	2016-09-14	10.0	CVE-2016-6932 CON

11 Hickory Hill Road
Wayland, MA 01778
September 14, 2016

Beth R. Klein, Town Clerk
Town of Wayland
41 Cochituate Road
Wayland, MA 01778

Dear Ms. Klein,

I hereby tender my resignation as an appointed member of the Wayland Housing Partnership effective immediately.

Sincerely,



Martin S. Nichols

Cc: Board of Selectmen
Rachel Bratt, Chair, Wayland Housing Partnership

RECEIVED

SEP 16 2016

Board of Selectmen
Town of Wayland



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

NAN BALMER
TOWN ADMINISTRATOR
TEL. (508) 358-7755
www.wayland.ma.us

BOARD OF SELECTMEN
LEA T. ANDERSON
MARY M. ANTES
CHERRY C. KARLSON
LOUIS M. JURIST
JOSEPH F. NOLAN

September 19, 2016

Mr. Jonathan Gulliver, Highway Director
Massachusetts Highway Department, District 3
403 Belmont Street
Worcester MA 01604

Dear Director Gulliver:

Last year, in your August 25, 2016 letter to the Board of Selectmen, you indicated that you anticipated full resurfacing work on Route #20 in Wayland could be done in the Spring of 2016, provided that funds are available. To date no work has been done and we have received no indication of when the project is scheduled to begin.

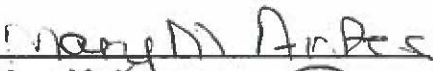
The Board of Selectmen, as Traffic Authority for the town, remain very concerned about the deteriorating condition of significant portions of Route #20 and we request that this project be completed as soon as possible.

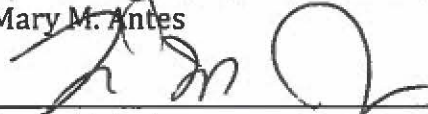
Respectfully,

Board of Selectmen


Cherry C. Karlson, Chair


Lea T. Anderson, Vice Chair


Mary M. Antes


Louis M. Jurist


Joseph F. Nolan

September 19, 2016

To: Nan Balmer: Town Administrator

Cc: Gretchen Schuler: Historic Commission

From: Katy C. Merrell MEd.

Director: The Children's Way Inclusion Preschool

To Whom It May Concern-

I am beginning my second year as the director of The Children's Way Inclusion Preschool program located in the Town Building in Wayland. When I came to interview for this position I noted how difficult it was to locate the school, particularly because the only sign is located in the rear of the town building, not near any entrance. Now that I have been working here for a year, there have been quite a few instances where prospective families, specialists coming to work at the school, delivery drivers, and others, have also had real difficulty locating the school. Accordingly I am in the process of making an application to the Historic Commission to place a sign for The Children's Way at the entranceway to the Town Building on route 27. We have a parent whose child currently attends school who very artistic and is willing and able to make the sign. She recently made a sign for the garden area at the Happy Hollow Elementary School.

The shape could be an oval or rectangle and the size would be approximately 32" X 22". The sign will be placed perpendicular to the road and hang by a single post, with writing on each side so that it will be visible to traffic heading north and south. I will consult the Police Chief, DPW, and/or Building Commissioner as to the best placement of the sign so that it will not impede sightlines for drivers entering from Rt. 27, or block the Town Building sign. One possible placement could be between the existing Left Hand Turn Sign and the road. The design would resemble our sign that is located near the playground, as pictured on the bottom of this link: [TCW Flyer with a picture of our current sign](#). I very much appreciate your consideration of this matter and am happy to answer any questions.

Sincerely,

Katy C. Merrell

6



Sarkis Sarkisian
Wayland Town Planner

TOWN OF WAYLAND
MASSACHUSETTS
01778
PLANNING DEPARTMENT

TOWN BUILDING
41 COCHITUATE ROAD
TELEPHONE: (508) 358-3615
FAX: (508) 358-4036

DATE: September 20, 2106
TO: Board of Selectmen
FROM: SARKIS SARKISIAN, TOWN PLANNER
RE: Removal of Article J Street Acceptance

The Wayland Planning Board at a public hearing on September 19, 2016 voted unanimously to recommend the withdrawal of Article J Street Acceptance from the November 15, 2016 Special Town Meeting.

Thank you.

RECEIVED

SEP 20 2016

Board of Selectmen
Town of Wayland



7

September 20, 2016

Wayland Board of Selectmen
Wayland, MA

Subject line: Gas leaks update and possible next steps

Dear Mary, Cherry, Lea, Louis and Joe,

We wanted you to know about the gas leak legislation that the Massachusetts legislature recently passed as part of an energy bill, [H.4568](#). Here are some details and some thoughts about what's next.

State legislation

On July 31, state legislators approved an energy bill that modifies 2014's gas leak law. It requires the Department of Public Utilities (DPU) to move forward with a process to identify and repair gas leaks that have a "significant environmental impact."

Although that language differs from the two bills that have been supported by your municipal resolution, its climate and cost impacts could be huge. One type of gas leak that has a "significant environmental impact" is called "superemitters." According to a recent study by Boston University, a handful of superemitters (about 7% of all leaks) leak half of all the gas. Repairing these huge leaks can sharply reduce the state's methane emissions and save ratepayers real money. We are excited about this focus on the environmentally significant leaks.

The DPU will be developing this process with the state Department of Environmental Protection (DEP), which wants to cut emissions. We will work with the DPU and DEP to move it forward fast.

We are also talking to National Grid and other natural gas distributors about ways to effectively locate and fix the superemitter leaks. [Here](#) is some information about the rest of the energy bill.

Gas leaks in Wayland

Usually, when the legislature passes a major bill, it won't touch the issue again for a couple of years. But this time, the House Chair of the energy committee said, "Energy is not a one-shot deal. I really, truly believe next year we'll be doing another energy bill, and the year after that we'll be doing another energy bill."

Will gas leaks be part of a bill next year? It depends on public pressure. We got gas leaks into this year's energy bill because local governments such as Wayland passed resolutions and made it a public issue. One way to keep the pressure going is to show townspeople how many leaks Wayland has and how they're growing. A Gas Leaks Scorecard for Wayland is attached. You can take it to local media, elected officials, or activist groups.

I want to bring to your attention that there were [reported in your town](#) by National Grid just about as many unrepaired leaks in 2015 (76) as reported in 2014 (74) and an additional 9 leaks were reported in 2014 that were unaccounted for and not reported as repaired in 2015. Here are the leaks [reported in your town](#) by National Grid. For the mapped location and street address of each reported leak, go [here](#).



MASSACHUSETTS CHAPTER

For the entire National Grid service area, about as many new, different Grade 1 and Grade 2 leaks were reported by National Grid and repaired in 2015 as had been reported and repaired in 2014, with over 2,500 leaks reported in 2014 unaccounted for and remained unrepaired in 2015.

City ordinances

There's also another way to plug the leaks. Boston's City Council is drafting a Gas Leak Ordinance that will probably come to a vote in October. It does what the state bill doesn't. It requires utilities to repair the leaks, not just dangerous Grade 1 and Grade 2 leaks, whenever streets are opened up, to check repairs and make sure they're working, and to improve leak reporting and monitoring.

Contact Edward Woll at ewoll@sierraclubmass.org if you'd like more information on the Boston ordinance; plan to attend the City Council vote in October (we'll send you the date); and if you like, start talking to your municipal leaders about an ordinance. What we have not yet won statewide, we can start implementing locally!

Yours for a cleaner climate,

[Boston Climate Action Network](#)

[Clean Water Action](#)

[Community Labor United](#)

[Conservation Law Foundation](#)

[HEET](#)

[Massachusetts Sierra Club](#)

[Mothers Out Front](#)

[Green Committee of the Neighborhood Association of Back Bay](#)

Paul Dale
12 Grace Rd.
Wayland, MA 01778

Sierra Club, Massachusetts Chapter
paulbdale@gmail.com

PS. Mary, thank you so much for your help in passing the gas leaks resolution.

WAYLAND

2014 & 2015 Gas Leak Scorecard using data reported by National Grid to DPU

2015 Leaks	Leak grade	Grade 1	Grade 2	Grade 3	Total	% Increase
Leaks prior to 2015		1	2	63	66	
New leaks found		18	4	16	38	
Leaks repaired		19	6	3	28	
Ending number of leaks		0	0	76	76	+15%

Estimated annual cost of lost gas: (Ending leaks x \$3600 per leaks) **\$273,600**

2014 Leaks	Leak grade	Grade 1	Grade 2	Grade 3	Total	% Increase
Leaks prior to 2014			1	47	48	
Safety bill passed July 2014 reporting gas leaks to DPU						
New leaks found		23	6	30	59	
Leaks repaired		23	7	4	34	
Ending number of leaks		0	0	73	73	+52%

Estimated annual cost of lost gas: (Ending leaks x \$3600 per leaks) **\$262,800**

Sources: 2015 & 2016 utility reports of gas leaks to DPU, Harvard/BU study in 2015 Proceedings of NAS, BU Professor Nathan Phillips. For specific calculations, see Supporting Information & Methodology that accompanies this document.

Missing Leaks New Year's Eve

		% Missing
Ending leaks reported last day of 2014	73	
Beginning leaks reported first day of 2015	66	
Overnight missing leaks	7	10%

2015 Leaks Reported by Utilities

		% Change
Starting number of leaks reported	66	
Ending number of leaks reported	76	
Change in number of leaks in 2015	10	15%
Previous year end comparison per utilities	3	+4%

2015 Missing Leaks & Reported

		% Change
Starting number of leaks reported & missing leaks	73	
Ending number of leaks reported & missing leaks	83	
Previous year end comparison w/missing leaks	10	+14%

Note: No explanation of missing leaks has been provided by National Grid and may have multiple causes. Missing leaks are included here as they are unaccounted for and may significantly impact progress addressing leaks or lack thereof.

Gushers/Superemitters

Estimated leaks responsible for 50% of lost gas (7% according to recent BU study)	5	Reported
	6	w/Missing

Sources: 2015 & 2016 utility reports of gas leaks to DPU, BU study in 2016 Envir. Poll., v. 213

September 21, 2016

Board of Selectmen
Wayland, MA 01778

To Board of Selectmen:

In accordance with the mission and mandate of the Wayland Housing Partnership (WHP) to advise you on affordable housing development proposals, on September 13, 2016 we met with Steven Zieff, the developer of the proposed Brookside Development (Mahoney's site) on Route 20. All members of our committee were in attendance at this regularly scheduled meeting: Mary Antes, Joanne Barnett, Kathy Boundy, Rachel Bratt, Chris Di Bona, Pat Harlan, Stephanie May, Marty Nichols, and Armine Roat. Also attending was, Jennifer Steel, WHP representative to Municipal Affordable Housing Trust; and about 18 Wayland residents. [Please note that as of September 14, 2016, Marty Nichols, who was appointed to WHP as a representative of the Wayland Housing Authority (WHA), has resigned from the Housing Partnership. I have asked the WHA to consider appointing Jennifer Steel in Marty's place.)

In keeping with the WHP's mandate to promote affordable housing, and consistent with the Wayland Housing Production Plan's goals to provide: (1) a range of housing opportunities to households at a full range of income levels; (2) more than the minimum number of affordable housing units required; and (3) housing units that are affordable to households at lower than 80% of area median income (AMI), the members of the WHP recommend that the proposed Brookside Development be modified to include:

1. **More affordable units.** While the developer indicated that his proposed plan will provide the minimum number of affordable units (i.e., 25%, as required by Chapter 40B), WHP feels that given Wayland's well-documented needs, development of this property offers an opportunity for the Town to negotiate a greater number of affordable units.
2. **More deeply affordable units.** Some of the affordable units ought to be designated for households earning less than 80% of AMI. Again, our understanding is that the developer plans to seek renters of the affordable units who earn the maximum allowed, 80% of AMI, not households with lower incomes.
3. **More multiple-bedroom units among the affordable units.** The developer indicated that only 2 of the 6 projected 3 bedroom (BR) units would be rented at an affordable level. In order for this development to be truly aimed at providing family housing, more 3 BR units should be offered, including more affordable 3-BR units. Units with 2 BRs could only be occupied by one or two adults, plus a maximum of 2 same-sex children. Units with more than 2 BRs would provide more opportunities for families.

In addition, WHP members concur that:

4. The developer should set aside dedicated and high quality indoor and outdoor community/recreational space that will be supportive to family living.

5. The development should not be age-restricted.
6. The developer should set aside adequate funds to cover future monitoring costs of the development, to assure compliance with affordability requirements. Further, the monitoring agent should be local, such as the Wayland Housing Authority.
7. The developer's proposal for building rental units, rather than condominiums, is appropriate.

In support of the above points, we reference several relevant passages from Section II, "Affordable Housing Goals" of the recently BOS-approved (August 2016) Housing Production Plan (emphasis added):

"The Board of Selectmen is committed to making substantial headway in ***providing opportunities for people of low- and moderate-income to live in Wayland*** and meeting the Town's and Commonwealth's goal of 10% affordable housing...

"The goals of Wayland's housing plan are to: ***Meet local housing needs along the full range of incomes to promote diversity and stability of individuals and families...***

"To the greatest extent possible, at least fifty percent (50%) of the units that are developed on publicly-owned parcels should be ***affordable to households earning at or below 80% of AMI***— the affordable units – and at least another 10% affordable to those earning up to 120% of AMI – moderate-income "workforce" units – depending on project feasibility. ***Rental projects will also target some households earning at or below 60% of AMI and lower,*** depending upon available subsidies...

"The Town will continue to work with private developers to fine-tune proposals to maximize their responsiveness to community interests and ***increase affordability to the greatest extent feasible.***"

Thus, the Town's most up-to-date written statement on Affordable Housing Goals is clear about wanting developers to go further than providing the bare minimum number of affordable units and only targeting households at 80% of AMI. With the Brookside Development poised to become the first 40B development to come before the Town since our Housing Production Plan was officially adopted, it is critical that we set the precedent of holding the developer to Wayland's vision, which is a standard beyond the minimum required under Chapter 40B.

There was quite a bit of discussion at our meeting with Mr. Zieff about the possible challenges presented by the development of this multi-acre parcel, which is in close proximity to Pine Brook and has historically operated under agricultural exemptions. We note that the proposed plan limits development for housing to only a portion of the section of the parcel between Boston Post Road and the brook, with none in the acreage south of the brook.

The WHP urges the Town to use its considerable leverage and to act upon the recommendations of our committee as the review process for this proposal continues.

We appreciate your consideration of our recommendations, which are consistent with Massachusetts law and the goals of Wayland's Housing Production Plan. Should you have any concerns or questions, we would welcome the opportunity to discuss any of the above more fully.

Sincerely,

Rachel G. Bratt, Chair Wayland Housing Partnership
On behalf of the full committee



COUNCIL ON AGING
TOWN OF WAYLAND

TOWN BUILDING
41 COCHITUATE ROAD
WAYLAND, MA 01778-2697

TEL: (508) 358-2990
FAX: (508) 358-7175

RECEIVED

SEP 22 2016

TO: WRAP Committee
FROM: Julie Secord, Council On Aging Director

Board of Selectmen
Town of Wayland

The following responses to the WRAP questions will hopefully provide the WRAP Committee with historical information, an overview of COA's current needs assessment, projected growth patterns and other factors that will impact provision of programs and services to Wayland's older adult population going forward. Currently 26% of Wayland's population is age 60 or older.

The Wayland Council On Aging is dedicated to supporting the efforts of older adults to live productively, safely and with dignity. The COA provides programs and services that reflect the unique social, educational, medical, financial and wellness needs of maturing adults. The COA also serves as a senior advocate and vital resource for non-seniors who are addressing concerns of an aging family member including housing options, healthcare insurance and more.

Responses to WRAP Questions:

• **Current condition of your facilities:**

The Council On Aging office is located in the Town Building. The Director's office and one small conference room is the only private space. The balance of space is open concept as the COA is primarily the oversized hallway as you enter the Town Building from the main parking lot. Overall size of the COA area is approximately 2800 sq ft. Only the office is dedicated space. The COA is required to request permission to use the COA for evening or week-end as it is shared space area and accessible to the public for meetings and events.

Additional space is required for COA's diversified schedule of programs and classes. Without dedicated space, the COA uses other areas in the Town Building if available - with the understanding that nothing is a guarantee and another department or Town event that needs a specific room might necessitate cancellation of a COA scheduled program(s). (Examples ..Flu Clinics, Semi Annual Friends of Library Book Sale (Large Hearing Room, and Hearing Room 2 off calendar for two weeks - 16 exercises classes cancelled), trainings, etc.). The COA also utilizes off-site meeting space when available through the Town (i.e. Art Center) as well as private rental venues for specific events. (Private rentals are funded by the Friends of the Wayland Council On Aging, Inc. - a 501(c)3.)

It is important to recognize the challenge of program administration in non-contiguous locations. Programs that are "pay as you go" (i.e. participant pays \$3 at the class), sign in sheets, Release of Responsibility sheets and equipment all need to be delivered and picked up at the end of class. Many rooms are not equipped with phone service should

there be an incident. Interpersonal dynamics of program participants cannot be monitored. Furniture needs to be set up and broken down by staff.

Current condition of areas utilized by the COA:

COA Offices and contiguous spaces:

Director's Office:

- Temperature control issues (office is often in the low 60s routinely in the winter)
- lack of covered and/or locked file storage areas.

Conference Room off Director's Office (outside wall):

- Extreme temperature control issues in the winter. We use the refrigerator thermometer to record daytime temperatures in that room. Temperatures in the 40s have been recorded. Clients using the room for health insurance, legal, nutrition counseling etc., leave their winter coat and gloves on during the meeting.
- Conference room is small but additional locked file storage needs to be added to protect confidential information

Desk areas on the open floor outside of Director's Office:

- Temperature control issues, drafty windows
- Inadequate space for locked files and general storage
- This area is also the transitional holding area for the medical equipment loan program – a highly used service. Primary storage for this equipment is at the Public Safety Building but the public needs to reserve and drop off equipment at the COA. We then transport it to the basement of Public Safety through the locked elevator system. Medicare approval for purchase of durable medical equipment is limited so continuation of the program is critical.
- Employee Safety/Security: The open floor concept in an entry hallway leaves few options if we were to encounter an intruder or violence of any kind. The area is isolated. Although the telephone system has an intercom system, the page is only as loud as the individual has set their individual desk phones. A page could also agitate the intruder. A quiet call button that ties in with Public Safety and identifies our location is critical.
- An open concept desk area in a hallway also invites the public to avail themselves of office supplies on and in the desks after hours. We have been able to identify use of phones, printer as well as our small conference table in the office area. With the public having open access, the challenge of providing security of private information is great.

COA Kitchen

- Kitchen is monitored by the Health Department. The Food Inspector routinely checks for temperatures in the refrigerator, freezer as well as adherence to ServSafe procedures for all events and our Meals on Wheels program (hot meals delivered to homes) that we coordinate with BayPath
- Often the COA is rented by outside groups in the evening or on week-ends. If use of the kitchen is requested, those who are using the kitchen often help themselves to cabinet and refrigerator items. Whereas we must adhere to a budget, this is a problem. Groups will make coffee not knowing how to use our plumbed system. Coffee pot is often not working the day after a function.
- The lack of hot water in the kitchen makes clean –up a challenge. Outside groups have been known to put cooked pasta down the disposal in an attempt to clean up. The pasta breaks down and causes blockages in the lines.

- Kitchen has an open serving window and a single door that locks. Often we find items missing out of the freezer and refrigerator.
- Kitchen is not visible from our offices. The public often helps themselves to anything accessible on an as needed basis when they pass by – including the phone.

COA Main Room/Hallway

- The main room needs to be perceived as a wide hallway. A cleared means of egress needs to be available at all time so the public may enter or exit.
- The Friends of the Wayland Council On Aging, Inc. has funded some major purchases to enhance the quality of viewing and listening at our events including a \$10,000 dollar media system with 8' screen, a \$3000 media cart with 50" screen, vga connections etc. With the COA not having dedicated space, there is no control over the public trying to tap into our ceiling projectors and VGA wall access when they are trying to set up for a meeting. Our settings are often changed on the equipment and periodically we need to request \$300 service calls to re-program our equipment. A protective, locked cover has been installed over the VGA/audio connection to deter those who feel they have the technical skill to make our system work for their meeting.
- Windows in the main room have extensive rot and broken seals on the glass. Windows are drafty. Some windows cannot be opened. Some windows can be open but not shut unless you go outside and push the window closed manually.
- The plies in the sub-floor are separating from the moisture below. There are several spongy areas that are a challenge to ambulatory guests who are unsteady on their feet.
- Storage is very limited. Shelving is 12" deep in the closets.
- Stackable chairs are functional but the material is like Velcro – picking everything up. It is difficult to keep clean. The edges of the chair backs have screws that become loose, stick out and can cause skin tears if not closely monitored
- The 60" round tables are relatively new and lightweight. Unfortunately the town approved the tables for an offsite function. The vinyl topped tables were returned with bubbles on the surface.
- The COA offers diverse programs in this open hallway. Although there are folding, movable partitions to separate activities, the partitions have no sound blocking capabilities. Concomitant programming in this one area is always challenged by noise interference.

Large Hearing Room

- On the diagonally opposite end of the building, the Hearing Room is used primarily for fitness classes (despite the carpeting) and for large events including luncheons as we are able to accommodate larger numbers in that room. However, using the room presents great hurdles as there is no kitchen, no running water, and all supplies need to be transported from the COA and returned. Restroom facilities are also not convenient.
- The outside doors and the entry steps are a problem. The width of the steps is less the the width of a walker. Some residents when exiting the Hearing Room, will turn right on the landing step, walk to the edge, place their walker on the grass and then take the hefty step down. (We have asked for consideration to simply grade the gardens lawn on side to be even with the top step so people could more safely get down if creating a handicapped accessible doorway is not an option until a renovation is proposed. (*If the Hearing Room was filled and there was a fire in a location that forced the evacuation through the

outside doors, the safety of many would be jeopardized if you had residents who were having difficulty exiting down the steps.

- WayCam blue drapes are a great enhancement to that room
- Irregular availability of the Hearing Room is our greatest headache. We often encounter interruptions in our ability to reserve the space. Whether it's Friends of the Library blocking out the Hearing Room for two weeks per year, or the Town Clerk reserving the hearing room for two weeks for Presidential election), Employee Benefits trainings, flu clinics, etc., competition is huge for that room. The COA holds 8 fitness classes per week in the Hearing Room. Should we be pre-empted, COA classes need to all be cancelled or relocated to rental space off-site. Off site classes require staff to transfer balls and weights for over and back for each class.
- Carpeting is not the ideal flooring system for fitness classes. Participants need to get the feel of it.
- The green metal chairs are very heavy and contoured incorrectly for use in a fitness class. The orange vinyl chair (stackable, no arms) is the better design. The orange chairs were purchased in the late 1970s with a grant from the Executive Office of Elder Affairs. Over 35 years later, we continue to use these chairs but we are now removing the chairs one by one as either the legs are bending or seat/back becoming loose. From a safety standpoint, they need to be replaced. (Suggest transferring the blue chairs in the COA to replace the burgundy chairs in the Selectmen's Meeting Room as well as the orange chairs in the Large Hearing Room.
- No telephone tied into the system should a problem arise.

Gym

- COA holds zumba in the Gym weekly during non-vacation periods. We would like greater access but the gym is continually booked with Recreation programs or by groups reserving the space.
- Gym is acoustically challenged and the fan is loud – but the floor surface is wonderful.
- Bathrooms are not convenient
- COA uses the gym annually for the Children's Holiday Shoppe that hosts over 200 children plus accompanying family members. We are appreciative of Rec Dept's willingness to allow us access to the space. The 30 minute clean up at the end of the Shoppe to make way for the 6pm Basketball practice is tight, but we manage.
- Safety: No telephone tied into the system if a problem arises.

Selectmen's Meeting Room

- Works well but limited seating and rigid conference table restricts attendance.
- Limited, sun faded stackable chairs
- Temperature control issues – often one extreme or the other.

Hearing Room 2

- Limited size restricts attendance but appreciatively used for discussion groups despite remote location when space is limited
- Need compatible activities in Large Hearing Room and Hearing Room 2 – if both occupied - as rooms are not sufficiently insulated to prevent sound exchange.

Tot Room

- We request use of this room rarely from Rec., but it is a perfect room for the annual Children's Holiday Shoppe and also works well as our serving kitchen when hosting massive groups in the Large Hearing Room. Whereas the tables are positioned at a toddler height and there's a lot of noise that comes through from the gym, it's a room we only use for special events when we desperately need extra space.

Parking Lot

- Parking is a challenge at the Town Building – insufficient spaces for programming needs given all the departments. We receive a lot of complaints about limited handicapped parking and/or parking for residents who are unable to ambulate considerable distance to access the door.
- Angle of the spaces is an ongoing challenge. Cars are very close together and difficult for some drivers to judge distances, resulting in damage to other cars.
- Council On Aging will be relocating the annual "drive thru electronics recycling event" to the Middle School in April as the vast number of seniors driving to the event in the Town Building Parking Lot creates a back up of cars on Pelham Island Road as well as Rte 27 south.

Wayland Art Center

- In the late 1980's the Council On Aging (Julie Secord) partnered with the Recreation Dept (Bill Kilcoyne/Ellen Gordon) to create an intergenerational art center after the Library had announced it would be closing the Cochituate Branch. The two room art center adjacent to Station 2 Fire Station allowed for a clean arts and a messy arts area. The messy arts (pottery, hand build, kiln fired, etc) was in the main room with the potters wheels, slab roller and all. The clean arts were to be in the smaller side room. Recreation assumed the responsibility of upkeep on the building and the COA wrote the grants to equip the art center. At this time Rec controls the Art Center. It is sufficiently difficult to monitor non-contiguous space in the main Town Building. It is even more challenging to monitor classes held 5 miles away.
- The Art Center is an on-going challenge. The small clean arts room is too small for a class of 12, necessitating painting etc to be done in the messy arts room. That area ..chair seats, tables, etc. is continually covered with silt – a fine clay powder. The kiln when being fired and the fans when they're on create breathing challenges for some residents.
- Due to limited space at the Town Building, the COA relocated a music class to the Art Center. It is extremely challenging to provide the instructor with needed class outlines and to pick up cash from those who pay by the class rather than by the month.

Wayland Library (Raytheon Room)

- COA has been appreciative to use the Raytheon Room at times when we have been given short notice of cancellation. The Raytheon Room is lovely – despite being an inside room. Unfortunately we are not able to use it a great deal as the policy is for everything to be free. Whereas the COA is fee support and class prices very reasonable, it violates the "Free Public Library" commitment.

Rental Venues (i.e. Trinitarian Congregational Church)

- The Friends of the Wayland Council On Aging, Inc., a 501(c)3 subsidizes expenses that cannot be absorbed in the COA's town budget. We are appreciative of the ability to go off-site if we are asked to cancel programs.

- Off-site programs are labor intensive for a small staff as equipment and supplies must be transported to and from the venue. Storage space is not available at the church. That means 25 sets of hand weights (vary from 2lbs each to lbs), exercise balls, registration sheets and money basket must be delivered for each class and returned to the Town Building.

PUBLIC SAFETY BUILDING

- Although the Training Room at the Public Safety Room has been utilized by the COA, that too is an off-site location that presents challenges. COA is required to set up the room for the event and re-set the room before we leave. In addition to transporting equipment and supplies, asking a staff member or two to drive to the Town Building to clear the floor for an exercise program and then return 60 minutes later to reset the tables and chairs.
- The Training Room does lend itself for smaller groups (10-15) for training workshops that do not require a vast number of supplies. The recent "User Friendly CPR and First Aid Program" for older adults - offered by the Fire Dept worked perfectly on Saturday, Dec. 19.

Are there specific regulatory requirements/consent agreements with governmental agencies that require major changes to existing facilities or construction of new facilities?

There is no regulation that states a certain size space must be available for Council On Aging programs; it just needs to be ADA compliant. In 1956, the MA legislature passed Chapter 495 of the MGL, "A city by ordinance or by a town by-law may establish a council on aging for the purpose of coordinating or carrying out programs designed to meet the problems of the aging in coordination with the Department of Elder Affairs." As a local option, the "Wayland Council On Aging" was established by the Annual Town Meeting on March 12, 1973 adding Chapter 12 to the Town ByLaws.

How much growth (i.e., population, geographic distribution) triggers need for additional new facilities/infrastructure

- Please refer to the COA population projections for 60 years of age and older as outlined in the COA-CC's Wrap Response. Older adults are the fastest growing sector of Wayland's population. The impact of those numbers is even greater when factoring in the number of Assisted Living Centers, condominium developments designed to attract a senior population. The new condos are coming in without any services. Many residents are new to Wayland. Younger residents network through the schools. Older residents use the COA as their opportunity to network and become an integral part of the community.

What constituency do you serve most directly (e.g., entire population of Town, seniors, school-age population)

Is the facility required to be in a certain proximity to the end users?

- We are unaware of any such regulation.

Are there cost implications related to geographic distance between facility and end users

- Commuting time, cost and transportation availability will be contributing factors with usership. A GIS map, prepared by Surveyor's Office, plots residences where a 60yr+ individual resides. It clearly identifies the broad distributions of older adults in Wayland. When adding condo developments and rental properties – both existing and projected – the need for centrally located, easily accessible space becomes evident.
- For residents who have given up their licenses and travel by taxi, fares based on location of resident will be an added concern from a cost standpoint.
- The MWRTA offers a shared ride service but a minimum 48 hours notice is required for a reservation. Shared ride van means that other riders would be on the vehicle at the same time with everyone being dropped off at their respective destinations. A shared ride can take a lengthy amount of time to and from.
- For users who drive, cost would not be so much the driving factor as amount of time required to get from Point A to Point B.

Are there convenience implications related to geographic distance between facility and end users

- Specific locations and layouts are important to consider when developing new facilities or renovating an existing one. Central location is critical. Location that is too close to a congregate living environment runs the potential risk of becoming a private club for residents who live nearby, often excluding other town residents. Some towns who have located COA centers to be part of an assisted living community or a congregate residence find that only residents within a certain radius of the center attend. A territorial feel is created by the core users. The potential for adult bullying often becomes an issue in such an unwelcoming and territorial environment.

What are your current and projected needs for additional storage space for equipment, materials, records, etc. (do you require immediate access or can storage be off-site)

- Storage is a critical problem at the Council On Aging. The diversity of programs necessitates an on-going need for sizable amounts of fitness equipment, general supply storage as well as confidential client information. There is very limited space for additional locked files in the private office area to secure the growing number of files containing resident health insurance information, client counseling notes, CORIs on over 150 volunteers, W-4s, I-9s, CORIs etc on ~50 Tax Work Off participants, taxi vouchers, Munis files, incident reports and more. Client files need to be conveniently located for ready referral during counseling sessions.
- The COA main room (the wide hallway) has 5 closet doors on the back wall with 12" shelves only. Those shelves are suitable for small, lightweight storage including paper goods, Children's Holiday Workshop supplies, etc.
- On the diagonally opposite end of the building from the COA – in the former ammunition/gun closet (approx. 5' X 8') from when the Police Station was located at the Town Building is the COA's only other dedicated storage. Hand weights, fitness balls, sidewalk signs, concert series supplies, Children's Holiday Shoppe gift items and event supplies, etc. the COA stores in the supply closet common area as space permits.
- Durable Medical Equipment is a highly used exchange program for residents of all ages. However it requires a lot of space to store. At one time, the COA was in an

unused classroom at Loker School that was being utilized as general storage by various departments. We did not have access during off hours. When Loker reopened the Police Chief indicated that we could take an area in the basement of the Public Safety Building to house the walkers, wheelchairs, rollators, transfer benches, commodes, shower chairs and more. The COA is highly appreciative of access to this area. The off-site location at Public Safety requires that when we have donations, a previously approved person needs to access the secured elevator at the Public Safety Building to deliver equipment or pick up a requested piece as there is no room to store it in the COA. Not having easy access to a nearby space creates a great challenge.

- Art supplies must be carried to and from each class as there is no space in the Art Center for dedicated COA storage.

What are you currently using for meeting space and what are the hours during which the space is available for use by others

- COA staff meet in the COA offices during the day.
- COA Board meetings (generally held on the first Tuesday at 8am) are held in any location available in the Town Building. Meeting in the COA is not an option due to scheduled activities and client appointments
- Senior Tax Relief Committee meetings are held in the evening. Location is assigned by the Selectmen's Office.
- COA-CC meetings are most often held in the evening. Location is assigned by the Selectmen's Office.
- COA meetings/workshops/trainings/adhoc committees are held in any location available if COA Center has a scheduled program and is unavailable.

What are your current and projected needs for additional meeting space

- Administrative meeting space for town appointed committees relating to senior issues will remain primarily constant. Task force meetings will increase as will the need for private conference room space for counseling (health insurance, legal, housing, nutrition, fuel assistance, etc.) The growing numbers of seniors and the projected congregate living developments coming in without services will substantially drive the numbers of seniors being served.

Are your current facilities meeting the needs of your constituents

- Absolutely not. According to EOEA (Executive Office of Elder Affairs), Wayland's ratio of number of seniors to COA square footage is the lowest in the state. The recommended ratio is ~6ft/senior - Wayland is currently at ".77sq ft/senior"
- At present, rooms utilized must be multi-purpose. Often two and as many as three programs are held concomitantly in the COA Center, utilizing the movable partitions. The partitions visually block out the other groups but offer no soundproofing. Determining which programs could function together in one area is a challenge as active discussion groups are very distracting to writing workshops or computer classes.
- The floor coverings are often problematic as carpeting is not an ideal surface for many fitness classes nor is it appropriate for art classes etc. The wood floor in the

Town Building gym is perfect for many exercise programs but access to the gym is extremely limited through the Rec department due to the number of outside groups using the facility.

- COA staff is required to set up and break down the table and chair arrangements before and after each event to make way for the next event scheduled in that area.
- The COA Department is probably the only Town Department that regularly collapses tables, stacks chairs, does dishes, caters meals, counsels on a wide variety of topics, serves as the Town's only trained Fuel Assistance agent for the LIHEAP program through SMOC, provides diverse programming, schedules transportation, organizes trips, delivers meals to nutritionally jeopardized elders, provides handyman services, coordinates 150 volunteers and more ...all with 3.3 FTEs.
- Although the Wayland COA's program line-up is significant, we are unable to offer "leveled" education programs (i.e. Computer workshops tailored more to the user's ability and interest). While some residents are pursuing cloud computing, others are struggling to feel comfortable with the email process.
- An on-site Art Center at the Community Center would resolve the space need at Station 2 and be easier for COA and Rec to administer out of the community center. Currently the Art Center is seriously undersized. The messy arts room should not be utilized for the clean arts. The fine silt residue on the chairs and tables is often mobilized when the kiln fan is on creating breathing challenges for some participants.
- Multi-purpose rooms are needed as well as smaller activity rooms that can remain set-up from one program to the next.
- A kitchen with significant counter space for caterers and a demo/teaching area would be of high priority. Predicated on the number of seniors we serve at lunches, there are times when we are forced to set up a plating line in our offices or reserve the Tot Room or Hearing Room 2 as a satellite kitchen for our functions.
- Although an indoor skating facility would not be on the COA's priority list, an indoor walking track on the perimeter above the ice rink would be greatly welcomed should the Town chose to build such a facility for the Rec Dept!

Looking at the land parcels under your board's control:

- Not applicable

Do you have any documents or reports that outline your process for addressing and planning for future needs

- Wayland Audit by the DRA (Design Review Advisory Committee)
- COA/CCAC Capital Improvement Report for Community Center
- Space study by GMI Architects (Graham Meus Inc) for COA/Library collaborative
- Space Study by Kang Associates for COA/Library Collaborative
- COA's Annual Report to EOEA (Exec Office of Elder Affairs) is representative of level of programming, residents being served, challenges confronted and projected growth patterns and trends.
- COA-CC will soon be contracting for another Community Center space study to identify synergies of COA and Rec Dept needs.

September 2016

Director's Report to Council On Aging Board

As we near the end of the first quarter of FY2017, one might have assumed the Council on Aging had a quiet summer to regroup and address deferred projects. The lull never came. The continued lack of space and the inconsistent availability of shared space locations created massive challenges for a small but dedicated COA staff addressing a steadily growing number of residents accessing COA programs and services.

Continued growth in the Home Delivered Meal program has necessitated three delivery routes daily. It takes four volunteer drivers each day (one for each route plus a shuttle driver volunteer who transfers the prepped meals from Sudbury). We are currently delivering approximately 6000 meals per year...and growing. We are appreciative of the many volunteers who serve as regular and back-up drivers for this vital program.

The COA's FISH -- "Friends in Service Helping" program (an all volunteer program providing rides to medical appointments when no other options are available for Wayland older adults) made 314 trips in FY2016. The program is administered by a fleet of coordinators to schedule the rides and a dedicated pool of drivers who help residents get to their appointments locally as well as Boston hospitals.

The COA is currently reviewing insurance and liability considerations for both the volunteer and to the Town as it relates to the FISH and HDM programs -- both a vital service to the community.

Ann Gordon, COA's Volunteer Coordinator (a grant funded position) has done an extraordinary job to balance the continued interest in volunteerism with requests from residents seeking additional COA service provided by volunteers (including Tech help -- connecting high school students with older adults to discuss their tech issues and devices, COA's handyman fix it program, etc) Ann is currently working with the Selectmen's Office to facilitate the launch of COA's Facebook page.

MCOA (MA Councils on Aging) awarded a collaborative grant to Wayland, Weston and Lincoln COA's to offer a second series of the nationally recognized AMP (Aging Mastery Program). This program has reached waiting list each time. The next 10 week session starts September 14. Due to chronic space challenges in Wayland, the series is offered at the Weston COA.

Medicare Open Enrollment will start in October. Last year, COA scheduled 425 appointments (SHINE statistics-Serving Health Information Needs of Everyone) with two SHINE counselors. Appointment demand often exceeds the capacity of COA's small conference room. When that happens, the COA Director's office is used by SHINE counselors and the Director works in another location. Provision of confidential meeting spaces is critical.

In past summer months, there was more irregular participation in programs during this period. That was not the case this summer. With the exception of the COA programs that are dependent on Recreation space (gym, art center -- those COA programs have to be canceled in the summer due to Recreation camp offerings), the COA saw some of the highest numbers for residents seeking information/guidance as well

as resident participation in programs offered. "Summer School" – a Great Courses dvd series featuring prominent professors in the country – was immensely popular. The sustained growth in the number of residents accessing the COA for services or programs has been remarkable.

Currently "space" is our greatest challenge. There are continued hurdles and Fall is particularly problematic due to the many departments requesting use of the larger meeting rooms at the Town Building (Library Book Sale takes use of the Hearing Room off line for one week, flu clinics, elections, town trainings, etc.)

There appears to be no light in the resolution of this space problem for the COA. The importance of having a networking/gathering location for older adults continues to be overlooked or of low priority when evaluating the strengths of our community. Younger adults and children network through the schools. School programs and activities are a natural springboard for collaborations and friendships. Older residents (both long time residents as well as those who have sold their homes recently and purchased condos in Waylandor those who have just relocated from out of state to be near their families)... need to begin again. Older adults deserve a right to a location that will support healthy aging in Wayland. COA's provide an opportunity to develop new friends, identify options for becoming an integral part of the community, share experiences, engage in fitness or educational programs, travel opportunities, etc.

The COA has enjoyed many wonderful collaborations with the Library ..most recently "Wayland Reads". Although I'm thrilled that the Library has an opportunity to apply for a grant that could greatly offset costs for their needed space, it's important to remember that the Library has a "Free" policy so any COA programs that have user fees – albeit small fees – are not able to access available Library space, now or in the future.

The Friends of Wayland COA Inc provides the COA with a budget to rent off-site space as needed. The challenge is that many off-site locations will not commit to regularly scheduled programs. Off-site locations also require that we physically take equipment/supplies and remove everything after each class. With such a small staff, it is impossible to consider rolling a cart of handweights, exercise balls, etc. to and from an offsite location for a fitness class. For larger off site events, a packed COA van is needed to deliver bulk supplies to a venue only to be reloaded after the event and unpacked again at the Town Building. It's a challenge for a very small staff of 3.4 full time equivalents.

As the Town continues to approve more condos and rental units that appeal to older adults, our COA challenge becomes even greater.

Julie Secord, Director



Town of Wayland Massachusetts

Finance Committee

- G. Cliff
- N. Funkhouser
- J. Gorke
- C. Martin (Vice Chair)
- K. Shigley
- G. Uveges
- D. Watkins (Chair)

Finance Committee Meeting Minutes August 29, 2016 -FINAL

Attendance: G. Cliff, N. Funkhouser, C. Martin, K. Shigley, G. Uveges, D. Watkins (Chair), and Finance Director Brian Keveny.

1. Call to Order

The meeting was called to order at 7:00 PM in the Selectmen’s Meeting Room. D. Watkins announced that the meeting was being taped. He reviewed the meeting agenda. There were no announcements.

2. Public Comment (7:04)

Molly Upton, Bayfield Road, thanked the committee for getting an early start on the budget. She suggested that while last year’s 2.5% guideline/request was good we should consider a goal of 2.25% increase for this year. She noted that Social Security increase this year is expected to be zero.

David Moran, Lincoln Road, urged that in order to make the town attractive to new residents that we ensure that we are being prudent in terms of the size of our budget.

Tom Sciacca, Rolling Lane, said he was also speaking as a retiree and that the biggest single item of his expenses are his tax bill. He said his tax bill has gone up almost 30% in real terms over the past 10 years. He felt that a 2.5% increase now, given how low inflation has been, is contrary to the original goals of proposition 2.5. He urged us to contain our budget increases.

Alice Boelter, Lake Shore Drive, urged us to keep the budget down, particularly the school budget.

Linda Segal, Aqueduct Road, pointed out that we need to avoid the “death spiral” of taxing retired residents out of town.

N. Funkhouser read/summarized a number of public comment emails we had received (see attachments).

3. Executive Session (6:45)

D. Watkins moved that we enter into a Joint Executive Session with the School Committee Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3) to Discuss Strategy with Respect To Health Insurance and Successor Bargaining in regards to the AFSCME Clerical Union, the AFSCME Professional Union, the Teamsters, the Library Association, the Police Union, the Fire Union, the Wayland Teachers Association, the Wayland Educational Secretarial Association, the School

Custodians Union, and the Food Service Association and to discuss potential declassification of executive session minutes pursuant to M.G.L. Ch. 30(a) § 22: and also Vote to Release Previously Considered Minutes for 5-9-2016. C. Martin seconded. Roll call vote: Cliff-yes, Uveges-yes, Shigley-yes, Martin-yes, Funkhouser-yes, Watkins-yes. The Chair declared that we would move into Executive Session and the following people were invited to attend: FinCom members G. Cliff, N. Funkhouser, C. Martin, K. Shigley, G. Uverges, D. Watkins, and Finance Director B. Keveny. Also Asst Town Administrator/HR Director J. Senchyshyn, Town Administrator N. Balmer, Benefits Manager D. Lemoyne, School Committee members J. Downs, B. Fletcher, E. Greico, K. Reichelt, K. Steinberg, Superintendent P. Steinberg, Asst Superintendent B. Crozier and Recording Secretary D. Marobella.

At 6:50 D. Watkins announced that we were moving into executive session.

At 7:26 D. Watkins announced that our ordinary public meeting was resuming.

4. Report from Finance Director (7:28)

B. Keveny provided an update on the process of the internal auditor for approval of the town's 2016 financial statements. He reported that we are in good shape, and the process is expected to be completed ahead of schedule compared to recent years.

B. Keveny took the committee through the Fiscal 2016 Budget Status Report (see attachments). FinCom members asked a number of questions to get clarification on some of the details. Property taxes collected were over 99.5% of budget; some small shortfall is typical and collections of the remaining amounts will get included as unbudgeted revenue in future years. Motor vehicle excise is well over plan; it has been growing rapidly in the past several years. Mr. Keveny recommends some increase in our projection for overall local receipts, but he cautioned that if we are too aggressive in our projections that the state could challenge our projected amount and require that we increase property taxes to offset it as part of the tax recap process where our property tax rate is finalized.

Mr. Keveny noted that we have dramatically reduced the amount of expense that gets unspent but encumbered and rolled over into future years, which FinCom members agreed is very good. Turnbacks (unspent appropriations) have also come down significantly as a result of better budgeting. N. Funkhouser agreed that turnbacks have come down substantially though effort from all involved. Free Cash is projected to be about \$4.8 m (6.3% of expenditures); this is as expected but free cash is lower than it has been in the past several years. The rating agencies care about total fund balances being at least 20% of revenues and preferably in the mid 20s or more. G. Cliff asked that Mr. Keveny provide more details in a future meeting about how the rating agencies calculate that ratio. Mr. Keveny also reviewed status of the enterprise funds and the revolving funds, which are all good. G. Cliff asked that Mr. Keveny consider adding the current budget year as a column on these reports.

5. Report Debt Analysis – Treasurer/Collector (8:03)

Treasurer/Collector Zoe Pierce took the FinCom through a number of handouts (see attachments). The 10 year projections for outstanding debt and debt service assume no new debt is issued. FinCom members asked a number of clarifying questions. K. Shigley observed that it was interesting that it seemed that outstanding debt was coming down faster than debt service. Zoe indicated that we have probably done all the debt refunding that it makes sense to do. She asked FinCom members to provide any questions to D. Watkins so he can collect them and we can provide them to UniBank when we meet with them at the next meeting. G. Cliff asked that we make sure any information that Zoe provides in terms of run-off of current debt gets incorporated into the debt projections Mr. Keveny provides the FinCom, which make assumptions about what borrowing we are likely to do in

future years to get a total view of what our actual debt service is likely to be. Zoe agreed that we can do that, but that FinCom should also get more involved in understanding our actual debt outstanding and our plans for issuing new debt and managing our outstanding debt.

6. Review FY18 Budget Guidelines, Recommendation & Five Year Projection – Town Administrator and Finance Director (8:15)

Town Administrator Nan Balmer took the FinCom through the Considerations for FY 18 Budget Planning presentation (see attachments). FinCom members asked a number of clarifying questions. Overall the presentation recommends a guideline goal of a 2.5% increase for 2018. C. Martin and other FinCom members complemented Nan and the rest of the staff on the quality and quantity of the work.

Mr. Keveny took the FinCom through the FY18 Budget Data Analysis – Considerations presentation (see attachments). The schedules are based on an assumption of a 2.5% increase in the operating budget. Mr. Keveny emphasized that any increase in the budget greater than 2.5% will likely need to come from increasing taxation, as other sources are much smaller and are hard to increase. He pointed some categories of expense are likely to grow quickly, particularly insurance and retirement. Mr. Keveny said the current insurance estimate of a 10% increase might be too high. The analysis implies that an overall general fund increase of 2.5% would require that growth in Town departments and School Department budgets would need to be less than 2%. FinCom members asked questions about Mr. Keveny's assumptions and analysis to better understand the details.

7. Discussion and possible vote on FY18 Budget Guidelines (9:00)

D. Watkins opened the discussion as a deliberation about what our budget guidelines should be. G. Cliff asked Mr. Keveny if he had reviewed the operating budget process memo that FinCom and he sent last year (see attachments) and whether that memo would provide a good starting point to work from. Mr. Keveny said he thought it would with some minor modifications. He observed that last year's memo worked well in that it resulted in initial budget submissions that were quite close to the final approved budget for most departments and overall. FinCom members discussed whether we should finalize guidelines at tonight's meeting (vs. waiting for the next meeting) and what the overall guideline and other information should be. G. Uveges motioned that we set the target at 2.25% recognizing there might be some need for pushback. C. Martin seconded. C. Martin argued that she was more comfortable with 2.5%. G. Cliff agreed. FinCom members voted 2-4 (no votes were Martin, Cliff, Funkhouser, and Shigley). N. Funkhouser moved that we make our FY18 guideline 2.5% and that we modify the rest of the memo per Mr. Keveny's earlier suggestions and that Mr. Keveny and Dave work to produce a final version that would be sent out. C. Martin seconded. Motion passed 6-0.

8. Review Issues & Actions List – Finance Chair (9:55)

D. Watkins distributed an updated list (see attachments). He asked for a progress report on each item by the next meeting. C. Martin provided an updated on FinCom submitting material for the Town of Wayland Annual Reports document. The deadline is Sept 30. C. Martin pointed out that some of the tables from the Report of the Finance Committee were already included. The FinCom agreed to discuss on the 12th.

9. Chair and Vice Chair's Update (10:00)

D. Watkins provided an update on the upcoming ATFC meeting. He asked that we provide questions/requests for UniBank to him. G. Uveges said he would follow up with Mr. Keveny on OPEB Valuation. K. Shigley wondered if we could get an early estimate on the impact of changes on our financial statements. G. Uveges requested information on audit and bank accounts. G. Cliff requested that we make sure anything we do doesn't overlap with what the Audit Committee may already be doing. C. Martin asked for information on who might not be able to attend department budget meetings for their liaison areas scheduled from Sep 6-12. C. Martin provided an update on closeouts of capital projects and ClearGov.

10. Topics Not Reasonably Anticipated

None.

11. Meeting Minutes (10:08)

N. Funkhouser moved that Finance Committee release the minutes from the 5/9/16 Executive Session. D. Watkins seconded. Vote 3 yes, 0- no, 3 - abstain. D. Watkins suggested that we may need to revisit to make sure the release is OK with just 3 members voting in favor.

At 10:12 C. Martin moved to adjourn the meeting. D. Wakens seconded. The vote to adjourn was 6-0 in favor.

Respectfully submitted,

G. Cliff

Attachments:

Public comment emails

Fiscal 2016 Budget Status Report

Treasurer handouts

Considerations for FY 18 Budget Planning

FY18 Budget Data Analysis – Considerations

FY 2017 Operating Budget Process

Issues and Actions List



Town of Wayland Massachusetts

Members:	Christine DiBona	Rebecca Stanizzi
	Michael Ellenbogen	William Steinberg
	Jerome Heller	William Sterling
	Daniel Hill	Michael Wegerbauer

River's Edge Advisory Committee ("REAC") Meeting Minutes for Meeting of August 24, 2016

In attendance: Jerome Heller, Daniel Hill, Rebecca Stanizzi, William Steinberg, William Sterling, Christine DiBona, Michael Wegerbauer. Absent: Michael Ellenbogen

The meeting was called to order at 7:08 PM in the Selectmen's Meeting Room of the Wayland Town Building. It was being recorded.

I. Public Comment

Q. Dr. John Schuler(JS) asked if the development is to go forward, whether REAC had alternative plans for accomplishing the various uses the DPW has for the site, such as storage of soil, compost, etc.. He pointed out that more space is needed for asphalt because it must be washed, then stored separately before it can be dumped.

A. Mr. Heller(JH) stated that the DPW use of the site will terminate once the developer begins due diligence site studies. He has met with DPW to discuss this subject and they are committed to find alternative sites in Wayland that will suit their needs.

Q. JS asked what about school buses?

A. Ms. Stanizzi (RS) stated that the school committee has discussed alternative sites within Wayland. She added that the River's Edge site was only recently used for buses as a temporary site during the construction of the new high school and never before that.

A. Mr. Wegerbauer (MW) stated that the "lay down area" for the town's construction projects is the DPW's greatest concern. It will be reduced in size as some other site which may add to project costs on future projects. The current site at River's Edge is more space than they need. The DPW does already have an alternative site in mind.

Q. JS who will take water and sewer to the site?

A. RS answered that the developer will, as clearly required in the RFP.

Q. JS Is that included in the sale price?

A. RS. Yes. Bids reflect an offer for the land as is, less estimates of all necessary site improvement costs and the resulting net price to the Town.

II. Meeting Minutes-Aug 3, 2016

Mr. Sterling suggested that two clarifications be inserted regarding the MGL reference #. Sterling then moved approval of the meeting notes as amended. It was seconded by Mr. Steinberg and approved unanimously.

III. Price Proposals

Mr. Heller confirmed that all price proposals were received by members of the Committee.

IV. Motion to go into Executive Session

At 7:25 PM, Mr. Heller made a motion to enter into Executive Session in the School Committee Conference Room, Wayland Town Building and the motion was seconded by Mr. Hill. The Committee approved, by unanimous roll call vote (YEA: Mr. Heller, Ms. DiBona, Mr. Hill, Ms. Stanizzi, Mr. Steinberg, Mr. Sterling & Mr. Wegerbauer. NAY: none. ABSENT: Mr. Ellenbogen ABSTAIN: none. Adopted 7-0) to enter into Executive Session as permitted by Massachusetts General Laws Chapter 30A, Section 21(a)(3) to discuss strategy with respect to bids from respondents to the Request For Proposals for the development of the River's Edge property, pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3) The Chair declares that a public discussion of these matters may have a detrimental effect on the bargaining or negotiating position of the Town. Member of the Town's staff, Elizabeth Doucette was noted to be joining the Members in Executive Session, and it was estimated that the Members would return from Executive Session in approximately 30 minutes.

Q. Ms. Schuler asked if the competing developer for 40B housing development at the Mahoney's site on Route 20 will be denied if the town goes forward with the River's Edge development.
A. Mr. Hill (DH) answered that the two projects are unrelated and respective permitting will be independently determined.

Q. Mr. Wagner asked whether the River's Edge developer will have performance bonding.
A. DH answered no.

V. Return from Executive Session

At 8:32 PM, the Committee returned to Open Session from Executive Session after approving a motion from Mr. Heller and a second from Mr. Sterling for the termination of Executive Session and return to Open Session by roll call vote (YEA: Mr. Heller, Ms. DiBona, Mr. Hill, Ms. Stanizzi, Mr. Steinberg, Mr. Sterling & Mr. Wegerbauer. NAY: none. ABSENT: Mr. Ellenbogen ABSTAIN: none. Adopted 7-0). Mr. Heller announced that the meeting was being recorded (video and audio).

VI. Proposed second interview

Mr. Heller requested the committee members prepare a list of potential questions to ask the developers and suggested the committee hold a second interview with the two finalists. Mr. Steinberg made a motion to hold a second interview. The motion was seconded by Mr. Wegerbauer. Committee members voted unanimous approval to hold a second interview and authorized Mr. Heller and Ms. Stanizzi to compile a list of questions to post publicly before the interview.

VII. Consultation with Anderson Krieger

The two proposals contained issues that needed further clarification. The committee needs an interpretation of 30B with regard to questions that REAC may ask and the potential for the resulting impact of changing the bids. Mr. Hill does not believe that any changes to the proposals may be made under the ruling of 30B. Rather than risk impropriety, Ms. Stanizzi moved that legal counsel be obtained to review all questions. Ms. DiBona seconded the motion. The committee voted in favor unanimously.



Town of Wayland Massachusetts

Members: Christine DiBona Rebecca Stanizzi
 Michael Ellenbogen William Steinberg
 Jerome Heller William Sterling
 Daniel Hill Michael Wegerbauer

It was determined that the next meeting of REAC will occur on August 31, 2016, at 7:00 PM. At that time, the Committee will meet with Beth in executive session to discuss the questions, followed by an interview with the applicants in open meeting. At that time the fee proposals may be further discussed.

VI. Adjournment

At 8:55 PM, Mr. Wegerbauer made a motion to adjourn the meeting and Mr. Steinberg seconded. The vote in favor was 7 – 0.

Handouts:

Agenda of tonight's meeting

Meeting notes of open meeting from 8/3/2016

For Release:
September 21, 2016

Contact:
Steven C. Sharek
781-861-6500, ext. 7360
ssharek@minuteman.org

Minuteman Superintendent Thanks District for Supporting New School

LEXINGTON – Superintendent Edward A. Bouquillon today thanked voters in the Minuteman Regional Vocational Technical School District for supporting construction of a new \$144.9 million high school.

“The level of support was simply overwhelming,” said Bouquillon, “I’m so grateful to the voters and to everyone who worked so hard to make this happen. This is a major milestone in Minuteman’s history.”

Dr. Bouquillon noted that final, unofficial tallies showed the project winning in Minuteman’s 16 communities with a margin of 12,158 in favor and 5,320 opposed. Voter turnout was 10%.

The September 20 district-wide referendum only required a simple majority of those voting in the District to approve the project. They did, with nearly seven out of 10 voting in favor.

“What this mean is that we’re going to build a brand new school for future generations,” he said. “And we’re going to do it with solid support from the voters in the vast majority of our towns.”

Bouquillon said Minuteman will now proceed with Module 6 of the Massachusetts School Building Authority (MSBA) process. Working with its project manager and architects, it will try to accelerate final design and planning for the new school

Voters in 12 of the 16 member towns voted in favor of building the new school by wide margins. In one town (Needham) the margin was 92%-8%. Voters in three towns (Carlisle, Sudbury and Wayland) opposed the new school by narrow margins totaling 43 votes.

Belmont voters opposed the school by a margin of 72%-28%.

The election results also give the Town of Belmont an opportunity to call a Special Town Meeting to consider its future as a member of the District, Bouquillon said. If Belmont Town Meeting votes by a two-thirds margin to leave the District, it could do so if no member community objects.

The MSBA has committed roughly \$44 million in state money to help finance the project. The District will pay for the rest through borrowing and through revenue generated by a new capital fee to be imposed on non-member communities that send students to Minuteman.

The New England Association of Schools & Colleges (NEASC) has placed Minuteman’s accreditation on “warning” status solely due to the condition of its building.

###

	YES Votes	Percent YES	NO Votes	Percent NO	Blanks	Percent BLANK	Total Votes	Registered Voters	Percent Turnout
Acton	984	79%	263	21%	3	0%	1250	14941	8%
Arlington	2908	71%	1197	29%	4	0%	4109	31295	13%
Belmont	901	28%	2327	72%	3	0%	3231	17458	19%
Bolton	179	66%	93	34%	0	0%	272	3716	7%
Boxborough	308	90%	36	10%	0	0%	344	3595	10%
Carlisle	87	46%	101	53%	3	2%	191	3903	5%
Concord	971	90%	108	10%	0	0%	1079	13053	8%
Dover	220	59%	155	41%	0	0%	375	4090	9%
Lancaster	209	66%	109	34%	0	0%	318	4983	6%
Lexington	2472	87%	357	13%	10	0%	2839	21614	13%
Lincoln	294	88%	41	12%	0	0%	335	4621	7%
Needham	1844	92%	164	8%	0	0%	2008	20655	10%
Stow	480	79%	129	21%	0	0%	609	5066	12%
Sudbury	103	45%	127	55%	0	0%	230	12602	2%
Wayland	78	48%	83	52%	0	0%	161	9928	2%
Weston	120	80%	30	20%	0	0%	150	8213	2%
OVERALL	12158	69%	5320	30%	23	0%	17501	179733	10%

August 2016



PENSION RESERVES
INVESTMENT
MANAGEMENT BOARD

PRIM Board Update

Massachusetts Pension Reserves Investment Management Board

August PRIT Performance

The PRIT Fund returned 0.4% in August improving its calendar year-to-date ("CYTD") return to 7.1%. Please see the chart accompanying this piece showing the PRIT Fund vs. one month, CYTD, one-year, three-year, five-year and 10-year benchmarks.

Market Snapshot for August 2016

U.S. Gross Domestic Product ("GDP") expanded 1.1% in 2Q16 in the Commerce Department's second assessment, down from the 1.2% pace reported last month. In August, unemployment remained level at 4.9%, as the total nonfarm payroll employment rose by 151,000, according to the Bureau of Labor Statistics ("BLS"), but weaker than the median forecast of 180,000. The U.S. Institute for Supply Management ("ISM") Purchasing Manufacturing Index ("PMI") contracted in August at 49.4, lower than 52.6 in July and weaker than market expectations. A reading above 50 indicates the manufacturing sector of the economy is growing. The Federal Reserve ("the Fed") left interest rates unchanged at the most recent meeting of the Federal Open Market Committee ("FOMC") meeting. At the central bank's annual Jackson Hole summit in Wyoming, Fed Chair Janet Yellen said the case for an increase in rates had strengthened in recent months. The U.S. Dollar Index appreciated 0.5%, while the yen and the euro fell 0.4% and 0.9%, respectively. Oil prices rose to \$47.00 a barrel, a 7.5% increase from July's \$41.60 a barrel, after Saudi Arabia's energy minister, Khalid al-Falih, commented that his country would work with other Organization of the Petroleum Exporting Countries ("OPEC") members to freeze production in a bid to stabilize prices.

In August, U.S. equities rose on higher oil prices, better-than-estimated corporate earnings, and speculation that the Fed will take a slower path to raising rates. Domestic small cap stocks gained 1.8%, outperforming large caps, which rose 0.1%.

Developed international equities rose 0.3% in August. European equity markets gained 0.3% as a weaker Euro boosted exporters and merger speculation among large banks.

Japanese equities rose 0.4% for the month as the yen weakened and the Bank of Japan ("BOJ") vowed to approve more quantitative easing or lower negative interest rates if needed.

Emerging equities gained 2.5% in August. Brazilian equities rose 0.9% ahead of former president Dilma Rousseff's impeachment decision. Chinese shares gained 7.4% ahead of a detailed announcement of a trading link between the Shenzhen and Hong Kong investors (Shenzhen is a major stock exchange in Southern China). Frontier markets fell 1.1% in August.

In fixed income markets, the 20+ Year STRIPS Index fell 1.1% in August, and was up 25.3% CYTD. The 20+ Year STRIPS Index returned 25.9% on a trailing 12-month basis ending August 31, 2016. The Barclays Capital U.S. Aggregate Bond Index fell 0.1% in August. U.S High Yield bonds gained 2.2%, as spreads tightened by 51 basis points ("bps"). Emerging markets debt U.S. dollar denominated ("EMD\$") rose 1.8%, as spreads tightened by 31 bps. EMD Local was flat for the month, as yields were 4 bps higher (the yield and price move in opposite directions).

PRIT FUND ASSETS: \$62,872,076,000

PRIT Fund Recap – August 31, 2016

Portfolio	Month	CYTD	1-Year
PRIT Core Total	0.4%	7.1%	8.7%
U.S. Equity	0.4%	8.0%	11.3%
International Equity	0.0%	2.4%	2.8%
Emerging Markets Equity	2.8%	14.3%	14.2%
Core Fixed Income	-0.0%	14.3%	14.2%
Public Value Added FI	1.1%	12.1%	9.3%
Total Value Added FI	0.8%	8.2%	5.4%
Private Equity	-0.1%	5.0%	12.2%
Core Real Estate	-0.3%	6.8%	13.6%
Timberland	-0.1%	3.2%	1.9%
Hedge Funds (net of fees)	1.0%	1.1%	-1.2%
Portfolio Completion Strategies	-2.4%	0.6%	3.4%

Returns are gross of fees unless otherwise noted.

Market Recap August 31, 2016

Global Equity Markets

U.S. Equities:

Index	Month	CYTD	1-Year
S&P 500	0.2%	8.0%	12.7%
Russell 2000 Growth	1.1%	6.0%	3.6%
Russell 2000 Value	2.5%	14.6%	13.8%
Russell 2500 Growth	0.7%	6.7%	4.7%
Russell 2500	0.8%	10.3%	8.8%

International Equities:

Index	Month	CYTD	1-Year
Custom World IMI Ex-US	-0.1%	2.0%	1.1%
MSCI Emerging Mkts. IMI	2.4%	13.6%	12.0%

Fixed Income

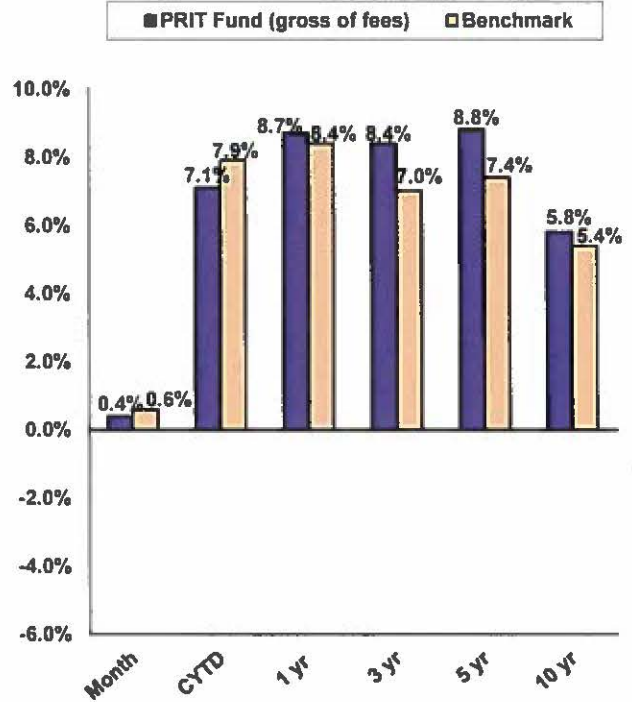
Index	Month	CYTD	1-Year
Barclays Capital Aggregate	-0.1%	5.9%	6.0%
BC US Treas 20+Yr STRIPS	-1.1%	25.3%	25.9%
ML High Yield Master II	2.2%	14.6%	9.2%
JPM EMBI Global	1.8%	14.7%	14.8%
JPM GBI EM Global Div.	0.0%	14.8%	11.3%

Real Estate

Index	Month	CYTD	1-Year
NCREIF 1-Qtr Lag Private	0.0%	5.2%	11.8%
FTSE EPRA NAREIT Global	-2.6%	11.8%	18.2%

Hedge Funds

Index	Month	CYTD	1-Year
HFRI Fund of Funds	0.5%	-0.6%	-1.7%



Senior Client Service Officer
Paul Todisco - (617) 946-8423
ptodisco@mapension.com

Please note: As of 7/1/2016, all equity indices shown above are customized to exclude legislatively prohibited tobacco, Sudan, and Iran securities.



Pension Reserves Investment Management Board

84 State Street, Suite 250
Boston, Massachusetts 02109

Deborah B. Goldberg, Treasurer and Receiver General, Chair
Michael G. Trotsky, CFA, Executive Director

Town of Wayland State Retirees Benefits Trust Fund August 01, 2016 to August 31, 2016

	Month To Date	Fiscal Year To Date	Calendar Year To Date
Your beginning net asset value for the period was:	13,538,714.93	13,173,713.60	0.00
Your change in investment value for the period was:	46,059.26	407,333.22	525,705.80
Your exchanges from (to) the Cash Fund for the period were:	128,811.74	132,539.11	13,187,880.13
Your ending net asset value for the period was:	13,713,585.93	13,713,585.93	13,713,585.93
Net Change in Investment Value represents the net change through investment activities as follows:			
Gross Investment Income:	27,432.29	51,735.63	129,004.47
Less Management Fees:	(1,940.23)	(4,278.52)	(20,390.81)
Net Investment Income:	25,492.06	47,457.11	108,613.66
Net Fund Unrealized Gains/Losses:	(4,117.34)	282,289.54	279,992.05
Net Fund Realized Gains/Losses:	24,684.54	77,586.57	137,100.09
Net Change in Investment Value as Above:	46,059.26	407,333.22	525,705.80

As of August 31, 2016 the net asset value of your investment in the SRBT Fund was: \$13,713,585.93

If you have any questions regarding your statement, please contact your Senior Client Services Officer Paul Todisco (617) 946-8423.
A detailed statement of your account is attached to this summary sheet.



Pension Reserves Investment Management Board

84 State Street, Suite 250
Boston, Massachusetts 02109

Deborah B. Goldberg, Treasurer and Receiver General, Chair
Michael G. Trotsky, CFA, Executive Director

Town of Wayland Cash Investment August 01, 2016 to August 31, 2016

	<u>Month To Date</u>	<u>Fiscal Year To Date</u>	<u>Calendar Year To Date</u>
Your beginning net asset value for the period was:	0.74	3,728.11	0.00
Your investment income for the period was:	0.03	0.03	931.60
Your total contributions for the period were:	129,743.94	129,743.94	13,187,881.50
Your total redemptions for the period were:	0.00	0.00	0.00
Your total exchanges for the period were:	(128,811.74)	(132,539.11)	(13,187,880.13)
Your state appropriations for the period were:	0.00	0.00	0.00
Your ending net asset value for the period was:	<u>932.97</u>	<u>932.97</u>	<u>932.97</u>

As of August 31, 2016 the net asset value of your investment in the Cash Fund was:

\$932.97

If you have any questions regarding your statement, please contact your Senior Client Services Officer Paul Todisco (617) 946-8423.
A detailed statement of your account is attached to this summary sheet.



Pension Reserves Investment Management Board

84 State Street, Suite 250
Boston, Massachusetts 02109

Deborah B. Goldberg, Treasurer and Receiver General, Chair
Michael G. Trotsky, CFA, Executive Director

PHTF90520002
Commonwealth Of Massachusetts
SRBT-WAYLAND

Town of Wayland Investment Detail 8/31/2016

	Investments Units Of Participation	Cost	Price	Market Value	Unrealized Gain/Loss
89,069.437	HCST OPEB MASTER TRUST	13,433,593.88	153.9651	13,713,585.93	279,992.05
932.940	SRBT SWEEP VEHICLE	932.94	1.0000	932.94	0.00
	Total Investment:	13,434,526.82		13,714,518.87	279,992.05



Pension Reserves Investment Management Board

84 State Street, Suite 250
Boston, Massachusetts 02109

Deborah B. Goldberg, Treasurer and Receiver General, Chair
Michael G. Trotsky, CFA, Executive Director

PHTF90520002
Commonwealth Of Massachusetts
SRBT-WAYLAND

Town of Wayland Statement of Change In Net Assets 08/31/2016

	Current Period		Fiscal Year		Year To Date	
	8/1/2016	8/31/2016	7/1/2016	8/31/2016	1/1/2016	8/31/2016
NET ASSETS - BEGINNING OF PERIOD		13,538,715.67		13,177,441.71		0.00
DISBURSEMENTS:						
CASH FUND EXCHANGES		128,811.74		132,539.11		13,187,880.13
RECEIPTS:						
CONTRIBUTIONS:						
PARTICIPANTS		129,743.94		129,743.94		13,187,881.50
INVESTMENT INCOME:						
INTEREST		0.03		0.03		931.60
UNREALIZED GAIN/LOSS-INVESTMENT		-4,117.34		282,289.54		279,992.05
MASTER TRUST ALLOCATED EXPENSES		-700.02		-1,520.26		-3,813.42
MASTER TRUST CHANGE IN REALIZED G/L		24,684.54		77,586.57		137,100.09
MASTER TRUST INVESTMENT INCOME		27,432.29		51,735.63		129,004.47
MT ALL INVESTMENT MANAGER FEES		-1,240.21		-2,758.26		-16,577.39
UNIT EXCHANGES		128,811.74		132,539.11		13,187,880.13
Total Receipts		304,614.97		669,616.30		26,902,399.03
Total Disbursements:		128,811.74		132,539.11		13,187,880.13
Net Assets - End of Period:		13,714,518.90		13,714,518.90		13,714,518.90

STATEMENT EXPLANATION

Below you will find a description of each item posted to your statement.

CAPITAL ACCOUNT

Summary of Account Activity:

A summary statement produced for your investment in the State Retiree Benefits Trust Fund (SRBTF) includes both month-to-date and fiscal year-to-date information. This statement is also furnished to the Public Employee Retirement Administration Commission (PERAC).

Your beginning net asset value for the period:

The total balance of your investment as of the opening date of the statement period.

Your change in investment value for the period:

The total increase or decrease in your investment includes net investment income, realized gains or losses, and unrealized gains or losses.

Your total exchanges from (to) cash fund:

Movement of funds occurring on the first business day of each month between your Cash Fund and Capital Account (SRBTF).

Your ending net asset value for the period:

The total balance of your investment as of the closing date of the statement period.

Gross investment income:

Represents your allocable share of the SRBTF's income associated with securities and other investments (i.e. real estate), except for realized and unrealized gains or losses. It is principally interest, dividends, real estate income, and private equity income.

Management fees:

Represents your allocable share of the SRBTF's expenses related to PRIM's investment advisors, consultants, custodian and operations expenses.

Net investment income:

Represents your allocable share of the SRBTF's gross investment income, less Management Fees.

Net fund unrealized gains/losses:

Represents your allocable share of the SRBTF's increase or decrease in value, attributed to a change in value of securities or other investments held in the PRIT Fund, relative to original cost. These gains or losses are "unrealized" because the investments have not yet been sold.

Net fund realized gains/losses:

Represents your allocable share of the SRBTF's increase or decrease in value attributed to the PRIT Fund's sale of securities or other investments (i.e. real estate property). Whether you "realize" a gain or loss depends upon the price at which the investment was sold in relation to its original purchase price.

CASH FUND

Your beginning net asset value for the period:

The total balance of your investment as of the opening date of the statement period.

Your investment income for the period:

Interest earned for the period.

Your total contributions for the period:

Sum of all funds (i.e. wires and/or checks) sent into your SRBTF account during the statement period. Cash contributed any day during the month except the first business day will remain in your Cash Fund until the first business day of the following month, when it will then be exchanged into the General Allocation Account (SRBTF).

Your total redemptions for the period:

Sum of all funds sent by wire from the PRIT Fund's custodian bank to your government entity during the statement period. A redemption made be made at any time throughout the month as long as your Cash Fund balance equals or exceeds the amount you wish to redeem.

Your ending net asset value for the period:

The total balance of your investment as of the closing date of the statement period.

If you have any questions about this statement, please call your Senior Client Service Officer, Paul Todisco (617) 946-8423.