

**PACKET**

**DEC 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, December 12, 2016**  
**Wayland Town Building**  
**Selectmen's Meeting Room**  
**41 Cochituate Road Wayland**

### 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.*

- |          |      |  |
|----------|------|--|
| 7:00 pm  | 1.)  | Call to Order by Chair <ul style="list-style-type: none"><li>• Review Agenda for the Public; Announcements</li></ul>   |
| 7:02 pm  | 2.)  | Public Comment   |
| 7:10 pm  | 3.)  | Liquor Licenses: Vote to Approve Change of Manager: <ul style="list-style-type: none"><li>• Coach Grill</li><li>• Bertucci's</li></ul>   |
| 7:30 pm  | 4.)  | Discussion with Financial Advisor Clark Rowell about February Borrowing and Ratings Outlook  |
| 7:45 pm  | 5.)  | FY16 Audit: Meet with Scott McIntyre, Melanson and Heath   |
| 8:15 pm  | 6.)  | Meet with Wastewater Management District Commission: <ul style="list-style-type: none"><li>• Discuss Payment in Lieu of Betterment Agreement for Wastewater Capacity at 5 Concord Road</li></ul> |
| 8:30 pm  | 7.)  | FY18 Budgets under Selectmen: <ul style="list-style-type: none"><li>• Refer to Finance Committee</li></ul>   |
| 9:00 pm  | 8.)  | Review Town Administrator Goals for 2017   |
| 9:15 pm  | 9.)  | Review Potential Annual Town Meeting Articles  |
| 9:25 pm  | 10.) | Minutes: Review and Vote to Approve Minutes of November 21, 2016   |
| 9:30 pm  | 11.) | Consent Calendar: Review and Vote to Approve (See Separate Sheet)  |
| 9:35 pm  | 12.) | Review Correspondence (See Separate Index Sheet)   |
| 9:45 pm  | 13.) | Report of the Town Administrator   |
| 9:55 pm  | 14.) | Selectmen's Reports and Concerns   |
| 10:05 pm | 15.) | Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any  |
| 10:15 pm | 16.) | Adjourn  |



# (3) LIQUOR LICENSES

**DATE:** DECEMBER 9, 2016  
**TO:** BOARD OF SELECTMEN  
**RE:** LIQUOR LICENSES CHANGE OF MANAGER

---

Attached are the Change of Manager applications for Bertucci's and the Coach Grill, and the results of the background checks from Police Chief Robert Irving.

**MOTIONS:**

MOVE TO APPROVE THE CHANGE OF MANAGER APPLICATION FOR THE BBRG TR, LLC dba COACH GRILL.

MOVE TO APPROVE THE CHANGE OF MANAGER APPLICATION FOR BERTUCCI'S ITALIAN RESTAURANT, WAYLAND.

# Memorandum

12/9/2016

**To: MaryAnn DiNapoli**

**From: Robert Irving, Chief of Police**

**Subject: Background Check – Randy Melnick, Joseph Battafarano**

---

A background check was conducted on Randy Melnick in regards to the change of manager application submitted by the Bertucci's Restaurant. A background check was also conducted on Joseph Battafarano in regards to a change of manager application submitted by the Coach Grill Restaurant

I will meet with both men to discuss their responsibilities as a manager. Each will be given a copy of the Rules and Regulations concerning the Provision and Consumption of Alcoholic Beverages and I will explain the compliance policy of the town.

I recommend Mr. Melnick for approval as a new manager of Bertucci's Restaurant and I recommend Mr. Battafarano as a new manager of the Coach Grill Restaurant.

McDERMOTT  
QUILTY &  
MILLER LLP

28 STATE STREET, SUITE 802  
BOSTON, MA 02109

30 ROWES WHARF, SUITE 600  
BOSTON, MA 02110

November 23, 2016

**VIA FEDEX OVERNIGHT MAIL**

Ms. Mary Ann DiNapoli  
Executive Assistant  
Office of the Board of Selectmen  
41 Cochituate Road  
Wayland, MA 01778

RECEIVED

NOV 28 2016

Board of Selectmen  
Town of Wayland

9:00AM  
MADYLI

**RE: Change of Manager of Record  
C.V. 7-Day All Alcoholic Beverages License  
BBRG TR, LLC d/b/a Coach Grill  
55 Boston Post Road, Wayland, MA 01778**

Dear Ms. DiNapoli:

Enclosed please find **two (2) originals** of the application materials and copies of the required supplemental documents regarding the above-referenced matter:


1. ABCC Monetary Transmittal Form;
2. ABCC Application Forms;
3. ABCC CORI Request Form;
4. Proof of Citizenship;
5. LLC Vote; and
6. ServSafe Alcohol Certificate.

Also enclosed please find a check payable to the ABCC in the amount of \$200.00.

We respectfully request that this matter be placed on the Board of Selectmen's next available public hearing agenda.

As always, thank you for your time and consideration. Please do not hesitate to contact me with any questions or requests for additional information.

Best regards,



Karen D. Simão, Esq.

KDS/tpm  
Enclosures





The Commonwealth of Massachusetts  
Alcoholic Beverages Control Commission  
239 Causeway Street  
Boston, MA 02114  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

**AMENDMENT APPLICATION FOR A CHANGE OF MANAGER**

Please complete this entire application, leaving no fields blank. If field does not apply to your situation, please write N/A.

<b>1. NAME OF LICENSEE</b> (Business Contact)	BBRG TR, LLC		
ABCC License Number	00002-RS-1340	City/Town of Licensee	Wayland

**2. APPLICATION CONTACT**  
The application contact is required and is the person who will be contacted with any questions regarding this application.

First Name:	Karen	Middle:	D.	Last Name:	Simao
Title:	Attorney	Primary Phone:	(617) 946-4600		
Email:	ksimao@mqmlp.com				

**3. BUSINESS CONTACT**  
Please complete this section **ONLY** if there are changes to the Licensee phone number, business address (corporate headquarters), or mailing address.

Entity Name:				
Primary Phone:		Fax Number:		
Alternative Phone:		Email:		

**Business Address (Corporate Headquarters)**

Street Number:		Street Name:		
City/Town:		State:		
Zip Code:		Country:		

**Mailing Address**  Check here if your Mailing Address is the same as your Business Address

Street Number:		Street Name:		
City/Town:		State:		
Zip Code:		Country:		

**APPLICATION FOR A NEW RETAIL ALCOHOLIC BEVERAGES LICENSE**

**4. MANAGER CONTACT**

The Manager Contact is required and is the individual who will have day-to-day, operational control over the liquor license.

Salutation  First Name  Middle Name  Last Name  Suffix

Social Security Number  Date of Birth

Primary Phone:  Email:

Mobile Phone:  Place of Employment

Alternative Phone:  Fax Number

**Citizenship / Residency / Background Information of Proposed Manager**

<p>Are you a U.S. Citizen? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Have you ever been convicted of a state, federal, or military crime? <input type="radio"/> Yes <input checked="" type="radio"/> No <i>If yes, attach an affidavit that lists your convictions with an explanation for each</i></p> <p>Have you ever been Manager of Record of a license to sell alcoholic beverages? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>If yes, please list the licenses for which you are the <u>current</u> or <u>proposed</u> manager:</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;">BBRG TR, LLC - 00002-RS-1340</div>	<p>Do you have direct, indirect, or financial interest in this license? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>If yes, percentage of interest <input type="text"/></p> <p>If yes, please indicate type of interest (check all that apply):</p> <table border="0"> <tr> <td><input type="checkbox"/> Officer</td> <td><input type="checkbox"/> Sole Proprietor</td> </tr> <tr> <td><input type="checkbox"/> Stockholder</td> <td><input type="checkbox"/> LLC Manager</td> </tr> <tr> <td><input type="checkbox"/> LLC Member</td> <td><input type="checkbox"/> Director</td> </tr> <tr> <td><input type="checkbox"/> Partner</td> <td><input type="checkbox"/> Landlord</td> </tr> <tr> <td><input type="checkbox"/> Contractual</td> <td><input type="checkbox"/> Revenue Sharing</td> </tr> <tr> <td><input type="checkbox"/> Management Agreement</td> <td><input type="checkbox"/> Other</td> </tr> </table>	<input type="checkbox"/> Officer	<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Stockholder	<input type="checkbox"/> LLC Manager	<input type="checkbox"/> LLC Member	<input type="checkbox"/> Director	<input type="checkbox"/> Partner	<input type="checkbox"/> Landlord	<input type="checkbox"/> Contractual	<input type="checkbox"/> Revenue Sharing	<input type="checkbox"/> Management Agreement	<input type="checkbox"/> Other
<input type="checkbox"/> Officer	<input type="checkbox"/> Sole Proprietor												
<input type="checkbox"/> Stockholder	<input type="checkbox"/> LLC Manager												
<input type="checkbox"/> LLC Member	<input type="checkbox"/> Director												
<input type="checkbox"/> Partner	<input type="checkbox"/> Landlord												
<input type="checkbox"/> Contractual	<input type="checkbox"/> Revenue Sharing												
<input type="checkbox"/> Management Agreement	<input type="checkbox"/> Other												

Please indicate how many hours per week you intend to be on the licensed premises

**Employment Information of Proposed Manager**

Please provide your employment history for the *past 10 years*

Date(s)	Position	Employer	Address	Phone
2013-Present	General Manager	McCormick & Schmick's	11 Dorrance St, Providence, RI 02903	(401) 351-4500
2007-2013	Assist. Gen. Manager	Chart House	60 Long Wharf, Boston, MA 02110	(617) 227-1576
2006-2007	Manager	TIKI Waterfront Sea Grill	Riviera Beach Marina, Riviera Beach, FL	Closed
2001-2006	Manager	The Crab House	1065 N. Hwy A1A, Jupiter FL	Closed

**Prior Disciplinary Action of Proposed Manager**

Have you ever been involved directly or indirectly in an alcoholic beverages license that was subject to disciplinary action? If yes, please complete the following:

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation



APPLICANT'S STATEMENT

I, Jefferson Voss the:  sole proprietor;  partner;  corporate principal;  LLC/LLP member  
Authorized Signatory

of BBRG TR, LLC, hereby submit this application for Change of Manager of Record  
Name of the Entity/Corporation Transaction(s) you are applying for

(hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statement and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises does not violate any requirement of the ABCC or other state law or local ordinances;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the Application information as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of, the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.

Signature: 

Date: 11/15/14

Title: LLC Manager



**BBRG TR, LLC**  
**Certificate of Vote**  
November 15, 2016

At a meeting of BBRG TR, LLC a foreign limited liability company (the "Company") held at 55 Boston Post Road, Wayland, MA 01778 it was duly voted as follows:

VOTED: That the Company apply to the Board of Selectman for the Town of Wayland for a Change of Manager of Record, for the license exercised on the premises located at 55 Boston Post Road, Wayland, MA 01778.

VOTED: To authorize **Jefferson Voss** to sign the application for the license in the name of BBRG TR, LLC and to execute on its behalf any necessary papers, and to do all things required relative to the granting of the license.

VOTED: To appoint **Joseph Steven Battafarano** of North Attleboro, Massachusetts as its Manager of Record, with as full authority and control of the premises described in the license of the Company and of the conduct of all business therein relative to alcoholic beverages as the licensee itself could in any way have and exercise if it were a natural person resident in the Commonwealth of Massachusetts and that a copy of this vote duly certified by a Clerk of the Company and delivered to said manager or principal representative shall constitute the written authority required by M.G.L. c. 138, §26.

This is to certify that a majority of the members of BBRG TR, LLC a Company duly organized under the laws of Florida are citizens of the United States.

This Company has **NOT** been dissolved.

A TRUE COPY  
ATTEST



---

Jefferson Voss  
Its LLC Manager  
Duly Authorized

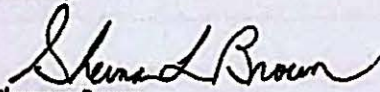
Thank you for participating in the ServSafe Alcohol program. Responsible alcohol service begins with the choices you make, and ServSafe Alcohol training will help you make the right decision when the moment arises.

By completing the ServSafe Alcohol program, you show your dedication to safe and responsible alcohol service. The ServSafe Alcohol program and the National Restaurant Association are dedicated to helping you continue to raise the bar on alcohol safety.

To learn more about our full suite of responsible alcohol service training products, contact your State Restaurant Association, your distributor or visit us at [ServSafe.com](http://ServSafe.com).

We value your dedication to responsible alcohol service and applaud you for making the commitment to keep your operation, your customers and your community safe.

Sincerely,



Sherman Brown  
Senior Vice President, National Restaurant Association Solutions



ID # 4488575  
CARD # 14184107

**ServSafe Alcohol® CERTIFICATE**



JOE BATTAFARANO

NAME

02/1/2016

DATE OF EXAMINATION

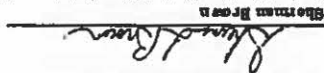
Card expires three years from the date of examination. Local laws apply.

**NOTE:** You can access your score and certification information anytime at [www.servsafe.com](http://www.servsafe.com) with the class number provided on this form.

If you have any questions regarding your certification please contact the National Restaurant Association Service Center at [www.nra.org](http://www.nra.org) or 1-800-745-3123, ext. 6704.

© 2015 National Restaurant Association Educational Foundation (NRAEF). All rights reserved. ServSafe® and the ServSafe logo are trademarks of the National Restaurant Association. 14102901 4/10

Sherman Brown is  
Senior Vice President, National Restaurant Association Solutions



This certificate confirms completion of the ServSafe Alcohol® responsible alcohol service program.

In Alaska you must laminate your card for it to be valid.

RESTAURANT







RECEIVED

NOV 30 2016

Board of Selectmen  
Town of Wayland

1:15 PM

SENT VIA – UPS

November 28, 2016

Town of Wayland  
Town Clerk  
41 Cochituate Road  
Wayland, MA 01778

Re: Bertucci's Restaurant Corp. – Change of Manager

Dear License Commission:

Enclosed please find the Change of Manager Application paperwork for our restaurant located at, 14 Elissa Ave, Wayland, MA. The following documents are enclosed:

- Retail Transmittal Form
- \$200 Check payable to MA ABCC
- Petition for Change of License
- Manager's Form
- Personal Information Form
- CORI Application
- Corporate Vote
- Birth Certificate and Driver's License for Randy Melnick

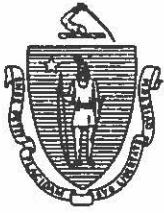
Please feel free to call me at 508-351-2562 or email at [cwills@bertuccis.com](mailto:cwills@bertuccis.com) if you need any additional information.

Sincerely,

A handwritten signature in blue ink, appearing to read "Chrissy Wills".

Chrissy Wills  
Purchasing and Construction Coordinator





The Commonwealth of Massachusetts  
Alcoholic Beverages Control Commission  
239 Causeway Street  
Boston, MA 02114  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

**AMENDMENT APPLICATION FOR A CHANGE OF MANAGER**

Please complete this entire application, leaving no fields blank. If field does not apply to your situation, please write N/A.

<b>1. NAME OF LICENSEE</b> (Business Contact)	Bertucci's Restaurant Corp.		
<b>ABCC License Number</b>	134000027	<b>City/Town of Licensee</b>	Wayland

<b>2. APPLICATION CONTACT</b>					
The application contact is required and is the person who will be contacted with any questions regarding this application.					
<b>First Name:</b>	Doreen	<b>Middle:</b>		<b>Last Name:</b>	Kiley
<b>Title:</b>	Other	<b>Primary Phone:</b>	508-351-2527		
<b>Email:</b>	dkiley@bertuccis.com				

<b>3. BUSINESS CONTACT</b>			
Please complete this section <u>ONLY</u> if there are changes to the Licensee phone number, business address (corporate headquarters), or mailing address.			
<b>Entity Name:</b>			
<b>Primary Phone:</b>		<b>Fax Number:</b>	
<b>Alternative Phone:</b>		<b>Email:</b>	

<b>Business Address (Corporate Headquarters)</b>			
<b>Street Number:</b>	155	<b>Street Name:</b>	Otis Street
<b>City/Town:</b>	Northborough	<b>State:</b>	MA
<b>Zip Code:</b>	01532	<b>Country:</b>	USA

<b>Mailing Address</b>		<input checked="" type="checkbox"/> Check here if your Mailing Address is the same as your Business Address	
<b>Street Number:</b>		<b>Street Name:</b>	
<b>City/Town:</b>		<b>State:</b>	
<b>Zip Code:</b>		<b>Country:</b>	

**APPLICATION FOR A NEW RETAIL ALCOHOLIC BEVERAGES LICENSE**

**4. MANAGER CONTACT**

The Manager Contact is required and is the individual who will have day-to-day, operational control over the liquor license.

Salutation  First Name  Middle Name  Last Name  Suffix

Social Security Number  Date of Birth

Primary Phone:  Email:

Mobile Phone:  Place of Employment

Alternative Phone:  Fax Number

**Citizenship / Residency / Background Information of Proposed Manager**

<p>Are you a U.S. Citizen? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Have you ever been convicted of a state, federal, or military crime? <input type="radio"/> Yes <input checked="" type="radio"/> No If yes, attach an affidavit that lists your convictions with an explanation for each</p> <p>Have you ever been Manager of Record of a license to sell alcoholic beverages? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>If yes, please list the licenses for which you are the <u>current</u> or <u>proposed</u> manager: <input type="text"/></p>	<p>Do you have direct, indirect, or financial interest in this license? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>If yes, percentage of interest <input type="text"/></p> <p>If yes, please indicate type of Interest (check all that apply):</p> <table border="0"> <tr> <td><input type="checkbox"/> Officer</td> <td><input type="checkbox"/> Sole Proprietor</td> </tr> <tr> <td><input type="checkbox"/> Stockholder</td> <td><input type="checkbox"/> LLC Manager</td> </tr> <tr> <td><input type="checkbox"/> LLC Member</td> <td><input type="checkbox"/> Director</td> </tr> <tr> <td><input type="checkbox"/> Partner</td> <td><input type="checkbox"/> Landlord</td> </tr> <tr> <td><input type="checkbox"/> Contractual</td> <td><input type="checkbox"/> Revenue Sharing</td> </tr> <tr> <td><input type="checkbox"/> Management Agreement</td> <td><input type="checkbox"/> Other</td> </tr> </table>	<input type="checkbox"/> Officer	<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Stockholder	<input type="checkbox"/> LLC Manager	<input type="checkbox"/> LLC Member	<input type="checkbox"/> Director	<input type="checkbox"/> Partner	<input type="checkbox"/> Landlord	<input type="checkbox"/> Contractual	<input type="checkbox"/> Revenue Sharing	<input type="checkbox"/> Management Agreement	<input type="checkbox"/> Other
<input type="checkbox"/> Officer	<input type="checkbox"/> Sole Proprietor												
<input type="checkbox"/> Stockholder	<input type="checkbox"/> LLC Manager												
<input type="checkbox"/> LLC Member	<input type="checkbox"/> Director												
<input type="checkbox"/> Partner	<input type="checkbox"/> Landlord												
<input type="checkbox"/> Contractual	<input type="checkbox"/> Revenue Sharing												
<input type="checkbox"/> Management Agreement	<input type="checkbox"/> Other												

Please indicate how many hours per week you intend to be on the licensed premises

**Employment Information of Proposed Manager**

Please provide your employment history for the past 10 years

Date(s)	Position	Employer	Address	Phone
	Manager	Bertucci's Restaurant Corp.	155 Otis St. Northborough, MA	508-351-2500

**Prior Disciplinary Action of Proposed Manager**

Have you ever been involved directly or indirectly in an alcoholic beverages license that was subject to disciplinary action? If yes, please complete the following:

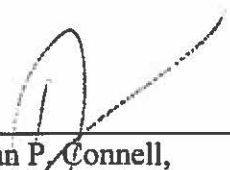
Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

**BERTUCCI'S RESTAURANT CORP.**  
**d/b/a Bertucci's Italian Restaurant**  
**Secretary's Certificate**

The undersigned hereby certifies he is the CFO, Treasurer, Secretary of Bertucci's Restaurant Corp. (the "Company"), and that as such he is authorized to execute and deliver this Certificate on behalf of the Company; and the undersigned hereby further certifies that the following vote was duly adopted by the Company's Board of Directors effective as of November 10, 2016 and that such vote is in full force and effect on the date hereof:

VOTED: To remove Derrick Plante, as manager of record and to appoint Ryan J. Melnick, Marlborough, MA, as its manager of record with full authority and control of the premises known as Bertucci's Italian Restaurant located at 14 Elissa Ave, Wayland, Massachusetts, as further described in the Company's liquor license with respect to such premises, and of the conduct of all business therein relative to alcoholic beverages as the licensee itself could in any way have and exercise if it were a natural person resident in the Commonwealth of Massachusetts; and that a copy of this vote duly certified by the Clerk of the Corporation and delivered to said manager or principal representative shall constitute the written authority required by law.

IN WITNESS THEREOF, the undersigned has executed this certificate as of this 15th day of November, 2016.

  
\_\_\_\_\_  
Brian P. Connell,  
CFO, Treasurer, Secretary



**APPLICANT'S STATEMENT**

I, Brian Connell the:  sole proprietor;  partner;  corporate principal;  LLC/LLP member  
Authorized Signatory

of Bertucci's Restaurant Corp., hereby submit this application for Change of Manager  
Name of the Entity/Corporation Transaction(s) you are applying for

(hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statement and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises does not violate any requirement of the ABCC or other state law or local ordinances;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the Application information as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of, the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.

Signature: 

Date: 11/16/2016

Title: CFO, Treasurer, Secretary

4) FINANCIAL ADVISOR  
BORROWING  
SCHEDULE

TOWN OF WAYLAND, MASSACHUSETTS  
Financing schedule - proposed bond issue (revised)  
05-Dec-16

Information request to the Town	-	08-Dec-16
Meeting with Town	-	15-Dec-16
Meeting with Board of Selectmen	-	09-Jan-17
All information to UniBank	-	13-Jan-17
Rating defense set	-	18-Jan-17
Rating request to Moody's	-	19-Jan-17
Draft POS for internal review	-	23-Jan-17
Distribution of documents to Moody's	-	24-Jan-17
Rating agency conference call / presentation	-	12-Feb-17
Draft POS for Bond Counsel review	-	14-Feb-17
Rating released	-	16-Feb-17
Distribution of POS	-	23-Feb-17
Date of sale	-	06-Mar-17
Board of Selectmen's meeting	-	08-Mar-17
Dated date	-	15-Mar-17
Retirement of outstanding notes	-	
1st interest payment	-	01-Nov-17
1st principal payment	-	01-May-18

**TOWN OF WAYLAND, MASSACHUSETTS**

\$14,220,000.00 General Obligation Municipal Purpose Loan of 2017 Bonds

Dated March 15, 2017

**Debt Service Schedule**

Date	Principal	Coupon	Interest	Total P+I
06/30/2017	-	-	-	-
06/30/2018	510,000.00	4.000%	688,879.99	1,198,879.99
06/30/2019	635,000.00	4.000%	548,400.00	1,183,400.00
06/30/2020	640,000.00	4.000%	523,000.00	1,163,000.00
06/30/2021	645,000.00	4.000%	497,400.00	1,142,400.00
06/30/2022	645,000.00	4.000%	471,600.00	1,116,600.00
06/30/2023	630,000.00	4.000%	445,800.00	1,075,800.00
06/30/2024	620,000.00	4.000%	420,600.00	1,040,600.00
06/30/2025	620,000.00	4.000%	395,800.00	1,015,800.00
06/30/2026	625,000.00	4.000%	371,000.00	996,000.00
06/30/2027	625,000.00	4.000%	346,000.00	971,000.00
06/30/2028	490,000.00	4.000%	321,000.00	811,000.00
06/30/2029	490,000.00	4.000%	301,400.00	791,400.00
06/30/2030	495,000.00	4.000%	281,800.00	776,800.00
06/30/2031	500,000.00	4.000%	262,000.00	762,000.00
06/30/2032	510,000.00	4.000%	242,000.00	752,000.00
06/30/2033	470,000.00	4.000%	221,600.00	691,600.00
06/30/2034	480,000.00	4.000%	202,800.00	682,800.00
06/30/2035	490,000.00	4.000%	183,600.00	673,600.00
06/30/2036	500,000.00	4.000%	164,000.00	664,000.00
06/30/2037	510,000.00	4.000%	144,000.00	654,000.00
06/30/2038	290,000.00	4.000%	123,600.00	413,600.00
06/30/2039	305,000.00	4.000%	112,000.00	417,000.00
06/30/2040	315,000.00	4.000%	99,800.00	414,800.00
06/30/2041	330,000.00	4.000%	87,200.00	417,200.00
06/30/2042	340,000.00	4.000%	74,000.00	414,000.00
06/30/2043	355,000.00	4.000%	60,400.00	415,400.00
06/30/2044	370,000.00	4.000%	46,200.00	416,200.00
06/30/2045	385,000.00	4.000%	31,400.00	416,400.00
06/30/2046	400,000.00	4.000%	16,000.00	416,000.00
<b>Total</b>	<b>\$14,220,000.00</b>	<b>-</b>	<b>\$7,683,279.99</b>	<b>\$21,903,279.99</b>

**Yield Statistics**

Bond Year Dollars	\$192,082.00
Average Life	13.508 Years
Average Coupon	4.000000%
Net Interest Cost (NIC)	3.8003612%
True Interest Cost (TIC)	3.7240355%
Bond Yield for Arbitrage Purposes	3.5907318%
All Inclusive Cost (AIC)	3.7945715%

**IRS Form 8038**

Net Interest Cost	3.6839151%
Weighted Average Maturity	13.176 Years



TOWN OF WAYLAND, MASSACHUSETTS

\$7,000,000.00 General Obligation Municipal Purpose Loan of 2017 Bonds

Dated March 15, 2017

MAINSTONE FARM

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I
06/30/2017	-	-	-	-
06/30/2018	75,000.00	4.000%	339,111.11	414,111.11
06/30/2019	140,000.00	4.000%	277,000.00	417,000.00
06/30/2020	145,000.00	4.000%	271,400.00	416,400.00
06/30/2021	150,000.00	4.000%	265,600.00	415,600.00
06/30/2022	155,000.00	4.000%	259,600.00	414,600.00
06/30/2023	160,000.00	4.000%	253,400.00	413,400.00
06/30/2024	170,000.00	4.000%	247,000.00	417,000.00
06/30/2025	175,000.00	4.000%	240,200.00	415,200.00
06/30/2026	185,000.00	4.000%	233,200.00	418,200.00
06/30/2027	190,000.00	4.000%	225,800.00	415,800.00
06/30/2028	195,000.00	4.000%	218,200.00	413,200.00
06/30/2029	205,000.00	4.000%	210,400.00	415,400.00
06/30/2030	215,000.00	4.000%	202,200.00	417,200.00
06/30/2031	220,000.00	4.000%	193,600.00	413,600.00
06/30/2032	230,000.00	4.000%	184,800.00	414,800.00
06/30/2033	240,000.00	4.000%	175,600.00	415,600.00
06/30/2034	250,000.00	4.000%	166,000.00	416,000.00
06/30/2035	260,000.00	4.000%	156,000.00	416,000.00
06/30/2036	270,000.00	4.000%	145,600.00	415,600.00
06/30/2037	280,000.00	4.000%	134,800.00	414,800.00
06/30/2038	290,000.00	4.000%	123,600.00	413,600.00
06/30/2039	305,000.00	4.000%	112,000.00	417,000.00
06/30/2040	315,000.00	4.000%	99,800.00	414,800.00
06/30/2041	330,000.00	4.000%	87,200.00	417,200.00
06/30/2042	340,000.00	4.000%	74,000.00	414,000.00
06/30/2043	355,000.00	4.000%	60,400.00	415,400.00
06/30/2044	370,000.00	4.000%	46,200.00	416,200.00
06/30/2045	385,000.00	4.000%	31,400.00	416,400.00
06/30/2046	400,000.00	4.000%	16,000.00	416,000.00
<b>Total</b>	<b>\$7,000,000.00</b>	<b>-</b>	<b>\$5,050,111.11</b>	<b>\$12,050,111.11</b>

Yield Statistics

Bond Year Dollars	\$126,252.78
Average Life	18.036 Years
Average Coupon	4.0000000%
Net Interest Cost (NIC)	3.9871620%
True Interest Cost (TIC)	3.9799627%
Bond Yield for Arbitrage Purposes	3.5907318%
All Inclusive Cost (AIC)	4.0381048%

IRS Form 8038

Net Interest Cost	3.9638412%
Weighted Average Maturity	17.672 Years



DRAFT  
P. 1

**NOTICE OF SALE AND PRELIMINARY OFFICIAL STATEMENT DATED FEBRUARY 23, 2017**

In the opinion of Locke Lord LLP, Bond Counsel, based upon an analysis of existing law and assuming, among other matters, compliance with certain covenants, interest on the Bonds is excluded from gross income for federal income tax purposes under the Internal Revenue Code of 1986 (the "Code"). Interest on the Bonds is not a specific preference item for purposes of the federal individual or corporate alternative minimum taxes, although such interest is included in adjusted current earnings when calculating corporate alternative minimum taxable income. Under existing law, interest on the Bonds is exempt from Massachusetts personal income taxes, and the Bonds are exempt from Massachusetts personal property taxes. Bond Counsel expresses no opinion regarding any other tax consequences related to the ownership or disposition of, or the accrual or receipt of interest on, the Bonds. **The Bonds will NOT be designated as "qualified tax-exempt obligations" for purposes of Section 265(b)(3) of the Code.** (See "Tax Exemption" herein.)

**\$14,220,000\***

**TOWN OF WAYLAND**

**Massachusetts**

**GENERAL OBLIGATION MUNICIPAL PURPOSE LOAN OF 2017 BONDS**

**Dated: Date of Delivery (March 15, 2017)**

**Due: May 1, 2018 – 2046**

**MATURITIES**

<u>Year</u>	<u>Principal Amount*</u>	<u>Interest Rate</u>	<u>Price/Yield</u>	<u>Year</u>	<u>Principal Amount*</u>	<u>Interest Rate</u>	<u>Price/Yield</u>
	\$ ,000	%	%		\$ ,000	%	%
2018	,000			2033	,000		
2019	,000			2034	,000		
2020	,000			2035	,000		
2021	,000			2036	,000		
2022	,000			2037	,000		
2023	,000			2038	,000		
2024	,000			2039	,000		
2025	,000			2040	,000		
2026	,000			2041	,000		
2027	,000			2042	,000		
2028	,000			2043	,000		
2029	,000			2044	,000		
2030	,000			2045	,000		
2031	,000			2046	,000		
2032	,000						

Principal of the Bonds will be payable on May 1 of the years in which the Bonds mature. Interest from the date of the Bonds will be payable on November 1, 2017, and semi-annually thereafter on each May 1 and November 1. The Bonds will be subject to redemption prior to their stated dates of maturity as described herein.

The Bonds are issuable only in fully registered form without coupons, and, when issued, will be registered in the name of Cede & Co., as Bondowner and nominee for The Depository Trust Company, New York, New York ("DTC"). DTC will act as securities depository for the Bonds. Purchases of the Bonds will be made in book-entry form, in the denomination of \$5,000 or any integral multiple thereof. (See "Book-Entry Transfer System" herein.)

The legality of the Bonds will be approved by Locke Lord LLP, Boston, Massachusetts, Bond Counsel to the Town. UniBank Fiscal Advisory Services, Inc., Whitinsville, Massachusetts, serves as financial advisor to the Town. It is expected that the Bonds, in definitive form, will be delivered to DTC, or the offices of its custodial agent, on or after March 15, 2017, against payment in Federal Reserve funds.

**Electronic Bids Received  
12:00 p.m. (Eastern Standard Time)  
Monday, March 6, 2017**



**UniBank Fiscal Advisory Services, Inc.**

\* Preliminary, subject to change.

COMPLETE  
DRAFT IN  
DROP BOX

This Preliminary Official Statement and the information contained herein are subject to completion or amendment. Under no circumstances shall this Preliminary Official Statement constitute an offer to sell or the solicitation of an offer to buy, nor shall there be any sale of the Bonds in any jurisdiction in which such offer, solicitation or sale would be unlawful prior to the filing of a registration statement.

(5) FY16 AUDIT

**DATE:** DECEMBER 9, 2016  
**TO:** BOARD OF SELECTMEN  
**RE:** FY16 AUDIT

---

Attached is the Management Letter for the year ended June 30, 2016.

This letter may also be found online here:

[http://www.wayland.ma.us/Pages/WaylandMA\\_Finance/FY16MgmtLtr.pdf](http://www.wayland.ma.us/Pages/WaylandMA_Finance/FY16MgmtLtr.pdf)

The FY16 CAFR (Comprehensive Annual Financial Report) is in your Dropbox and is also posted online here:

[http://www.wayland.ma.us/Pages/WaylandMA\\_Finance/FY16CAFR.pdf](http://www.wayland.ma.us/Pages/WaylandMA_Finance/FY16CAFR.pdf)

**TOWN OF WAYLAND, MASSACHUSETTS**

**Management Letter**

**For the Year Ended June 30, 2016**

## TABLE OF CONTENTS

	<u>PAGE</u>
<b>INTRODUCTORY LETTER</b>	1
 <b><u>PRIOR YEAR RECOMMENDATION:</u></b>	
1. Improve Automation in Tax Collector's Office	3
 <b><u>CURRENT YEAR RECOMMENDATIONS:</u></b>	
2. Establish More Comprehensive Long-term Debt Schedules	3
3. Improve Controls Over Water Abatements	4
4. Prepare to Implement GASB 74 and 75 for OPEB	4
5. Implement Municipal Modernization Changes	5



To the Board of Selectmen  
Town of Wayland, Massachusetts

In planning and performing our audit of the financial statements of the Town of Wayland, Massachusetts as of and for the year ended June 30, 2016, in accordance with auditing standards generally accepted in the United States of America, we considered the Town of Wayland's internal accounting control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be deficiencies, significant deficiencies, or material weaknesses. In addition, because of the inherent limitation in internal control, including the possibility of management's override of controls, misstatements due to error or fraud may occur and not be detected by such controls. We did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

During our audit, we became aware of other matters that we believe represent opportunities for strengthening internal controls and operating efficiency. The recommendations that accompany this letter summarize our comments and suggestions concerning those matters.

The Town's written responses to our comments and suggestions have not been subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

This communication is intended solely for the information and use of management, Board of Selectmen, and others within the organization and is not intended to be and should not be used by anyone other than these specified parties.

After you have had an opportunity to consider our comments and recommendations, we would be pleased to discuss them with you.

\_\_\_\_\_, 2016

## **PRIOR YEAR RECOMMENDATION:**

### **1. Improve Automation in Tax Collector's Office**

#### **Prior Year Issue:**

In the prior year, we recommend the Town consider automation improvements in the Treasurer/Collector Office. Specifically, the software should contain some of the following features:

- Integration with the Town Accountant's records.
- Automation of cash register and receipt validator.
- Automation of daily cash-out function.
- Optical scanning of tax bills for posting receipts to customer accounts.

#### **Current Year Status:**

The Town hired a new IT Director in fiscal year 2016 and we understand will consider incorporating this project into the fiscal year 2018 budget.

#### **Further Action Needed:**

We continue to recommend the Town consider automation improvements in the Treasurer/Collector Office. The above noted features should result in improved efficiency, eliminating the need for many manual and time-consuming procedures as well as provide additional mitigating controls given the limited number of employees in the office.

#### **Town's Response:**

## **CURRENT YEAR RECOMMENDATIONS:**

### **2. Establish More Comprehensive Long-term Debt Schedules**

The Town's long-term debt interest amortization schedules are estimated based on prior amortization summaries and certain assumptions regarding the debt refunding that occurred in fiscal year 2016. As a result, the annual future debt service requirements may be different from the amounts reported in the schedule and the distinction between water and waste water debt is not always clear.

We recommend that the Town, in conjunction with its financial advisor, prepare a comprehensive schedule of future principal and interest requirements based

on actual amortization schedules. Preparation of such a report will provide the Town assurance that annual appropriations will match debt service requirements.

Town's Response:

### **3. Improve Controls Over Water Abatements**

Our audit disclosed that incorrect water meter readings are currently abated by the Public Works Department and not the Board of Public Works. As a result, meter reading errors do not receive the same level of monitoring applied to other abatements.

We recommend that the Public Works Department obtain Board approval on all abatements. Implementation of this recommendation will improve oversight over all billing adjustments.

Town's Response:

### **4. Prepare to Implement GASB 74 and 75 for OPEB**

Beginning in fiscal year 2017, the Town will be required to implement the Governmental Accounting Standards Board (GASB) Statement 74 Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans (OPEB), and in fiscal year 2018 GASB Statement 75 Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions. GASB 74 applies if a trust fund has been established to fund future OPEB costs, and GASB 75 applies whenever OPEB benefits are offered. GASB has taken the position that OPEB is a form of compensation and the liability/expense should be recognized while the employee provides service to the government. GASB Statements 74 and 75 replace Statements 43 and 45, and require the full net OPEB liability and related expenses to be presented on the government's accrual basis financial statements. Previously, the liability was recorded incrementally, generally increasing based on the degree to which a government funded the annual required contribution. It is expected that the implementation of these accounting standards will have a material impact on the Town's financial statements, including the recording of a larger net OPEB liability and substantial new disclosures.



We recommend the Town begin planning for the implementation of GASB 74 and 75, which includes gaining an understanding of the new requirements, educating applicable financial statement users, and ensuring that actuarial valuations are performed in a timely manner and in compliance with the new requirements. More specifically, for Towns that have established OPEB Trust Funds, GASB 74 will require additional required supplementary information in the fiscal 2017 audited financial statements. Therefore it is critical that the first GASB 74/75 actuarial valuation be completed in a timely manner, preferably with a July 1, 2016 measurement date. It will be also important for the Town to maintain an adequate system of documentation to support the employee census data information provided to the actuary, since this information will now be subject to annual audit testing.

Town's Response:

#### **5. Implement Municipal Modernization Changes**

In August 2016 the Governor signed the Municipal Modernization bill which changes and streamlines many existing Massachusetts General Laws (MGLs) that apply to local governments. The changes include revisions to MGLs affecting borrowing, collection procedures, financial management and governance, tax administration and exemptions, and special funds. These changes generally are effective November 7, 2016.

We recommend the Town take action to understand and implement the changes that are applicable to the Town. This will hopefully help reduce the Town's accountability and governance requirements, while ensuring continued compliance with MGLs.

Town's Response:

6) WASTEWATER  
PILOB

DATE: DECEMBER 12, 2016  
TO: BOARD OF SELECTMEN  
FROM: NAN BALMER, TOWN ADMINISTRATOR  
RE: PAYMENT IN LIEU OF BETTERMENT (PILOB) TO WASTEWATER MANAGEMENT  
DISTRICT COMMISSION FOR 5 CONCORD ROAD (LIBRARY)

**RECOMMENDED ACTION:**

**DISCUSS TERMS OF AGREEMENT FOR PILOB PAYMENT TO WASTEWATER MANAGEMENT DISTRICT  
COMMISSION**

**BACKGROUND:**

Please see 2016 Annual Town Meeting Article # 19 attached.

to apply for substantial state library construction grant funds.

**ARGUMENTS OPPOSED:** Some may argue that committing that 202 Old Connecticut Path will be used for a new Library if the site is selected (and Town Meeting votes for the required funding to construct a new library) is not justified at this time.

The Library Building Committee considered 202 Old Connecticut Path as one of about eight potential sites but did not include it as one of its top three sites (Town Center was on their top three list instead). Some concerns were raised about potential wetlands and topographical issues at 202 OCP, but they were not investigated in any depth.

**RECOMMENDATION:** The Finance Committee recommends approval. Vote 4-0.

**QUANTUM OF VOTE:** Two-thirds – see Massachusetts General Laws Chapter 40, Section 15A.

*For more information about this Article, contact Aida Gennis, Chair, Board of Library Trustees, at wgs3155@gmail.com, or Library Director Ann Knight at aknight@minlib.net. See map at Appendix G.*

---

**ARTICLE 19: FUND PAYMENT IN LIEU OF SEWER BETTERMENT ASSESSMENT FOR SEWER CAPACITY FOR TOWN LIBRARY OR OTHER TOWN BUILDING**

*Sponsored by: Board of Library Trustees, Board of Selectmen*

*Estimated Cost: \$56,000*

To determine whether the Town will vote to appropriate a sum of money to be expended by the Board of Selectmen for a payment in lieu of a betterment assessment relative to the new Town-owned wastewater treatment plant for sewer capacity at said plant to connect a Town Library building or other Town building at 5 Concord Road, Wayland, Massachusetts thereto; and determine whether such appropriation shall be provided by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for another purpose, by borrowing under Massachusetts General Laws Chapter 44 or other enabling authority, or otherwise.

**FINANCE COMMITTEE COMMENTS:** This article is being brought this year to help ensure that Wayland will be able to file a valid application under the Massachusetts Public Library Construction Program - with expanding and renovating the current library building at 5 Concord Road being one of the two required options we will submit in the application.

The current library building is serviced by an on-site septic system that was constructed in 1987. This septic system could not support an expansion. Moreover, the current system occupies space that is one of the most likely possibilities for expansion of the current building. The payment in lieu of sewer betterment assessment is to obtain wastewater capacity ("design flow") necessary for the library to hook-up to the Wayland Wastewater Management District ("WWMD") should it decide to do so. Even if the library is not expanded, the existing septic system is near the end of its useful life and the Board of Library Trustees has determined that hooking-up to the WWMD is likely to be the best and least expensive replacement option.

The proposed additional capacity that the town would purchase is 820 gallons per day ("gpd"), which was freed-up by two users who had design flow rights that they relinquished. The WWMD sent a letter to the Mass DEP asking for confirmation that they have no objections to this reallocation. They

received a response on February 29 indicating that the WWMC "may move forward with the reallocation of 820 gallons per day of sewer flows at your discretion."

The needs of the current library are estimated to be in the range of 400-500 gpd, so 820 gpd would provide wastewater capacity to support expansion. The cost of \$56,000 is driven primarily by the payment in lieu of benefit charge of \$53,356 (calculated at the same rate as the FY2015 betterment charge paid by current users), \$2,207 in FY2017 operational cost, and \$438 for clerical charges and other expense.

The town currently has the right to 3,000 gpd design flow at Town Building and 1,100 at the Public Safety Building. While currently there is 3,000 gpd reserved for the Municipal Pad (at the Town Center Development), the amount actually available is uncertain as the overall needs at Town Center are on track to be greater than the total 45,000 gpd limit. The Wayland Wastewater Management District Commission ("WWMDC") believes that the design flow capacity under the control of the WWMDC is approximately 76,000 gpd. The WWMDC's current NPDES permit allows up to 52,000 gpd annualized average flow of treated water discharge to the Sudbury River. At 80% of that level the WWMC will need to take specific actions we agreed to as part of an Administrative Consent Order. The current flows average only about 24,000 gpd, which is well below the 80% threshold. Our NPDES permit is under renewal by the EPA and DEP; the renewal seeks an increase to 78,000 gpd. Some have argued that rather than pay for additional capacity, the town should reallocate some of the capacity it already has from the Municipal Pad (as it may end up with a smaller building or no building at all), or the Public Safety Building (actual usage has been below the 1,100 rating), or Town Building (which is currently not using any of its 3,000 gpd capacity since its current septic system continues to be functional).

There is a relevant map in Appendix H.

The Board of Library Trustees recommends approval. Vote 6-0. The Board of Selectmen recommends approval. Vote 4-0.

**ARGUMENTS IN FAVOR:** Having a viable plan for wastewater for an expanded library at 5 Concord Road is a requirement for our application to the Massachusetts Public Library Construction Program.

Even if we don't expand the library, the current septic system is nearing the end of its useful life, and moving to WWMD is likely to be the best replacement option.

The town should purchase the right to the additional design flow rather than be in the position of potentially needing to scale back projects solely for the lack of sufficient wastewater capacity. If not needed at all, or in full, for the library, any excess from the 820 gpd could be used for other town buildings.

**ARGUMENTS OPPOSED:** The current septic system at 5 Concord Road may continue to be viable for longer than expected and/or replacing it with a new on-site septic system may turn out to be an equally good or even better alternative.

Some might argue that the Town may already have access to enough design flow capacity and should not pay now to buy more that we may not need.

Some have expressed concerns that we would be buying capacity that we cannot be sure will actually



be available given the differential between design flow capacity of 76,000 gpd and the current limit on discharge to the Sudbury River of 52,000 gpd.

If funds are appropriated but not used (we subsequently determine we can't, or shouldn't, purchase the additional 820 gpd of design flow capacity), taxpayers will have paid higher taxes than was necessary and have to wait until the appropriated amount is deemed to be surplus and returned to free cash.

**RECOMMENDATION:** The Finance Committee recommends approval. Vote 4-0.

**QUANTUM OF VOTE:** Majority – see Massachusetts General Laws Chapter 40, Section 5 and Chapter 44, Section 33B. For borrowing, two-thirds – see Massachusetts General Laws Chapter 44, Section 7 and 8.

*For more information about this article, contact Aida Gennis, Chair, Board of Library Trustees, at wgs3155@gmail.com, or Library Director Ann Knight at aknight@minlib.net. See map at Appendix H.*

---

## **ARTICLE 20: AMEND CHAPTER 36 OF CURRENT BYLAWS (36-1)**

*Sponsored by: Petitioners*

To determine whether the Town will vote to amend § 36-1 of the Code of the Town of Wayland titled “Town meeting and election” by changing the start date of annual Town meeting as follows:

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

### **“§ 36-1. Town meeting and election.**

The annual Town meeting shall commence on ~~a day between April 1 and May 15 inclusive~~ or after the fourth Thursday in April as ordered by the Selectmen. The election of Town officers and the determination of all matters placed on the official ballot at such election shall take place within seven days, but no fewer than two days, before the annual Town meeting. In addition to the warrant required by MGL c. 39, § 9A, the Selectmen shall cause notice of the time and place(s) of each annual and special Town meeting and each annual and special election (1) to be published in a newspaper of general circulation in Wayland no later than the date fixed by them for the closing of the warrant pursuant to § 36-3 below and (2) to be posted on the Town sign boards. Such notice shall be posted on the Town sign boards commencing at least two weeks prior to the election and Town meeting and shall remain posted until the election is held and Town meeting is concluded.”

**PETITIONERS’ COMMENTS:** This amendment provides more time in the new calendar year to forecast budget needs for the next fiscal year. Departments can provide a better product to the Finance Committee. Currently, the FinCom meets twice weekly to complete annual budgets in February while researching and deliberating on warrant articles before the early March press deadline. Overlapping, late-night, back-to-back meetings discourage citizens from engaging in ATM preparation. The “rush” causes confusion, and necessitates explanations and errata sheets at ATM. Fuller vetting of budgets and warrant articles facilitates more efficient, successful Town Meetings.

A later ATM date is fiscally prudent, given three full quarters of current FY spending/receipts available--useful indicators for the next FY, and affords greater insight on possible State funds available to the Town. No wonder MMA's data show 93% of Massachusetts municipalities opted for 2015 ATM start dates after Wayland's while over 80% started ATM on/after May 1.

AGREEMENT

This Agreement is dated as of \_\_\_\_\_, 2016 and is entered into by and between Wayland Meadows, LLC, a Delaware limited liability company having an address of 145 Rosemary St., Suite E, Needham, Massachusetts 02494 (the "Owner") and the Town of Wayland, a Massachusetts municipal corporation, acting by and through the Wayland Wastewater Management District Commission, (the "WWMDC") and the Town's Conservation Commission (the "Commission"), both having an address of 41 Cochituate Road, Wayland, Massachusetts 01778 with respect to (1) surplus unused sewer capacity relative to the connection of the buildings constructed on the Wayland Commons Affordable Housing Project site to the WWMDC's wastewater treatment plant; and (2) Lot 8 as shown on the plan entitled "Plan of Land in Wayland, MA" dated April 15, 2010, prepared by Hancock Associates, Civil Engineers, Land Surveyors and Environmental Consultants and recorded with the Middlesex South Registry of Deeds as Plan No. 252 of 2010 ("Lot 8").

WHEREAS, on August 10, 2006, the WWMDC entered into an agreement with Wayland Meadows Development, Inc., a Massachusetts corporation, having an address of 2 Washington Street, Foxborough, Massachusetts 01778 (the "Prior Owner") relative to the connection of the residential units in the Wayland Commons Affordable Housing Development, together with associated improvements and infrastructure (the "Project") on the land then shown on Assessors Map 23, as Parcels 52D, 52E, 52G, 52H, 52J, 52K, 52L and 52M; on and off Old Sudbury Road (Route 27), Wayland, Massachusetts ("Locus") to the WWMDC-owned wastewater treatment plant located off Boston Post Road and Old Sudbury Road in Wayland, Massachusetts (the "Plant"); and

WHEREAS, the Owner acquired the Locus from the Prior Owner by deed dated December 4, 2009 and recorded with said Registry of Deeds and registered in the South Middlesex Land Court Registry District on April 9, 2010 and received from the Prior Owner, as transferee, all permits and approvals relative to the Project; and

WHEREAS, the Owner has completed the Project and has surplus unused sewer capacity and vacant land which it wishes to donate as a gift and to transfer and convey to the WWMDC and Commission, respectively;

NOW THEREFORE, in consideration of One Dollar (\$1.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto hereby agree as follows:

1. **Transfer of Sewer Capacity.** The Owner hereby agrees to relinquish and transfer to the WWMDC and the WWMDC hereby agrees to accept from Owner 380 gallons per day of unused surplus design flow sewer capacity, which had been allocated by the WWMDC to the Prior Owner for the Project and later transferred to the Owner, effective as of August 31, 2016.

**2. Donation of Lot 8.** The Owner hereby agrees to convey, as a gift, for conservation purposes, and the Commission agrees to accept, subject to the approval of the Town of Wayland Board of Selectmen, Lot 8, on September 1, 2016, provided that:

a.) Lot 8 is free of monetary liens, except for property tax liens and betterment assessment liens in favor of the Town of Wayland, and encumbrances which interfere with the use of Lot 8 for conservation and passive recreation purposes;

b.) the Commission receives a satisfactory report, as determined in the sole discretion of the Commission, from a consultant selected by the Commission regarding the environmental conditions directly and/or indirectly affecting Lot 8;

c.) the Commission is permitted, upon 24 hours prior written notice the Owner, to have access to Lot 8 in order to inspect, take measurements, conduct surveys, perform tests including soil and water tests, and to make other reviews or investigations of Lot 8; and

d.) the Owner consents to and will not contest the taking of Lot 8 by eminent domain for the purpose of confirming and making clear the Town's title to Lot 8, provided such taking occurs after the transfer and conveyances pursuant to this agreement.

**3. Remedies.** The parties agree that, there being no adequate remedy at law for breaches of this agreement, it may be specifically enforced.

**4. Assignment.** Neither the Owner nor the WWMDC or the Commission may assign their rights and obligations hereunder, in whole or in part, without the prior written consent of the other party. Any assignment without such prior written consent shall be deemed null and void. Subject to and without limiting the preceding two sentences, this Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, devisees, executors, administrators, successors and assigns.

**5. Governing Law.** This Agreement, executed as of the date first above written, is to be construed as a Massachusetts contract, is to take effect as a sealed instrument, and may be cancelled, modified or amended only by a written instrument executed by the Seller and Buyer.

6. **Additional Documents.** The parties agree to execute any and all additional instruments and documents as may be reasonably required in order fully to effectuate the terms of this Agreement, provided none of the same shall increase any party's liability hereunder.

7. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties hereto with respect to the Premises and no verbal statements made by anyone with regard to the transaction which is the subject of this Agreement shall be construed as a part hereof unless the same is incorporated herein by writing.

8. **Partial Invalidity.** In the event that any one or more provisions of this Agreement shall be held to be invalid, illegal or unenforceable in any respect, the remainder of this Agreement shall not be affected.

In Witness Whereof, the parties have executed this Agreement as of the date first set forth above.

Wayland Meadows, LLC  
a Delaware limited liability company,

By: Wayland Meadows Corporation, its Manager

By: \_\_\_\_\_  
Donald A. Levine, President

The Town of Wayland, by:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

the WWMDC; and

\_\_\_\_\_

\_\_\_\_\_



\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

the Commission

DATE: DECEMBER 12, 2016  
TO: BOARD OF SELECTMEN  
FROM: NAN BALMER, TOWN ADMINISTRATOR  
RE: FY 18 BUDGET

**RECOMMENDED ACTION:**

1. **PROVIDE THE BOARD'S COMMENT ON THE TOWN ADMINISTRATOR / FINANCE DIRECTOR'S RECOMMENDED APPROACH TO FUNDING THE FY 18 BUDGET;**
2. **PROVIDE THE BOARD'S POSITION ON THE FUNDING OF NEW POSITIONS FOR DEPARTMENTS UNDER THE BOARD OF SELECTMEN;**
3. **REFER FY 18 DEPARTMENTAL BUDGETS UNDER THE BOARD OF SELECTMEN TO THE FINANCE COMMITTEE.**

**BACKGROUND:**

• **RECOMMENDED APPROACH TO FUNDING FY 18 BUDGET:**

The Finance Director will update the Selectmen on FY 18 budget projections including:

- Projected increase in the FY 18 budget % over the FY 17 Budget for town, school, and unclassified expenses.
- Proposed use of free cash to fund operating budget deficit, cash capital and OPEB.
- Projected FY 18 tax rate and % increase over the FY 16 and FY 17 tax rate based on recommended assumptions.

• **BUDGETS UNDER THE JURISDICTION OF SELECTMEN:**

**OPERATING BUDGETS:** The Financial Analyst will present the recommended FY 18 departmental operating budgets under the Selectmen which must be referred to the Finance Committee by December 15<sup>th</sup>. Beth is building individual, detailed departmental budgets in a consistent format showing FY 16 actual expenses, FY 17 Budget, FY 17 year to date, FY 18 Departmental Request and FY 18 Town Administrator's Recommended Departmental Budget. This is a large work in progress.

**CAPITAL REQUESTS:** The Finance Committee reviewed and reduced FY 18 capital requests. The Facilities Director may request reconsideration so that some progress can be made next year to design FY 18 Town Building Improvements.

- **REQUESTED NEW POSITIONS:** On 12/5, the Board discussed requests for new personnel, not included in the FY 18 projected budget, and deferred taking a position on the new positions until there is additional information from the Personnel Board and from the Fire Chief.

**Attached:**

1. Finance Director's: A) Updated FY 18 Operating Expense Assumptions; B) Free Cash Analysis, C) Property Tax Rate Forecast, D) Finance Committee- Update on Capital Projects
2. FY 18 Budget Requests from Departments under the Selectmen and Town Administrator's Recommendation.
3. FY 18 Requests for new Positions and HR Director John Senchyshyn's update from the Personnel Board.
4. Fire Chief's 10-year projection of the use of the ambulance fund to pay for capital requests and two new firefighters.

7) BUDGET  
 @ A FY18 EXPENSE ASSUMPTIONS

Wayland Budget-Draft FY 2018	Expenses				Personnel Services				Comparison- Fiscal 2018 / Fiscal 2017			
	Fiscal 2018	Fiscal 2017	\$ Variance FY 18 / FY 17	% CHG	Fiscal 2018	Fiscal 2017	\$ Variance FY 18 / FY 17	% CHG	Total 2018	Total 2017	Total \$ Variance FY 18 / FY 17	% CHG
Departmental												
Selectmen	28,000.00	30,000.00	(2,000.00)	-7.14%	-	-	-	-	28,000.00	30,000.00	(2,000.00)	-6.67%
Town Office	76,000.00	81,500.00	(5,500.00)	-7.24%	477,900.00	435,000.00	42,900.00	8.98%	553,900.00	516,500.00	37,400.00	7.24%
Personnel Board	10,000.00	10,000.00	-	0.00%	5,000.00	5,000.00	-	0.00%	15,000.00	15,000.00	-	0.00%
Finance	63,200.00	56,700.00	6,500.00	10.28%	346,746.00	338,618.00	8,128.00	2.34%	409,946.00	395,318.00	14,628.00	3.70%
Assessor	49,150.00	52,250.00	(3,100.00)	-6.31%	260,391.00	259,626.00	765.00	0.29%	309,541.00	311,876.00	(2,335.00)	-0.75%
Treasurer	110,400.00	100,100.00	10,300.00	9.33%	191,448.00	190,104.00	1,344.00	0.70%	301,848.00	290,204.00	11,644.00	4.01%
Legal	200,000.00	175,000.00	25,000.00	12.50%	-	-	-	-	200,000.00	175,000.00	25,000.00	14.29%
Information Technology	577,617.00	509,604.00	68,013.00	11.77%	287,669.00	287,669.00	-	0.00%	865,286.00	797,273.00	68,013.00	8.53%
Town Clerk	20,540.00	17,330.00	3,210.00	15.63%	126,484.00	125,781.00	703.00	0.56%	147,024.00	143,111.00	3,913.00	2.73%
Elections	5,730.00	10,170.00	(4,440.00)	-77.49%	10,692.00	37,908.00	(27,216.00)	-254.55%	16,422.00	48,078.00	(31,656.00)	-65.84%
Registrar	4,625.00	5,000.00	(375.00)	-8.11%	1,075.00	275.00	800.00	74.42%	5,700.00	5,275.00	425.00	8.06%
Conservation	47,400.00	41,200.00	6,200.00	13.08%	154,196.00	177,902.00	(23,706.00)	-15.37%	201,596.00	219,102.00	(17,506.00)	-7.99%
Planning	4,500.00	4,500.00	-	0.00%	105,000.00	105,000.00	-	0.00%	109,500.00	109,500.00	-	0.00%
Surveyor	27,250.00	27,150.00	100.00	0.37%	168,118.00	168,118.00	-	0.00%	195,368.00	195,268.00	100.00	0.05%
Facilities	820,000.00	880,500.00	(60,500.00)	-7.38%	279,130.00	277,932.00	1,198.00	0.43%	1,099,130.00	1,158,432.00	(59,302.00)	-5.12%
Misc Committees	47,275.00	47,275.00	-	0.00%	-	-	-	-	47,275.00	47,275.00	-	0.00%
Police	302,110.00	310,110.00	(8,000.00)	-2.65%	2,468,457.00	2,356,693.00	111,764.00	4.53%	2,770,567.00	2,666,803.00	103,764.00	3.89%
Joint Communications	29,100.00	27,100.00	2,000.00	6.87%	505,045.00	496,675.00	8,370.00	1.66%	534,145.00	523,775.00	10,370.00	1.98%
Emergency Management	23,000.00	23,000.00	-	0.00%	-	-	-	-	23,000.00	23,000.00	-	0.00%
Dog Officer	21,500.00	21,500.00	-	0.00%	-	-	-	-	21,500.00	21,500.00	-	0.00%
Fire Department	266,000.00	258,400.00	7,600.00	2.86%	2,492,921.00	2,492,921.00	-	0.00%	2,758,921.00	2,751,321.00	7,600.00	0.28%
Building & Zoning	14,501.00	14,501.00	-	0.00%	314,440.00	311,497.00	2,943.00	0.94%	328,941.00	325,998.00	2,943.00	0.90%
Highway	454,500.00	302,500.00	152,000.00	33.44%	1,050,739.00	1,030,407.00	20,332.00	1.94%	1,505,239.00	1,332,907.00	172,332.00	12.93%
Snow and Ice	325,000.00	325,000.00	-	0.00%	125,000.00	125,000.00	-	0.00%	450,000.00	450,000.00	-	0.00%
Transfer Station	65,000.00	65,000.00	-	0.00%	-	-	-	-	65,000.00	65,000.00	-	0.00%
Parks	327,000.00	293,000.00	34,000.00	10.40%	596,999.00	556,441.00	40,558.00	6.79%	923,999.00	849,441.00	74,558.00	8.78%
Board of Health	188,036.00	183,356.00	4,680.00	2.49%	695,543.00	672,884.00	22,659.00	3.26%	883,579.00	856,240.00	27,339.00	3.19%
Veterans	48,000.00	48,000.00	-	0.00%	-	-	-	-	48,000.00	48,000.00	-	0.00%
Council on Aging	58,600.00	56,000.00	2,600.00	4.44%	208,282.00	207,486.00	796.00	0.38%	266,882.00	263,486.00	3,396.00	1.29%
Youth Services	5,475.00	4,075.00	1,400.00	25.57%	223,150.00	222,400.00	750.00	0.34%	228,625.00	226,475.00	2,150.00	0.95%
Library	250,200.00	233,200.00	17,000.00	6.79%	836,000.00	823,000.00	13,000.00	1.56%	1,086,200.00	1,056,200.00	30,000.00	2.84%
Recreation	-	-	-	-	175,000.00	172,000.00	3,000.00	1.71%	175,000.00	172,000.00	3,000.00	1.74%
<b>Total</b>	<b>4,469,709.00</b>	<b>4,213,021.00</b>	<b>256,688.00</b>	<b>6.09%</b>	<b>12,105,425.00</b>	<b>11,876,337.00</b>	<b>229,088.00</b>	<b>1.93%</b>	<b>16,575,134.00</b>	<b>16,089,358.00</b>	<b>485,776.00</b>	<b>3.02%</b>
<b>Other Expenses</b>												
Debt Service	7,686,560.00	7,507,251.00	179,309.00	2.33%	-	-	-	0.00%	7,686,560.00	7,507,251.00	179,309.00	2.39%
Retirement	4,310,088.02	4,235,414.00	74,674.02	1.73%	-	-	-	0.00%	4,310,088.02	4,235,414.00	74,674.02	1.76%
Minuteman Regional	185,000.00	68,618.00	116,382.00	62.91%	-	-	-	0.00%	185,000.00	68,618.00	116,382.00	169.61%
<b>Unclassified:</b>												
General Insurance	615,000.00	615,000.00	-	0.00%	-	-	-	0.00%	615,000.00	615,000.00	-	0.00%
Insurance 32B	7,165,000.00	7,165,000.00	-	0.00%	-	-	-	0.00%	7,165,000.00	7,165,000.00	-	0.00%
Medicare Tax	590,000.00	580,000.00	10,000.00	1.69%	-	-	-	0.00%	590,000.00	580,000.00	10,000.00	1.72%
Unemployment	50,000.00	50,000.00	-	0.00%	-	-	-	0.00%	50,000.00	50,000.00	-	0.00%
Public Disability	15,000.00	15,000.00	-	0.00%	-	-	-	0.00%	15,000.00	15,000.00	-	0.00%
Reserve for Salary	925,000.00	50,000.00	875,000.00	94.59%	-	-	-	0.00%	925,000.00	50,000.00	875,000.00	1750.00%
Occupational Health	8,000.00	8,000.00	-	0.00%	-	-	-	0.00%	8,000.00	8,000.00	-	0.00%
Buyback	40,000.00	40,000.00	-	0.00%	-	-	-	0.00%	40,000.00	40,000.00	-	0.00%
Town Meeting	100,000.00	100,000.00	-	0.00%	-	-	-	0.00%	100,000.00	100,000.00	-	0.00%
Street Light	130,000.00	130,000.00	-	0.00%	-	-	-	0.00%	130,000.00	130,000.00	-	0.00%
Reserve Fund	275,000.00	275,000.00	-	0.00%	-	-	-	0.00%	275,000.00	275,000.00	-	0.00%
<b>Total Other / Unclass</b>	<b>22,094,648.02</b>	<b>20,839,283.00</b>	<b>1,255,365.02</b>	<b>6.02%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>22,094,648.02</b>	<b>20,839,283.00</b>	<b>1,255,365.02</b>	<b>6.02%</b>
<b>School Department</b>	<b>6,892,982.00</b>	<b>6,840,753.00</b>	<b>52,229.00</b>	<b>0.76%</b>	<b>31,885,724.00</b>	<b>30,882,080.00</b>	<b>1,003,644.00</b>	<b>3.15%</b>	<b>38,778,706.00</b>	<b>37,722,833.00</b>	<b>1,055,873.00</b>	<b>2.80%</b>
<b>Total Town / School / Uncls</b>	<b>33,457,339.02</b>	<b>31,893,057.00</b>	<b>1,564,282.02</b>	<b>4.68%</b>	<b>43,991,149.00</b>	<b>42,758,417.00</b>	<b>1,232,732.00</b>	<b>2.80%</b>	<b>77,448,488.02</b>	<b>74,651,474.00</b>	<b>2,797,014.02</b>	<b>3.75%</b>
<b>Parks Capital Projects</b>	<b>145,000.00</b>	<b>-</b>	<b>145,000.00</b>	<b>100.00%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>145,000.00</b>	<b>-</b>	<b>145,000.00</b>	<b>100.00%</b>
<b>School Capital Projects</b>	<b>80,000.00</b>	<b>-</b>	<b>80,000.00</b>	<b>100.00%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>80,000.00</b>	<b>-</b>	<b>80,000.00</b>	<b>100.00%</b>
<b>Total Capital</b>	<b>225,000.00</b>	<b>-</b>	<b>225,000.00</b>	<b>100.00%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>225,000.00</b>	<b>-</b>	<b>225,000.00</b>	<b>100.00%</b>
<b>Total Town / School / Capital</b>	<b>33,682,339.02</b>	<b>31,893,057.00</b>	<b>1,789,282.02</b>	<b>5.61%</b>	<b>43,991,149.00</b>	<b>42,758,417.00</b>	<b>1,232,732.00</b>	<b>2.88%</b>	<b>77,673,488.02</b>	<b>74,651,474.00</b>	<b>3,022,014.02</b>	<b>4.05%</b>



**7 BUDGET**  
**B - FREE CASH ANALYSIS**

FREE CASH ANALYSIS - 5-Year Projection	Actual FY 2016	Projected FY 2017	Projected FY 2018	Projected FY 2019	Projected 2020	Projected 2021
Estimated total budget: ( 2.5% annual increase FY 19-FY 21)	72,414	75,659	79,078	81,055	83,081	85,158
Free Cash Balance beginning year:	6,479	4,641	5,971	6,260	6,416	6,597
<i>Uses of Free Cash</i>						
Current year increase	(190)	(200)	(200)	(200)	(200)	(200)
Energy Fall TM	(29)	-	-	-	-	-
FY 16 Fall TM	(150)	-	-	-	-	-
Future use of Free Cash to support Articles	-	(100)	(100)	(100)	(100)	(100)
Overlay to support subsequent year budget	(301)	(200)	(200)	(200)	(200)	(200)
Additional use to support CY budget	(2,000)	-	-	-	-	-
Support subsequent year operating budget	(1,500)	(500)	(500)	(500)	(500)	(500)
OPEB Funding subsequent year	(215)	(215)	(215)	(215)	(215)	(215)
Capital Projects subsequent year	(410)	(400)	(437)	(600)	(600)	(600)
Recreation Revolving Transfer GF to Rec	(482)	-	-	-	-	-
Article 19 ATM	(56)	-	-	-	-	-
DOR adjustments- various fund deficits	(145)	-	-	-	-	-
<b>Total</b>	<b>(5,478)</b>	<b>(1,615)</b>	<b>(1,652)</b>	<b>(1,815)</b>	<b>(1,815)</b>	<b>(1,815)</b>
<i>Sources of Free Cash</i>						
Net change in year to year overlay	17	-	-	-	-	-
Amortization of MSBA	5	5	5	5	-	-
Prior year recovery	462	145	-	-	-	-
Current year unbudgeted revenue						
OPEB transfers to General Fund	115	50	-	-	-	-
Recreation Revolving Transfer Recreation to GF	-	482	-	-	-	-
Prior Year Real Estate / PP revenue	513	500	500	500	500	500
Bond Premium	113	-	-	-	-	-
Current year excess revenue over budget	327	150	150	150	150	150
Prior year rollover appropriation turnback	241	100	100	100	100	100
Turnbacks-Current Year ( Equals 2% of CY Budget)	1,847	1,513	1,186	1,216	1,246	1,277
<b>Total</b>	<b>3,640</b>	<b>2,945</b>	<b>1,941</b>	<b>1,971</b>	<b>1,996</b>	<b>2,027</b>
Net annual source & use change:	(1,838)	1,330	289	156	181	212
Free Cash Balance Beginning Of Next Fiscal Year	4,641	5,971	6,260	6,416	6,597	6,810
Free Cash as % of next year budget	6.13%	7.55%	7.72%	7.72%	7.75%	7.80%



7. BUDGET  
C-PROPERTY TAX FORECAST

	APPROVED FY 2015	APPROVED FY 2016	APPROVED FY 2017	PROPOSED FY 2018
<u>Real Property Tax Rate Forecast</u>				
Property Tax Revenue	59,586	58,375	62,712	67,384
Divided by Total Assessed Valuation	3,240,146	3,366,486	3,457,138	3,543,566
Equals Tax Rate (Mils)	18.39	17.34	18.14	19.02
Percent Change in Tax Rate from Prior Year	0.33%	-5.71%	4.61%	4.83%
Percent Change in Tax from Prior Year		-2.03%	7.43%	7.45%
<b>Average Residential Real Property Tax Bill (assuming \$676,000 assessment--not in thousands)</b>				
Average Annual Change from prior year	12,049	11,730	12,263	12,855
	9.56%	-2.65%	4.54%	4.83%

FINANCE COMMITTEE DECISIONS 12/5/16

7 BUDGET  
D) CAPITAL PROJECTS

Draft Capital Budget- Revised 11/16/16				Borrowing	Cash Capital	Free Cash	Ambulance Fund	Cemetery Fund	Water Capital	Surplus Cap CC or FC	Surplus Bonds Closed Funds	CPA Funds	Recreation Stabilization
<b>GENERAL FUND</b>													
Department	Description	Capital Requests	FinCom Prioritized	Recommended Funding Sources									
DPW	Town wide road reconstruction	700,000.00	700,000.00	Cash Cap / Surplus									
DPW	Culvert	100,000.00	100,000.00	Borrow	100,000.00						52,872.00		
DPW	Cemetery road construction	185,000.00	185,000.00	Free Cash / Cem Fund		65,000.00		120,000.00					
DPW	Equipment Replacement- Tractor H-6	190,000.00	190,000.00	Cash Cap / Surplus		181,315.00					8,685.00		
DPW	Equipment Replacement- Dump Truck H-4	95,000.00	95,000.00	Cash Capital		95,000.00							
DPW	DPW / Rec- HS JV Baseball	50,000.00	50,000.00	Cash Capital		50,000.00							
Surveyor	Hybrid robotic total station	30,000.00	30,000.00	Free Cash / Surplus		20,151.00					9,849.00		
Facilities	Fire Station # 2 Renovations	75,000.00	75,000.00	Ambulance Fund			75,000.00						
Facilities	TB mechanical / electrical Improvement	88,000.00	88,000.00	Borrow / Surplus		38,991.00				49,009.00			
Facilities	Vehicles-Motor-pool	50,000.00		Grant									
Fire	Fire Vehicle	65,000.00	65,000.00	Ambulance Fund			65,000.00						
Fire	Ambulance	305,000.00	305,000.00	Ambulance Fund			305,000.00						
Recreation	Osbow Meadows Site Construction	300,000.00	300,000.00	CPA Fund								300,000.00	
Town IT	Data Center Upgrade	215,000.00	215,000.00	Free Cash		215,000.00							
Middle School	Tile Replacement	150,000.00	150,000.00	Free Cash / Surplus		8,723.00				141,277.00			
Happy Hollow	Food Service Equipment	60,000.00	60,000.00	Free Cash		60,000.00							
<b>Total General Fund</b>					100,000.00	831,119.00	550,189.00	445,000.00	120,000.00		190,286.00	71,406.00	300,000.00
<b>WATER FUND</b>													
Department	Description	Budget											
Water Fund	Water Meter Repl & Reading System	430,000.00	430,000.00	Borrow	430,000.00								
Water Fund	Water Mains	700,000.00	700,000.00	Borrow	700,000.00								
Water Fund	Well Cleaning	65,000.00	65,000.00	Water Capital					65,000.00				
Water Fund	Water Tank Study	50,000.00	50,000.00	Water Capital					50,000.00				
Water Fund	Pilot Study Manganese- Campbell Well	110,000.00	110,000.00	Water Capital					110,000.00				
Water Fund		69,600.00	69,600.00	Water Capital					69,600.00				
<b>Total Water Fund</b>					1,130,000.00					294,600.00			
<b>Total Fiscal 2018 requested budget</b>					1,230,000.00	831,119.00	550,189.00	445,000.00	120,000.00	294,600.00	190,286.00	71,406.00	300,000.00

CAPITAL PROJECTS FOR SELECTMEN'S DEPARTMENTS HIGHLIGHTED IN YELLOW

NOTE: CHANGES WERE MADE BY FINANCE COMMITTEE:

- 1) CUT TOWN BUILDING INTERIOR RENOVATION: \$375,000 [100K PLANNING]
- 2) REDUCTION: TOWN BUILDING MECHANICAL/ELECTRICAL TO \$88,000 DESIGN
- 3) REDUCTION: TOWN BUILDING WINDOW DESIGN: \$100,000

7) FY 18 BUDGET  
SELECTMEN'S  
BUDGETS

FY18 BUDGETS: SELECTMEN'S DEPARTMENTS  
December 12, 2016

Board of Selectmen Departments	2016	2017	2018	\$ Variance	% Variance	2018	Variance
	ACTUAL	APPROVED	DEPT REQUESTED	FY 18 / FY 17	FY 18 / FY 17	TA RECOMMENDED	Explanation
<b>SELECTMAN</b>							
TOTAL PURCHASE SERVICE	25,662	24,000	28,000	4,000	16.67%		Consolidated supplies in Town Office
TOTAL SUPPLIES	-3,830	6,000	0	-6,000	-100.00%		
<b>TOTAL SELECTMEN</b>	<b>21,832</b>	<b>30,000</b>	<b>28,000</b>	<b>-2,000</b>	<b>-6.67%</b>	<b>25,000</b>	
<b>TOWN OFFICE</b>							Contractual personnel increases and transfer from salary reserve for prior year, moved Dues, Memberships to Selectman
TOTAL PERSONNEL SERVICES	452,832	435,000	477,900	42,900	9.86%		
TOTAL PURCHASE SERVICE	12,369	10,000	11,000	1,000	10.00%		
TOTAL SUPPLIES	58,499	71,500	65,000	-6,500	-9.09%		
<b>TOTAL TOWN OFFICE</b>	<b>523,700</b>	<b>516,500</b>	<b>553,900</b>	<b>37,400</b>	<b>7.24%</b>	<b>544,852</b>	
<b>PERSONNEL BOARD</b>							Unchanged
TOTAL PERSONNEL SERVICES	2,578	5,000	5,000	0	0.00%		
TOTAL PURCHASE SERVICE	5,557	10,000	10,000	0	0.00%		
				0			
<b>TOTAL PERSONNEL BOARD</b>	<b>8,135</b>	<b>15,000</b>	<b>15,000</b>	<b>0</b>	<b>0.00%</b>	<b>15,000</b>	
<b>FINANCE OFFICE</b>							Salary increase for Benefits Mgr, transfer from salary reserve for prior year, increase for ClearGov, CAFR filing, decrease to contractual serv line
TOTAL PERSONNEL SERVICES	322,273	338,618	346,746	8,128	2.40%		
TOTAL PURCHASE SERVICE	68,548	53,700	60,200	6,500	12.10%		
TOTAL SUPPLIES	63	3,000	3,000	0	0.00%		
<b>TOTAL FINANCE OFFICE</b>	<b>390,884</b>	<b>395,318</b>	<b>409,946</b>	<b>14,628</b>	<b>3.70%</b>	<b>408,332</b>	
<b>TREASURER</b>							Increase borrowing costs, 2 employees certified/attending conferences, launch of new payment capabilities
TOTAL PERSONNEL SERVICES	167,806	190,104	191,448	1,344	0.71%		
TOTAL PURCHASE SERVICE	119,743	99,900	110,200	10,300	10.31%		
TOTAL SUPPLIES	106	200	200	0	0.00%		
<b>TOTAL TREASURER</b>	<b>287,655</b>	<b>290,204</b>	<b>301,848</b>	<b>11,644</b>	<b>4.01%</b>	<b>301,962</b>	
<b>LEGAL</b>							Increase for River's Edge and Special Counsel
TOTAL PURCHASE SERVICE	160,817	175,000	200,000	25,000	14.29%		
<b>TOTAL LEGAL</b>	<b>160,817</b>	<b>175,000</b>	<b>200,000</b>	<b>25,000</b>	<b>14.29%</b>	<b>200,000</b>	
<b>INFORMATION TECHNOLOGY</b>							Increase for server infrastructure upgrades and annual support for firewall, Munis, Vmware, MS365, antivirus and endpoint management
TOTAL PERSONNEL SERVICES	86,450	287,669	287,669	0	0.00%		
TOTAL PURCHASE SERVICE	140,951	43,790	312,117	268,327	612.76%		
TOTAL SUPPLIES	233,380	465,814	265,500	-200,314	-43.00%		
<b>TOTAL INFORMATION TECHNOLOGY</b>	<b>460,781</b>	<b>797,273</b>	<b>865,286</b>	<b>68,013</b>	<b>8.53%</b>	<b>868,641</b>	

NOTE: BUDGET DETAIL FOLLOWING THIS DOCUMENT IS SUBJECT TO CHANGE

**FY18 BUDGETS: SELECTMEN'S DEPARTMENTS**

December 12, 2016

Board of Selectmen Departments	2016	2017	2018	\$ Variance	% Variance	2018 TA RECOMMENDED	Variance Explanation
	ACTUAL	APPROVED	DEPT REQUESTED	FY 18 / FY 17	FY 18 / FY 17		
<b>CONSERVATION</b>							
TOTAL PERSONNEL SERVICES	158,188	177,902	154,196	-23,706	-13.33%		Decrease for new personnel, increase for tree removal and signage
TOTAL PURCHASE SERVICE	13,245	23,000	33,000	10,000	43.48%		
TOTAL SUPPLIES	11,365	18,200	14,400	-3,800	-20.88%		
<b>TOTAL CONSERVATION</b>	<b>182,798</b>	<b>219,102</b>	<b>201,596</b>	<b>-17,506</b>	<b>-7.99%</b>	<b>207,290</b>	
<b>SURVEYOR</b>							
TOTAL PERSONNEL SERVICES	165,319	168,118	168,118	0	0.00%		Decrease in services line
TOTAL PURCHASE SERVICE	14,584	23,000	23,000	0	0.00%		
TOTAL SUPPLIES	2,030	4,150	4,250	100	2.41%		
<b>TOTAL SURVEYOR</b>	<b>181,933</b>	<b>195,268</b>	<b>195,368</b>	<b>100</b>	<b>0.05%</b>	<b>190,019</b>	
<b>FACILITIES</b>							
TOTAL PERSONNEL SERVICES	265,605	277,932	279,130	1,198	0.43%		Decrease in utility costs due to anticipated solar savings and decrease in commodity pricing
TOTAL PURCHASE SERVICE	702,105	837,500	777,000	-60,500	-7.22%		
TOTAL SUPPLIES	26,413	43,000	43,000	0	0.00%		
<b>TOTAL FACILITIES</b>	<b>994,123</b>	<b>1,158,432</b>	<b>1,099,130</b>	<b>-59,302</b>	<b>-5.12%</b>	<b>1,067,098</b>	
<b>POLICE</b>							
TOTAL PERSONNEL SERVICES	2,260,188	2,356,693	2,467,460	110,767	4.70%		Educational & step increases mandated through collective bargaining, anticipated reduction in fuel cost
TOTAL PURCHASE SERVICE	149,093	140,710	140,710	0	0.00%		
TOTAL SUPPLIES	127,241	169,400	161,400	-8,000	-4.72%		
<b>TOTAL POLICE</b>	<b>2,536,522</b>	<b>2,666,803</b>	<b>2,769,570</b>	<b>102,767</b>	<b>3.85%</b>	<b>2,776,635</b>	
<b>JCC COMMUNICATION</b>							
TOTAL PERSONNEL SERVICES	478,809	496,675	505,045	8,370	1.69%		Step increases, shift differential & addition of new Dispatcher Coordinator position, increased telephone costs
TOTAL PURCHASE SERVICE	22,416	21,600	23,600	2,000	9.26%		
TOTAL SUPPLIES	4,457	5,500	5,500	0	0.00%		
<b>TOTAL JCC COMMUNICATIONS</b>	<b>505,682</b>	<b>523,775</b>	<b>534,145</b>	<b>10,370</b>	<b>1.98%</b>	<b>535,721</b>	
<b>EMERGENCY MANAGEMENT</b>							
TOTAL PURCHASE SERVICE	15,384	16,000	16,000	0	0.00%		Unchanged
TOTAL SUPPLIES	7,238	7,000	7,000	0	0.00%		
<b>TOTAL EMERGENCY MANAGEMENT</b>	<b>22,622</b>	<b>23,000</b>	<b>23,000</b>	<b>0</b>	<b>0.00%</b>	<b>23,000</b>	



**FY18 BUDGETS: SELECTMEN'S DEPARTMENTS**

December 12, 2016

Board of Selectmen Departments	2016 ACTUAL	2017 APPROVED	2018 DEPT REQUESTED	\$ Variance FY 18 / FY 17	% Variance FY 18 / FY 17	2018 TA RECOMMENDED	Variance Explanation
<b>DOG OFFICER</b>							Revised to contract amount
TOTAL PURCHASE SERVICE	21,652	21,500	21,500	0	0.00%		
TOTAL DOG OFFICER	21,652	21,500	21,500	0	0.00%	21,653	
<b>FIRE</b>							Increase in ambulance report and services, EMS calls, training needs, medication & uniform costs, vehicle equipment
TOTAL PERSONNEL SERVICES	2,251,212	2,492,921	2,492,921	0	0.00%		
TOTAL PURCHASE SERVICE	65,297	76,900	72,500	-4,400	-5.72%		
TOTAL SUPPLIES	167,578	181,500	193,500	12,000	6.61%		
TOTAL FIRE	2,484,087	2,751,321	2,758,921	7,600	0.28%	2,737,972	
<b>BUILDING &amp; ZONING</b>							Plumbing, gas and electrical Inspectors increase of 1 hour per week, Building inspector step increase
TOTAL PERSONNEL SERVICES	294,236	311,497	314,440	2,943	0.94%		
TOTAL PURCHASE SERVICE	1,067	12,000	12,000	0	0.00%		
TOTAL SUPPLIES	135	2,501	2,501	0	0.00%		
TOTAL BUILDING & ZONING	295,438	325,998	328,941	2,943	0.90%	320,267	
<b>VETERANS SERVICES</b>							Unchanged
TOTAL PURCHASE SERVICE	39,419	44,000	44,000	0	0.00%		
TOTAL SUPPLIES	2,999	4,000	4,000	0	0.00%		
TOTAL VETERANS SERVICES	42,418	48,000	48,000	0	0.00%	48,000	
<b>COUNCIL ON AGING</b>							Step increase for Project Coordinator, Licensing & organizational membership increase, Tax work off min wage increase
TOTAL PERSONNEL SERVICES	200,989	207,486	208,282	796	0.38%		
TOTAL PURCHASE SERVICE	36,100	46,700	51,300	4,600	9.85%		
TOTAL SUPPLIES	9,675	9,300	7,300	-2,000	-21.51%		
TOTAL COUNCIL ON AGING	246,764	263,486	266,882	3,396	1.29%	264,693	
<b>YOUTH SERVICES</b>							Pilot community education program and prevention program expenses
TOTAL PERSONNEL SERVICES	217,977	222,400	223,150	750	0.34%		
TOTAL PURCHASE SERVICE	2,786	2,850	3,850	1,000	35.09%		
TOTAL SUPPLIES	1,115	1,225	1,625	400	32.65%		
TOTAL YOUTH SERVICES	221,878	226,475	228,625	2,150	0.95%	227,471	
<b>TOTAL</b>	<b>9,589,721</b>	<b>10,642,455</b>	<b>10,849,658</b>			<b>10,786,642</b>	

## SELECTMEN - 1220

		FY16 ACTUAL	FY17 BUDGET	FY17 YTD 11/30/2016	FY18 PROPOSED	FY18 TA PROPOSED
10122002	52:EXPENSES:PURCHASE OF SERVICES					
	52100 CONTRACTUAL SERVICES	-\$1,388	\$5,000	\$8,620	\$8,000	\$5,000
	52112 TRAINING & EDUCATION	\$5,718	\$8,000	\$55	\$8,000	\$2,000
	52113 TRAVEL					\$1,000
	52114 DUES, SUBSCRIPTIONS, MEMBERSHIPS	\$10,377	\$11,000	\$4,061	\$12,000	\$16,000
	<b>SUBTOTAL</b>	<b>\$14,708</b>	<b>\$24,000</b>	<b>\$12,736</b>	<b>\$28,000</b>	<b>\$24,000</b>
	54:EXPENSES:SUPPLIES					
	54100 SUPPLIES	-\$3,976	\$3,000	\$0	\$0	
	54116 BEAUTIFICATION	\$256	\$3,000	\$0	\$0	
	<b>SUBTOTAL</b>	<b>-\$3,720</b>	<b>\$6,000</b>	<b>\$0</b>	<b>\$0</b>	
	55:EXPENSES:OTHER					
	55676 MEETINGS & CONFERENCES					\$1,000
	<b>SUBTOTAL</b>					<b>\$1,000</b>
	<b>EXPENSES TOTAL</b>	<b>\$10,988</b>	<b>\$30,000</b>	<b>\$12,736</b>	<b>\$28,000</b>	<b>\$25,000</b>
	<b>DEPARTMENT TOTAL</b>	<b>\$10,988</b>	<b>\$30,000</b>	<b>\$12,736</b>	<b>\$28,000</b>	<b>\$25,000</b>











## PERSONNEL BOARD - 1240

### FY18 BUDGET DETAIL

10124001	51:PERSONNEL SERVICES					\$5,000	
	51922 ADJ FUND				\$5,000		
	<b>PERSONNEL SERVICES TOTAL</b>						<b>\$5,000</b>
10124002	52:EXPENSES:PURCHASE OF SERVICES					\$3,750.00	
	52100 CONTRACTUAL SERVICES				\$2,000		
	52112 TRAINING & EDUCATION				\$1,000		
	52113 TRAVEL				\$500		
	52114 DUES, SUBSCRIPTIONS, MEMBERSHIPS				\$250		
		MMPA DUES		\$250			
	55:EXPENSES:OTHER					\$6,250.00	
	55600 ADVERTISING CLASSIFIED				\$5,650		
	55676 MEETINGS & CONFERENCES				\$600		
	<b>EXPENSES TOTAL</b>						<b>\$10,000</b>
<b>DEPARTMENT TOTAL</b>							<b>\$15,000</b>

## FINANCE - 1350

		FY16 ACTUAL	FY17 BUDGET	FY17 YTD 11/30/2016	FY18 PROPOSED	FY18 TA PROPOSED
10123001	<b>51:PERSONNEL SERVICES</b>					
	51001 SALARIES	\$322,274	\$337,118	\$140,657	\$345,246	\$348,632
	51140 OVERTIME	\$0	\$1,500	\$0	\$1,500	\$1,500
	<b>PERSONNEL SERVICES TOTAL</b>	<b>\$322,274</b>	<b>\$338,618</b>	<b>\$140,657</b>	<b>\$346,746</b>	<b>\$350,132</b>
10123002	<b>52: EXPENSES:PURCHASE OF SERVICES</b>					
	52100 CONTRACTUAL SERVICES	\$67,225	\$45,000	\$40,152	\$58,500	\$55,000
	52112 TRAINING & EDUCATION	\$668	\$8,000	\$999	\$1,000	\$1,500
	52113 TRAVEL	\$0	\$0	\$0	\$0	\$300
	52114 DUES,SUBSCRIPTIONS,MEM	\$655	\$700	\$509	\$700	\$700
	<b>SUBTOTAL</b>	<b>\$68,548</b>	<b>\$53,700</b>	<b>\$41,660</b>	<b>\$60,200</b>	<b>\$57,500</b>
	<b>54:EXPENSES:SUPPLIES</b>					
	54100 SUPPLIES	\$64	\$3,000	\$0	\$3,000	\$500
	<b>SUBTOTAL</b>	<b>\$64</b>	<b>\$3,000</b>	<b>\$0</b>	<b>\$3,000</b>	<b>\$500</b>
	<b>55:EXPENSES:OTHER</b>					
	55676 MEETINGS & CONFERENCES					\$200
	<b>SUBTOTAL</b>					<b>\$200</b>
	<b>EXPENSES TOTAL</b>	<b>\$68,611</b>	<b>\$56,700</b>	<b>\$41,660</b>	<b>\$63,200</b>	<b>\$58,200</b>
	<b>DEPARTMENT TOTAL</b>	<b>\$390,885</b>	<b>\$395,318</b>	<b>\$182,317</b>	<b>\$409,946</b>	<b>\$408,332</b>



**FINANCE - 1350**  
**FY18 BUDGET DETAIL**

*(Based on 52.2 weeks)*

135001	51: PERSONNEL SERVICES								SALARY	
	51001 SALARIES									
		KEVENY, BRIAN				FINANCE DIRECTOR/TOWN ACCT			\$122,710	
		N13 - STEP 10	67.1647			HRLY				
		TERRELL, ANA				ACCOUNTANT			\$73,901	
		G6 - STEP 10	40.4493			HRLY				
		LEMOYNE, DONNA				BENEFITS MANAGER			\$57,922	
		N4 - STEP 10	31.7036			HRLY				
		STAHL, GAYLE				FINANCE ASSISTANT			\$53,303	
		C15 - STEP 10	29.1754			HRLY				
		BEN-CHERQUI, RITA				FINANCE ASSISTANT			\$40,796	
		C15 - STEF 9	27.9117			HRLY	x 28 hrs/wk			\$348,632
	51140 OVERTIME								\$1,500	\$1,500
	<b>SUBTOTAL</b>									<b>\$350,132</b>
135002	52:EXPENSES:PURCHASE OF SERVICES								\$57,500	
	52100 CONTRACTUAL SERVICES							\$55,000		
		AUDIT & CAFR REVIEW								
		CAFR FILING GFAO								
		CLEARGOV								
	52112 TRAINING & EDUCATION							\$1,500		
	52113 I / S TRAVEL							\$300		
	52114 DUES, SUBSCRIPTIONS, MEMBERSHIPS							\$700		
		MGFOA (B. Keveny)								
		MMAAA (A. Terrell)								





**TREASURER - 1450**  
**FY18 BUDGET DETAIL**

*(Based on 52.2 weeks)*

145001	51: PERSONNEL SERVICES					SALARY		
	51001 SALARIES							
	PIERCE, ZOE				TREASURER/COLLECTOR	\$82,095.51		
	G9 - STEP	5	44.9346	HRLY				
	CINCOTTA, CYNTHIA				ASSISTANT TREASURE/COLLECTOR	\$53,303.46		
	C15	10	29.1754	HRLY				
	PORTER, JUDY				DEPARTMENT ASSISTANT	\$31,753.47		
	C14	7	25.3460	HRLY	x 24 hrs/wk		\$167,152.44	
	51003 P/T SALARIES							
	DEPASQUALE, LILLIAN				DEPARTMENT ASSISTANT	\$24,409.78	\$24,409.78	
	C14	6	24.6116	HRLY	x 19 hrs/wk			
	<b>PERSONNEL SERVICES SUBTOTAL</b>							<b>\$191,562</b>
145002	52:EXPENSES:PURCHASE OF SERVICES					\$90,300		
	52100 CONTRACTUAL SERVICES					\$250		
	EMMA Reporting fee			\$250				
	52101 PROFESSIONAL SERVICES					\$71,200		
	Internal payroll tax Mailings							
	IPREO Electronic Dist of pos/o							
	Unibank Financial Advisor							
	Locke & Lord Bond Counsel							
	Moody's Investor							
	Murphy Statement							
	US Bank							
	Registry of deeds tax taking							
	Kelly & Ryan deputy fees							
	sleeper researching ta							

	Schwaab	July								
	Strategic	July								
	Citizens	Banking								
	52112	TRAINING & EDUCATION					\$400			
	52113	TRAVEL					\$3,350			
		Umass (2)				\$1,500				
		Cape Conference (2)				\$1,750				
		Mileage to meetings (4)				\$100				
	52114	DUES, SUBSCRIPTIONS, MEMBERSHIPS					\$100			
		DUES (2 @ \$50)				\$100				
	52129	LOCKBOX SERVICES					\$15,000			
145002	54:EXPENSES:SUPPLIES							\$19,800		
	54100	SUPPLIES					\$200			
	54121	POSTAGE					\$19,600			
		Mass Mailers, Kelly & Ryan, Fedex								
145002	55:EXPENSES:OTHER							\$300		
	55602	ADVERTISING LEGAL					\$0			
	55676	MEETINGS & CONFERENCES					\$300			
		Meeting (6 @ \$50)				\$300				
	<b>EXPENSES SUBTOTAL</b>								<b>\$110,400</b>	
	<b>TOTAL</b>								<b>\$301,962</b>	



## LEGAL - 1510

		FY16 ACTUAL	FY17 BUDGET	FY17 YTD 11/30/2016	FY18 PROPOSED	FY18 TA PROPOSED
10151002	52:EXPENSES:PURCHASE OF SERVICES					
	52108 LEGAL SERVICES TOWN COUNSEL	\$172,589	\$175,000	\$38,517	\$200,000	\$140,000
	KPLaw Retainer					\$65,000
	KPLaw General					\$75,000
	52145 LEGAL SERVICES SPECIAL COUNSEL					\$40,000
	River's Edge					\$20,000
	Other projects					\$20,000
	52146 LEGAL SERVICES LABOR COUNSEL					\$20,000
	<b>SUBTOTAL</b>	\$172,589	\$175,000	\$38,517	\$200,000	\$200,000
	<b>EXPENSES TOTAL</b>	\$172,589	\$175,000	\$38,517	\$200,000	\$200,000
	<b>DEPARTMENT TOTAL</b>	<b>\$172,589</b>	<b>\$175,000</b>	<b>\$38,517</b>	<b>\$200,000</b>	<b>\$200,000</b>



## INFORMATION TECHNOLOGY - 1550

		FY16 ACTUAL	FY17 BUDGET	FY17 YTD 11/30/2016	FY18 PROPOSED	FY18 TA PROPOSED
10155001	51:PERSONNEL SERVICES					
	51001 SALARIES	\$86,451	\$287,669	\$87,362	\$287,669	\$291,024
	<b>PERSONNEL SERVICES TOTAL</b>	<b>\$86,451</b>	<b>\$287,669</b>	<b>\$87,362</b>	<b>\$287,669</b>	<b>\$291,024</b>
<b><u>TOWN</u></b>						
10155002	52:EXPENSES:PURCHASE OF SERVICES					
	52100 CONTRACTUAL SERVICES	\$120,883	\$2,510	\$0	\$2,510	\$2,510
	52101 PROFESSIONAL SERVICES	\$0	\$10,000	\$2,504	\$10,000	\$10,000
	52112 TRAINING & EDUCATION	\$3,250	\$30,780	\$9,315	\$30,780	\$30,780
	52113 TRAVEL	\$0	\$500	\$0	\$500	\$500
	52114 DUES, SUBSCRIPTIONS, MEMBERSHIPS	\$0	\$3,000	\$0	\$3,000	\$3,000
	<b>SUBTOTAL</b>	<b>\$124,133</b>	<b>\$46,790</b>	<b>\$11,819</b>	<b>\$46,790</b>	<b>\$46,790</b>
	54:EXPENSES:SUPPLIES					
	54100 SUPPLIES	\$0	\$500	\$0	\$500	\$500
	54102 COMPUTER SUPPLIES	\$0	\$1,000	\$4,888	\$1,000	\$1,000
	54124 SOFTWARE	\$4,026	\$0	\$0	\$0	\$0
	54125 HARDWARE	\$15,681	\$35,000	\$25,981	\$35,000	\$35,000
	54126 HARDWARE AGREE & MAINT	\$217	\$7,487	\$0	\$7,500	\$7,500
	54500 SMALL EQUIPMENT	\$2,669	\$15,000	\$1,686	\$15,000	\$15,000
	<b>SUBTOTAL</b>	<b>\$22,593</b>	<b>\$58,987</b>	<b>\$32,555</b>	<b>\$59,000</b>	<b>\$59,000</b>
	55:EXPENSES:OTHER					
	55535 COMPUTER ACCESSORIES	\$74	\$500	\$40	\$500	\$500
	55536 SOFTWARE LICENSING	\$40,200	\$87,000	\$55,588	\$87,000	\$78,000
	<b>SUBTOTAL</b>	<b>\$40,274</b>	<b>\$87,500</b>	<b>\$55,628</b>	<b>\$87,500</b>	<b>\$78,500</b>
	<b>TOWN EXPENSES TOTAL</b>	<b>\$187,000</b>	<b>\$193,277</b>	<b>\$100,002</b>	<b>\$193,290</b>	<b>\$184,290</b>
<b><u>DATA CENTER</u></b>						
10155003	52:EXPENSES:PURCHASE OF SERVICES					
	52100 CONTRACTUAL SERVICES	\$68,277	\$72,827	\$0	\$72,827	\$72,827

	52112 TRAINING & EDUCATION	\$2,986	\$0	\$0	\$0	\$0
	<b>SUBTOTAL</b>	<b>\$71,263</b>	<b>\$72,827</b>	<b>\$0</b>	<b>\$72,827</b>	<b>\$72,827</b>
	54:EXPENSES:SUPPLIES					
	54124 SOFTWARE	\$8,336	\$12,000	\$0	\$12,000	\$12,000
	54125 HARDWARE	\$562	\$90,000	\$103,274	\$100,000	\$100,000
	54126 HARDWARE AGREE & MAINT	\$7,268	\$22,000	\$0	\$50,000	\$57,000
	<b>SUBTOTAL</b>	<b>\$16,165</b>	<b>\$124,000</b>	<b>\$103,274</b>	<b>\$162,000</b>	<b>\$169,000</b>
	55:EXPENSES:OTHER					
	55536 SOFTWARE LICENSING	\$57,770	\$119,500	\$38,770	\$149,500	\$151,500
	<b>SUBTOTAL</b>	<b>\$57,770</b>	<b>\$119,500</b>	<b>\$38,770</b>	<b>\$149,500</b>	<b>\$151,500</b>
	<b>DATA CENTER EXPENSES TOTAL</b>	<b>\$145,198</b>	<b>\$316,327</b>	<b>\$142,044</b>	<b>\$384,327</b>	<b>\$393,327</b>
	<b>DEPARTMENT TOTAL</b>	<b>\$418,648</b>	<b>\$797,273</b>	<b>\$329,409</b>	<b>\$865,286</b>	<b>\$868,641</b>

# INFORMATION TECHNOLOGY - 1550

## FY18 BUDGET DETAIL

(Based on 52.2 weeks)

10155001	51:PERSONNEL SERVICES							\$291,023.93	
	51001 SALARIES								
		PAZOS, JORGE			IT DIRECTOR		\$122,710		
		N13	10	67.1647	HRLY				
		SAMS-LYNCH, GWENDOLYN			IT MANAGER		\$88,006		
		G8	10	48.1699	HRLY				
		VACANT			BUS SYS ANALYST		\$80,308		
			10	43.9560	HRLY				
	<b>PERSONNEL SERVICES TOTAL</b>								<b>\$291,024</b>
<b>TOWN</b>									
10155002	52:EXPENSES:PURCHASE OF SERVICES							\$46,790	
	52100	CONTRACTUAL SERVICES				\$2,510			
		e-Fax Service							
	52101	PROFESSIONAL SERVICES				\$10,000			
		Application support							
	52112	TRAINING & EDUCATION				\$30,780			
		Town Staff Security Training				\$2,380			
		Town Staff General Training				\$3,400			
		Town & IT Staff Technical Training				\$25,000			
		(includes VMWare, NetApp, Munis, FireWall)							
	52113	TRAVEL				\$500			
	52114	DUES, SUBSCRIPTIONS, MEMBERSHIPS				\$3,000			
	54:EXPENSES:SUPPLIES							\$59,000	
	54100	SUPPLIES				\$500			
	54102	COMPUTER SUPPLIES				\$1,000			
	54124	SOFTWARE				\$0			
	54125	HARDWARE				\$35,000			
		Various department replacements							
	54126	HARDWARE AGREE & MAINT				\$7,500			
		Support renewals (DPW, Lib, Public Safety, Town Building)							
	54500	SMALL EQUIPMENT				\$15,000			



	55:EXPENSES:OTHER					\$78,500		
	55535	COMPUTER ACCESSORIES			\$500			
	55536	SOFTWARE LICENSING			\$78,000			
		Assessor		\$14,000				
		Business Systems		\$15,000				
		Clerk		\$1,200				
		COA		\$1,800				
		Finance Fixed Assets		\$1,000				
		Library Useful		\$2,000				
		Office 365		\$17,000				
		Surveyor		\$4,000				
		Treasurer		\$15,000				
		Website		\$4,000				
		Windows		\$1,000				
		Youth & Family Services		\$2,000				
	<b>TOWN EXPENSES TOTAL</b>						<b>\$184,290</b>	
<b>DATA CENTER</b>								
10155003	52:EXPENSES:PURCHASE OF SERVICES					\$72,827		
	52100	CONTRACTUAL SERVICES			\$72,827			
		Managed Services, Network Testing						
	54:EXPENSES:SUPPLIES					\$169,000		
	54124	SOFTWARE			\$12,000			
		Server Management Tool						
	54125	HARDWARE			\$100,000			
		Data Center Hardware, Server Infrastructure & Hardware						
	54126	HARDWARE AGREE & MAINT			\$57,000			
		Firewall		\$27,000				
		Heat LANREV		\$30,000				
	55:EXPENSES:OTHER					\$151,500		
	55536	SOFTWARE LICENSING			\$151,500			
		Munis		\$99,992				
		VMWare		\$14,900				
		Antivirus		\$6,490				
		ONTap (Data Management)		\$8,992				
		Server Software Support (5-yr)		\$21,126				
	<b>DATA CENTER EXPENSES TOTAL</b>						<b>\$393,327</b>	
<b>DEPARTMENT TOTAL</b>							<b>\$868,641</b>	

## CONSERVATION - 1710

		FY16 ACTUAL	FY17 BUDGET	FY17 YTD 11/30/2016	FY18 PROPOSED	FY18 TA PROPOSED
10123001	<b>51: PERSONNEL SERVICES</b>					
	51001 SALARIES	\$154,653	\$174,402	\$52,856	\$150,696	\$116,261
	51003 SALARIES P/T	\$0	\$0	\$0	\$0	\$23,495
	51140 OVERTIME	\$3,535	\$3,500	\$602	\$3,500	\$3,500
	55399 TEMPORARY SEASONAL					\$19,824
	<b>PERSONNEL SERVICES TOTAL</b>	<b>\$158,188</b>	<b>\$177,902</b>	<b>\$53,458</b>	<b>\$154,196</b>	<b>\$163,080</b>
10123002	<b>52: EXPENSES: PURCHASE OF SERVICES</b>					
	52100 CONTRACTUAL SERVICES	\$13,118	\$22,500	\$3,162	\$32,000	\$22,900
	52101 PROFESSIONAL SERVICES	\$0	\$0		\$0	\$7,775
	52112 TRAINING & EDUCATION	\$128	\$500	\$0	\$1,000	\$1,000
	52113 TRAVEL					\$100
	52116 EQUIPMENT REPAIR					\$475
	52114 DUES, SUBSCRIPTIONS, MEMBERSHIPS					\$750
	<b>SUBTOTAL</b>	<b>\$13,246</b>	<b>\$23,000</b>	<b>\$3,162</b>	<b>\$33,000</b>	<b>\$33,000</b>
	<b>54: EXPENSES: SUPPLIES</b>					
	54100 SUPPLIES	\$11,365	\$18,200	\$2,929	\$14,400	\$9,910
	54121 POSTAGE					\$0
	CLOTHING					\$1,100
	<b>SUBTOTAL</b>	<b>\$11,365</b>	<b>\$18,200</b>	<b>\$2,929</b>	<b>\$14,400</b>	<b>\$11,010</b>
	<b>55: EXPENSES: OTHER</b>					
	55600 ADVERTISING CLASSIFIED					\$200
	55602 ADVERTISING LEGAL					\$0
	55676 MEETINGS & CONFERENCES					\$0
	<b>SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200</b>
	<b>EXPENSES TOTAL</b>	<b>\$24,611</b>	<b>\$41,200</b>	<b>\$6,091</b>	<b>\$47,400</b>	<b>\$44,210</b>
	<b>DEPARTMENT TOTAL</b>	<b>\$182,799</b>	<b>\$219,102</b>	<b>\$59,549</b>	<b>\$201,596</b>	<b>\$207,290</b>

## CONSERVATION - 1710

### FY18 BUDGET DETAIL

(Based on 52.2 weeks)

171001	51: PERSONNEL SERVICES					SALARY	
	51001 SALARIES						
	HANSEN, LINDA			CONSERVATION ADMIN		\$81,358	
	G8 - STEP	8	44.5308	HRLY			
	THOMSON, NICOLE			DEPARTMENT ASSISTANT		\$34,903	
	C14	4	23.0566	HRLY x 29 hrs/wk			\$116,261
	51003 P/T SALARIES						
	HARRIS, BRIAN			CONSERVATION LAND MGR		\$23,495	
	N3A	3	23.6897	HRLY x 19 hrs/wk			\$23,495
	55399 TEMPORARY SEASONAL						
			14.1600	HRLY-35 2 X 20 weeks		\$19,824	\$19,824
	51140 OVERTIME			Meeting Minutes		\$3,500	\$3,500
	<b>PERSONNEL SERVICES SUBTOTAL</b>						<b>\$163,080</b>
171002	52:EXPENSES:PURCHASE OF SERVICES					\$33,000	
	52100 CONTRACTUAL SERVICES					\$22,900	
	Mowing					\$5,000	
	Portalet rental					\$1,000	
	Plowing Garden					\$800	
	Tree removal					\$7,000	
	Signs per Open Space Plan					\$2,500	
	Plowing					\$1,600	
	Gates					\$5,000	
	52101 PROFESSIONAL SERVICES					\$7,775	
	Surveying					\$5,000	
	Maintenance Plan/Flow					\$275	
	Environmental					\$2,500	
	52112 TRAINING & EDUCATION					\$1,000	

	52113	TRAVEL			\$100			
	52116	EQUIPMENT REPAIRS & MAINTENANCE			\$475			
	52130	PRINTING			\$0			
	52114	DUES, SUBSCRIPTIONS, MEMBERSHIPS			\$750			
		MACC						
	171002	54:EXPENSES:SUPPLIES					\$11,010	
		54100	SUPPLIES		\$9,910			
			Hay Bales		700			
			Stakes, flags, tools, bird houses, etc.		3200			
			Equipment mower, blades, batteries		4000			
			Signs		660			
			Town of Wayland (water)		350			
			Concrete boundary markers		1000			
		54121	POSTAGE		\$0			
		51New	CLOTHING		\$1,100			
			3 @ \$350 + \$50					
	171002	55:EXPENSES:OTHER					\$200	
		55602	ADVERTISING LEGAL		\$200			
		55675	MILEAGE REIMBURSEMENT		\$0			
		55676	MEETINGS & CONFERENCES		\$0			
			<b>EXPENSES SUBTOTAL</b>					\$44,210
			<b>DEPARTMENT TOTAL</b>					\$207,290





## SURVEYOR - 1770 FY18 BUDGET DETAIL

*(Based on 52.2 weeks)*

10177001	51: PERSONNEL SERVICES					SALARY	
	51001 SALARIES						
	BERRY, ALFRED			TOWN SURVEYOR		\$88,006.41	
	G8 - STEP	10	48.1699	HRLY			
	DECKER, BRENDAN			GIS ANALYST		\$80,757.42	
	G7	10	44.2022	HRLY			
	<b>PERSONNEL SERVICES SUBTOTAL</b>						<b>\$168,764</b>
10177002	52:EXPENSES:PURCHASE OF SERVICES					\$11,250	
	52100 CONTRACTUAL SERVICES					\$3,550	
	CAI Support			\$3,550			
	52112 TRAINING & EDUCATION					\$3,000	
	52113 TRAVEL					\$2,000	
	NACIS Conference			\$2,000			
	52116 EQUIPMENT REPAIRS & MAINTENANCE					\$2,000	
	Makepeace			\$300			
	52117 VEHICLE REPAIR					\$200	
	vehicle oil change			\$80			
	52114 DUES, SUBSCRIPTIONS, MEMBERSHIPS					\$500	
	MALSCE DUES			\$300			
	NACIS Dues (Brendan)			\$50			
	MA (Alf)			\$150			
	54:EXPENSES:SUPPLIES					\$4,000	
	54100 SUPPLIES					\$4,000	
	54111 VEHICLE GAS					\$0	
	55:EXPENSES:OTHER					\$6,005	
	51New Clothing (Brendan)					\$355	

	<b>55536 SOFTWARE LICENSING</b>			<b>\$5,500</b>			
	ESRI Argus			\$3,750			
	AutoCad			\$30			
	AutoDesk Design Suite			\$1,425			
	Other			\$295			
	<b>55675 MILEAGE REIMBURSEMENT</b>			<b>\$0</b>			
	<b>55676 MEETINGS &amp; CONFERENCES</b>			<b>\$150</b>			
	MALSCE Meeting			\$30			
	NEGIS Meeting (Brendan)			\$65			
	Other			\$55			
	<b>EXPENSES SUBTOTAL</b>						<b>\$21,255</b>
	<b>TOTAL</b>						<b>\$190,019</b>

## FACILITIES UTILITIES - 1918

			<b>FY16</b>	<b>FY17</b>	<b>FY17 YTD</b>	<b>FY18</b>	<b>FY18 TA</b>
			<b>ACTUAL</b>	<b>BUDGET</b>	<b>11/30/2016</b>	<b>PROPOSED</b>	<b>PROPOSED</b>
10191802	<b>53:EXPENSES:UTILITIES</b>						
	53101	HEAT OIL	\$3,176	\$0	\$0	\$0	\$0
	53102	NATURAL GAS	\$91,080	\$138,500	\$12,168	\$105,000	\$105,000
	53103	ELECTRICITY	\$251,327	\$271,000	\$114,345	\$243,000	\$243,000
	53104	PHONE	\$69,578	\$92,000	\$29,533	\$85,000	\$69,000
	53114	MOBILE					\$16,000
	53105	WATER	\$11,609	\$18,000	\$5,813	\$18,000	\$18,000
	53106	WASTEWATER	\$19,014	\$41,000	\$14,000	\$36,000	\$36,000
	<b>SUBTOTAL</b>		<b>\$445,784</b>	<b>\$560,500</b>	<b>\$175,860</b>	<b>\$487,000</b>	<b>\$487,000</b>
	<b>EXPENSES TOTAL</b>		<b>\$445,784</b>	<b>\$560,500</b>	<b>\$175,860</b>	<b>\$487,000</b>	<b>\$487,000</b>
<b>DEPARTMENT TOTAL</b>			<b>\$445,784</b>	<b>\$560,500</b>	<b>\$175,860</b>	<b>\$487,000</b>	<b>\$487,000</b>

# FACILITIES UTILITIES - 1918

## FY18 BUDGET DETAIL

10191802	53:EXPENSES:UTILITIES								\$487,000.00
	53101	HEAT OIL				\$0.00			
	53102	NATURAL GAS				\$105,000.00			
	53103	ELECTRICITY				\$243,000			
	53104	PHONE				\$69,000			
	53114	MOBILE				\$16,000			
	53105	WATER				\$18,000			
	53106	WASTEWATER				\$36,000			
	<b>EXPENSES TOTAL</b>								<b>\$487,000</b>
<b>DEPARTMENT TOTAL</b>								<b>\$487,000</b>	

## FACILITIES SUPPLIES - 1919

			<b>FY16</b>	<b>FY17</b>	<b>FY17 YTD</b>	<b>FY18</b>	<b>FY18 TA</b>
			<b>ACTUAL</b>	<b>BUDGET</b>	<b>11/30/2016</b>	<b>PROPOSED</b>	<b>PROPOSED</b>
10191902	<b>54:EXPENSES:SUPPLIES</b>						
	54105	CUSTODIAL SUPPLIES	\$12,425	\$25,000	\$7,495	\$25,000	\$20,000
	54111	VEHICLE GASOLINE	\$2,529	\$8,000	\$988	\$8,000	\$5,000
	54500	SMALL EQUIPMENT	\$7,533	\$10,000	\$0	\$10,000	\$8,000
	<b>SUBTOTAL</b>		<b>\$22,487</b>	<b>\$43,000</b>	<b>\$8,484</b>	<b>\$43,000</b>	<b>\$33,000</b>
	<b>EXPENSES TOTAL</b>		<b>\$22,487</b>	<b>\$43,000</b>	<b>\$8,484</b>	<b>\$43,000</b>	<b>\$33,000</b>
<b>DEPARTMENT TOTAL</b>			<b>\$22,487</b>	<b>\$43,000</b>	<b>\$8,484</b>	<b>\$43,000</b>	<b>\$33,000</b>





## FACILITIES - 1920

		FY16 ACTUAL	FY17 BUDGET	FY17 YTD 11/30/2016	FY18 PROPOSED	FY18 TA PROPOSED
10192001	<b>51:PERSONNEL SERVICES</b>					
	51001 SALARIES	\$263,340	\$270,932	\$103,678	\$274,130	\$254,198
	51140 OVERTIME	\$2,265	\$7,000	\$1,268	\$5,000	\$12,000
	<b>PERSONNEL SERVICES TOTAL</b>	<b>\$265,606</b>	<b>\$277,932</b>	<b>\$104,945</b>	<b>\$279,130</b>	<b>\$266,198</b>
10192002	<b>52:EXPENSES:PURCHASE OF SERVICES</b>					
	52100 CONTRACTUAL SERVICES	\$89,946	\$80,000	\$54,142	\$90,000	\$37,000
	52101 PROFESSIONAL SERVICES					\$3,000
	52112 TRAINING & EDUCATION	\$2,420	\$3,000	\$0	\$3,000	\$3,000
	52113 TRAVEL	\$183	\$2,000	\$26	\$2,000	\$1,000
	52114 DUES, SUBSCRIPTIONS, MEMBERSHIPS					\$0
	52115 BUILDING REPAIR	\$78,373	\$75,000	\$7,278	\$75,000	\$75,000
	52117 VEHICLE REPAIR	\$6,208	\$4,500	\$1,848	\$4,500	\$3,000
	52121 DISPOSAL	\$15,860	\$18,500	\$7,501	\$18,500	\$16,500
	52131 ELEVATOR REPAIR	\$5,088	\$10,000	\$2,008	\$10,000	\$9,000
	52132 ELECTRICAL REPAIR	\$23,354	\$42,000	\$10,677	\$42,000	\$25,000
	52133 HVAC REPAIR	\$36,573	\$42,000	\$34,897	\$45,000	\$45,000
	<b>SUBTOTAL</b>	<b>\$258,004</b>	<b>\$277,000</b>	<b>\$118,377</b>	<b>\$290,000</b>	<b>\$217,500</b>
	<b>54:EXPENSES:SUPPLIES</b>					
	54100 SUPPLIES					\$3,000
	54121 POSTAGE					\$100
	<b>SUBTOTAL</b>					<b>\$3,100</b>
	<b>55:EXPENSES:OTHER</b>					
	55431 COPIER LEASE					\$51,000
	55536 SOFTWARE LICENSING					\$7,800
	55602 ADVERTISING LEGAL					\$1,000
	55676 MEETINGS & CONFERENCES					\$500
	<b>SUBTOTAL</b>					<b>\$60,300</b>
	<b>EXPENSES TOTAL</b>	<b>\$258,004</b>	<b>\$277,000</b>	<b>\$118,377</b>	<b>\$290,000</b>	<b>\$280,900</b>
<b>DEPARTMENT TOTAL</b>		<b>\$523,610</b>	<b>\$554,932</b>	<b>\$223,322</b>	<b>\$569,130</b>	<b>\$547,098</b>

## FACILITIES - 1920

### FY18 BUDGET DETAIL

(Based on 52.2 weeks)

10192001	51:PERSONNEL SERVICES								
	51001	SALARIES							
		KEEFE, KENNETH			PUBLIC BUILDINGS DIRECTOR	\$111,447			
		N11-STEP	10	60.9999	HRLY				
		WINKLEMAN, JOHN			CUSTODIAN	\$53,294			
				25.5240	40 Hrs/Wk				
		SLAVIN, SEAN			CUSTODIAN	\$27,723			
				22.1290	40 Hrs/Wk (60% Town)				
		FLORISVAL, GONCALVES			CUSTODIAN (LIB)	\$44,110			
				24.1434	35 Hrs/Wk				
		LONGEVITY (2 employees)				\$1,200			
	51003	P/T SALARIES							
		LUZ, JOSE			CUSTODIAN (PSB)	\$16,424			
				16.5600	19 Hrs/Wk				
	51140	OVERTIME				\$12,000			
		<b>PERSONNEL SERVICES TOTAL</b>							<b>\$266,198</b>
10192002	52:EXPENSES:PURCHASE OF SERVICES								\$217,500
	52100	CONTRACTUAL SERVICES				\$37,000			
		Cleaning, Pest Control, Maint & Service, Repairs, Keys/Locks							
	52101	PROFESSIONAL SERVICES				\$3,000			
		Alarm services, Boiler & Fire Inspections							
	52112	TRAINING & EDUCATION				\$3,000			
	52113	TRAVEL				\$1,000			
	52114	DUES, SUBSCRIPTIONS, MEMBERSHIPS				\$0			
	52115	BUILDING REPAIR				\$75,000			

	52117	VEHICLE REPAIR			\$3,000			
	52121	DISPOSAL			\$16,500			
		Town Buildings/Waste & Recycling						
	52131	ELEVATOR REPAIR			\$9,000			
	52132	ELECTRICAL REPAIR			\$25,000			
	52133	HVAC REPAIR			\$45,000			
		HVAC, Plumbing, Boiler						
	54:	EXPENSES: SUPPLIES					\$3,100	
	54100	SUPPLIES			\$3,000			
	54121	POSTAGE (shipping)			\$100			
	55:	EXPENSES: OTHER					\$60,300	
	55431	COPIER LEASE			\$51,000			
	55536	SOFTWARE LICENSING			\$7,800			
	55602	ADVERTISING LEGAL			\$1,000			
	55676	MEETINGS & CONFERENCES			\$500			
		<b>EXPENSES TOTAL</b>					<b>\$280,900</b>	
		<b>DEPARTMENT TOTAL</b>						<b>\$547,098</b>

**POLICE - 2100**

			<b>FY16 ACTUAL</b>	<b>FY17 BUDGET</b>	<b>FY17 YTD 11/30/2016</b>	<b>FY18 PROPOSED</b>	<b>FY18 TA PROPOSED</b>
10210001	<b>51:PERSONNEL SERVICES</b>						
	51001 SALARIES		\$2,030,887	\$2,131,693	\$815,268	\$2,243,457	\$2,081,317
	51003 SALARIES P/T		\$0	\$0	\$0	\$0	\$65,168
	51140 POLICE O/T		\$229,302	\$225,000	\$81,184	\$225,000	\$225,000
	51200 PAID HOLIDAY		\$0	\$0	\$0	\$0	\$106,401
	CLOTHING		\$0	\$0	\$0	\$0	\$0
	STIPEND						\$0
	<b>PERSONNEL SERVICES TOTAL</b>		<b>\$2,260,189</b>	<b>\$2,356,693</b>	<b>\$896,452</b>	<b>\$2,468,457</b>	<b>\$2,477,885</b>
10210002	<b>52:EXPENSES:PURCHASE OF SERVICES</b>						
	52100 CONTRACTUAL SERVICES		\$32,133	\$34,460	\$16,020	\$34,460	\$11,000
	52111 PHYSICALS		\$2,450	\$5,250	\$1,000	\$5,250	\$5,250
	52112 TRAINING & EDUCATION		\$19,179	\$27,000	\$12,194	\$27,000	\$20,000
	52114 DUES, SUBSCRIPTIONS, MEMBERSHIPS						\$6,750
	52116 EQUIPMENT REPAIR		\$3,757	\$7,800	\$1,270	\$7,800	\$7,800
	52117 VEHICULAR REPAIRS		\$13,100	\$21,100	\$3,579	\$21,100	\$21,100
	52127 TRAFFIC CONTROL		\$46,755	\$40,000	\$13,002	\$40,000	\$40,000
	52139 SPECIAL SERVICES		\$4,416	\$5,100	\$240	\$5,100	\$5,100
	<b>SUBTOTAL</b>		<b>\$121,789</b>	<b>\$140,710</b>	<b>\$47,305</b>	<b>\$140,710</b>	<b>\$117,000</b>
	<b>53:EXPENSES:UTILITIES</b>						
	53114 CELLULAR / MOBILE						\$500
	<b>SUBTOTAL</b>						<b>\$500</b>
	<b>54:EXPENSES:SUPPLIES</b>						
	54100 SUPPLIES		\$15,016	\$15,000	\$2,665	\$15,000	\$15,000
	54111 VEHICLE GAS		\$33,313	\$52,000	\$10,911	\$44,000	\$44,000
	54115 UNIFORMS		\$11,315	\$11,400	\$7,218	\$11,400	\$11,400
	54500 SMALL EQUIPMENT		\$974	\$1,000	\$0	\$1,000	\$1,000
	54503 VEHICLES		\$88,358	\$90,000	\$34,130	\$90,000	\$90,000
	<b>SUBTOTAL</b>		<b>\$148,976</b>	<b>\$169,400</b>	<b>\$54,924</b>	<b>\$161,400</b>	<b>\$161,400</b>
	<b>55:EXPENSES:OTHER</b>						
	55431 COPIER LEASE		\$0	\$0	\$0	\$0	\$1,750
	55536 SOFTWARE LICENSING		\$0	\$0	\$0	\$0	\$18,100
	55676 MEETINGS & CONFERENCES		\$0	\$0	\$0	\$0	\$0
	<b>SUBTOTAL</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$19,850</b>
	<b>EXPENSES TOTAL</b>		<b>\$270,765</b>	<b>\$310,110</b>	<b>\$102,229</b>	<b>\$302,110</b>	<b>\$298,750</b>
	<b>DEPARTMENT TOTAL</b>		<b>\$2,530,954</b>	<b>\$2,666,803</b>	<b>\$998,682</b>	<b>\$2,770,567</b>	<b>\$2,776,635</b>













## JOINT COMMUNICATIONS CENTER - 2110

		FY16 ACTUAL	FY17 BUDGET	FY17 YTD 11/30/2016	FY18 PROPOSED	FY18 TA PROPOSED
10211001	<b>51:PERSONNEL SERVICES</b>					
	51001 SALARIES	\$423,291	\$420,675	\$167,000	\$429,045	\$401,111
	51140 POLICE O/T	\$55,519	\$76,000	\$37,508	\$76,000	\$76,000
	51200 PAID HOLIDAY	\$0	\$0	\$0	\$0	\$29,509
	<b>PERSONNEL SERVICES TOTAL</b>	<b>\$478,809</b>	<b>\$496,675</b>	<b>\$204,508</b>	<b>\$505,045</b>	<b>\$506,621</b>
10211002	<b>52:EXPENSES:PURCHASE OF SERVICES</b>					
	52100 CONTRACTUAL SERVICES	\$6,778	\$8,000	\$6,794	\$8,000	\$1,500
	52112 TRAINING & EDUCATION	\$3,501	\$1,000	\$0	\$1,000	\$1,000
	52116 EQUIPMENT REPAIR	\$192	\$2,600	\$1,057	\$2,600	\$2,600
	<b>SUBTOTAL</b>	<b>\$10,470</b>	<b>\$11,600</b>	<b>\$7,851</b>	<b>\$11,600</b>	<b>\$5,100</b>
	<b>53:EXPENSES:UTILITIES</b>					
	53104 PHONE	\$11,945	\$10,000	\$4,622	\$12,000	\$2,500
	53114 CELLULAR / MOBILE	\$0	\$0	\$0	\$0	\$9,500
	<b>SUBTOTAL</b>	<b>\$11,945</b>	<b>\$10,000</b>	<b>\$4,622</b>	<b>\$12,000</b>	<b>\$12,000</b>
	<b>54:EXPENSES:SUPPLIES</b>					
	54100 SUPPLIES	\$2,768	\$2,500	\$1,239	\$2,500	\$2,500
	54115 UNIFORMS	\$1,690	\$3,000	\$2,120	\$3,000	\$3,000
	<b>SUBTOTAL</b>	<b>\$4,458</b>	<b>\$5,500</b>	<b>\$3,358</b>	<b>\$5,500</b>	<b>\$5,500</b>
	<b>55:EXPENSES:OTHER</b>					
	55536 SOFTWARE LICENSING	\$0	\$0	\$0	\$0	\$6,500
	<b>SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,500</b>
	<b>EXPENSES TOTAL</b>	<b>\$26,874</b>	<b>\$27,100</b>	<b>\$15,831</b>	<b>\$29,100</b>	<b>\$29,100</b>
<b>DEPARTMENT TOTAL</b>		<b>\$505,683</b>	<b>\$523,775</b>	<b>\$220,338</b>	<b>\$534,145</b>	<b>\$535,721</b>



# JOINT COMMUNICATIONS CENTER - 2110

## FY18 BUDGET DETAIL

(Based on 52.2 weeks)

10211001 51:PERSONNEL SERVICES				OT RATE	BASE	TOTAL STIP	STIP	DIFF	TOTAL
<b>51001 SALARIES</b>									
	FRENI, RICHARD		JCC DISPATCHER		\$56,434.73				\$56,434.73
	CD	7	\$28.8300 HRLY - 37.5	\$43.25	OT	\$346.00	HOL	\$2,399.00	
	CARVELLI, ALANA		JCC DISPATCHER		\$51,560.55				\$51,560.55
	CD	7	\$26.3400 HRLY - 37.5	\$39.51	OT	\$316.08	HOL	\$2,677.00	
	HUFF, GREGORY		JCC DISPATCHER		\$51,971.63				\$51,971.63
	CD	6	\$26.5500 HRLY - 37.5	\$39.83	OT	\$318.64	HOL	\$0.00	
	REED, WILLIAM		JCC DISPATCHER		\$48,859.20				\$48,859.20
	CD	4	\$24.9600 HRLY - 37.5	\$37.44	OT	\$299.52	HOL	\$0.00	
	PHILBRICK, COURTNEY		JCC DISPATCHER		\$51,071.18				\$51,071.18
	CD	4	\$26.0900 HRLY - 37.5	\$39.14	OT	\$313.12	HOL	\$2,190.00	
	GENNARO, JESSICA		JCC DISPATCHER		\$48,330.68				\$48,330.68
	CD	3	\$24.6900 HRLY - 37.5	\$37.04	OT	\$296.32	HOL	\$1,288.00	
	COSGROVE, KRYSTAL		JCC DISPATCHER		\$47,684.70				\$47,684.70
	CD	2	\$24.3600 HRLY - 37.5	\$36.54	OT	\$292.32	HOL	\$2,476.00	
	SKERRY, PHILIP		JCC DISPATCHER		\$45,198.68				\$45,198.68
	CD	2	\$23.0900 HRLY - 37.5	\$34.64	OT	\$277.12	HOL	\$0.00	
	<b>SALARIES TOTAL</b>								<b>\$401,111.33</b>
	<b>51001 HOLIDAY PAY</b>								<b>\$29,509.44</b>
	8 OFFICERS @ OT RATE @ 12 HOLIDAYS								
	<i>(Actual will be lower since all officers do not work all holidays)</i>								
	<b>51140 OVERTIME</b>								<b>\$76,000.00</b>
	<b>PERSONNEL SERVICES TOTAL</b>								<b>\$506,620.77</b>



## EMERGENCY MANAGEMENT - 2120

		FY16 ACTUAL	FY17 BUDGET	FY17 YTD 11/30/2016	FY18 PROPOSED	FY18 TA PROPOSED
10212002	52:EXPENSES:PURCHASE OF SERVICES					
	52100 CONTRACTUAL SERVICES	\$9,730	\$10,000	\$4,415	\$10,000	\$10,000
	52112 TRAINING & EDUCATION	\$5,654	\$6,000	\$0	\$6,000	\$6,000
	<b>SUBTOTAL</b>	<b>\$15,384</b>	<b>\$16,000</b>	<b>\$4,415</b>	<b>\$16,000</b>	<b>\$16,000</b>
	54:EXPENSES:SUPPLIES					
	54100 SUPPLIES	\$7,238	\$7,000	\$3,610	\$7,000	\$7,000
	<b>SUBTOTAL</b>	<b>\$7,238</b>	<b>\$7,000</b>	<b>\$3,610</b>	<b>\$7,000</b>	<b>\$7,000</b>
	<b>EXPENSES TOTAL</b>	<b>\$22,622</b>	<b>\$23,000</b>	<b>\$8,025</b>	<b>\$23,000</b>	<b>\$23,000</b>
	<b>DEPARTMENT TOTAL</b>	<b>\$22,622</b>	<b>\$23,000</b>	<b>\$8,025</b>	<b>\$23,000</b>	<b>\$23,000</b>









## FIRE DEPARTMENT - 2200

		FY16 ACTUAL	FY17 BUDGET	FY17 YTD 11/30/2016	FY18 PROPOSED	FY18 TA PROPOSED
10220001	<b>51: PERSONNEL SERVICES</b>					
	51001 SALARIES	\$1,952,857	\$2,138,921	\$808,165	\$2,138,921	\$1,925,992
	51003 SALARIES P/T					\$22,679
	51128 ALS SALARIES	\$20,604	\$30,000	\$1,308	\$0	
	51140 OVERTIME	\$277,751	\$324,000	\$140,633	\$354,000	\$354,000
	HOLIDAY PAY					\$188,000
	<b>PERSONNEL SERVICES TOTAL</b>	<b>\$2,251,212</b>	<b>\$2,492,921</b>	<b>\$950,106</b>	<b>\$2,492,921</b>	<b>\$2,490,672</b>
10220002	<b>52: EXPENSES: PURCHASE OF SERVICES</b>					
	52100 CONTRACTUAL SERVICES	\$47,127	\$45,000	\$30,431	\$46,500	\$32,500
	52111 PHYSICALS	\$0	\$5,000	\$0	\$500	\$500
	52112 TRAINING & EDUCATION	\$15,966	\$19,000	\$5,292	\$20,000	\$9,000
	52114 DUES, SUBSCRIPTIONS, MEMBERSHIPS					\$11,300
	52118 EQUIPMENT RENTAL	\$0	\$500	\$0	\$500	\$500
	52171 PARAMEDIC TRAINING	\$2,205	\$5,000	-\$125	\$5,000	\$3,000
	<b>SUBTOTAL</b>	<b>\$65,298</b>	<b>\$74,500</b>	<b>\$35,597</b>	<b>\$72,500</b>	<b>\$56,800</b>
	<b>54: EXPENSES: SUPPLIES</b>					
	54110 VEHICLE PARTS	\$11,430	\$17,500	\$5,910	\$20,000	\$15,000
	54111 VEHICLE GAS	\$15,911	\$30,000	\$8,010	\$25,000	\$20,000
	54115 UNIFORMS	\$29,308	\$32,400	\$18,211	\$35,000	\$33,000
	52118 OFFICE SUPPLIES	\$4,176	\$4,000	\$2,274	\$4,500	\$5,000
	SUPPLIES					\$7,000
	54119 MEDICAL SUPPLIES	\$31,046	\$27,500	\$11,594	\$35,000	\$32,000
	54120 AMBULANCE SUPPLIES	\$11	\$0	\$697	\$0	\$200
	54122 VEHICLE REPAIR	\$31,848	\$32,000	\$16,601	\$32,000	\$32,000
	54123 MISCELLANEOUS	\$7,984	\$7,000	\$5,076	\$7,000	\$0
	54500 SMALL EQUIPMENT	\$29,198	\$30,000	\$8,277	\$32,000	\$30,000
	54501 FIRE ALARM EQUIPMENT	\$4,248	\$3,500	\$989	\$3,000	\$3,000
	<b>SUBTOTAL</b>	<b>\$165,159</b>	<b>\$183,900</b>	<b>\$77,639</b>	<b>\$193,500</b>	<b>\$177,200</b>
	MOBILE					\$750
	SOFTWARE LICENSING					\$12,450
	ADVERTISING LEGAL					\$100
	<b>SUBTOTAL</b>					<b>\$13,300</b>
	<b>EXPENSES TOTAL</b>	<b>\$230,458</b>	<b>\$258,400</b>	<b>\$113,236</b>	<b>\$266,000</b>	<b>\$247,300</b>
<b>DEPARTMENT TOTAL</b>		<b>\$2,481,670</b>	<b>\$2,751,321</b>	<b>\$1,063,342</b>	<b>\$2,758,921</b>	<b>\$2,737,972</b>







52118	OFFICE SUPPLIES				\$5,000								
	SUPPLIES				\$7,000								
54119	MEDICAL				\$32,000								
54120	AMBULANCE SUPPLIES				\$200								
54122	VEHICLE REPAIR				\$32,000								
54123	MISCELLANEOUS				\$0								
54500	SMALL EQUIPMENT				\$30,000								
54501	FIRE ALARM EQUIPMENT				\$3,000								
	<b>SUBTOTAL</b>								\$177,200				
53114	Cellular Phones / Mobile Data				\$750								
55536	SOFTWARE LICENSING				\$12,450								
55602	ADVERTISING LEGAL				\$100								
	<b>SUBTOTAL</b>								\$13,300				
	<b>EXPENSES TOTAL</b>												\$247,300
<b>DEPARTMENT TOTAL</b>													<b>\$2,737,972</b>





**BUILDING - 2410**  
**FY18 BUDGET DETAIL**

*(Based on 52.2 weeks)*

10241001	51: PERSONNEL SERVICES						SALARY		
	51001 SALARIES								
	LARSEN, GEOFFREY						BUILDING COMMISSIONER	\$95,901	
	G9 - STEP	10	52.4908	HRLY					
	FULLER, DAVID						LOCAL BUILDING INSPECTOR	\$70,363	
	G6 - STEP	9	38.5128	HRLY					
	BADGER, NORMA						DEPARTMENT ASSISTANT	\$51,332	
	C14	10	28.0962	HRLY-35					
	VACANT						DEPARTMENT ASSISTANT	\$30,799	
	C14	10	28.0962	HRLY	x 21 hrs/wk			\$248,394	
	51003 P/T SALARIES								
	LANDRY, LEO						WIRING INSPECTOR	\$23,636	
	BI	5	28.3000	HRLY	x 16 hrs/wk				
	SHERMAN, ALLAN						GAS&PLUMBING INSPECTOR	\$23,636	\$47,272
	BI	5	28.3000	HRLY	x 16 hrs/wk				
	SUBSTITUE INSPECTORS <i>(No additional budget)</i>								
	ALESSE, JOHN						WIRING INSPECTOR	\$0	
	BI	5	28.3000	HRLY					
	GEBHART, JOSEPH						WIRING INSPECTOR	\$0	
	BI	4	26.9300	HRLY					
	BOTTAZZI, STEVEN						GAS&PLUMBING INSPECTOR	\$0	
	BI	2	24.4300	HRLY					
	51140 OVERTIME						Meeting Minutes		\$5,600



## VETERANS - 5430

		<b>FY16 ACTUAL</b>	<b>FY17 BUDGET</b>	<b>FY17 YTD 11/30/2016</b>	<b>FY18 PROPOSED</b>	<b>FY18 TA PROPOSED</b>
10543002	<b>52: EXPENSES: PURCHASE OF SERVICES</b>					
	52100 CONTRACTUAL SERVICES	\$32,419	\$34,000	\$32,033	\$34,000	\$34,000
	52185 VETERANS BENEFITS	\$7,000	\$10,000	\$0	\$10,000	\$10,000
	<b>SUBTOTAL</b>	<b>\$39,419</b>	<b>\$44,000</b>	<b>\$32,033</b>	<b>\$44,000</b>	<b>\$44,000</b>
	<b>54: EXPENSES: SUPPLIES</b>					
	54100 SUPPLIES	\$3,000	\$4,000	\$0	\$4,000	\$4,000
	<b>SUBTOTAL</b>	<b>\$3,000</b>	<b>\$4,000</b>	<b>\$0</b>	<b>\$4,000</b>	<b>\$4,000</b>
	<b>EXPENSES TOTAL</b>	<b>\$42,419</b>	<b>\$48,000</b>	<b>\$32,033</b>	<b>\$48,000</b>	<b>\$48,000</b>
	<b>DEPARTMENT TOTAL</b>	<b>\$42,419</b>	<b>\$48,000</b>	<b>\$32,033</b>	<b>\$48,000</b>	<b>\$48,000</b>



## COUNCIL ON AGING - 5460

### FY18 BUDGET DETAIL

(Based on 52.2 weeks)

10546001	51: PERSONNEL SERVICES								SALARY
	51001 SALARIES								
	SECORD, JULIE				COUNCIL ON AGING DIRECTOR				\$84,381.27
	G7B	10	46.1857		HRLY				
	HATTON, SUSAN				OUTREACH COORDINATOR				\$44,105.32
	N3	10	29.1355		HRLY-29				
	GREENWOOD, NANCY				DEPARTMENT ASSISTANT				\$51,331.76
	C14	10	28.0962		HRLY-35				\$179,818.35
	51003 P/T SALARIES								
	LEVINE, SHAWNA				PROJECT COORDINATOR				\$27,374.68
	N3A	10	29.1344		HRLY x 18 hrs/wk				\$27,374.68
	<b>PERSONNEL SERVICES SUBTOTAL</b>								<b>\$207,193.03</b>
10546002	52: EXPENSES: PURCHASE OF SERVICES								
	52100 CONTRACTUAL SERVICES								\$300
	52112 TRAINING & EDUCATION								\$0
	52113 TRAVEL								\$0
	52114 DUES, SUBSCRIPTIONS, MEMBERSHIPS								\$1,400
	52116 EQUIPMENT REPAIR								\$0
	52130 PRINTING								\$0
	52136 TRANSPORTATION								\$14,700
	52149 TAX WORKOFF								\$28,600
	<b>SUBTOTAL</b>								<b>\$45,000</b>
	54: EXPENSES: SUPPLIES								
	54100 SUPPLIES								\$6,000
	54118 OFFICE SU								\$0









7) Budget

3. New Position Requests

FY 18 REQUESTS FOR NEW POSITIONS OR POSITION MODIFICATIONS

NEW

<u>Dept</u>	<u>Position</u>	<u>Request</u>	<u>#</u>	<u>Est Total Cost</u>	<u>Comments</u>
* Fire	Firefighter	FT	4	402,616	1 Firefighter per shift *
Police	Police Officer	FT	1	95,316	1 new Police Officer
Conservation	Asst Conservation Adm	PT - 19 hrs	1	30,992	Not benefits eligible
Health	Sr. Clerk	PT - 17 hrs	1	19,625	Not benefits eligible
Recreation	Recreation Asst.	PT - 19 hrs	1	20,000	Not benefits eligible

Subtotal 568,549

\* [REVISED REQUEST TO 2 FF]

MODIFIED

<u>Dept</u>	<u>Position</u>	<u>Request</u>	<u>#</u>	<u>Est Total Cost</u>	<u>Comments</u>
Conservation	Department Asst.	PT to FT	1	7,592	29 hrs to 35 hrs
Health	Sr. Clerk	PT to PT	1	4,135	15 hrs to 18 hrs

Subtotal 11,727

Estimated Total Request 580,276

7) BUDGET  
NEW POSITIONS

**Balmer, Nan**

---

**Subject:**

FW: Personnel Board

PERSONNEL BO.

---

**From:** Senchyshyn, John

**Sent:** Tuesday, December 06, 2016 5:01 PM

**To:** Balmer, Nan

**Subject:** Re: Personnel Board

The Personnel Board had a brief discussion and will finalize their recommendation on 12/19.

They acknowledged that all the requests appear to be legit.

I suggested that they try to separate the Public Safety requests from the other departments. They are sympathetic to the police & fire requests, but acknowledge there is a considerable expense attached to them.

I suspect they will agree to the additional 6 hours for Conservation and the additional 4 hours for the BOH for the existing positions. I don't think they will recommend the 2 new part time positions requested.

Some are skeptical about the Rec request, but if it is funded by the revolving fund, they will probably support it. However, in talking with Brian, he's not convinced there are sufficient funds to support the position in the revolving fund given Rec's spending plans.

You are welcome to share with the BOS as long as you relay it as my opinion of where I think the PB may go.

I had a very similar conversation with Lea this morning. She too asked about the PB's opinion on the new positions.

# 7. Budget

## USE OF AMBULANCE FUND

Update December 8, 2016

	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Beginning-Balance	\$ 1,329,144.83	\$ 1,124,144.83	\$ 650,451.23	\$ 642,142.87	\$ 516,432.02	\$ 458,472.93	\$ 342,069.58	\$ 217,286.73	\$ 34,192.19	\$ (67,147.97)	\$ (151,666.21)
Revenue	\$ 750,000.00	\$ 775,000.00	\$ 783,000.00	\$ 790,577.50	\$ 798,483.28	\$ 806,468.11	\$ 814,532.00	\$ 822,678.12	\$ 830,904.90	\$ 839,213.95	\$ 822,678.12
Projected additional revenue		\$ 30,000.00	\$ 30,300.00	\$ 30,603.00	\$ 30,909.03	\$ 31,218.12	\$ 31,530.30	\$ 31,845.60	\$ 32,164.06	\$ 32,485.70	\$ 32,810.56
Refunds	\$ 80,000.00	\$ 75,000.00	\$ 60,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
GF indirect support	\$ 360,000.00	\$ 474,000.00	\$ 474,000.00	\$ 474,000.00	\$ 474,000.00	\$ 474,000.00	\$ 474,000.00	\$ 474,000.00	\$ 474,000.00	\$ 474,000.00	\$ 474,000.00
Ladder Bond payback	\$ -	\$ 114,000.00	\$ 100,000.00	\$ 100,000.00	\$ 90,000.00	\$ 90,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	\$ 70,000.00	\$ 70,000.00
Engine Bond Payback						\$ 90,000.00	\$ 90,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00
JCC Radios	\$ 25,000.00										
Rescue Pumper	\$ 490,000.00										
Car 1	\$ -	\$ 65,000.00									
Ambulance purchase (bond)	\$ -	\$ 305,000.00					\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00
Portable Radios						\$ 50,000.00					
PPE	\$ -		\$ -	\$ 75,000.00							
Station 2 upgrade		\$ 75,000.00									
Replace Car 2 (duty Officer)					\$ 75,000.00						
Replace Car 4				\$ 55,000.00							
JCC FA equip upgrade											
2 FF/medics		\$ 170,693.60	\$ 187,608.36	\$ 192,891.35	\$ 198,351.40	\$ 200,089.58	\$ 201,845.15	\$ 203,618.27	\$ 205,409.12	\$ 207,217.89	\$ 209,044.74
<b>TOTAL EXPENSES</b>		<b>\$ 1,203,693.60</b>	<b>\$ 761,608.36</b>	<b>\$ 896,891.35</b>	<b>\$ 837,351.40</b>	<b>\$ 904,089.58</b>	<b>\$ 920,845.15</b>	<b>\$ 987,618.27</b>	<b>\$ 914,409.12</b>	<b>\$ 906,217.89</b>	<b>\$ 908,044.74</b>
Ending-Balance	\$ 1,124,144.83	\$ 650,451.23	\$ 642,142.87	\$ 516,432.02	\$ 458,472.93	\$ 342,069.58	\$ 217,286.73	\$ 34,192.19	\$ (67,147.97)	\$ (151,666.21)	\$ (254,222.27)

**NOTES:**

- 1) Actual pricing on equipment for 2018 and 2019, years beyond are only estimates and will be updated annually
- 2) Assumes billing rate schedule does not change. Current rates are based on maximum Medicare allowed rates.
- 3) Revenue has been projected to increase 1% each year.
- 4) Ladder Bond Payback will be adjusted once payment schedule is fixed
- 5) Engine bond payback will be adjusted once figures are available.
- 6) FF/Medic costs are increased 1.0% each year (subject to CBA) and includes 4 step raises

THIS PLAN FUNDS 2 NEW FF PLUS EQUIPMENT (THRU DEBT)  
VIA AMBULANCE FUND



FIREF: DATA

	Population	Housing	FF Line Staff	Total	Emergency Calls	Rank	Per Capita	Rank	Calls per Resident	Rank	FF staff per capita	Call staff	Rank	% of pop. Over 65	Rank
Ashland	17,573	6744	21	\$ 2,516,014	2,081	7	\$ 143	9	0.12	9	0.0012	Y	9	10.9%	8
Hopkinton	16,674	5698	27	\$ 2,556,198	1,980	8	\$ 153	8	0.12	8	0.0016	Y	6	7.9%	9
Duxbury	15,483	6055	21	\$ 2,775,697	2,519	2	\$ 179	7	0.16	5	0.0014	Y	7	16.3%	4
Maynard	10,676	4544	20	\$ 2,014,486	1,900	9	\$ 189	6	0.18	3	0.0019	Y	3	12.8%	5
Sudbury	18,874	6221	32	\$ 3,584,000	2,186	6	\$ 190	4	0.12	7	0.0017	N	4/5	12.2%	7
Wayland	14,444	5384	24	\$ 2,751,400	2,402	3	\$ 190	5	0.17	4	0.0017	N	4/5	16.5%	3
North Reading	15,636	5691	20	\$ 3,046,041	2,272	5	\$ 195	3	0.15	6	0.0013	Y	8	12.4%	6
Westwood	16,055	5691	36	\$ 3,703,895	3,065	1	\$ 231	2	0.19	2	0.0022	N	2	18.2%	1
Weston	12,057	3959	28	\$ 3,159,801	2,397	4	\$ 262	1	0.20	1	0.0023	Y	1	17.8%	2

- Housing Units** - Number of housing units taken from most recent census data 2011 - 2015
- FF line staff** - Number of firefighter/EMT's on the line staff
- Total** - total fire related budgets
- Emergency calls** - Total number of emneergency fire and EMS calls
- Rank** - ranks communities from highest to lowest number
- Per Capita** - population divided by total budget column
- Calls per resident** - total calls divided by number of residents. Gives indication of frequency of calls by resident.
- FF Staff per capita** - Total line staff divided by total population
- Call staff** - Indicates if department has supplemental call firefighting staff
- % of pop. over 65** - % of population over 65 based upon census data (2010)
- Adding Staff** - Department is currently in the process of trying to add fire department staff

## 8) GOALS

DATE: DECEMBER 12, 2016  
TO: BOARD OF SELECTMEN  
FROM: NAN BALMER, TOWN ADMINISTRATOR  
RE: GOALS: 2016 - 2017

### **RECOMMENDED ACTION:**

### **REVIEW AND COMMENT ON TOWN ADMINISTRATOR'S GOALS**

### **BACKGROUND:**

Attached is a draft goal statement for 2016 / 2017. It is in the same Vision / Goal / Objective / Action format used last year. For easier reading, below are the recommended projects for next year:

1. Rivers Edge Project: Manage Next Steps Through Construction
2. Affordable Housing Creation: Develop Organization and Management Program
3. Finance: Improve Day to Day Operations, Including Warrant Approval Procedures
4. Finance and General Town Management: Develop Recommendations for Improved Staff and Governance Structure
5. Finance: Develop Finance Policies and Standardized Budget Procedures and Process
6. Finance: Update Revolving Fund Structure
7. General Management:
  - a. Develop Action Plan Including Measurable Goals for Each Department / Performance Evaluation
  - b. Improve permitting processes / IT Project
  - c. Improve Town Building / Work Flow
8. Town Meeting: Improve Process for Development of Warrant Articles
9. Communications: Provide Quarterly Newsletter
10. Transparency: Open Meeting Law, Public Records and Ethics Training and Procedural Reviews.

I would especially appreciate hearing the Board's suggestions on any projects I should personally take on regarding Town Center and improving communications with the community.



## STATEMENT OF VISION, GOALS, OBJECTIVES AND ACTIONS

DECEMBER 12, 2016

### TOWN ADMINISTRATOR'S VISION OF THE ROLE OF TOWN ADMINISTRATOR IN WAYLAND TOWN GOVERNMENT

- The Town Administrator provides administrative leadership under the policy direction of the Board of Selectmen to Wayland town government, within the bounds of local and state law, Board policy, and the International City Managers Code of Ethics. The Town Administrator has a duty to remain apolitical, act under the direction of the Board of Selectmen as a whole, and act in the best interests of the town as a whole.
- The Town Administrator's chief role is to provide all available facts and information to the Board of Selectmen that is relevant to Board decisions and assists the Board, through the Board Chair, in managing effective decision-making processes. The Town Administrator makes policy recommendations to the Board.
- The Town Administrator supports the work of town boards and committees, respecting their diverse responsibilities and independent authority as legally elected entities, standing committees, and advisory committees.
- The Town Administrator is responsive to inquiries from the public and promotes a culture of respect for the public within the organization.
- The Town Administrator and Assistant Town Administrator and Department Heads manage the operations of the town within the authority and policies set by appointed and elected bodies, while promoting an organizational culture of teamwork, communication, mutual respect and accountability.

### GOALS, OBJECTIVES, AND ACTIONS

**GOAL 1:** SUSTAIN AND IMPROVE THE QUALITY OF LIFE IN WAYLAND

**OBJECTIVE A:** Provide well designed market rate and affordable rental housing at Rivers Edge at reasonable cost to the town.

***ACTION:*** *Working under the Board of Selectmen, and with the support of legal counsel, work on the next steps including issuance of Notice of Award, execution of Development Agreement and provide support and management as required and appropriate through project construction.*

**OBJECTIVE B:** Provide new affordable housing.

**ACTION:** *Working through a CPA funded affordable housing consultant, support the work of the town's housing committees to develop new affordable housing and to comply with state legal requirements for affordable housing.*

**GOAL 2:** ASSURE THAT LOCAL GOVERNMENT RESOURCES ARE USED RESPONSIBLY AND EFFICIENTLY

**OBJECTIVE A:** Create a cohesive financial management group that is in compliance with MA General Law and serves the needs of the town.

**ACTION:** *Work collaboratively with the Finance Team to carry out the recommendations of the Collins Center Report including implementation of new information technology changes and applications; respond to Auditor's Management letter.*

**OBJECTIVE B:** Develop a management structure that improves town decision-making and management.

**ACTION:** *Working through a Steering Committee and using a Community Compact Grant, develop recommendations to improve the town's management structure.*

**OBJECTIVE C:** Develop and improve town financial policies and procedures.

**ACTION:** *Working through a Steering Committee and using a Community Compact Grant, develop recommended financial policies on the use of free cash, issuance of debt and decisions on investment; develop a standard process and forms to prepare the annual operating and capital budget; develop an informational report on weekly expense warrants.*

**ACTION:** *Working with boards and committees and Town Counsel, update the Town's Revolving Fund structure as allowed under the Municipal Modernization Act and provide the Board with a recommended Town Meeting article.*

**OBJECTIVE D:** Continuously improve the effectiveness of town services to the public.

**ACTION:** *Develop an action plan including measurable objectives for all departments. Institute a performance evaluation program for regular personnel incorporating information from boards and committees.*

**ACTION:** *Work together with Annual Town Meeting Article proponents and Finance Committee to improve the presentation of articles in the warrant.*

**GOAL 3:** IMPROVE THE RESPONSIVENESS OF WAYLAND TOWN GOVERNMENT

**OBJECTIVE A:** Create public awareness about the actions of the Board of Selectmen and the activities of town departments.

**ACTION:** *Provide residents with information about local government through a quarterly newsletter and periodic programs broadcast on WayCam.*

**OBJECTIVE B:** Provide efficient permitting processes that are user friendly for the public.

**ACTION:** *Through a team approach with the permitting departments, identify and develop ways to insure the permitting process is coordinated among departments and user friendly for the applicants.*

**OBJECTIVE C:** Create a culture of open government within all town departments.

**ACTION:** *Plan and institute a program to increase compliance with the open meeting, public records and ethics laws including training for staff and volunteers, adoption of board of selectmen policies and / or town by-laws and systematic communication with appointed and elected bodies.*

**OBJECTIVE D:** Improve Town Building working environment for staff and residents.

**ACTION:** *Working with Facilities Director, develop a manageable plan to work toward more efficient use of Town Building.*

*Accepted by Board of Selectmen:*

2017 ANNUAL TOWN MEETING  
POTENTIAL ARTICLES AS OF DECEMBER 12, 2016

STANDARD ARTICLES

1. RECOGNIZE CITIZENS AND EMPLOYEES FOR PARTICULAR SERVICE TO THE TOWN
2. PAY PREVIOUS FISCAL YEAR UNPAID BILLS
3. CURRENT YEAR TRANSFERS
4. OPEB FUNDING
5. FY 2016 OMNIBUS BUDGET
6. COMPENSATION FOR TOWN CLERK
7. PERSONNEL BYLAW AND WAGE & CLASSIFICATION PLAN
8. CHOOSE TOWN OFFICERS
9. ACCEPT GIFTS OF LAND
10. SELL OR TRADE VEHICLES AND EQUIPMENT
11. RESCIND AUTHORIZED BUT UNISSUED DEBT
12. HEAR REPORTS
13. CPC: SET ASIDE COMMUNITY PRESERVATION FUNDS FOR LATER SPENDING

PLANNING BOARD ARTICLES/ZONING BY-LAW CHANGES

14. TEAR DOWN
15. BUILDING HEIGHT
16. LIMITED SITE PLAN REVIEW
17. ACCEPT PRIVATE ROADS
18. WIRELESS
19. FUNDING FOR ZONING BY-LAW UPDATE (UNCERTAIN)

POTENTIAL BOARD OF SELECTMEN ARTICLES

20. CREATE APPOINTED RATHER THAN ELECTED TOWN CLERK POSITION
21. MUNICIPAL MODERNIZATION ACT: REVOLVING FUNDS
22. FUND CONSTRUCTION OF PERMANENT TURN RESTRICTIONS ON GLEZEN LANE
23. BY-LAW CHANGES REGARDING TOWN BUDGET PROCESS AND TOWN ORGANIZATION
24. AMEND BY-LAW TO REQUIRE TAXPAYERS TO BE IN GOOD STANDING  
AS CONDITION OF APPLICATION FOR LICENSES AND PERMITS
25. BLANKET LANGUAGE TO REDUCE THE AMOUNT BORROWED OR SET ASIDE THE BOND  
PREMIUM FOR A FUTURE CAPITAL PROJECT (MUNICIPAL MODERNIZATION ACT)

POTENTIAL ARTICLES FROM OTHER PUBLIC BODIES OR PETITIONERS

26. CONSERVATION COMMISSION: CONFIRMATORY TAKING: WAYLAND COMMONS
27. LIBRARY PROJECT / GRANT ACCEPTANCE
28. COA: FUND NEXT STEP IN PROJECT
29. HISTORICAL COMMISSION: DEMOLITION DELAY BYLAW
30. BOPW: ACQUIRE ACCESS EASEMENT FROM HABITAT FOR HUMANITY
31. ASSESSORS: REQUIRE DEADLINE FOR CIRCUIT BREAKER APPLICATIONS TO BE SAME AS  
ALL EXEMPTION APPLICATIONS
32. MORATORIUM / RESOLUTION - RECREATIONAL MARIJUANA
33. BAN ON PLASTIC BAGS FROM RETAIL STORES
34. ALLOW RESIDENT ALIENS TO VOTE AT TOWN MEETING
35. CLARIFICATION BY-LAW ALLOWING NON – RESIDENT TOWN OFFICIALS TO SPEAK AT TOWN MEETING
36. WAIVE DOG LICENSE FEES FOR PERSONS OVER 65
- 37 – 42. CPC PROJECTS: BOS: MELLEEN LAW OFFICE RENOVATIONS, BOS: HOUSING CONSULTANT, SC: TENNIS COURT, REC: OXBOW  
MEADOWS SITE CONSTRUCTION, REC: DUDLEY WOODS WALKING TRAILS, HC: ADDITIONAL WORK ON TOWN CLOCK



**Possible Article for ATM 2017  
For consideration by the Board**

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 amending 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.~~ These individuals may answer specific questions raised by any voter upon the Moderator's approval. 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.

**From:** George Harris <[geoharris2@gmail.com](mailto:geoharris2@gmail.com)>  
**Sent:** Wednesday, November 30, 2016 5:50 PM  
**To:** Karlson, Cherry  
**Subject:** Possible Article for ATM

Hi Cherry,

Under Article 2 at the recently concluded STM, voters amended Chapter 36, Section 18 of the Town Code by adding Town Counsel to the list of town officials who may attend and sit on the floor of Town meetings and answer questions.

I have several concerns with the wording. First, these town officials may choose to answer questions on their own, even when voters have not specifically requested them to respond to questions. Second, the question on the floor is whether to adopt the motion before the body. Is that one of the questions any of the named town officials may choose to respond to whenever they like? Third, the wording invites any voter to ask the opinion of Town Counsel on any matter. For example, if the moderator makes a ruling on the floor, any voter may ask Town Counsel's opinion as to the wisdom or legality of the ruling or of the motion or anything for that matter. This can be disruptive of the meeting.

Therefore, I suggest the following rewording:

Insert a period after "sit on the floor of town meetings" and delete

"and answer questions." Insert the following new sentence, "These individuals may answer specific questions raised by any voter upon the Moderator's approval." This keeps the Moderator in charge of the meeting.

This amendment would be best offered by the Selectmen, I think. But if that is not the Board's desire, I would be pleased to do so by petition. In any event, please feel free to discuss with your Board and let me know the outcome. If you have any misgivings about the above, do not hesitate to let me know. Thank you.

Best regards,  
George

**FROM APRIL 2006 ANNUAL TOWN MEETING AND  
APRIL 2011 ANNUAL TOWN MEETING**

---

**ARTICLE 23: AUTHORIZE LOCAL VOTING RIGHTS FOR PERMANENT  
RESIDENT ALIENS RESIDING IN WAYLAND**

*Proposed by: Petitioners*

To determine whether the Town will vote to instruct the Board of Selectmen to file with the legislature a request for a special act entitled, An Act authorizing local voting rights for permanent resident aliens residing in Wayland, as follows:

Section 1. Notwithstanding the provision of section one of chapter fifty-one of the General Laws, or any other general or special law, rule or regulation to the contrary, residents of the town of Wayland who are aliens lawfully admitted for permanent residence in the United States and who meet all qualifications for registering to vote except U.S. citizenship, may, upon application, have their names entered on a register of qualified permanent resident alien voters and may thereafter vote in any election for local offices, local ballot questions, and at Town Meeting.

Section 2. The Wayland Board of Selectmen is authorized to formulate regulations and guidelines to implement the purpose of this act.

Section 3. Nothing in this act shall be construed to confer upon permanent resident aliens the right to vote for any state or federal office or any state or federal ballot question.



**ARTICLE FOR ANNUAL TOWN MEETING**

SPONSOR: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TELEPHONE/Day: \_\_\_\_\_

TELEPHONE/Evening: \_\_\_\_\_

BOARD VOTE: \_\_\_\_\_ DATE OF VOTE: \_\_\_\_\_

TITLE: \_\_\_\_\_

COST: \_\_\_\_\_ NO COST: \_\_\_\_\_ COST ESTIMATE AVAILABLE ON: \_\_\_\_\_

TEXT:

COMMENTS:

PROS:

CONS:

SIGNATURE OF CHAIR \_\_\_\_\_ DATE \_\_\_\_\_



# 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  
November 21, 2016  
Wayland Town Building, Selectmen's Meeting Room  
41 Cochituate Road, Wayland**

**Attendance:** Lea T. Anderson, Mary M. Antes, Louis M. Jurist, Cherry C. Karlson, Joseph F. Nolan (arrived 6:10 p.m.)

**Also Present:** Town Administrator Nan Balmer

**A2. Call to Order by Chair** Chair C. Karlson called the meeting of the Board of Selectmen to order at 6:01 p.m. in the Selectmen's Meeting Room of the Wayland Town Building, 41 Cochituate Road, and noted the meeting will likely be broadcast and videotaped for later broadcast by WayCAM. M. Antes announced the Dedication Ceremony for the Habitat for Humanity home at 95 Stonebridge Road on Friday, December 2, at 11:00 a.m. C. Karlson said there will also be a dedication ceremony for the installation of the solar panels at the Wayland High School on December 2, and there will be a Tree Lighting Ceremony at the Wayland Town Center on Saturday, December 3, from 4:00 to 6:00 p.m.

**A11. Review Potential Annual Town Meeting Articles** The Board reviewed a list of potential articles for the 2017 Annual Town Meeting, including articles carried over from last year, and new articles regarding the Municipal Modernization Act and changes to the budget process. C. Karlson advised that the article regarding Library construction should consist of an approval of submission of the grant, and authorization to accept the grant if awarded. M. Antes noted there was interest in re-submitting the 2006 Annual Town Meeting Article, "Authorize Local Voting Rights for Permanent Resident Aliens Residing in Wayland." L. Jurist noted the need to resurface the High School track, and the Board discussed the proper funding source.

J. Nolan arrived at 6:10 p.m.

**A1. Enter into Executive Session Pursuant to Massachusetts General Laws Chapter 30A, Section 21a(3), to Discuss Strategy with Respect to Pending Actions regarding 150 Main Street LLC v. Zoning Board of Appeals, Nelson v. Conservation Commission (two cases), Bernstein, et al v. Planning Board, et al, Boelter, et al v. Board of Selectmen, Moss, et al v. Lingleys and Town, West Beit Olam Corporation v. Board of Assessors, and Brigham, et al v. Greenaway** At 6:10 p.m., C. Karlson moved, seconded by M. Antes, to enter into executive session pursuant to Massachusetts General Laws Chapter 30A, Section 21a(3), to discuss strategy with respect to pending actions regarding 150 Main Street LLC v. Zoning Board of Appeals, Nelson v. Conservation Commission (two cases), Bernstein, et al v. Planning Board, et al, Boelter, et al v. Board of Selectmen, Moss, et al v. Lingleys and Town, West Beit Olam Corporation v. Board of Assessors, and Brigham, et al v. Greenaway. The Chair declares that a public discussion of these matters may have a detrimental effect on the bargaining, negotiating or litigating position of the town. Roll call vote: YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0. Chair C. Karlson invites attendance by Town Administrator Nan Balmer, Town Counsel Mark Lanza, Town Planner Sarkis Sarkisian, Zoning Board of Appeals Associate member Linda Segal, and Executive Assistant MaryAnn DiNapoli. The Board will reconvene in open session in approximately forty-five minutes.

The Board returned to open session at 6:37 p.m.

**A15. Minutes: Review and Vote to Approve Minutes of October 24, 2016** The Board reviewed and made edits to the minutes of October 24, 2016. L. Anderson moved, seconded by M. Antes, to approve the minutes as amended of October 24, 2016. YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

**A16. Review and Approve Consent Calendar (See Separate Sheet)** M. Antes moved, seconded by J. Nolan, to approve the consent calendar. YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

**A13. Town Administrator Salary Review** The Chair reported that the Board held an executive session on Oct. 24 to consider the Town Administrator's salary. At that time they reviewed the results of a Town Administration compensation survey of comparable towns, which placed Wayland near the low end of the list in compensation. The Board was uniform in its opinion on improving N. Balmer's compensation and wanted to offer her a salary of \$158,000, effective September 8, 2016. N. Balmer said she was comfortable with that offer and accepted. M. Antes moved, seconded by J. Nolan, to approve a new salary of \$158,000 for the Town Administrator effective September 8, 2016. YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

**A3. Public Comment** Scott Walter, 100 Draper Road, proposed a child care initiative for Wayland parents to use during Annual Town Meeting. He stated that he is with the group "Wayland Dads" who came up with this idea to increase town meeting participation. He proposed that it would happen during two sessions of ATM and that the town could use current student resources.

**A4. Mainstone Farm: Approve and Sign Purchase and Sale Agreement for Acquisition of Mainstone Farm Conservation Restrictions** Gretchen Schuler, Chair of the Community Preservation Committee, stated that they are asking the Board to approve and sign the purchase and sale for Mainstone. She stated that they would be signing in two places. C. Karlson said that the other parties have signed the purchase and sale agreement and that this brings the town closer to an anticipated closing date of next March. J. Nolan thanked G. Schuler for her work on Mainstone. M. Antes moved, seconded by Joe Nolan, that the Board approve and sign the purchase and sale agreement for acquisition of Mainstone Farm Conservation Restrictions. YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

**A5. Community Preservation Act Application: Historic Preservation: Meet with Historical Society to Discuss Mellen Law Office Repairs: Vote to Approve Application for CPA Funds to Repair Molly Faulkner, President of the Wayland Historical Society, discussed the need to go before town meeting to request CPA funds to repair the Mellen Law Office. She said that it would give the Historical Society a chance to highlight something that residents are not aware of. She stated that it would be an opportunity for the Historical Society, Historic District Commission, Historical Commission, and Town to invest in something that's precious and acts as a wonderful placeholder for the Town. She stated that the cost of the repairs will be \$30,000. J. Nolan suggested that any left over money could go towards a plaque. M. Antes moved, seconded by L. Anderson, that the Board approve the application from the Historical Society for CPA funds to repair the Mellen Law Office. YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.**

**A6. Tax Classification and Recapitulation Hearing** C. Karlson opened the tax classification hearing at 7:18 p.m. The Board was joined by Board of Assessors member, Jayson Brodie, Director of Assessing, Ellen Brideau, and Administrative Assessor, Jessica Marchant. J. Brodie stated that the purpose of the hearing was

to adopt the town's tax policy by allocating or classifying the tax levy among the property types. J. Brodie described the property assessment review, the classification percentages, and the new growth in Wayland. He stated that new growth was primarily from residential. Any new residential growth in FY18 will come from additions to existing dwellings. He said the commercial side is not expected to have strong growth in FY18. He reviewed how the tax rate is calculated, and the classification options being presented for consideration. He stated that the tax rate should be \$18.14.

Finance Committee member George Uveges recommended a single rate and a residential tax factor of one. C. Karlson asked if there was any discussion from the public. There was none.

L. Jurist moved, seconded by M. Antes, to establish the residential tax factor of one. YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0. L. Jurist moved, seconded by L. Anderson, not to adopt a Residential Exemption. YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0. L. Jurist moved, seconded by M. Antes, not to adopt a Small Commercial Exemption. YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

The Board was joined by Finance Director Brian Keveny to review the FY17 tax recapitulation sheet. He reviewed the spending appropriations from town meeting votes, funding sources, local receipts, expenses, enterprise fund balances, community preservation funds, and free cash. He stated that he will be reviewing this all with DOR.

C. Karlson closed the hearing at 7:58 p.m.

**A7. Pole Hearing: Petition from Mobilitie, LLC, for the Purpose of Obtaining a Grant of Location to Install a New Utility Pole** C. Karlson opened the pole hearing at 7:15 p.m. J. Nolan moved, seconded by L. Anderson, to continue the pole hearing to 7:50 p.m. YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

C. Karlson continued the hearing at 7:58 p.m. regarding the petition from Mobilitie, LLC, for the purpose of obtaining a Grant of Location to install a new utility pole in the right of way west of the intersection of Boston Post Rd. and Pelham Island Rd. with electricity connection. The Board was joined by James George from Mobilitie.

J. George discussed his plan of either placing a new utility pole in the right of way west of the intersection of Boston Post Rd. and Pelham Island Rd. or placing a small attachment on top of an existing pole. He said that this would be for the company Sprint. He stated that he will follow existing height ordinances and it will be aesthetically pleasing.

C. Karlson pointed out the 2 items from the correspondence section in the Board packet from the Historical Commission and the DPW. The Historical Commission wants to keep that space open and the DPW said that there is a water main in that area.

J. George said he will have to withdraw his application due to the new information presented by the DPW about the water main. He stated that he would like to come back with a new course of action. He stated that if he finds an appropriate town-owned pole for an attachment he will come before the Board again. If the town doesn't own an appropriate pole he will go before the Planning Board.



M. Lowery asked if the town has bylaws that dictate and describe what wireless facilities are. He stated that it seems J. George's application favors one wireless carrier over others. M. Lowery urged the Board to consider a new bylaw that would apply to these new types of technology. Ed Collins, Plain Road, urged the Board to read the bylaws and warned that if J. George is permitted to do this any other carrier will be able to do the same thing in the same area.

C. Karlson closed the hearing at 8:27 p.m.

**A8. Library Project: Vote to Transfer Custody of 193/195 Main Street to Wayland Board of Library Trustees and Wayland Recreation Commission** Library Board of Trustee Chair, A. Gennis, introduced Dana Mastroianni, the new Library Director, to the Board. C. Karlson thanked all three boards (Library Trustees, Recreation Commission, and School Committee) for the effort it took to find a solution. The agreement was signed on Oct. 13 by the Recreation Commission, Oct. 17 by the School Committee, and Oct. 19 by the Board of Library Trustees. A. Gennis stated that the BOPW voted the night of Oct. 19 on a conditional transfer. She said the proposal gives the Library the portion of the lot on the western side where the potential new Library will be built. The parcel east will be under the jurisdiction of the Recreation Commission. The driveway portion will be transferred to the School Committee. A. Gennis said this had to be done in order to get a physical location for an address for the grant application.

L. Anderson moved, seconded by L. Jurist, that the Board of Selectmen (1) determine, pursuant to Massachusetts General Laws Chapter 40, Section 15A, that the parcel of Town-owned land on Main Street (Route 27), Wayland, Massachusetts being part of 195 Main Street, Wayland, Massachusetts, containing 1.24 acres, more or less, as described in a deed dated June 15, 1944 and recorded with the Middlesex South Registry of Deeds in Book 6775, Page 355, with the structures thereon, is no longer needed for general municipal purposes; and (2) pursuant to the vote of the 2016 Annual Town Meeting under Article 17 of the Warrant for said meeting, transfer the care, custody, management and control of: a.) the portion of said parcel of land, with the structures thereon, under the Board of Selectmen's jurisdiction shown as "Area to be Transferred to Care and Custody of the Library Trustees 2.3 Acres ±" on the unrecorded plan entitled "Plan of Land in Wayland, Massachusetts Showing Jurisdictional Boundaries At The Highway Garage", dated October 12, 2016, prepared by the Town of Wayland Massachusetts Town Surveyor's Office to the Board of Library Trustees for library purposes, effective upon the receipt of grant award from the Commonwealth of Massachusetts and a town meeting appropriation for the construction of a new town library on said land so transferred for library purposes; and b.) the portion of said parcel of land, with the structures thereon, under the Board of Selectmen's jurisdiction shown as "Area to be Transferred to Care and Custody of the Recreation Commission 1.9 Acres ±" on said plan to the Recreation Commission for recreation purposes, effective upon the receipt of the approval of a plan and a town meeting appropriation for the construction of a recreational facility on said land so transferred for recreation purposes. YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

**A9. Community Preservation Act Application: Housing: Vote to Approve CPA Application for \$20,000 for Consultant and Legal Expenses.** N. Balmer asked the Board to vote to approve a CPA application for \$20,000 to cover the costs of a Housing Consultant and Legal Expenses. This was suggested in the Housing Report by Consultant Karen Sunnarborg. N. Balmer said it would be an annual payment if approved. L. Anderson said that it is in line with what the Board has heard and with what the Housing Report suggested. L. Anderson moved, seconded by L. Jurist, to approve the CPA application for \$20,000 for Consultant and Legal Expenses. YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

**A10. Review Draft Recommendation for FY18 Operating Budget and Financial Plan**

N. Balmer thanked the Finance Committee and Finance Director B. Keveny for their help and expertise. N. Balmer said that B. Keveny has been very consistent about his message regarding how the town should manage its finances. She said the document presented to the Board incorporates his theme. She said he has been successful moving the town towards an incremental approach in how the town handles finances. This would be something new for Wayland but she believes it's essentially stated in the code. She said the following actions represent long-term financial strategies. The Board is required to forward those budgets under its control to the Finance Committee by Dec. 15. N. Balmer then discussed the three main elements of the FY18 Operating Budget and Financial Plan draft. She said that stabilization, managing debt prudently, and the tax rate is what B. Keveny has been strong on. She said that this year should be considered a transition year.

N. Balmer stated that the Board may want to bring departments back for more discussions by the Dec. 12<sup>th</sup> BoS meeting. B. Keveny discussed Wayland's history of use of free cash and reviewed where current free cash is located and what it's used for. B. Keveny stressed the importance of communicating to residents how the budget fits into a broader long-term plan for the town if the Finance Committee goes forward with it. He said this plan represents Moody's financial best practices.

N. Balmer stated that this budget assumes similar level of services and doesn't include any new positions. L. Anderson stated that there might be an instance where an additional position is necessary.

**A12. Update on River's Edge and Vote to Extend the RFP Schedule** N. Balmer asked the Board for a vote to amend the schedule for notice of award to February 1<sup>st</sup>. She stated that the economic impact analysis is under way. She said the DPW has provided some info about the laydown area and Chairman C. Brown is asking the Board to communicate with them and let them know when they should start expending money for the laydown area. N. Balmer said that the next step with water is contacting The Sudbury Water District to talk about a possible interconnect. J. Nolan asked if the town has applied for MassGrants. N. Balmer said she will look into it. She said that the School Department has provided an update on a permanent parking place and they are asking the Board to allow bus parking at the current River's Edge site until June. The Board is not sure if that would be agreed on in the future River's Edge contract and don't want to give an answer until they know. N. Balmer said she will work on answering the question.

M Antes moved, seconded by J. Nolan, to amend the schedule for the River's Edge Request for Proposal to extend the dates for 1) Issuance of a notice of award to February 1, 2017, 2) Execution of a land disposition agreement by March 3, 2017, 3) Completion of due diligence period by June 1, 2017, and 4) Completion of local and state permitting and closing by March 1, 2018.. YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

**A14. Discuss and Vote to Approve Contract with KP Law; Vote to Appoint Attorney Mark Lanza as Special Counsel** C. Karlson stated she and N. Balmer and L. Anderson met with M. Lanza and KP Law and talked about current and future items. J. Nolan moved, seconded by L. Anderson, to approve and sign a contract effective December 5, 2016 with KP Law to serve as town counsel for the town of Wayland. YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

J. Nolan moved, seconded by L. Anderson, to appoint Mark Lanza effective December 5, 2016 to serve as special counsel at the rate of \$175 an hour for the specific cases below and as authorized by the Town Administrator on a case by case basis to assist with the transition to KP Law as new town counsel.

YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

**A17. Review Correspondence (See Separate Index Sheet)** The Board reviewed the week's correspondence. J. Nolan said the letter from the Carroll School was very polite but he still thinks the Board should meet with them and discuss what kind of contributions they plan to make to the community. He stated that it doesn't have to be a PILOT program. L. Anderson stated that the mowing near gas pipeline was handled very well by Kinder Morgan.

**A18. Report of the Town Administrator** N. Balmer reported that the final version of The Collins Center report is in the Board's dropbox and they will be coming to talk to the Board soon. She said the Finance team is beginning a discussion about how to apply the report's recommendations. N. Balmer said they have applied for state grants to look at the organization of the town. C. Karlson noted there have been two reports from consultants that have stated issues with the decentralized structure of the town. The Board stated that the proposed sign for the solar installation is fine but needs to either be made smaller or the font made bigger. C. Karlson discussed the The Children's Way sign and the Board is supportive of the idea that it be added to existing sign. C. Karlson discussed the opinion from special counsel that states part of the Library property is located on land with restrictions. This is the same opinion offered by town counsel, Mark Lanza.

**A19. Selectmen's Reports and Concerns** J. Nolan reported that the MetroWest Regional Transit Authority will be unveiling a Vietnam Veterans Memorial on Nov. 27 at noon. He invited the Board to attend. L. Anderson said she attended Wayland's Veteran's Day Ceremony and briefly spoke. M. Antes went to most recent MetroWest Regional Collaborative where people were talking about the TIP (Transportation Improvement Program). They are looking for new ideas. J. Nolan stated that the town's DPW Director should be looking into that. C. Karlson said that she and M. Antes attended the recent Raytheon meeting. She also attended the Waste Water Management District meeting. J. Nolan asked about updates on a new DPW Director. N. Balmer said that the process has been delayed a bit but they are in talks with a candidate. She said they have found a new Conservation Director.

**A20. Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any** The Chair said, "I know of none."

**A21. Adjourn** There being no further business before the Board, L. Jurist moved, seconded by L. Anderson, to adjourn the meeting of the Board of Selectmen at 10:05 p.m. YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

**Items Distributed for Information and Use by the Board of Selectmen at the Meeting of November 21, 2016**

1. Plan of Land in Wayland Massachusetts showing Jurisdictional Boundaries at the Highway Garage
2. Free Cash Analysis, Five-Year Project, November 21, 2016 from Finance Director Brian Keveny
3. Email of 11/21/16 from Mike Lowery, Board of Public Works, to Board of Selectmen, re: Comments on Pole Location Hearing for Grant of Location for Mobilitie LLC



**Items Included as Part of Agenda Packet for Discussion During the November 21, 2016 Board of Selectmen's Meeting**

1. Memorandum of 11/15/16 from Gretchen Schuler, Chair, Community Preservation Committee, to Nan Balmer, Town Administrator, re: Mainstone P&S Agreement
2. Community Preservation Act Project Application for Mellen Law Office
3. Backup Materials for Tax Classification and Recapitulation Hearing
4. Memorandum of 11/18/16 from Sarkis Sarkisian, Town Planner, to Board of Selectmen re: Mobilite Pole Hearing and Application
5. Motion for Library Project
6. Memorandum of 11/18/16 from Nan Balmer, Town Administrator, to Board of Selectmen, re: Housing Application to Community Preservation Committee
7. Memorandum of 11/18/16 from Nan Balmer, Town Administrator, to Board of Selectmen, re: Fiscal Year 18 Operating Budget and Financial Plan
8. List of Potential Articles for the 2017 Annual Town Meeting as of November 21, 2016, and Draft Schedule
9. Memorandum of 11/21/16 from Nan Balmer, Town Administrator, to Board of Selectmen re: River's Edge Project
10. FY17 Town Manager Salary Survey
11. Memorandum of 11/21/16 from Nan Balmer, Town Administrator, to Board of Selectmen, re: Contract with KP Law PC
12. Draft Minutes of October 24, 2016
13. Report of the Town Administrator, November 18, 2016

**TOWN ADMINISTRATOR'S REPORT**

**WEEK ENDING DECEMBER 9, 2016**

**COMMUNITY COMPACT GRANTS**

Attached are the work scopes for the Community Compact Grants on town management structure and town financial policies and procedures.

**RIVERS EDGE**

A draft Economic Impact Analysis will be issued for review and comment the week of 12/12 and will be ready for issuance before the end of the month so that the Board move toward a potential Notice of Award, followed by execution of a Land Development Agreement (LDA).

**LETTER OF SUPPORT TO ISLAMIC CENTER**

Draft letter attached.

**CHILDREN'S WAY SIGN**

Please see attached request from John Senchyshyn that the Board consider whether the lettering on the Children's Way Sign be in blue or black.

**HEALTH INSURANCE TRANSITION**

Update from Mr. Senchyshyn attached.

**TOWN CLOCK**

Community Preservation chair Gretchen Schuler asks for the Board's support to fund \$600 annual maintenance costs for the Town Clock beginning in 2020 before CPC invests funds next year in additional clock repair.



**EDWARD J. COLLINS, JR. CENTER FOR PUBLIC MANAGEMENT**  
JOHN W. MCCORMACK GRADUATE SCHOOL OF POLICY AND GLOBAL STUDIES  
UNIVERSITY OF MASSACHUSETTS BOSTON

100 Morrissey Boulevard  
Boston, MA 02125-3393  
P: 617.287.4824  
F: 617.287.5566  
[mccormack.umb.edu/centers/cpm](http://mccormack.umb.edu/centers/cpm)  
[collins.center@umb.edu](mailto:collins.center@umb.edu)

Nan Balmer  
Town Administrator  
Town of Wayland  
41 Cochituate Road  
Wayland, MA 01778

December 5, 2016

Dear Ms. Balmer:

The Edward J. Collins, Jr. Center for Public Management is pleased to present two proposals to the Town of Wayland for work that follows up our recently completed Review of Financial Policies and Procedures of the Town. These proposals are: (1) Development of financial policies, and (2) Analysis of the Management structure/Financial management structure of the Town. While the proposals included here are distinct, we envision that the work will occur concurrently.

The Center was established in 2008 in the McCormack Graduate School of Policy and Global Studies to further the public service mission of the University of Massachusetts Boston. The Center provides technical assistance to municipalities and state agencies on all aspects of public management.

The Center is a Massachusetts state government entity. Consequently, the laws of the Commonwealth do not require the Town and the University to engage in a statutory procurement process before executing a contract.

Please review the proposals that follow, and let us know if you have any questions. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Michael Ward'.

Michael Ward  
Director of Municipal Services  
Edward J. Collins, Jr. Center for Public Management  
McCormack Graduate School of Policy and Global Studies  
UMass Boston  
Edward J. Collins, Jr. Center for Public Management  
McCormack Graduate School of Policy and Global Studies, UMass Boston

**Task 6: Presentation of draft policies and final report**

If requested, the project team will attend a meeting to make a presentation on the financial policies, including the process followed and the content of the proposed policies.

**2. Timeline**

This engagement will begin in January 2017. It is estimated that the project will last approximately five to six months. A sample timeline appears below.

<b>Event</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>
<b>Task 1: Kick-off meeting</b>	X					
<b>Task 2: Interviews and data collection</b>		X	X			
<b>Task 3: Preparation of draft policies and report</b>			X	X		
<b>Task 4: Meeting(s) to discuss draft policies and report</b>				X		
<b>Task 5: Revision of draft policies and final report</b>					X	
<b>Task 6: Presentation of draft policies and final report</b>						X

## **2. Timeline**

This engagement will begin in January 2017. It is estimated that the project will last approximately five to six months. A sample timeline appears below.

<b>Event</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>
<b>Task 1: Kick-off meeting</b>	X					
<b>Task 2: Interviews and data collection</b>		X	X			
<b>Task 3: Preparation of draft report</b>			X	X		
<b>Task 4: Meeting(s) to discuss draft report</b>				X		
<b>Task 5: Development of final report</b>					X	
<b>Task 6: Presentation of final report</b>						X

DRAFT

TAA: LTR TO  
ISLAMIC  
CENTER



# 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

December 12, 2016

Dr. Ghiath Reda  
Islamic Center of Boston  
126 Boston Post Road  
Wayland MA 01778

Dear Imam Reda,

The Wayland Board of Selectmen affirms its support for the Islamic Center of Boston and its role in the life of the Town of Wayland. As a board, we are distressed that the Islamic Center received hateful correspondence. We want you to know we stand by you and support you as our good neighbors. Please know that we join with you in opposition to hate and intolerance and are glad the Islamic Center of Boston is a part of the Wayland community.

Sincerely,

Board of Selectmen

\_\_\_\_\_  
Cherry C. Karlson, Chair

\_\_\_\_\_  
Lea T. Anderson, Vice Chair

\_\_\_\_\_  
Mary M. Antes

\_\_\_\_\_  
Louis M. Jurist

\_\_\_\_\_  
Joseph F. Nolan



TAR: CHILDRENS  
WAY SIGN

DATE: December 12, 2016  
TO: Board of Selectmen  
FROM: John Senchyshyn, Asst. TA/HR Director  
RE: The Children's Way (TCW) Sign Request

**REQUESTED MOTION:**

**NONE**

**BACKGROUND:**

On 11/21/17 I notified the Board of TCW's request for a sign at the entrance to the driveway entering Town Building from Rt.27. The Board was agreeable to obtaining quotes on the project.

We reached out to Safe Sign, which is the company that provided the recently installed signs at various points around Town Building. A copy of their design proposal and cost estimate is attached. I believe adding the address to sign is an improvement.

Ben Keefe shared the information with Katy Merrell, Director of TCW. She was pleased with the design, (as are Ben, Chief Irving and myself). Katy offered to fund \$500.00 of the \$2,540.00 total. The balance would be charged to the Town Building budget.

The existing sign is wood and will likely need to be replaced within 2 years. The replacement sign will be a synthetic material and have a much longer life span.

Before placing any order, approval of the Historic District Commission would be secured. Please let us know if the Board is agreeable to replacing the sign.





38 Lowell Road, Westford, MA 01886

Phone: (978) 692-2114 Toll-Free: (866) 692-2114  
StaySafeTraffic@aol.com www.StaySafeTraffic.com

December 6, 2016

Town of Wayland, Facilities  
Benjamin Keefe  
41 Cochituate Road  
Wayland, MA 01778

Dear Ben,

Stay Safe Traffic Products, Inc. is pleased to present to you the following quotation, including:

(1) 60" x 42" x 1" carved PVC, black on white, with border to read:  
WAYLAND TOWN BUILDING 41 Cochituate Road

(2) 60" x 8.25" x 1" carved PVC, black on white w/border  
(1) to read: VETERANS MEMORIAL  
(1) to read: CHILDREN'S WAY

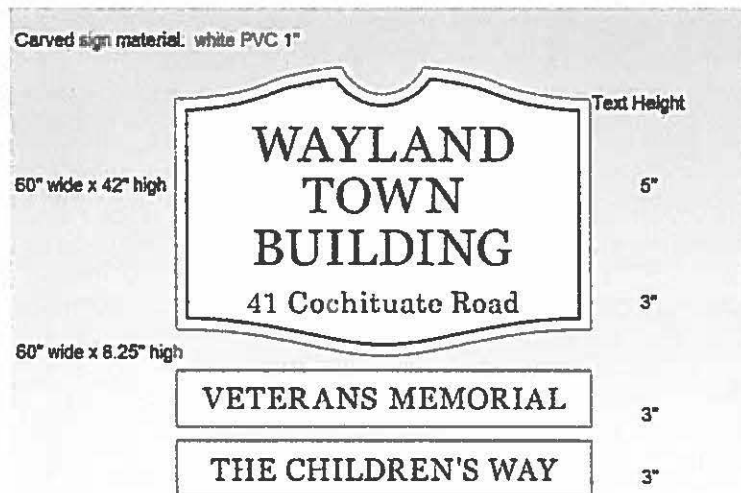
(2) Interlocking\*\* post kits, including  
4" x 4" x 10' pressure treated post  
PVC Sleeve  
Square PVC post cap  
Aluminum angle brackets\*\*\*, includes installation hardware

\*\*interlocking for the WAYLAND TOWN BUILDING sign only

\*\*\*for the mounting of the supplemental signs:

VETERANS MEMORIAL, THE CHILDREN'S WAY

**Total Amount, Delivered to Wayland, MA: \$2,540.00**



Respectfully Submitted,

  
Catherine Schoenenberger  
President

Via email: [bkeefe@wayland.ma.us](mailto:bkeefe@wayland.ma.us)

TAR: HEALTH INS.  
TRANSITION

DATE: December 12, 2016  
TO: Board of Selectmen  
FROM: John Senchyshyn, Asst. TA/HR Director  
RE: HEALTH INSURANCE TRANSITION – JANUARY 1, 2017

**REQUESTED MOTION:**

**NONE**

**BACKGROUND:**

I'd like to provide the Board with an update on the health insurance conversion from the Rate Saver Plans (RSPs) to the Benchmark Plans (BPs). The transition will be effective on 1/1/17.

Summary

A total of 515 employees and non-Medicare retirees are enrolled in RSPs through 12/31/16. 511 are moving to BPs on 1/1/17. Four dropped off the plans. A total of 54 enrollees migrated to Fallon's Direct and Select Plans.

For the RSP to BP transition, the Town's projected monthly expense for non-Medicare premiums will be reduced by \$64,894, which equates to an annual Town savings of \$778,728. The original projected non-Medicare savings presented to the BOS was \$740,000. It appears that we achieved the targeted savings.

The savings represent only premiums for non-Medicare plans. Please remember that Medicare costs are separate and run on a CY cycle. The CY 17 premium increase will take place on 1/1/17.

Included in the Board packet is a summary of the enrollment changes and the effect on premium expenditures.

Mitigation

The savings for transitioning to the BPs is before mitigation. The PEC agreement calls for the Town to pay employees and non-Medicare retirees who convert to a BP on 1/1/17, \$450,000 in mitigation through 6/30/19. Given the savings that will be generated for the balance of FY17, and given the total anticipated turnback of the health insurance line on 6/30/17 (projected at \$550,000 to include \$370,000 in BP savings effective 1/1/17 through 6/30/17), I suggest setting aside the entire \$450,000 in mitigation funds during FY 17. I have spoken with Brian Keveny, Finance Director, and he is researching the establishment of a mitigation fund. We don't anticipate a problem, but Brian is making certain. The mitigation funds could move into the account on a monthly basis while monitoring the total FY17 health insurance line expenditure. Future health insurance budgets would then be clear of any mitigation expenses.

### FY18 Budget

There are is little direction yet from the WSHG on FY18 rates. It is still quite early, but the general conversation is pointing to a double digit percentage increase in the health care industry, much of which is being driven by prescription drugs. In addition, claims for WSHG's most popular plan, Harvard Pilgrim, are exceeding budget. In that Harvard Pilgrim is a self-funded plan, the WSHG is responsible for the shortfall. Even with a double digit increase, I believe there is a strong possibility of a level funded health insurance budget for FY18.

As of now, no new positions are being included in the preliminary health insurance budget for FY18, nor are employee retirements and subsequent replacements being planned. Any such adjustments will affect the projection. The FY18 health insurance budget will likely remain a moving target until mid-February.



TOR: TOWN CLOCK  
MAINTENANCE

**TOWN OF WAYLAND**  
MASSACHUSETTS  
01778

**WAYLAND COMMUNITY PRESERVATION COMMITTEE**

TOWN BUILDING  
41 COCHITUATE ROAD  
(508) 358-3621  
WWW.WAYLAND.MA.US

GRETCHEN SCHULER, CHAIR  
WOODY BASTON  
MAUREEN CAVANAUGH  
ANNA MELIONES  
IRA MONTAGUE  
ELISA SCOLA  
JOHN SULLIVAN  
SUSAN WEINSTEIN

TO: Cherry Karlson, Chair, Wayland Board of Selectmen  
Dave Watkins, Chair, Wayland Finance Committee

CC: Nan Balmer, Town Administrator  
Elisa Scola, Chair, Wayland Historical Commission

FROM: Gretchen G. Schuler, Chair, Community Preservation Committee

RE: Town Clock at Community Methodist Church, Cochituate

DATE: December 8, 2016

---

As you know, CPA funds were approved to repair the works of the Cochituate town-owned clock at ATM 2016. The \$29,000 has been spent to make those repairs; however when installing the new works and preparing to paint the clock faces it was discovered that all four clock faces are rotted beyond repair and will have to be refabricated. Thus there will be an application for CPA funds for close to \$30,000 to be used to refabricate all four faces. The CPC will consider this application on December 14, 2016 and if endorsed will be proposed for approval to the 2017 ATM.

The Historical Commission has been committed to the need for a maintenance plan in order to protect this investment. A maintenance plan was presented by the Verdin Company, which made the initial repairs. Since this is a town-owned clock and is being restored with Wayland CPA funds it seems appropriate that the town will absorb the cost of the maintenance on a yearly basis beginning in FY2020.

This memo to the Board of Selectmen and the Finance Committee is to inform you of this need and to request that the town assist the Historical Commission in carrying out its recommendation of protecting the town's investment in the clock. A consensus of your boards that \$600 be put into the annual budget to maintain the clock and a recommendation as to how that can be implemented is the goal of this memo. The repairs will not be completed until Summer 2017, thus it will not be necessary to "maintain" the clock for at least two years after the clock has been restored to working order.

If there is another process that should be followed to obtain funds to maintain the clock into the future, please inform the Community Preservation Committee and the Historical Commission. This is an expense that CANNOT be covered by CPA funding. Thank you for your attention to this matter.





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, December 12, 2016**  
**Selectmen's Meeting Room**  
**Wayland Town Building**  
**41 Cochituate Road Wayland**

## REVISED CONSENT CALENDAR

1. Vote the Question of Approving and Signing the Weekly Payroll and Expense Warrants
2. Vote the Question of Approving the Invoice from Fougere Planning and Development Inc., December 3, 2016, Invoice 14-86, Consulting – Fiscal Report: \$2,562.00
3. Vote the Question of Approving the Following License Renewals for 2017:
  - Coach Grill (BBRG TR LLC), 55 Boston Post Road: Liquor License On Premise All Alcoholic, Common Victuallers License
  - China Rose LLC dba China Rose, 15 East Plain Street: Liquor License On Premise All Alcoholic, Common Victuallers License, Entertainment License
  - Takara Japanese Restaurant (Zheng Group Inc.), 15 Elissa Way: Liquor License On Premise All Alcoholic, Common Victuallers License
4. Vote the Question on Approving the Notification to the Town Clerk to Place on the Ballot for the 2017 Annual Town Election the Position of Planning Board Member for a Three (3) Year Term and a Planning Board Associate Member for a Two (2) Year Term
5. Vote the Question of Approving the Application to Sell Wine at the Wayland Winter Farmers' Market at Russell's Garden Center, 397 Boston Post Road, for Aaronap Cellars LLC, Noel Powell, Manager, on Saturday, January 21, 2017, and Saturday, February 11, 2017, from 10:00 p.m. to 2:00 p.m.
6. Vote the Question of Approving the Request from BBRG TR, LLC dba Coach Grill, for an Extension of the Hours during which Alcoholic Beverages may be Sold, New Year's Eve, from a 12:00 a.m. Midnight Closing Hour on Saturday, December 31, 2016, to a 1:00 a.m. Closing Hour on Sunday, January 1, 2017
7. Vote the Question of Approving the Adoption of the Confirmatory Order of Taking by Eminent Domain - 107 Old Sudbury Road
8. Vote the Question of Approving the Appointment of the Following Individuals as Records Access Officers for the Town of Wayland:
  - MaryAnn DiNapoli, General Government
  - Dr. Paul Stein, School Department
  - Chief Robert Irving, Police Department
  - Chief David Houghton, Fire Department
  - John Senchyshyn, General Administration

# *FOUGERE PLANNING & DEVELOPMENT Inc.*

*Mark J. Fougere, AICP*

253 Jennison Road Milford, New Hampshire 03055

phone: 603-315-1288 fax: 603-249-9314

email: Fougereplanning@comcast.net

December 3, 2016

Invoice

14 - 86

Town of Wayland  
Ms. Nan Balmer, Town Administrator  
41 Cochituate Road  
Wayland, MA 01778

RE: Consulting – Fiscal Report  
Phase One Contract Cost: \$4,500 - \$5,500  
Bill to date: \$0

Below is the Invoice for Planning Services for the work completed for this period:

**To date, the following tasks have been completed:**

- a. Current baseline community data was collected including population, household housing unit types.
- b. Town and school budgets were reviewed to examine department funding and cost trends. Existing demand on services were reviewed. Interviews took place town administration officials to obtain a firm understanding of finances and operations.
- c. Working with Assessing Officials and reviewing similar project types (and others if deemed necessary), projected project values were developed. Based on these findings, projected local tax revenue were developed.
- d. Five years of school enrollment trends, by grade level will be reviewed, school enrollment estimates were developed.
- e. Based on these findings, interviews occurred including Fire, Police, Town Tax Collector and Town Administration to discuss potential department impacts and cost ramifications.

**Total:           \$2,562**

Due Upon Receipt

# MEMORANDUM

**To:** Board of Selectmen  
**From:** MaryAnn DiNapoli  
**Date:** December 12, 2015  
**Re:** 2017 Licensing

---

The following licensees have met the required fire and building code conditions and are ready to be approved.

---

Coach Grill (BBRG TR LLC)	55 Boston Post Road	Liquor License On Premise All Alcoholic
China Rose LLC dba China Rose	15 East Plain Street	Liquor License On Premise All Alcoholic
Takara Japanese Restaurant (Zheng Group Inc.)	15 Elissa Way	Liquor License On Premise All Alcoholic
Coach Grill (BBRG TR LLC)	55 Boston Post Road	Victualler License
China Rose LLC dba China Rose	15 East Plain Street	Victualler License
Takara Japanese Restaurant (Zheng Group Inc.)	15 Elissa Way	Victualler License
China Rose LLC dba China Rose	15 East Plain Street	Entertainment License

---





# TOWN OF WAYLAND

MASSACHUSETTS  
01778

TOWN CLERK  
Beth R. Klein  
[bklein@wayland.ma.us](mailto:bklein@wayland.ma.us)

ASSISTANT TOWN CLERK  
Diane M. Gorham  
[dgorham@wayland.ma.us](mailto:dgorham@wayland.ma.us)

TOWN BUILDING  
41 COCHITUATE ROAD  
Wayland, MA 01778

TEL: 508-358-3630  
508-358-3631  
FAX: 508-358-1683  
[www.wayland.ma.us](http://www.wayland.ma.us)

TO: Board of Selectmen  
From: Beth R. Klein, Town Clerk  
DATE: December 12, 2016  
RE: RESIGNATION OF ELECTED OFFICIAL

Per MGL c. 41 s. 10 – “No election shall be held for any office pursuant to this section unless the Selectmen file with the Town Clerk notice of an election for such office not less than fifteen days before the last day to submit nomination papers to the registrars of voters for certification.”

In order for the position of Planning Board Member for a three (3) year term and the position of Planning Board Associate Member for a two (2) year term to be placed on the ballot for the March 28, 2017 Annual Town Election, the Selectmen must submit written notice to the Town Clerk by January 23, 2017. February 7, 2016 is the deadline for submission of nomination papers.

We, the Board of Selectmen for the Town of Wayland, hereby notify the Town Clerk this date to place on the ballot for the 2017 Annual Town Election the position of Planning Board Member for a three (3) year term and Planning Board Associate Member for a two (2) year term.

Cherry C. Karlson, Chair \_\_\_\_\_

Joseph F. Nolan \_\_\_\_\_

Mary Antes \_\_\_\_\_

Lea T. Anderson \_\_\_\_\_

Louis Jurist \_\_\_\_\_

Date: \_\_\_\_\_

APPLICATION BY A FARMER WINERY FOR LICENSE TO SELL AT A  
FARMER'S MARKET  
(CH.138, §15F)

YEAR 20

16

**1. Licensee Information:**

Name of Applicant:  ABCC License Number:   
(If Existing Licensee)

Mailing Address:  Business Name (d/b/a if different):   
City/Town:  State:  Zip:   
Manager of Record:  Phone Number of Premises:   
Other Phone:  Email:  Website:

Contact Person concerning this application (attorney if applicable):

Name:  City/Town:  State:  Zip:   
Address:  Email:   
Contact Number:  Fax Number:

**2. Event Information:**

A. Farmer's Market licenses are only permitted at events that the Department of Agriculture has certified as Agricultural Events.  
Please attach document from Department of Agricultural Resources certifying that this is an agricultural event.

Date(s) of Event:

B. Contact person for applicant during event:

Name:

Phone number of contact:

C. Description of the premises within the Farmer's Market:

Address of Premises for the Sale of Wine:

City/Town:  State:  Zip:  Phone Number of Premises:

Describe Area to be Licensed:

**APPLICATION FOR LICENSE BY A FARMER WINERY TO SELL AT A  
FARMER'S MARKET  
(CH.138, §15F)**

**3. Existing License(s) to Manufacture, Export and Sell at Retail:**

List the license(s) you hold which authorize the manufacture, exportation and retail sale of wine to consumers: (Attach a copy of each license)

Name	License Type	License Address
Aaronap Cellars LLC	Federal Basic Permit MA-W-20535	28 Carlisle Road, Westford, MA 01886
Aaronap Cellars LLC	MA Farm Winery #FW-LIC-000084	28 Carlisle Road, Westford, MA 01886

**4. Are you providing, without charge, samples of wine to prospective customers?**

Yes  No

*Section 15F specifically requires that "all samples of wine shall be served by an agent, representative or solicitor of the licensee."*

**A. If yes, please provide names and addresses of all agents, representatives and solicitors:**

Name	Address	ABCC License Number
Noel A Powell	28 Carlisle Road, Westford, MA 01886	FW-LIC-000084

**B. Proof of Age for Sale to Consumers:**

Please identify all methods by which you will obtain proof of age before providing samples or making any sales of wine to consumers :

check valid state issued identification card or passport for proof of legal drinking age

**5. Transportation and Delivery:**

Please identify in detail all persons or businesses that are licensed under M.G.L. c. 138, §22 that will be making any delivery of wine on your behalf to the Farmer's Market in Massachusetts.

Noel A Powell, CEO & Manager of Aaronap Cellars LLC, Transportation License #TR-LIC-001358

\*If additional space is needed, please use last page.

**APPLICATION FOR LICENSE BY A FARMER WINERY TO SELL AT A  
FARMER'S MARKET  
(CH.138, §15F)**

**6. Safety and Tax Registration:**  
Has the Farmer's Market registered with the Food and Drug Administration? Yes  No  Registration Date:

**7. Disclosure of License Disciplinary Action:**  
Have any of the your licenses to sell alcoholic beverages ever been suspended, revoked or cancelled? Yes  No   
If yes, list said interest below:

Date	License	Reason why license was Suspended, Revoked or Cancelled

Pursuant to M.G.L. Ch. 62C, Sec. 49A, I certify under the penalties of perjury that, I have filed all state tax returns and paid all state taxes required under law. I further understand that each representation in this application is material to the determination of the application and state under penalty of perjury that all statements and representations therein are true.

Note: The LLA may require additional information.

Signature

Title

Date

THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



Department of Agricultural Resources

251 Causeway Street, Suite 500, Boston, MA 02114  
617-626-1700 fax: 617-626-1850 www.mass.gov/agr



CHARLES D. BAKER  
Governor

KARYN E. POLITO  
Lt. Governor

MATTHEW A. BEATON  
Secretary

JOHN LEBEAUX  
Commissioner

December 2, 2016

Noel Powell  
28 Carlisle Rd  
Westford, MA 01886

Re: Certification of Agricultural Event Pursuant to M.G.L. c. 138, Section 15F

Dear Mr. Powell

Please be advised that your application for certification of Wayland Winter Market, from January 7th to March 11<sup>th</sup> 2017 from 10:00 am to 2:00 pm as an agricultural event pursuant to M.G.L. c. 138, Section 15F has been approved.

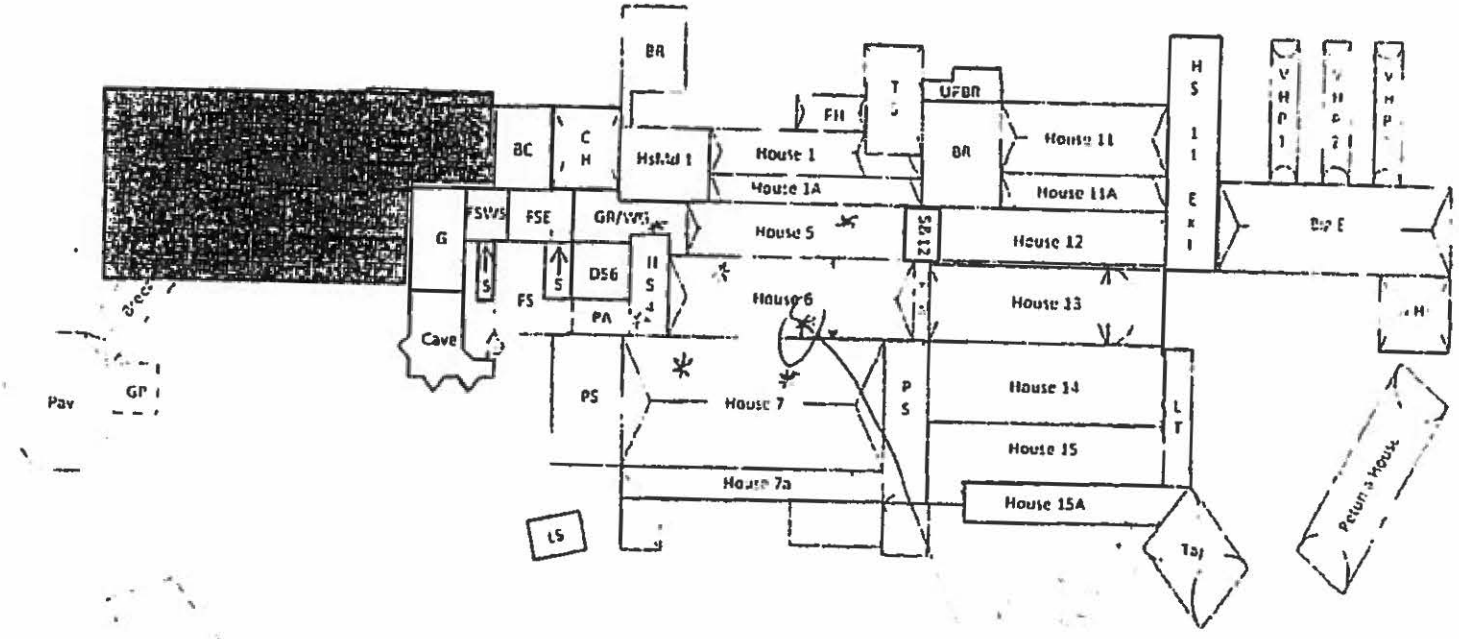
Please remember that, upon certification of an agricultural event by MDAR, the farm-winery must submit a copy of the approved application to the local licensing authority along with the application for obtaining a special license from the city or town in which the event will be held. Upon issuance of a special license, the winery should confirm that a copy of the special license was sent by the local licensing authority to the Alcoholic Beverages Control Commission (ABCC) at least seven (7) days prior to the event.

Sincerely,

A handwritten signature in black ink, appearing to read "John Lebeaux", written in a cursive style.

John Lebeaux, Commissioner

BOSTON POST ROAD - 1001-1008



### Ground Level

- - - - Ground Level as accessible from lower parking

McDERMOTT  
QUILTY &  
MILLER LLP

28 STATE STREET, SUITE 802  
BOSTON, MA 02109

30 ROWES WHARF, SUITE 600  
BOSTON, MA 02110

December 1, 2016

**VIA ELECTRONIC MAIL (mdinapoli@wayland.ma.us)**

Mary Ann DiNapoli, Executive Assistant  
Office of the Board of Selectmen  
Town of Wayland  
41 Cochituate Road  
Wayland, MA 01778

**RE: Request for Extension of Closing Hour – New Year’s Eve  
C.V. 7-Day All Alcoholic Beverages License  
BBRG TR, LLC d/b/a Coach Grill  
55 Boston Post Road, Wayland, MA 01778**

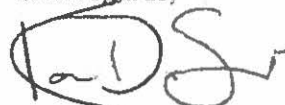
Dear Ms. DiNapoli:

As you are aware this office represents BBRG TR, LLC d/b/a Coach Grill (the “Licensee”). The Licensee hereby respectfully requests an extension of the hours during which alcoholic beverages may be sold from a 12:00a.m. midnight closing hour on Saturday, December 31, 2016, to a 1:00a.m. closing hour on Sunday, January 1, 2017.

We respectfully request that this matter be placed on the agenda of the next public hearing of the Board of Selectmen, which I understand is scheduled for December 12, 2016.

As always, thank you for your time and consideration. Please do not hesitate to contact me with any questions or requests for additional information.

Best regards,



Karen D. Simão, Esq.

KDS/lds



COMMONWEALTH OF MASSACHUSETTS  
TOWN OF WAYLAND

MIDDLESEX, ss.

ORDER OF TAKING - 107 OLD SUDBURY ROAD, WAYLAND, MASSACHUSETTS

WHEREAS, the Town of Wayland is a municipal corporation, duly organized and existing under the laws of the Commonwealth of Massachusetts, with offices at 41 Cochituate Road, Wayland, Middlesex County, Massachusetts; and

WHEREAS, pursuant to M.G.L. c. 40, § 14, the Special Town Meeting of the Town of Wayland held on November 15, 2006 voted to authorize the Board of Selectmen to take by eminent domain, the fee or any lesser interest, in the land described below for water purposes; and

WHEREAS, public necessity and convenience require that the Town of Wayland acquire the land described below for the aforesaid purposes.

NOW THEREFORE, the Board of Selectmen of the Town of Wayland, duly elected, qualified, and acting as such, on behalf of the Town, and by virtue of and in accordance with the authority of the vote under Article 8 of the Warrant for the Special Town Meeting legally called and held on November 15, 2016 and of the provisions of Chapter 40, Sections 14 and 41 of the Massachusetts General Laws, as amended, and of any and

every other power and authority hereunto in any way enabling it, does hereby take by eminent domain, pursuant Chapter 79 of the Massachusetts General Laws, on behalf of the Town of Wayland, the fee in that certain parcel of land situated on Old Sudbury Road in Wayland in the County of Middlesex and said Commonwealth, described as follows:

The premises known as 107 Old Sudbury Road, Wayland, Massachusetts, described as that certain parcel of land situated in Wayland in the County of Middlesex and said Commonwealth, bounded and described as follows:

SOUTHERLY           by Old Sudbury Road, three hundred seventy-five and 27/100 feet;

WESTERLY            by land now or formerly of Jeannette H. Russell, about one hundred twenty-two and 10/100 feet;

NORTHWESTERLY    by said Russell land, being the southerly edge of a Brook;

NORTHEASTERLY    by said Russell land, being the edge of Baldwin's Pond; and

EASTERLY           by land now or formerly of the Town of Wayland, about two hundred sixty-one and 63/100 feet.

All of said boundaries, except the water lines, are determined by the Court to be located as shown on a plan, as modified and approved by the Court, filed in the Land Registration Office, a copy of a portion of which is filed in the South Middlesex Registry District of the Land Court in Registration Book 282, Page 377, with Certificate 43657, (Plan No. 16924<sup>A</sup>).

All trees and structures located on said parcel of land are included in this taking.

Subject to all utility easements of record.

Said land is taken for water supply protection and preservation purposes and shall be held in the care, custody, management and control

of the Board of Public Works of Town of Wayland.

For authority, see attested copy of the vote of the November 15, 2016 Special Town Meeting of the Town of Wayland registered with the South Middlesex Registry District of the Land Court as Document No. \_\_\_\_\_.

This order of taking confirms and makes clear the Town of Wayland's title to said parcel of land which was conveyed to the Town by deed registered with the South Middlesex Registry District of the Land Court as Document No. \_\_\_\_\_.

**AND IT IS FURTHER ORDERED**, that damages are sustained by the person whose property is taken by this Order as shown on Schedule A, annexed hereto and made part hereof, and we accordingly award said damages. We hereby reserve the right to amend this award at any time prior to payment for good cause shown.

**AND IT IS FURTHER ORDERED**, that Town Counsel shall cause this Order of Taking to be registered in the South Middlesex Registry District of the Land Court and shall notify the Town Treasurer/Collector of this taking in accordance with M.G.L. c. 79, § 7F.

**IN WITNESS WHEREOF**, we, the duly elected and qualified Selectmen of the Town of Wayland, have hereunto set our hands this 12th day of December, 2016.



SCHEDULE A

ORDER OF TAKING - 107 OLD SUDBURY ROAD, WAYLAND, MASSACHUSETTS

<u>LOT # ON REF'D PLAN</u>	<u>OWNER &amp; PROP. INTEREST(S)</u>	<u>TITLE REF .*</u>	<u>DAMAGES</u>
N/A	Robert J. Dorey, Individually and as Executor of the Estate of Rita A. Dorey 41 Brookdale Road Natick, MA 01760	Cert. of Title No. 244736, Book 1373, Page 26	\$1.00

\*This title reference is to the South Middlesex Registry District of the Land Court.

**DATE:** December 12, 2016  
**TO:** Board of Selectmen  
**FROM:** John Senchyshyn, Asst. TA/HR Director  
**RE:** **PUBLIC RECORDS LAW – APPOINTMENT OF RECORDS ACCESS OFFICERS (RAOs)**

**REQUESTED MOTION:**

**I MOVE THAT THE BOARD OF SELECTMEN VOTE TO APPOINT THE FOLLOWING INDIVIDUALS AS RECORDS ACCESS OFFICERS FOR THE TOWN OF WAYLAND:**

**MARYANN DINAPOLI – GENERAL GOVERNMENT,  
DR. PAUL STEIN – SCHOOL DEPARTMENT,  
CHIEF ROBERT IRVING – POLICE DEPARTMENT,  
CHIEF DAVID HOUGHTON – FIRE DEPARTMENT,  
AND JOHN SENCHYSHYN – GENERAL ADMINISTRATION**

**BACKGROUND:**

On January 1, 2017 the new MA Public Records Law will take effect. The Law will have several nuances which are not in place today. One of those items is the designation of Records Access Officers. Under the Law:

- The "default" RAO is the Town Clerk, or the Clerk's designee, unless the "chief executive officer (BOS)" appoints a different, or additional, RAOs.
- The RAO must assist public records requesters, assist records custodians in maintaining records, and prepare guidelines explaining the public records request and response process (guidelines are required by July 1, 2017).

Given the requests that are made of the Town, I recommend the appointment of multiple RAOs:

- MaryAnn DiNapoli for general government inquiries – MaryAnn's job description has already been amended to serve in this capacity.
- Chief Robert Irving for all Police inquiries – The Police Department receives numerous inquiries for incident reports, traffic reports and arrest reports. Having a designee for just the Police Department will facilitate responses.
- Chief David Houghton for all Fire inquiries – The Fire Department receives numerous inquiries related to ambulance transports and medical billing, as well as non-medically related responses. Having a designee for just the Fire Department will

facilitate responses

- Dr. Paul Stein for all School inquiries. – The School Department’s inquiries are unique to education and the operation of the School Department and the School Committee. It is worth noting that under the Law, Schools fall under the jurisdiction of the Town with respect to records requests. Having the Superintendent be in charge of records requests will be helpful to the Town
- John Senchyshyn for general oversight purposes – Assist in moving Wayland through the challenges of the initial transition.

The multiple RAO approach was reviewed with Carolyn Murray, Town Counsel. She agrees with appointing multiple RAOs. I request the Board approve the appointment of the recommended RAOs for January 1, 2017.





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

**REVISED LIST OF PUBLIC DOCUMENTS PROVIDED TO  
THE BOARD OF SELECTMEN FROM DECEMBER 2, 2016,  
THROUGH AND INCLUDING DECEMBER 8, 2016,  
OTHERWISE NOT LISTED AND INCLUDED IN THE  
CORRESPONDENCE PACKET FOR DECEMBER 12, 2016**

**Items Distributed To the Board of Selectmen –December 2-8, 2016**

1. None

**Items Distributed for Information and Use by the Board of Selectmen at the  
Meeting of December 5, 2016**

1. Background Information on Fire Department Staffing from Fire Chief David Houghton
2. Wayland Facilities Five-Year Capital Plan Request

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

1. Application for a Change of Manager from BBRG TR, LLC dba Coach Grill, Received November 28, 2016
2. Application for a Change of Manager from Bertucci's Restaurant Corporation, Received November 30, 2016
3. Town of Wayland Financing Schedule, Proposed Bond Issue (Revised, December 5, 2016 with Debt Service Schedule and Preliminary Official Statement
4. Memorandum of 12/9/16 to Board of Selectmen re: FY16 Audit and FY15 Management Letter
5. Memorandum of 12/12/16 from Nan Balmer, Town Administrator, to Board of Selectmen, re: Payment in Lieu of Betterment (PILOB) TO Wastewater Management District Commission for 5 Concord Road (Library)
6. FY18 Budgets under the Board of Selectmen
7. Memorandum of 12/12/16 from Nan Balmer, Town Administrator, to Board of Selectmen, re: Goals 2016-2017
8. Potential Articles as of December 12, 2016, for the 2017 Annual Town Meeting
9. Draft Minutes of November 21, 2016
10. Report of the Town Administrator, December 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, December 12, 2016**  
**Selectmen's Meeting Room**  
**Wayland Town Building**  
**41 Cochituate Road Wayland**

## REVISED CORRESPONDENCE

### **Selectmen**

1. Public Comment, 12/7/16, Intersection of Parkland Drive and Grace Road
2. Public Comment, 12/8/16, Zoning Board of Appeals Hearing
3. Letter of 11/28/16 from Mark J. Lanza, Town Counsel, to Massachusetts Appeals Court, re: Boelter et al v. Wayland Board of Selectmen
4. Letter of 12/1/16 from Mark J. Lanza to Board of Selectmen re: Retirement/Resignation as Town Counsel
5. Email of 12/7/16 from Nan Balmer, Town Administrator, to the Chairs of All Boards, Committees, and Commissions, re: Town Counsel Transition
6. Memorandum of 12/8/16 from Beth R. Klein, Town Clerk, to Board of Selectmen and Department Heads, re: Office to be Elected at the 2017 Annual Town Election
7. Memorandum of 12/8/16 from Fire Chief David Houghton to Board of Selectmen re: Live Training on Draper Road
8. Director of Public Health Report, November 28, 2016
9. Monthly Report, Animal Control, November 2016
10. Monthly Report, Police Department, November 2016

### **Minutes**

11. Finance Committee, November 21, 2016

### **State**

12. Letter of 11/29/16 from Executive Office of Energy and Environmental Affairs to Nan Balmer, Town Administrator, re: Mainstone Farm CR Project, LAND #29
13. Letter of 12/5/16 from Board of Selectmen to Senator Richard Ross, Representative Carmine Gentile, and Representative Alice Peisch, re: Act Exempting all Police Personnel in the Town of Wayland Police Department from the Provisions of the Civil Service Law



**DiNapoli, MaryAnn**

---

**From:** Terrence Kane <tk119@aol.com>  
**Sent:** Wednesday, December 07, 2016 8:49 AM  
**To:** Selectmen  
**Subject:** Intersection of Parkland Dr. and Grace Rd.

There is no need for a new traffic island at this location, just some speeding tickets issued on Parkland Dr. should be sufficient. This has been an issue ever since the crew teams started maybe 10 years ago. I live on Maguire rd. and walk my dog on Parkland Dr. and see 1st hand some of the speeders and wave my hands to them to slow down and most do. Mostly happens when the high schools get out in mid afternoon and around 6 PM when practices end. I spoke with some Wayland town workers and they said even with a new island, Parkland Dr. will be a straight shot down the road-- will there be stop signs near this new island? Seems this will be a nuisance more for the neighbors and I've been told there have not been any accidents there anyways. This will obviously be a hard area to snow plow too if the island gets put in.

I am basically a life long resident and want to know who authorized this new plan. Exactly which Dept. has jurisdiction to make these decisions?? And when were they made? I also asked recently about taking down some rotten trees along some of Wayland's streets and got the most convoluted replies from some of the town employees. Where has Common Sense gone in this Town???? Please direct this letter to the proper Depts. Ref. these issues I've mentioned. thank You--- Terry Kane 508-653-5692

2

**DiNapoli, MaryAnn**

---

**From:** Balmer, Nan  
**Sent:** Thursday, December 08, 2016 8:56 AM  
**To:** DiNapoli, MaryAnn  
**Subject:** FW: here is my opus  
**Attachments:** draft 2 zba hear bos.docx

correspondence

---

**From:** Selectmen  
**Sent:** Thursday, December 08, 2016 8:18 AM  
**To:** Balmer, Nan  
**Subject:** FW: here is my opus

**From:** molly upton [<mailto:23mupton@gmail.com>]  
**Sent:** Tuesday, December 06, 2016 2:44 PM  
**To:** Selectmen  
**Subject:** here is my opus

this might help shed some light on some of the issues...

The BOS might want to have KP review this entire case...

I got to read the first part, on why my appeal should be heard.

NO issues pertaining to the process or the plans were discussed during the hearing, which lasted from 7 to 10:30 I think.

Molly

--

Please note my new email

[23mupton@gmail.com](mailto:23mupton@gmail.com)



## WHY MY APPEAL SHOULD BE HEARD

The purpose of having a town clerk stamp on the appeal within 30 days of the building permit decision “is that a record in the Clerk’s office should be available to furnish constructive notice to interested persons when the decision of the (Board of Appeals) has been challenged and may be overturned. (Rabin V. Taylor)

I submit that ample notice has been provided to the developer and that my appeal of the planning board decision, filed and stamped by town clerk Aug. 2, 2016 at 2:29 p.m. is conjoined with my appeal of the building permit that was filed with the building office when the town clerk’s office was closed. There is a copy in your files of the initially filed appeal.

For this reason, I submit my appeal of the building permit should be heard.

---

## MY STATUS

The plethora (11) of bylaws that are not complied with in the granting of this building permit warrants the expansion of the usual definition of an aggrieved party.

This is not a case of a single bylaw. This is a case that would render multiple bylaws virtually meaningless, setting a harmful precedent. By extension, it is easy to imagine future instances where additional bylaws are ignored.

The virtual abolition of many of these bylaws affects the entire town and will negatively impact property values, including mine, because it diminishes the town’s reputation as a well-run community. If this building permit stands, no longer will residents purchase or retain residences with the assurance that the town’s bylaws will be adhered to or enforced.

As owner of a parcel of land with one of the highest land values in town, I am especially vulnerable to deteriorating values that can come from our town’s diminished reputation as being well run and law abiding.

These days, fancy homes sell these days; but land not so much.

As taxpayers of no small sums, we deserve this assurance.

Therefore, the standard definition should be expanded to residents of Wayland. I am aggrieved.

I was not asked to pay a fee when I filed the appeal; instead it was suggested I request waiving the fee. When I learned the amount of the fee, I paid forthwith.

These appeals come at no small cost to this petitioner, both in filing fees, copying costs, and time.

=====

The zoning board is the last hope within town of the rule of law, and I also think the developer is truly better served by having these issues corrected here rather than undergoing the delay to take it to court.

---

One option is to have the ZBA rule to rescind the building permit.

However, I know of at least one instance in which the zoning board has **collaborated with the building commissioner**, with the resultant decision **by the building inspector** to rescind a building permit. Such an approach might be an appropriate means of ruling in this case. It would give the developer and a town one more chance to comply with more bylaws. This would be quicker and more effective than the next logical step from a formal ZBA ruling, which is court.

To give you an idea of the **impact** of this building permit, let me list and then explain in depth some of the bylaws ignored:

Those bylaws with a physical impact **Townwide:**

198-205.3 states Current bylaws apply (ignored)

198-104 Definition of lot lacks internal lines  
(there are many internal lines and lots)

Ch 158 Art. IV Scenic Road protection (driveway number and width)

198-506.8.1 and 198.606.2.1.6, 1198.102.1.1.3, and 198.507.1

Requirements for year round screening between Commercial and residential properties  
(such screening is lacking and may be jeopardized if parking reaches full complement)

The “screening” is low bushes and deciduous trees on the southern portion of Main and on West Plain. We’re all going to be looking at a large parking lot in Cochituate.

198-1106 Sidewalk should be on private property  
(W. Plain sidewalk is on town land... and could disappear if road is realigned as suggested by TEC to align with E. Plain.)

Those bylaws pertaining to process with an **impact Townwide:**

- 198-506.4 Reduced Parking for Commercial property requires special permit (none has been sought or granted.)
- 158-10 Requires public hearing for a Scenic Road alteration (did not occur)
- 198-6.2 Requires notification of public hearings (did not occur when condition 30 was removed and restrictive covenant was created)

---

---

Again, this case is not a matter of a single bylaw being ignored. It involves several bylaws and goes to the heart of reliable local governance.

---

---

## TOWNWIDE

For starters, the building permit decision violated a primal, fundamental bylaw: 198-205.3 that states current bylaws apply.

**§198-205.3** reads:

“No building permit may be issued under any application of any kind unless the plans and specifications that shall accompany such application, and the intended use of any building, structure **or lot** under such permit, shall be in all respects in conformity with the provisions of **this Zoning Bylaw.**”

[Amended 5-20-1990 ATM by Art. 13; 4-7-2011 ATM by Art. 19]

<http://www.ecode360.com/12360820>

The 2016 permit referenced a long-ago (1972) ZBA variance that the restaurant, Finnerty’s, could expand its building despite proximity to the lot line, and the building commissioner stated “It appears reasonable to determine



that the several legal lots that constitute the past and present plan have merged for zoning purposes by virtue of the permitted past commercial used controlled by decision #72-28.”

Exhibit 12 , 11 (p.3)

Is there a case law, or bylaw to support this **stretch of the imagination?** -- From a variance for proximity to a lot line for a building to be demolished to now, in 2016, the building at issue is a new structure, with a different usage, located in a different section of the property. I submit that this logic harms the strength of all Wayland bylaws.

Simply put, the old bylaw and variance do not apply because the buildings and usage are new and **different and §198-205.3 replaces prior bylaws.**

### **Lots Not Consolidated.**

~~In addition,~~ The permit, dated July 10, 2016, violates the current definition of **198-104 -- Lots** which reads:

“An area of land in one ownership with definite external boundaries and **without** any other legal boundaries or lines that are **internal** to said external boundaries, excepting easements. §198-104 (Amended 4.7.2011 ATM by Art. 19)”

Exhibit B, 1

There are at least 7 lots registered in Land Court and named in the deed of purchase by 150 Main St. LLC. (Book 01395 pg 148) as well as the ‘way’ in which 150 owns the fee (Land Court case 11-SBQ-12716-03-001) The plan is dated December 4, 1946 and a different version on Sept. 19, 1927.

**Exhibits 2, 3**

The lots at 150 Main Street **had not been consolidated** at time of permit as required by current bylaw (198-104) that precludes interior lines within a lot.

Exhibit 1, 2

“Building lots need to be consolidated **prior to building permit.**” Atty Lanza stated on 7/13/2016.

150’s **exhibit I** purports to show a filing in Land Court September 13, 2016, two months after issuance of the building permit, that show the lots are merged.

The developer has provided in its counter presentation a plan labeled 12716c prepared by our friend Chapman with an apparent Land Court Sep 13, 2016 FILED stamp with the notation “for new lot 9 (only).”

The developer alleges all lots have been consolidated. It is Not clear that the requisite notations delineating abolition of lot lines exist. Nor is it clear that simply filing a plot plan dissolves separate registered lots.

((In my subsequent meeting with Building Commissioner, he said the only lots merged were the recorded land lot (with the existing building) and the area comprising all the (different) registered lots.)) i.e. the registered lots were not joined to each other.

The verbiage below some planning board signatures states “the above endorsement is not a determination of compliance with zoning.”

=====

**THIS plan was NOT in the file prior to the building permit decision in July.** Since when can additional, new information be used in such a case? Doesn't such use thereof require a new building permit?

=====

The building permit for the CVS was granted despite the building commissioner's acknowledgement of the current definition of Lot.  
Exhibit 11 p. 2

In granting the building permit, the commissioner cited the 1972 definition of lot and ZBA decision #72-28. The 1972 bylaw Section II: (e) “A lot is that area of land described in an application for a permit.”  
Exhibit 11 (p.2)

The building commissioner's justification reads:  
“ It appears reasonable to determine that the several legal lots that constitute the past and present site plan have merged **for zoning purposes** by virtue of the permitted past commercial use controlled by ZBA decision #72-28.”  
Exhibit 12 , 11 (p.3)

He also said he based the decision to grant a building permit on a plot plan circa 1972. That plan is unstamped, and informal in appearance. It

apparently was used by the zoning board in decision 72-28. That plan shows none of the 7 separate lots registered in land court

Exhibit 10

#### 1972 Case

The 1972 case cited, #72-28, involved expansion of Finnerty's restaurant on what appears to be a single lot, not multiple lots, at the corner of W. Plain and Main St. It left the easement/way with no parking in it. It also merely mentions use of parking space, not construction of. And the bylaw then was much less specific.

Exhibit 12, 13, 1

In contrast, the current case involves multiple lots because the proposed building on Lot 8 (which somehow acquired the adjacent lot to the west (map 12716B)) intrudes with parking onto several other lots, including the easement (formerly the way).

Exhibit B, 13

I submit the 1972 case does not apply when 198-205.3 states specifically that current bylaws apply in all respects and not only the building, but the lot and the usage are all different.

---

Since filing this appeal, I have learned that recorded lots under common ownership may be considered as a single lot, but not for the reasons cited by the building inspector. However, the case concerning 150 Main St. involves **registered land**.

#### **SKIP**

~~(((For recorded lots, merger theory holds that "in the absence of specific zoning provisions defining a 'lot' in terms of sources of title or assessors' plans, the Supreme Judicial Court has consistently held that adjoining parcels may and, indeed, in certain instances, must be considered one lot for zoning purposes Heald v. Zoning Board of Appeals of Greenfield, 7 Mass. App. Ct. 286 (1979)~~

~~But this conflicts with Wayland's bylaw.~~

~~— If this logic in Heald is pursued, it prevents the owner from developing the remaining contiguous lots.~~

~~— "By its application, owners of adjoining record lots have been prevented from artificially dividing them so as to restore old record boundaries for the sake of availing~~

~~themselves of the grandfather provisions of G. L. c. 40A, Section 6 (inserted by St. 1975, c. 808, Section 3, and appearing as Section 5A of the previous zoning enabling act). Lindsay v. Board of Appeals of Milton, 362 Mass. 126, 130-131 (1972).~~

**RESUME**

My understanding is there should be consistency in filed materials, **but the plot plan approved by the building inspector differs from that approved by the Planning Board.** Specifically, “Hammond Road” is replaced by “the Way.” Is this appropriate?

**Things get a bit murkier.**

**Conflict of interest.** Note: the building inspector contacted a consultant (Chapman) for opinion on permitting over multiple lots. But Chapman works for the septic contractor (Samiotes) and is thus not impartial.

Chapman said it is common to combine lots and there is no regulation that requires a separate plan or recording of combined lots.  
(Chapman seems unaware Wayland has bylaws and this is registered land.)  
Exhibit 14, 15

So on several counts, Chapman’s advice is not valid.

=====  
Surely it is the ZBA’s duty to recognize registered land and current bylaws.  
=====

**Violates Scenic Road bylaw Ch 158 Art. IV**

West Plain is a scenic road. Ch 158-11 allows a single, 12’ drive.  
The two driveways proposed are 28’ and 26’ wide, not a single, 12’ drive as allowed in 158-11

158-11 Driveways (from Scenic Road bylaw).

“At a minimum, driveways shall be consistent with Wayland regulations for residential driveways and curb cuts and shall comply with this article.  
(There is no separate provision for commercial driveways on scenic roads)).

“B.

Only one driveway cut per lot onto any designated scenic road shall be allowed. A new driveway onto a designated scenic road shall not exceed 12 feet in width.

“C.

Stone wall sections to be removed for a driveway shall not exceed the driveway width by more than two feet.”

Exhibit 1, B

*(And we won't go into the fact the permitted driveways are WIDER than that permitted by the DPW, or that there is snow storage on the property, which is distinctly not permitted by the DPW)*

### **Domino Effect Could Adversely Impact Streetscape and SAFETY**

This property sits on a well-traveled corner of historic Cochituate, and is highly visible to passersby on foot, on skateboards, bicycles and of course, cars. There is a large population of middle schoolers who walk to and from school along West Plain and Main.

It adjoins residential properties on two sides, with residential across Main Street.

This is a Very different scenario than placing a large pharmacy on Rte 20, surrounded to the left and right and across the street by commercial buildings.

The intertwining of several overlooked bylaws can create a domino effect to the detriment of the neighborhood and the town, ignoring the thoughtful planning bylaws designed to keep Wayland a desirable place to live and therefore attractive to business as well.

198.1106 requires a sidewalk to be on private property.

198-506.4 requires a special permit for reduced parking

198-406.8.1 (and more) requires year round screening

Why are these interrelated?

1) with the sidewalk on town property, it is at peril of vanishing if West Plain is aligned with East Plain as recommended by town traffic consultant. Anyone familiar with the 30/27 intersection can understand the effect. This will **adversely affect the safety** of the numerous pedestrians.

2) If the full parking complement is needed for CVS, or if the building becomes a restaurant or some other use, the activation of the banked parking eliminates the screening on West Plain (~~and Main Street???~~)

It is VERY conceivable that this plan will result in being out of compliance with additional bylaws and these all impact the public.

The developer should be advised to submit a plan that conforms with the bylaws.

=====

**I urge the ZBA to rescind the building permit and/or to collaborate with the building commissioner to rescind the building permit.**

+++++

## RESTRICTIVE COVENANT

The planning board was very specific in what it wanted in a restrictive covenant: to block *permanently* the existence of a street from West Plain through to the undeveloped residential properties.

However, the restrictive covenant says the planning board can approve a street.

Such a street would render the CVS building non conforming, and make the planning board look inept.

It would also **adversely effect** the neighborhood by increasing the density of this already dense area.

How did this happen? The Planning Board said town counsel should approve the restrictive covenant, but there's **no evidence** he did view or approve the **final** version submitted in July. It was simply filed with the building department and land court by the developer.

However, documents from 150 Main Street refer to town counsel approval of a draft, with the implication it was of the final version, **but** this document is dated in **May**. Exhibit 17, p. 2 and the draft content is unknown. Thus town counsel worked with the developer attorney prior to any discussion at the planning board of a restrictive covenant.

Exhibit 17 p. 3



*((I spent some time with Building Commissioner after the zba hearing. He said he inquired of Mark if the restrictive covenant was OK and did not receive a response. The planning board verbiage was very clear... the restrictive covenant was to be approved by Mark. It wasn't. The Planning Board verbiage also states that the approved restrictive covenant be received before the building permit was issued. Actually, the permit is dated 7/19/16 and the restrictive covenant stamped in the office on 7/20/2016 after being filed in court 7/19/16.*

The Planning Board's 2016 provisional approval of the site plan, and removal of condition 30, said there could be no street on the property ever.

Exhibit 4

However, the restrictive covenant, drafted by 150 Main's attorney, allows a way to become a street as currently defined, with permission from the Planning Board.

Exhibit 16

Planning Board memo 7/14/16: The Board hereby approves the Applicant's request for the removal of condition 30 from Decision 02-2013, subject to the condition that when the Board's decision becomes final ((after appeal period))150 Main Street, LLC shall forthwith and **no later than the issuance of the first building permit**, register in the Land Court a restrictive covenant, in legal form acceptable to Town Counsel, **prohibiting** 150 Main Street, LLC and its successors and assigns **from ever** establishing the "Way" shown on Land Court Plan No. 12716B as a street within the meaning of the Town's Zoning Bylaw."

Exhibit 4, 3

The restrictive covenant presented by 150 Main Street, LLC filed in court 7/19/16 and stamped in building department 7/20/16: "150 Main Street, LLC and its successors and assigns shall not seek to have the Land declared or treated as a "street" as that term is now defined by the Wayland Zoning Bylaw ("Any public way used for vehicular traffic, or any private way used as a public way for such traffic.") **without first obtaining approval** from the Wayland Planning Board for such declaration or treatment."

Exhibit 16

## PROCESS

The Planning Board public hearings on removal of condition 30 were improperly noticed in the newspaper not once but twice....(I looked at all relevant town criers for a month prior to the first up to the date of the second 'hearing.' There was NO notice.) At the second of these "hearings" the language was tightened to preclude a street.



See addendum

=====

Given the restrictive covenant is diametrically opposite of what the planning board wanted, it is disheartening to residents who feel unprotected at every turn and see the bylaws ignored. The town deserves better and relies on the zoning board.

=====

## SITE SPECIFIC

**No secured easement for homes on Hammond Way**, which Appeals Court said is missing. I have presented case law, as has 150 Main Street, so you as the authority, may decide.

Also, in this plan, it is likely trucks will block the easement (wherever it is)

~~From Appeals Court (case 150Main Street LLC vs. Arlene Martino 15 P 315) “Martino nevertheless raises several concerns reflected in the motion judge’s decision, that her access rights have not been adequately secured by 150 Main’s plans for the site. Those concerns are outside the limited scope of the present action. Any claim related to future access rights for lot 4, as a result of any forthcoming redevelopment of the remaining lots, must be confined to the forum wherein those rights are adjudicated.”<sup>4</sup>~~

~~<sup>4</sup>We note that, on the record before us, it does not appear that Martino filed an appeal from the board’s site plan approval decision.”~~

~~———— Exhibit 6~~

~~———— ((But appeal of the site plan could not be filed until the building permit was issued. The Planning Board required condition 30 to be either removed or satisfied prior to issuance of the building permit. So the appeals court ruling was incorrectly based on an assumption there was no appeal from the Martinos.~~

~~———— Thus it is conceivable the Appeals Court could rehear the case.))~~

~~———— It is notable that the Appeals Court mentioned the issue of access, as that was not the topic before it.~~

~~———— This responsibility falls on the town, specifically the Zoning Board of Appeals, as there is no protective provision in the site plan.~~

Why is a secured easement important? Even in registered land, the location of an easement can be changed.

“In registered land, the SJC found that easements can be moved or adjusted as is the case with recorded land. [Martin v. Simmons Properties, LLC](#) and [M.P.M. Builders LLC v. Dwyer](#).

The ability of Hammond Way residents and public safety vehicles to reach the homes on Hammond Way is in question even if the easement stays as depicted.

Where are the trucks going to idle when unloading? There is no designated space.

The trucks very likely will block the depicted easement, creating a public safety issue for reaching the homes on Hammond Way, as well as complicating the traffic pattern in the parking lot.

Exhibit B

#### Parking in easement

\_\_\_\_\_ Again, the plans show parking in the easement, and I have provided case law, as has 150 Main Street.

~~Delconte vs. Salloum “We think that the facts in the case at bar are similar to those in Gray v. Kelley, [194 Mass. 533](#), where it was said at page 535, “The deeds give a right to have a way, in common with others, whose limits and boundaries are defined, all of which is appropriated and set apart for this use. We think that the language quoted from the deeds . . . requires that the way, throughout its entire width, should be left unobstructed.” Gerrish v. Shattuck, 128 Mass. 571 , 574. Dickinson v. Whiting, 141 Mass. 414 , 417. Ampagoomian v. Atamian, [323 Mass. 319](#) , 322. Exhibit 6B~~

=====  
This site deserves, and the streetscape needs, a responsible project that conforms to the bylaws, and/or obtains the appropriate special permits.

The adverse impacts are (to name a few)

- Loss of faith in town bylaws.
- Potential diminishment of property values throughout the town.
- Public safety for both pedestrians and autos in the area of West Plain/Main St.
- Loss of screening which diminishes values in the area.
- Increased density in the area; a street enables more development in the rear of the property.
- Hazard to the homes formerly on Hammond as there is no guarantee that the easement will be free of parked cars and trucks.

I think this plan warrants reconsideration by the building inspector and/or a close review by the Zoning Board of Appeals.

I request my fee be waived.

Thank you

## Guide to Exhibits in Upton's Presentation

Exhibit

12

11 (p. 3)

B

1

2

3

(1,2)

I (from 150 brief)

11 p. 2

12, 11 (p. 3)

10

What's 13?

14

15

1, B

16

17 p.2 and 3

B

3



# TOWN OF WAYLAND

MASSACHUSETTS

01778

TOWN BUILDING  
41 COCHITUATE ROAD  
TEL. (508) 358-7701  
www.wayland.ma.us

November 28, 2016

VIA COURIER

Joseph Stanton, Clerk  
Office of the Clerk  
Massachusetts Appeals Court  
John Adams Court House - Room 1200  
Pemberton Square  
Boston, MA 02108

RE: Mary A. Boelter, et al v. Wayland Board of Selectmen;  
Mid. Sup. Ct. Docket No. 1481CV00591

Dear Mr. Stanton:

Enclosed with respect to the above referenced case please find my firm's check in the amount of \$300.00 for the entry fee and a copy of the Notice of Assembly of Record. Please enter this case in the Massachusetts Appeals Court.

Thank you very much for your attention to this matter.

Sincerely yours,


Mark J. Lanza  
Town Counsel

MJL/ms

Enclosures

cc George H. Harris, Esq. (w/ encl., via 1<sup>st</sup> class mail)

Board of Selectmen (w/ encl.)

<p align="center"><b>NOTICE OF ASSEMBLY OF RECORD</b></p>	<p align="center">DOCKET NUMBER <b>1481CV00591</b></p>	<p align="center"><b>Trial Court of Massachusetts The Superior Court</b></p> 
<p>CASE NAME Mary Alice Boelter et al vs. Wayland Board Of Selectmen</p>		<p>Michael A. Sullivan, Clerk of Court Middlesex County</p>
<p>TO: Mark J Lanza, Esq. 9 Damonmill Square Suite 4A4 Concord, MA 01742</p>		<p>COURT NAME &amp; ADDRESS Middlesex County Superior Court - Woburn 200 Trade Center Woburn, MA 01801</p>
<p><input checked="" type="checkbox"/> Pursuant to Rule 9(d) of the Massachusetts Rules of Appellate Procedure, you are hereby notified of the completion of assembly of the record in the above referenced matter.</p> <p><input type="checkbox"/> Pursuant to Rule 9 of the Massachusetts Rules of Appellate Procedure, transmitted herewith are <del>the original of the transcript of evidence certified by the official Court Reporter</del>, two certified copies of the docket entries, <del>the list of exhibits</del>, and a copy of the notice of appeal.</p> <p>In accordance with Rules of Appellate Procedure, Rule 10, subsection (a) and (b), the appealing party must enter the case in the Appeals Court for the Commonwealth within ten (10) days of receipt of this notice. This notice does not constitute entry in the Appeals Court for the Commonwealth.</p>		
<p>DATE 11/16/2016</p>	<p>CLERK /ASSISTANT CLERK <b>Dia S Roberts-Tyler</b></p>	<p>CLERK /ASSISTANT CLERK <b>X</b></p>

4

MARK J. LANZA

*Attorney At Law*

9 Damonmill Square, Suite 4A4

Concord, MA 01742

(978) 369-9100

Fax (978) 369-9916

mjlanza@comcast.net

Sudbury Office:

11 Meadow Drive

Sudbury, MA 01776

(978) 440-8007

Fax (978) 261-5034

December 1, 2016

BY HAND

Board of Selectmen

c/o

Nan Balmer, Town Administrator

41 Cochituate Road

Wayland, MA 01778

RE: Retirement/Resignation as Town Counsel

Dear Nan:

I hereby retire and resign from my position as Town Counsel effective December 5, 2016. It has been an honor and my pleasure to serve as Town Counsel for over 27 years.

I look forward to continuing to serve the Town as special counsel on an as needed basis.

Thank you for all of your help and support.

Sincerely,



Mark J. Lanza

MJL/ms

cc Beth Klein, Town Clerk



5

**From:** DiNapoli, MaryAnn  
**Sent:** Wednesday, December 07, 2016 9:09 AM

**Subject:** Town Counsel Transition

To the Chairs of all Boards, Committees, and Commissions:

As you may already know, Town Counsel Mark Lanza is retiring after almost thirty years of service to the Town of Wayland. Mark will be continuing as Special Counsel as needed for his historical perspective and for specific legal matters.

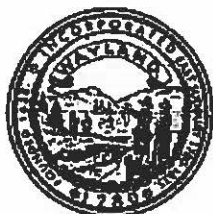
The Board of Selectmen appointed Attorney Carolyn Murray and the firm KP Law (<http://www.k-plaw.com/>) to serve as Town Counsel, effective December 5<sup>th</sup>. Attorney Amy Kwesell will serve as Assistant Town Counsel. Please let me know if you have legal questions that your Board or Committee would like to review with Town Counsel. We are holding a series of introductory meetings with new Town Counsel in the Selectmen's Office over the next few weeks. Attached for your future reference is the Board of Selectmen's policy on the Management of Legal Affairs, which provides a procedure for access to town legal services.

Please feel free to contact me to schedule a meeting with Town Counsel and to discuss how this change affects your work.

The Selectmen thank Mr. Lanza for his many years of diligent service to the Town and now look forward to the Town's new relationship with KP Law.

Nan

Nan Balmer, Town Administrator  
Town of Wayland  
41 Cochituate Road  
Wayland, MA 01778  
(508) 358-3620 office  
(508) 237-1330 cell





# TOWN OF WAYLAND

MASSACHUSETTS  
01778

6

TOWN CLERK  
BETH KLEIN  
bklein@wayland.ma.us

ASSISTANT TOWN CLERK  
DIANE M. GORHAM  
dgorham@wayland.ma.us

TOWN BUILDING  
41 COCHITUATE ROAD

TEL: 508-358-3630  
508-358-3631  
www.wayland.ma.us

TO: Board of Selectmen and  
Dept. Heads (please forward to your Board, Committee or Commission Members)  
DATE: December 8, 2016  
FROM: Beth R. Klein, Town Clerk  
RE: Offices to be elected at the 2017 Annual Town Election


The Annual Town Election will be held on Tuesday, **March 28, 2017**. Please note that the current office holders with whose term will be expiring are listed below. Nomination papers will be available on January 5, 2017 from the Town Clerk's Office. Candidates are required to have at least 50 signatures to be certified for nomination and papers must be returned to this office by Tuesday, **February 7, 2017**.

<u>OFFICE</u>	<u>#</u>	<u>TERM</u>	<u>CURRENT OFFICE HOLDER</u>	<u>SINCE</u>
Moderator	(1)	3 Yr	Dennis J. Berry	2011
Board of Selectmen	(2)	3 Yr	Cherry C. Karlson Joseph F. Nolan	2014 2005
School Committee	(1)	3 Yr	Barbara J. Fletcher	2005
	(1)	3 Yr	Jeanne Downs	2014
Board of Assessors	(1)	3 Yr	Jayson S. Brodie	2006
	(1)	3 Yr	Vacant	
Planning Board	(1)	5 Yr	Kevin Francis Murphy	2007
Planning Board	(1)	3 Yr	Nicole W. Riley (to fill unexpired term)	
Planning Board Associate Member	(1)	2Yr	Vacant (to fill unexpired term)	
Board of Health	(2)	3 Yr	Thomas J. Klem Michael B. Wegerbauer	2011 2008
Commissioner of Trust Funds	(1)	3 Yr	Russell T. Kopp	2011
Library Trustees	(2)	3 Yr	Aida A. Gennis Lynne J. Lipcon	2001 1993
Board of Public Works	(1)	3 Yr	Christopher I. Brown	2014
Recreation Commissioner	(1)	3 Yr	Anna Meliones	2003

7

Wayland Fire Department

# Memo

**To:** Board of Selectmen  
**From:** Chief Houghton,   
**Date:** December 8, 2016  
**Re:** Live Training on Draper Road

---

2016120801

The Police and Fire Departments have been given the unique opportunity to conduct live training at a structure on Draper Road during the day time hours the week of December 19th. The structure will be taken down, and a new structure will be rebuilt after the first of the year. Both departments will be training on the structure before it is taken down.

The Fire Department is scheduled to use the house on Tuesday, December 20<sup>th</sup>, and will conduct multi company evolutions to enhance firefighter skills, and most importantly, safety. We have designed safe, real world practical evolutions for all available Wayland staff to complete. Because we rely on mutual aid communities to work with us at incidents, we have invited and have commitments from five of them to train with us. Each of these towns will be providing a piece of apparatus and up to six staff to train in scenarios.

The electronic sign board will be placed at the corner of Draper and Standish Roads to notify the residents of the training session. There will be no traffic restrictions, and due to the nature of the training and our commitment to safety, anyone not involved in the program will not be allowed on the site unless they are escorted by fire personnel. We have invited the press and will be taking our own photos and videos to capture the day to share with you after.

We are very excited to be able to provide this level of practical training and to be able to train with staff from other departments. I would encourage anyone from the Board to stop by the site, and we will be happy to escort you to a safe area to view what is taking place. We will be conducting a mandatory briefing at the Public Safety Building at 8 a.m. for all participants, and

we will be set up at the training site and conducting our first scenario at 9 a.m. For safety reasons, we will be concluding the sessions by 3:30 p.m. and will be off the site by 4 p.m.

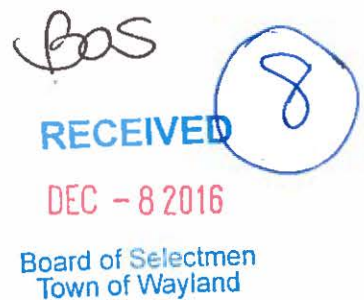
The Police Department will be using the site on December 21<sup>st</sup> for the day. Their evolutions involve practicing law enforcement techniques, and they will be working with officers from the METROLEC team. There will be a heavy police presence that day with officers from multiple communities, and once again due to the location of the structure, there will be no traffic restrictions, and the same safety measures will be in place to protect visitors.

If you have any questions or concerns, please let me know.



# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778



Julia Junghanns, R.S., C.H.O.  
DIRECTOR OF PUBLIC HEALTH  
TEL. (508) 358-3617  
www.wayland.ma.us

## Wayland Board of Health Director's Report November 28, 2016

Septic work and building approvals- construction is slowing down a bit from the fall push although soil testing appointments have continued. We also continue to have numerous meetings with residents to provide guidance for potential home renovations/septic projects as well as future potential subdivision projects.

Ruth Mori PHN/Nurse Leader – Community flu clinics and Senior Clinics have concluded however, we are still in the process of providing vaccinations to some students and others. Our approximate tally of numbers vaccinated at this point is 800 although we are still in the process of processing paperwork. Tax work-off assistance has completed the billing for all three clinics and they will now be entering information into the Mass Immunization System.

Narcan Training will be provided for the Community Health Nurses with Jason from Wayland Cares who as a prevention specialist, received MDPH train the trainer. The training will take place on November 30<sup>th</sup>.

IT update on credit card payments-We are meeting with the new Executive IT Director and Treasurer to review the new process for credit card payments. New processes and workflows are being vetted before implementation. A credit card swipe is in the process of being introduced as a method of payment. Department managers have met to review workflow/permitting process through town departments. A formal workflow design draft is in the works which we expect will be part of the foundation for a potential future new inter-departmental permitting program.

File alley cleanup-The project has been ongoing. After a thorough review of state records retention rules/guidelines and of many files and documents in file alley, we have received authorization from the state to dispose of the identified paperwork. We have 14 boxes that will be shredded (as part of a shredding project) and other paperwork that has/can be recycled. Although it will take some time, we are making good progress.

Annual Report-The annual report has been completed and submitted to the front office.

Personnel Board agenda-We are on the Personnel Board agenda for 7:35 pm on Wednesday November 30<sup>th</sup> to present our request for additional administrative assistance hours.



Whole Foods Plaza-We met with the owners of the Plaza. They are in the process of planning for the departure of Whole Foods and the arrival of the new grocery store "Fresh Market". We have not received any plans as of yet.

373 Commonwealth Ave. Apartment complex-we are awaiting the final as-builts from the engineer and installer for our review as they prepare for occupancy.

Town Center septic system-an engineering company has been in to review the septic plans and gather information. We understand they are preparing to go forward with installing a septic system in the future to support additional development at Town Center.

Craftsman Village-They are completing the occupancy process for all the units at this affordable housing and condo development.

Donelan's, 110 Grill, and Domino's – The new White Knight alternative technology has been installed for all 3 septic systems as well as an anti-foaming agent that has been incorporated into the process.

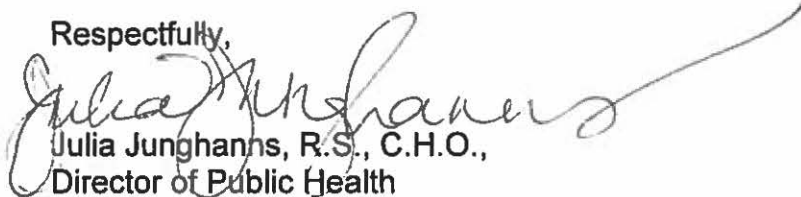
I/A tracking and Barnstable County database-I will be looking into the Barnstable County database over the winter along with updating our own tracking system with current information.

Nike site-The Recreation Director is investigating the possibility of new playing fields on property that is formerly part of the Nike site (we don't know the exact location). We have been assisting with providing historical paperwork, reports and information.

Septic permit fees-we will begin reviewing possible changes to our septic permit fees for discussion/review at an upcoming meeting.

Vacation: I will be out of the country on vacation in Mexico February 19-25. The office will be covered.

Respectfully,



Julia Junghanns, R.S., C.H.O.,  
Director of Public Health

**TOWN OF WAYLAND  
ANIMAL CONTROL SUMMARY REPORT  
NOVEMBER 2016**

9

---

**TOTAL NUMBER CALLS HANDLED 43**

---

# Complaint Calls	5
# Lost Dog Calls	3
# Lost Cat Calls	3
# Other Cat related calls	1
# Animal / Wildlife Calls	1
# Miscellaneous Calls	26

**TOTAL # ANIMALS PICKED UP**

Total # dogs not licensed  
Total # dogs not claimed  
# still in dog officer custody  
#surrendered to Humane Shelter

**TOTAL # HUMAN BITE CALLS**

**TOTAL # ANIMAL -> ANIMAL BITE**

1

10 Day Quarantine Order -Human Bite  
10 Day Quarantine Order -Animal Bite  
45 Day/6 Month Quarantine Orders

Issued 0 / Released 1  
Issued 1 / Released 0  
Issued 0 / Released 1

**TOTAL # CITATIONS ISSUED**

NONE

# No license citations  
# Leash Law/Dog not under owner control  
# Other Offense  
# Court summons processed

Submitted by:  
Jennifer Condon  
Animal Control Inspector/Officer





# WAYLAND POLICE DEPARTMENT

WAYLAND, MASSACHUSETTS 01778



ROBERT IRVING  
CHIEF OF POLICE

## Monthly Update

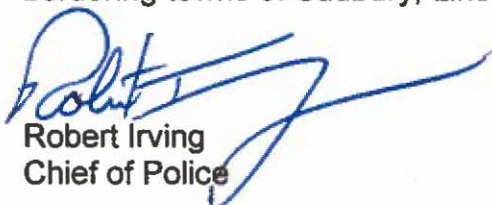
### November 2016

On November 5<sup>th</sup>, Wayland officers responded to a three car motor vehicle crash on Old Connecticut Path at the Wayland high School driveway. Investigation revealed that the driver of one of the vehicles, a 54 year old Framingham woman, was intoxicated. The woman was charged with Operating Under the Influence of Alcohol, Operating with an Open Container and Operating to Endanger. She was booked and later released on a promise to appear at Framingham District Court.

On November 18<sup>th</sup>, Wayland officers responded with the Fire Department to a house fire on Snake Brook Road. Although there was extensive damage to the home, no one was injured. The cause of the fire is under investigation.

On November 29<sup>th</sup>, a 49 year old Dracut man was arrested for criminal harassment. The case began in early November when fliers were placed on vehicles at the Town building and the Town Pool that disparaged the reputation of a Wayland employee. Additional fliers were mailed to several schools in town. Wayland detectives began an investigation and were able to identify the man and connect him to the dissemination of the fliers. The man was brought to Framingham District court where he was released on a \$2,500 bail.

On November 15<sup>th</sup>, town meeting members voted overwhelmingly to direct the Board of Selectmen to petition the state legislature to remove the Wayland Police Department from civil service. The next step in the process will be for the legislature to vote on the petition during an upcoming session. It is anticipated that leaving the civil service system will improve the department's ability to hire and promote officers in a more expeditious and equitable manner. The department had first explored the possibility of leaving the system in 2012. The bordering towns of Sudbury, Lincoln and Weston are all non-civil service towns.

  
Robert Irving  
Chief of Police

***Wayland Police Department  
Monthly Training Report***

Officers of the Wayland Police Department attended the following training programs during the month of November 2016:

This Month the department conducted firearms training. All Officers attended the training and qualified with both handgun and patrol rifle.

Officer received additional firearms training this month using the *Middlesex Sheriff's Department Shoot Trailer*. This training allowed the Officers to face various scenarios where the officer had to use their tactical knowledge when confronted with a situation.

***In-Service***

MPTC

Boylston Academy

November 1-3, 2014

Jennifer Ordway

**Wayland Police Department Detective Division Report for November 2016**

**INVESTIGATIONS**

Disturbed Person – Red Barn Road  
Criminal Harassment – Claypit Hill Road  
Arson Investigation – Snakebrook Road  
Receiving Stolen Property – West Plain Street  
Assist Sudbury PD Investigation

**MEETINGS/TRAININGS**

Annual Firearms Qualification  
Community Based Justice Meeting

**MISCELLANEOUS**

Citizen Police Academy  
Evidence Room Audit Preparation  
Framingham District Court – MV/Criminal Hearings



# Wayland Fire Department

Public Safety Building  
38 Cochituate Road  
Wayland, MA 01778



Vincent J. Smith  
Chief of Department  
Email: vsmith@wayland.ma.us

Business Phone 508-358-7951  
Chief's Office 508-358-6910  
Business Fax 508-358-6920

November 23, 2016

Courtney Philbrick  
256 Brigham Street  
Marlborough, MA 01752

Dear Courtney:

It is with great pleasure that I write this letter commending you for your performance of duty on the night of November 17, 2016. After reviewing the audio from that evening, coupled with my firsthand experience working with you on the second alarm house fire on Snake Brook Road, it is clear that you need to be recognized for your incredible work, and more importantly, for being able to efficiently handle not only the structure fire but also two serious medicals while the fire was going on, and most impressively while working alone in the Joint Dispatch Center.

In reviewing the audio tape, I found your interaction with the caller (resident), who was very aggressive on the phone, was handled with great patience, constraint and compassion. Along with keeping the caller engaged you were able to obtain a full second alarm resource quickly allowing us a rapid response to the scene to handle the incident. I would also like to recognize you for the EMD that you were able to perform for the second medical that was a serious cardiac event. Once again, you executed all this while working with an active structure fire.

On behalf of all of the Fire Department I would like to express our sincere thanks and appreciation for not only what you did this particular night, but for all you do in performance of your job on a daily basis.

Respectfully,

A handwritten signature in black ink, appearing to read "David Houghton".

David G. Houghton, Chief

cc: Chief Robert Irving  
Personnel File

Det. Sgt Berger  
Personnel File

November 22, 2016

103 East Plain Street  
Wayland, MA 01778  
508-653-4160  
georgesaco@comcast.net

Dear Chief Irving:

Many thanks for the opportunity to attend the 2016 Wayland Police Academy. It was well worth being involved in. Detective Sergeant Jamie Berger did an outstanding job organizing this program. The time and effort that SGT Berger put into the program were evident at every weekly meeting. He clearly showed his organizational and speaking skills.

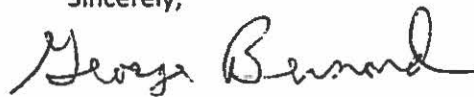
I was impressed with all the guest speakers, including LT Patrick Swanick, DET Tyler Castagno, Youth Officer Shane Bowles, Officer Lynnet Sloan, Officer Mark Hebert and Dispatcher William Reed. Each of them were well prepared and brought their special knowledge of police work ranging from Constitutional Law to Domestic Violence to each meeting. I looked forward to each week and I'm glad I could attend all the classes. Chief, if I missed anyone who helped with the Academy, please pass on my gratitude to them as well.

Thanks also for the ride along with Officer Colin Fitzpatrick. It was both very educational and I saw how dangerous the job can be. Fitzpatrick was the professional I expected to see on the Wayland Police Department. The way he interacted with motorists, showed both character, discipline and attention to detail.

Chief, I also appreciated the opportunity to shoot the 9mm Glock hand gun at the Weston Shooters Club. Thanks for taking the risk to let all of us handle and shoot the fire arms. It made the course complete as fire arms are part of a police officer's tools to accomplish their job.

The other benefit of this class was to find out what wonderful people live in the Town of Wayland. All those who attended the Academy, showed how much they care about the town and the police. Community policing can only benefit the town with a spirit of unity.

Sincerely,



George Bernard





# Town of Wayland Massachusetts

**Finance Committee**  
David Watkins (Chair)  
Gordon Cliff  
Nancy Funkhouser  
Jen Gorke  
Carol Martin  
Klaus Shigley  
George Uveges

**Finance Committee  
Final Minutes  
November 21, 2016**

Attendance: D. Watkins, K. Shigley, C. Martin, G. Cliff, J. Gorke, N. Funkhouser, George Uveges, and Finance Director Brian Keveny.

**Call To Order:**

The meeting was called to order by Mr. Watkins in the Senior Center Meeting Room at the Town Building at 7:00pm. Mr. Watkins announced the meeting was being taped by WayCam. He then reviewed the agenda for the meeting.

**Public Comment and Committee Members' Response**

Anette Lewis, Claypit Hill Road, stated that she was troubled by a DPW representative's statement at a prior FinCom meeting that prior years' capital appropriations for water meter replacement had been held but not spent so they could be used to help fund this year's CIP Request for wireless water meters. She feels there needs to be a policy that money is either spent for the purpose it was appropriated and in the first year or soon thereafter or turned back to prevent such actions from occurring.

**Finance Director's Report:**

Brian Keveny, Finance Director, reported:

- The audit process for our 2016 financial statement is in good shape and meetings with the Audit Committee and then with the Board of Selectmen to complete the process are being scheduled
- He is working on reestablishing production of the "crystal reports" that have been unavailable since last year as a result of moving to a cloud-based version of MUNIS
- The tax recap will be reviewed by the Board of Selectmen and submitted to the state.
- He distributed a hand-out on funding sources for the Town Administrator's proposed 2018 capital budget (see attachments). He provided a notebook summarizing department submissions for the 2018 operating budget. (see attachments). He provided an overview of the contents.



**CIP Discussion:**

Mr. Watkins invited Jessica Brodie and Asa Foster representing Recreation to present their CIP proposals. Ms. Brodie distributed a document to help focus the discussion (see attachments). She provided an overview of the MOU with Recreation, DPW, and Facilities. Recreation takes the lead in terms of establishing the need for changes/new things. DPW maintains assets and does redevelopment work when needed. Facilities handles major recreation assets like stadiums.

Jessica summarized the objectives of the strategic plan that was approved at Special Town Meeting and how it will help clarify needs, but Recreation is confident that it isn't expected to alter the need for most of the items proposed. Mr. Foster explained that the strategic plan will be helpful in establishing priorities and sequencing. Focused discussion on particular Recreation CIP requests included:

- Greenways site feasibility study. Roughly 10 acres of the land at Greeways belongs to Recreation and the purpose of the study is to evaluate whether part of that land could be used for playing fields. Mr. Cliff mentioned that he frequently uses the trails there and asked for clarification as to whether new recreation fields would require eliminating walking trails that currently exist.
- Oxbow Meadows is construction for a multi-purpose field (design funds were approved at 2015 Annual Town Meeting). Mr. Watkins asked whether maintenance was included in the DPW capital or operating budget. Mr. Cliff asked why the maintenance costs shouldn't be built into the fees charged for using the field. A discussion ensued about that benefits vs. challenges of implementing that approach. Ms. Brodie clarified that the need for new fields is driven by town resident demand not rental of fields to outside organizations. The position of the Recreation Commission is that the Recreation Revolving Fund should not be charged for maintenance but instead user fees should be used to fund significant field renovation projects.
- Dudley Woods – funding to complete the construction of paved trails. A discussion occurred whether the paved trails would be available for use in the wintertime and that maintenance cost needed to be included.
- Middle School Field – a design project for replacing the current grass field behind the Middle School with an artificial turf field. While the existing fields need work, most of the expenditure for an artificial turf field would probably be incremental to what would be required for a renovated grass field. The Board of Health has said they could be supportive of a turf field with bamboo as the filler. Mr. Watkins stated that it would be important to get votes from the boards involved including Schools, DPW, and Board of Health.
- Alpine Field – design to convert a currently unused t-ball field so it can be used for needed purposes.
- CIP Requests for 2019-22 were also discussed. A building is being contemplated at the Loker Recreation location. There was discussion about what type of facility the amount proposed would allow for. Mr. Uveges mentioned that there will be concern from neighbors on any project that might involve moving any dirt. Mr. Cliff asked whether Old Connecticut Path might be a better location for a major active indoor recreation center. Details on other proposed projects were discussed.

Mr. Watkins asked about the strategic plan and whether some items should be held for a year until the results from the strategic plan are available. A discussion occurred about the benefits and potential costs of doing so. Ms. Brodie pointed out that some of the items proposed for 2018 are being funded from the Recreation Stabilization Fund.

#### **CIP prioritization discussion -**

Mr. Watkins provided an update on IT. He mentioned some concerns about whether the 2018 request should be established as a #1 priority. Other FinCom members agreed. Mr. Shigley asked that we list our concerns and ask IT for a response.

Mr. Watkins handed out a document on the 5 year CIP that reflected the information that was received from FinCom members.

- Mr. Cliff indicated that he thought the transfer station road mitigation should be classified as a #1 Priority. After discussion, the consensus was that it should be. There was discussion about whether the water meter replacement project should be a Priority 1 and the consensus was that it should be. There was discussion about whether funds that had been appropriated in the prior years for water meter replacement should be returned rather than used to fund this project. Mr. Cliff noted that the DPW replacement schedule needs to be revisited as to whether some of the items in the later years will have been deferred too long. Mr. Cliff also stated that he was concerned that many of the improvement projects at the current library building should be rated Priority 1 because they will need to be done even if the town votes for a new library.
- Ms. Martin stated that she feels we need to raise the School Bus parking lot to a Priority 1 because the School Committee has listed it as their highest priority item. After discussion, the consensus was to make it a Priority 1 item.
- Mr. Watkins noted that we have a plan and have established relative priorities but that we are probably less certain of the last 3 years than we are of the first 2. He asked FinCom members how much further work we should do given then information we already have and can expect to get. Mr. Cliff wondered if we should be more clear about using Priority 3 (or some designation) to indicate items that FinCom was doubtful whether they would occur at all. Ms. Martin suggested that for her 3s were more requests where she felt more information was needed.
- Mr. Watkins suggested that we stick with our established priorities and wrap up our work on the 5 year plan. Mr. Cliff stated that he thought we should try to drive for a categorization scheme that would allow us to estimate our debt service ratio over the next 5 years before we consider the impact of our three largest projects: the library, the CoA, and Loker Recreation.
- Mr. Shigley pointed out that we need to separate water fund projects from general fund projects. After discussion, FinCom agreed to have Ms. Martin and Mr. Cliff to work on a proposed plan that they would bring back for the next meeting.

#### **Discussion and possible vote on debt policy**

Mr. Shigley led a discussion based on the draft that was distributed (see attachments). We need to agree on the definition of debt. FinCom members discussed whether CPA debt (on Mainstone) should be included and the consensus was that for now it should not be. Mr. Shigley suggested 3 new potential "balance sheet" debt metrics. FinCom members discussed the pros and cons of each of the proposed new metrics and whether all or any of them should be included. Mr. Cliff pointed out that we need to go back

and to make sure FinCom members understand all the proposed changes from the current policy before we vote. Mr. Watkins indicated that he was concerned with the point that was added on free cash. N. Funkhouser requested that she be given a copy of the policy that dated back to the last time that Bill Steinberg was involved. After discussion, it was agreed that Mr. Shigley would start from the current plan and develop a revised proposal based on the discussion.

### **Discussion and possible vote on goals**

Mr. Watkins provided an overview of the latest draft (see attachments). FinCom members discussed the pros and cons of agreeing on the proposed set of FY18 goals, many of which are also included in other materials. Ms. Martin moved that we approve the FY18 goals as proposed. Ms. Funkhouser seconded. Vote 5-1 (Cliff voting no).

### **Review issues and actions list, schedules & milestones**

Dave explained that documents put in the dropbox are only ones that are already in the public domain. The FinCom reviewed when and how documents can be distributed; the consensus was that documents should be distributed by the Finance Director.

### **Members' Reports, Concerns**

Mr. Cliff pointed out that Nan had prepared a draft operating budget and it was included in the BoS pack for their meeting tonight.

### **Meeting minutes**

FinCom members reviewed the draft of minutes for 10/7. Several FinCom members provided small edits. Ms. Martin moved that we approved the minutes as amended. G. Cliff seconded. Motion passed 6-0. FinCom members reviewed the draft of minutes for 10/24. Several FinCom members provided small edits. Ms. Martin moved that we approved the minutes as amended. G. Cliff seconded. Motion passed 6-0. FinCom members reviewed the draft of minutes for 11/7. Several FinCom members provided small edits. Ms. Martin moved that we approved the minutes as amended. G. Cliff seconded. Motion passed 6-0. FinCom members reviewed the draft of minutes for 11/15. Several FinCom members provided small edits. Ms. Martin moved that we approved the minutes as amended. G. Cliff seconded. Motion passed 6-0.

**Adjourn:** At 10:40 PM Ms. Martin made a motion to adjourn, Mr. Uveges seconded. Vote: 6-0 to adjourn.

Respectfully submitted,  
Gordon Cliff

### **Attachments:**

Draft Finance Committee Funding Sources  
Fiscal 2018 Budget  
Recreation MOU 5-Year Capital Plan  
Debt Management Policy  
FY18 Goals



*The Commonwealth of Massachusetts*  
*Executive Office of Energy and Environmental Affairs*  
*100 Cambridge Street, Suite 900*  
*Boston, MA 02114*

12

Charles D. Baker  
GOVERNOR

Karyn E. Polito  
LIEUTENANT GOVERNOR

Matthew A. Beaton  
SECRETARY

RECEIVED

DEC -5 2016

Board of Selectmen  
Town of Wayland

Tel: (617) 626-1000  
Fax: (617) 626-1181  
<http://www.mass.gov/eea>

November 29, 2016

Nam Balmer  
Wayland Town Hall  
41 Cochituate Road  
Wayland, MA 01778

**Re: Mainstone Farm CR Project, LAND #29**

Dear Ms. Balmer:

Thank you for your application to the Local Acquisitions for Natural Diversity (LAND) grant program for Fiscal Year 2017. Unfortunately, your project was not selected to receive an award. This year was a competitive grant round in which many deserving applications were received, not all of which could be offered funding.

The Executive Office of Energy and Environmental Affairs commends you for your commitment to conserving the natural resources of Massachusetts—the efforts of dedicated individuals throughout the state are essential to securing the future of our cherished, shared landscape. We strongly encourage you to apply for future grant rounds of the LAND program or one of the other DCS grant programs. See our website at [www.mass.gov/eea/dcs-grants](http://www.mass.gov/eea/dcs-grants) for information.

The Drinking Water Supply Protection Grant Program is currently accepting applications and I encourage you to consider applying. Please do not hesitate to contact me at 617-626-1187 or [Emmanuel.owusu@massmail.state.ma.us](mailto:Emmanuel.owusu@massmail.state.ma.us) if you have any questions.

Sincerely,

Emmanuel Owusu  
LAND Program Coordinator





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

# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

13

## BOARD OF SELECTMEN

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

December 5, 2016

Senator Richard Ross  
State House  
Room 419  
Boston MA 02133

Re: Act Exempting all Police Personnel in the Town of Wayland Police Department from the Provisions of the Civil Service Law

Dear Senator Ross:

At its 2016 Special Town Meeting held on November 15, 2016, the Town of Wayland voted 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.

The Town respectfully petitions the General Court of the Commonwealth, pursuant to the provisions of Clause (1) of Section 8 of Article 2 of the Amendments to the Constitution of the Commonwealth of Massachusetts, and all other applicable laws for a Special Law, substantially in the attached form, or to take any action relative thereto.

Sincerely,

Cherry C. Karlson  
Chair, Board of Selectmen

cc: Nan Balmer, Town Administrator



# 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

December 5, 2016

Representative Carmine Gentile  
State House  
Room 39  
Boston MA 02133

Re: Act Exempting all Police Personnel in the Town of Wayland Police Department from the Provisions of the Civil Service Law

Dear Representative Gentile:

At its 2016 Special Town Meeting held on November 15, 2016, the Town of Wayland voted 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.

The Town respectfully petitions the General Court of the Commonwealth, pursuant to the provisions of Clause (1) of Section 8 of Article 2 of the Amendments to the Constitution of the Commonwealth of Massachusetts, and all other applicable laws for a Special Law, substantially in the attached form, or to take any action relative thereto.

Sincerely,

Cherry C. Karlson  
Chair, Board of Selectmen

cc: Nan Balmer, Town Administrator





# 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](http://www.wayland.ma.us)

December 5, 2016

Representative Alice Hanlon Peisch  
State House  
Room 473G  
Boston MA 02133

Re: Act Exempting all Police Personnel in the Town of Wayland Police Department from the Provisions of the Civil Service Law

Dear Representative Peisch:

At its 2016 Special Town Meeting held on November 15, 2016, the Town of Wayland voted 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.

The Town respectfully petitions the General Court of the Commonwealth, pursuant to the provisions of Clause (1) of Section 8 of Article 2 of the Amendments to the Constitution of the Commonwealth of Massachusetts, and all other applicable laws for a Special Law, substantially in the attached form, or to take any action relative thereto.

Sincerely,

Cherry C. Karlson  
Chair, Board of Selectmen

cc: Nan Balmer, Town Administrator



# TOWN OF WAYLAND

MASSACHUSETTS  
01778

TOWN CLERK

Beth R. Klein

[bklein@wayland.ma.us](mailto:bklein@wayland.ma.us)

ASSISTANT TOWN CLERK

Diane M. Gorham

[dgorham@wayland.ma.us](mailto:dgorham@wayland.ma.us)

TOWN BUILDING  
41 COCHITUATE ROAD  
Wayland, MA 01778

TEL: 508-358-3630

508-358-3631

FAX: 508-358-1683

[www.wayland.ma.us](http://www.wayland.ma.us)

## SPECIAL TOWN MEETING VOTE CERTIFICATE

At a legal meeting of the qualified voters of the TOWN OF WAYLAND, held on November 15, 2016, the following business was transacted under Article 5:

**ARTICLE 5: PETITION THE STATE LEGISLATURE TO REMOVE ALL POLICE PERSONNEL FROM THE PROVISIONS OF CIVIL SERVICE WITHOUT AFFECTING THE CIVIL SERVICE RIGHTS OF INCUMBENTS**

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 officers of the Town of Wayland Police Department except for the purpose of promotion.

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

Voted that the Town 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 act as printed on Pages 15 and 16 of the Warrant for the November 15, 2016 Special Town Meeting.

**VOTED:**

IN FAVOR: 169

OPPOSED: 24 MOTION PASSED

A true copy, Attest:

Beth R. Klein  
Town Clerk



# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

NAN BALMER  
TOWN ADMINISTRATOR  
TEL. (508) 358-7755  
[www.wayland.ma.us](http://www.wayland.ma.us)

## BOARD OF SELECTMEN

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

November 22, 2016

I hereby certify the following is a true copy of the vote taken at a meeting of the Board of Selectmen, Town of Wayland, duly called and held on Monday, November 21, 2016, at the Wayland Town Building, 41 Cochituate Road, and that the vote was unanimous (5-0):

"To approve the Petition to the State Legislature to Remove all Police Personnel from Provisions of Civil Service without Affecting the Civil Service Rights of Incumbents."

MaryAnn DiNapoli  
Executive Assistant  
Board of Selectmen

**TOWN OF WAYLAND**  
**SPECIAL TOWN MEETING WARRANT**  
**NOVEMBER 15, 2016**

**Language of Article 5**

**ARTICLE 5: 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 officers of the Town of Wayland Police Department except for the purpose of promotion.

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