

PACKET

FEB 6

2017



NAN BALMER
TOWN ADMINISTRATOR
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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, February 6, 2017
Wayland Town Building
Selectmen's Meeting Room
41 Cochituate Road Wayland

In the event of inclement weather and this meeting is canceled, the meeting will be held on February 7, 2017, at 7:00 p.m. See separate posting.

Cancellations will be announced by 4:00 p.m. on the date of the meeting on the Town's website.

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
- Review Agenda for the Public; Announcements
- 7:02 pm 2.) Public Comment
- 7:10 pm 3.) Meet with Finance Committee and School Committee to Receive Budget Policy Recommendations from Unibank Fiscal Advisory Services; Discussion and Potential Vote to Agree on Budget Policy Recommendations in Preparation for Moody's Bond Rating Call Agree on Parameters for Moody's Bond Rating Call
- 7:40 pm 4.) Annual Town Meeting Articles: Continued Discussion on All Articles Including but not Limited to Abbreviated Presentation Procedures, Order of Articles and Vote Positions, Including but not Limited to the Following Articles:
- N. Revolving Fund Bylaw
 - O. Licenses and Permits of Delinquent Taxpayers (Good Standing)
 - P. Authorize Local Voting Rights for Permanent Resident Aliens Residing in Wayland
 - S. Preservation of Historically Significant Buildings Through Demolition Delay
 - W. Authorize Acquisition of an Access and Utility Easement at 89 Stonebridge Road
 - X. Transfer Station Access Road Improvements
 - Y. Community Preservation Fund General Budget – Set Asides and Transfers
 - Z. Appropriate Funds to Restore Mellen Law Office and Cochituate Town Clock
 - AA. Appropriate Funds to Hire a Housing Consultant
 - BB. Appropriate Funds to Construct Athletic Field at Oxbow Meadows
 - CC. Appropriate Funds to Construct ADA Trails and Signs at Dudley Woods
 - DD. Appropriate Funds to Restore/Replace Windows of First Wayland High School, Now Known as Bradford Hall

BOARD OF SELECTMEN

**Monday, February 6, 2017
Wayland Town Building
Selectmen's Meeting Room
41 Cochituate Road Wayland**

Agenda Page Two

- 8:40 pm 5.) Minutes: Review and Vote to Approve Minutes of January 23, 2017
- 8:45 pm 6.) Consent Calendar: Review and Vote to Approve (See Separate Sheet)
- 8:50 pm 7.) Review Correspondence (See Separate Index Sheet)
- 9:00 pm 8.) Report of the Town Administrator
- 9:10 pm 9.) Selectmen's Reports and Concerns
- 9:20 pm 10.) Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any
- 9:25 pm 11.) Enter into Executive Session Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3) to Discuss Strategy with Respect to Litigation if an Open Meeting may have a Detrimental Effect on the Litigating Position of the Public Body and the Chair So Declares and Specifically, to Discuss Whether the Town Should Pursue Legal Proceedings with Respect to the Town's Agreement with Twenty Wayland, LLC, Relative to Property and Development Located Off 400-440 Boston Post Road
- 9:55 pm 12.) Adjourn

(3) UNIBANK
DISCUSSION

DATE: FEBRUARY 6, 2017

TO: BOARD OF SELECTMEN
SCHOOL COMMITTEE
FINANCE COMMITTEE

FROM: NAN BALMER, TOWN ADMINISTRATOR

RE: PREPARATION FOR MOODY'S RATING CALL: PROPOSED FINANCIAL POLICIES

RECOMMENDED ACTION:

VOTE TO AGREE ON BUDGET POLICY RECOMMENDATIONS IN PREPARATION FOR MOODY'S RATING CALL

BACKGROUND:

The Town is working with its Financial Advisor, Clark Rowell of Uni-Bank, to prepare for its rating call with the Moody's bond rating agency in mid-February.

During this call, Town management will be asked to review the commitment to best financial practices by the Board of Selectmen, School Committee and Finance Committee. This commitment is especially important this year because Moody's has in recent years stated in its ratings letter some questions about Moody's ability to support a continued AAA rating for the Town.

The attached draft policy and financial projections were prepared by Mr. Rowell so that the three public bodies can provide direction to the Town Administrator and Finance Director and other staff prior to this call.

TOWN OF WAYLAND, MASSACHUSETTS

January 30, 2017

PROPOSED BUDGET POLICY

Commencing after fiscal 2018, the Town portion of the operating budget and the School budget shall be projected to increase at a rate of 2.50 percent and 3.00 percent per year, respectively, unless the Town Administrator and the Finance Director otherwise determine that a different increase is to be applied. Any additional appropriations for either budget, if approved, shall be funded from the tax levy and not from reserves.

Commencing with fiscal 2019, the Town shall fund \$2,500,000, followed in fiscal 2020 with \$3,000,000 of capital on a pay-as-you-go basis, funded either from general revenues or from Free Cash.

Free Cash is only to be used for capital expenditures and one-time expenditures.

Commencing with fiscal 2018, it is intended that Free Cash and General Stabilization shall be targeted to be twelve percent of General Fund revenues.

Commencing with fiscal 2019, OPEB is to be funded at the ARC (Annual Required Contribution) and shall be funded from tax revenues and not from reserves.

Commencing after fiscal 2018, the general fund debt service shall be level funded at the amount appropriated for fiscal 2018. Commencing in fiscal 2019, if the general fund debt service appropriation exceeds the amount of general fund debt service, the excess funds shall be transferred to the General Stabilization Fund. When debt service is incurred for the Library and Council on Aging projects, the excess funds shall be first used to pay debt service associated with those projects.

The enterprises shall be self-supporting, including the payment of debt service.

Debt shall not be used for capital acquisitions or projects less than \$500,000; such capital acquisitions or projects shall be funded on a pay-as-you-go basis. Debt shall not be used for regularly incurred capital expenditures.

Debt shall only be used to fund capital items where debt service is paid from enterprise fund revenues, or from CPA funds, or from some other dedicated revenue sources or where, in the case of general fund debt authorizations in excess of \$2,000,000, the debt is excluded from Proposition 2½. All of the latter is to be approved contingent on an affirmative Proposition 2½ vote.

TOWN OF WAYLAND, MASSACHUSETTS

30-Jan-17

Prepared by UniBank Fiscal Advisory Services, Inc.

- 1 6.50% - percent annual increase to middlesex retirement assessment, 2019 - 2024
- 2 5.20% - increase to assessment, 2025
- 3 3.99% - increase to assessment, 2026 - 2035

- 4 3.00% - percent annual increase to school budget
- 5 6.00% - percent annual increase to health insurance budget
- 6 2.50% - percent annual increase to remainder of general fund, unappropriated amounts
and capital budget
- 7 2.50% - percent annual increase to enterprises

- 8 1.00% - percent annual increase to state aid
- 9 2.50% - percent annual increase to local receipts
- 10 2.50% - percent annual increase to transfers from other funds
- 11 3.00% - percent annual increase in assessed valuation

12	FISCAL YEAR BUDGET	2017	2018	2019	2020	2021	2022	2023
13	miscellaneous	\$50,001	\$0	\$0	\$0	\$0	\$0	\$0
14	OPEB	\$243,828	\$215,000	\$600,000	\$615,000	\$630,375	\$646,134	\$662,288
15	article 8 / operating	\$67,155,540	\$19,403,257	\$19,888,338	\$20,385,547	\$20,895,186	\$21,417,565	\$21,953,004
16	retirement	\$0	\$4,362,369	\$4,645,923	\$4,947,908	\$5,269,522	\$5,612,041	\$5,976,824
17	education	\$0	\$38,624,706	\$39,783,447	\$40,976,951	\$42,206,259	\$43,472,447	\$44,776,620
18	health insurance	\$0	\$7,165,000	\$7,594,900	\$8,050,594	\$8,533,630	\$9,045,647	\$9,588,386
19	article 8 / debt service	\$7,495,934	\$8,030,269	\$8,030,269	\$8,030,269	\$8,030,269	\$8,030,269	\$8,030,269
20	article 8 / capital	\$2,253,000	\$1,091,308	\$2,500,000	\$3,000,000	\$3,075,000	\$3,151,875	\$3,230,672
21	beach revolving fund	\$80,000	\$0	\$0	\$0	\$0	\$0	\$0
22	recreation stabilization fund	\$402,618	\$0	\$0	\$0	\$0	\$0	\$0
23	school revolving funds	\$21,755	\$0	\$0	\$0	\$0	\$0	\$0
24	library PILOT to WW	\$56,000	\$0	\$0	\$0	\$0	\$0	\$0
25	other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
26	November STM	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0
27	unappropriated	--	\$798,145	\$818,099	\$838,551	\$859,515	\$881,003	\$903,028
28	enterprises	--	\$4,720,356	\$4,838,365	\$4,959,324	\$5,083,307	\$5,210,390	\$5,340,650
29	budget / estimated budget	\$77,818,676	\$84,410,410	\$88,699,341	\$91,804,144	\$94,583,062	\$97,467,371	\$100,461,740

30	DEBT SERVICE PAYABLE	2017	2018	2019	2020	2021	2022	2023
31	total debt service	\$9,061,108	\$8,665,467	\$7,949,226	\$7,181,836	\$6,567,153	\$6,106,312	\$5,624,613
32	water debt service	\$1,135,609	\$1,092,433	\$1,055,034	\$1,014,882	\$920,977	\$795,625	\$751,275
33	wastewater debt service	\$429,565	\$425,265	\$425,765	\$423,615	\$415,965	\$413,065	\$412,265
34	general fund debt service	\$7,495,934	\$7,147,769	\$6,468,427	\$5,743,339	\$5,230,211	\$4,897,622	\$4,461,073
35	2017 bonds general fund	\$0	\$467,000	\$471,000	\$452,000	\$439,000	\$420,000	\$351,000
36	new debt	\$0	\$0	\$350,000	\$350,000	\$700,000	\$700,000	\$1,050,000
37	2017 bonds CPA	\$0	\$415,500	\$415,500	\$415,500	\$415,500	\$415,500	\$415,500
38	general fund debt service	\$7,495,934	\$8,030,269	\$7,704,927	\$6,960,839	\$6,784,711	\$6,433,122	\$6,277,573
39	STABILIZATION FUND	2017	2018	2019	2020	2021	2022	2023
40	BOY stabilization balance	\$1,850,000	\$1,850,000	\$1,850,000	\$2,175,342	\$3,244,772	\$4,490,330	\$6,087,477
41	general stabilization fund	\$0	\$0	\$325,342	\$1,069,430	\$1,245,558	\$1,597,147	\$1,752,696
42	EOY stabilization balance	\$1,850,000	\$1,850,000	\$2,175,342	\$3,244,772	\$4,490,330	\$6,087,477	\$7,840,173
43	REVENUES / AVAILABLE FUNDS	2017	2018	2019	2020	2021	2022	2023
44	levy	\$62,712,500	\$66,755,055	\$69,720,395	\$72,395,075	\$74,730,013	\$77,155,930	\$79,676,912
45	other local receipts	\$4,400,000	\$4,500,000	\$4,612,500	\$4,727,813	\$4,846,008	\$4,967,158	\$5,091,337
46	state aid	\$5,000,000	\$5,011,949	\$5,062,068	\$5,112,689	\$5,163,816	\$5,215,454	\$5,267,609
47	CPC funds	\$0	\$415,500	\$415,500	\$415,500	\$415,500	\$415,500	\$415,500
48	Free Cash	\$2,000,000	\$599,180	\$2,000,000	\$2,050,000	\$2,101,250	\$2,153,781	\$2,207,626
49	enterprises	--	\$4,720,356	\$4,838,365	\$4,959,324	\$5,083,307	\$5,210,390	\$5,340,650
50	other available funds	\$3,706,176	\$2,408,370	\$2,050,513	\$2,143,743	\$2,243,168	\$2,349,158	\$2,462,107
51	total resources	\$77,818,676	\$84,410,410	\$88,699,341	\$91,804,144	\$94,583,062	\$97,467,371	\$100,461,740
52	OTHER AVAILABLE FUNDS	2017	2018	2019	2020	2021	2022	2023
53	transfers from other funds	--	\$1,623,125	\$1,720,513	\$1,823,743	\$1,933,168	\$2,049,158	\$2,172,107
54	Free Cash	--	\$500,000	\$0	\$0	\$0	\$0	\$0
55	overlay	--	\$200,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000
56	bond premium	--	\$85,245	\$80,000	\$70,000	\$60,000	\$50,000	\$40,000
57	total other available funds	\$0	\$2,408,370	\$2,050,513	\$2,143,743	\$2,243,168	\$2,349,158	\$2,462,107
58	ASS'D VALUATION / TAX RATE	2017	2018	2019	2020	2021	2022	2023
59	assessed valuation	\$3,457,138,900	\$3,560,853,067	\$3,667,678,659	\$3,777,709,019	\$3,891,040,289	\$4,007,771,498	\$4,128,004,643
60	tax rate	\$18.14	\$18.75	\$19.01	\$19.16	\$19.21	\$19.25	\$19.30

(4) ATM ARTICLES

DATE: FEBRUARY 2, 2017
TO: BOARD OF SELECTMEN
FROM: MARYANN DINAPOLI, EXECUTIVE ASSISTANT
RE: ANNUAL TOWN MEETING ARTICLES

Attached is the current list of Annual Town Meeting articles with assignees and positions noted.

The full text of the articles can be accessed online here:

http://www.wayland.ma.us/Pages/WaylandMA_Selectmen/DRAFTArt2017ATM.pdf

ARTICLE LIST FOR 2017 ANNUAL TOWN MEETING

* Asterisk indicates articles proposed for abbreviated presentation procedure

Article	2017 Article Name	Sponsor	Assignee Selectmen	Assignee FinCom	Position Selectmen	Position FinCom
A	Recognize Citizens and Employees for Particular Service to the Town	Board of Selectmen	C. Karlson	D. Watkins	4-0	
B	Pay Previous Fiscal Year Unpaid Bills	Board of Selectmen	C. Karlson	D. Watkins	4-0	
C	Current Year Transfers	Board of Selectmen	C. Karlson	D. Watkins		
D	OPEB Funding	Finance Committee	C. Karlson	K. Shigley		
E	Personnel Bylaws and Wage & Classification Plan	Personnel Board	C. Karlson	D. Watkins		
F	Compensation for Town Clerk	Board of Selectmen	C. Karlson	C. Martin	4-0	
G	FY 2018 Omnibus Budget	Finance Committee	C. Karlson	D. Watkins C. Martin		
H	Rescind Authorized but Unissued Debt	Board of Selectmen	C. Karlson	D. Watkins	4-0	
I	Accept Gifts of Land	Board of Selectmen	C. Karlson	D. Watkins	4-0	
J	Hear Reports	Board of Selectmen	C. Karlson	D. Watkins	4-0	
K	Choose Town Officers	Board of Selectmen	C. Karlson	D. Watkins	4-0	
L	Sell or Trade Vehicles and Equipment	Board of Selectmen	C. Karlson	D. Watkins	4-0	

ARTICLE LIST FOR 2017 ANNUAL TOWN MEETING

** Asterisk indicates articles proposed for abbreviated presentation procedure*

Article	2017 Article Name	Sponsor	Assignee Selectmen	Assignee FinCom	Position Selectmen	Position FinCom
M	Town Clerk to Be Appointed Rather Than Elected	Board of Selectmen	L. Anderson	G. Cliff	Withdrawn	
N	Revolving Fund Bylaw	Board of Selectmen	L. Jurist	C. Martin		
O	Licenses and Permits of Delinquent Taxpayers (Good Standing)	Board of Selectmen	L. Anderson	N. Funkhouser		
P	Authorize Local Voting Rights for Permanent Resident Aliens Residing in Wayland	Board of Selectmen	M. Antes	N. Funkhouser		
Q	Limited Site Plan Review – Exempt Uses	Planning Board	L. Anderson	K. Shigley		
R	Street Acceptance	Planning Board	L. Anderson	K. Shigley		
S	Preservation of Historically Significant Buildings Through Demolition Delay	Historical Commission	M. Antes	G. Uveges		
T	Non-Medical/Recreational Marijuana Moratorium – Zoning Bylaw Amendment	Youth Advisory Committee	L. Jurist	G. Uveges		
U	Appropriate Funds for Alternative Use of Town Building Library	Council on Aging	C. Karlson	G. Uveges		
V	Acceptance of Design for New Library and Approval and Authorization of Library Building Grant Application	Board of Library Trustees	J. Nolan	C. Martin	4-0	

ARTICLE LIST FOR 2017 ANNUAL TOWN MEETING

** Asterisk indicates articles proposed for abbreviated presentation procedure*

Article	2017 Article Name	Sponsor	Assignee Selectmen	Assignee FinCom	Position Selectmen	Position FinCom
W	Authorize Acquisition of an Access and Utility Easement at 89 Stonebridge Road	Board of Public Works	J. Nolan	G. Cliff		
X	Transfer Station Access Road Improvements	Board of Public Works	J. Nolan	G. Cliff		
Y	Community Preservation Fund General Budget – Set Asides and Transfers	Community Preservation Committee	M. Antes	J. Gorke		
Z	Appropriate Funds to Restore Mellen Law Office and Cochituate Town Clock	Community Preservation Committee	M. Antes	J. Gorke		
AA	Appropriate Funds to Hire a Housing Consultant	Community Preservation Committee	M. Antes	J. Gorke		
BB	Appropriate Funds to Construct Athletic Field at Oxbow Meadows	Community Preservation Committee	L. Jurist	G. Cliff		
CC	Appropriate Funds to Construct ADA Trails and Signs at Dudley Woods	Community Preservation Committee	L. Jurist	G. Cliff		
DD	Appropriate Funds to Restore/Replace Windows of First Wayland High School, Now Known as Bradford Hall	Community Preservation Committee	M. Antes	N. Funkhouser		
EE	Plastic Bag Reduction Bylaw	Petitioners	C. Karlson	J. Gorke		
FF	Polystyrene Food Container Bylaw	Petitioners	J. Nolan	J. Gorke		



TOWN OF WAYLAND

41 COCHITUATE ROAD
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**Board of Selectmen
Meeting Minutes
January 23, 2017
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
Also Present: Town Administrator Nan Balmer

A1. Open Meeting and Enter into Executive Session Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3) to Discuss Strategy with Respect to Litigation if an Open Meeting may have a Detrimental Effect on the Litigating Position of the Public Body and the Chair So Declares and Specifically, to Discuss: (a) Whether the Town Should Pursue Legal Proceedings with Respect to the Town's Agreement with Twenty Wayland, LLC, Relative to Property and Development Located Off 400-440 Boston Post Road; and (b) to Discuss Strategy with Respect to a Pending Action regarding 150 Main Street LLC v. Zoning Board of Appeals, Pending with the Land Court
At 6:30 p.m., C. Karlson moved, seconded by M. Antes, that the Board of Selectmen enter into executive session pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3) to discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigating position of the public body and the Chair so declares and specifically, to discuss: (a) whether the town should pursue legal proceedings with respect to the Town's Agreement with Twenty Wayland, LLC, relative to property and development located off 400-440 Boston Post Road; and (b) to discuss strategy with respect to a pending action regarding 150 Main Street LLC v. Zoning Board of Appeals, pending with the Land Court 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 and Town Counsel Amy Kwesell.

The Board returned to open session at 7:16 p.m.

A2. Call to Order by Chair Chair C. Karlson called the meeting of the Board of Selectmen to order at 7:16 p.m. in the Selectmen's Meeting Room of the Wayland Town Building and noted that the meeting will likely be broadcast and videotaped for later broadcast by WayCAM.

M. Antes announced that the upcoming Listening Sessions will be held on Thursday, Saturday, and tentatively on Monday. L. Anderson said all of the dates, times, and locations are on the website. J. Nolan stated that some of the Selectmen were in attendance for the MMA Annual Meeting.

A3. Public Comment

G. Dresens, 155 Main St., stated her concerns with the 150 Main Street building permit and repeated her requests to the Board that they direct Town Counsel to determine the legalities of the permit. She stated that the Board has the responsibility to fix the situation.

M. Upton, Bayfield Rd, discussed her concerns with the 150 Main Street permit. She asked that Town Counsel rule on the legality of the building permit.

A. Boelter, Lake Shore Dr., stated that she is concerned about the declining trust residents have in their elected officials.

J. Bennet, Hawthorne Road, said that it appears residents can't trust that the proper processes and bylaws will be followed.

D. Carls, 132 West Plain St., stated he was shocked at the situation with the 150 Main Street permit and that there are real defects in the process.

A4. Meet with Town Counsel:

- **150 Main Street LLC v. Zoning Board of Appeals: Discussion of Roles of Board of Selectmen, Town Administrator, Building Commissioner, and Zoning Board of Appeals with Respect to Zoning Enforcement Issues**
- **Budget Process – Roles of Selectmen, Finance Committee, and School Committee under Town Code and Massachusetts General Law**
- **Update on Town Legal Transition**

C. Karlson asked for an explanation of the Board of Selectmen's role with regards to 150 Main Street. Town Counsel Amy Kwesell stated that the Board does not have jurisdiction over any of the issues that have been brought up regarding 150 Main Street. She said anything the Board does have control over, they have already acted on, such as hours in the Town Clerk's office and procedures in the Building Department. She said the Board does not have any jurisdiction over enforcing the zoning bylaw. She explained the scope of jurisdiction for the ZBA, Building Commissioner and the Planning Board. She stated that the Scenic Road Bylaw is a general bylaw and is administered by the Planning Board, only triggered if there is a new curb cut or removal of a stonewall or vegetation. In this case it is not triggered.

A. Kwesell said since the building permit was issued, appealed, and the ZBA heard it and denied it, there is procedurally nothing more that can be done. She said the Board of Selectmen does not have the right to revoke, suspend or endorse building permits.

C. Karlson asked Town Administrator, N. Balmer, to look into completeness of files and how requests for documents are handled in the Building Department as another administrative area where the BoS can act.

C. Karlson took questions from the public. Two members of the audience asked questions about the Scenic Road Bylaw and the two physical alteration permits.

The Board left to attend the Finance Committee's Annual Town Meeting Warrant Article Workshop at 7:45 p.m.

A5. Attend Finance Committee's Annual Town Meeting Warrant Article Hearing

The Board returned to its meeting room at 9:06 pm

A4. Continued A. Kwesell continued to answer questions regarding the roles of the Board of Selectmen, School Committee, and Finance Committee regarding budgets. She said that she looked at the town code and state statute. She stated that the Finance Committee submits the overall budget to the Town with recommendations. While the School Committee and BoS vote on respective budgets provided by the Superintendent and Town Administrator, the Finance Committee does have authority to force a change in the bottom line of these budgets.

A Kwesell said the legal transition is going well, and they have hit the ground running. All the department heads, staff, and former town counsel have been helpful.

A6. Selectmen's Work Session: Rivers Edge

- **Timetable**
- **Review Evaluative Criteria**
- **Notice of Award Requirements**
- **Update on Site Considerations: DPW, School Buses**
- **Revised Economic Impact Analysis**

C. Karlson reviewed the timetable with the Board. N. Balmer went over the criteria for the review evaluation. She stated that the evaluation is based purely on the bidders' submission documents so the individual board members can make their own decisions. River's Edge Committee member R. Stanizzi stated that both bidders have done significant development projects so they both have qualifications based on their track record to complete a project like this. She also stated that both meet the RFP requirements. C. Karlson went over the criteria the Board needs to consider for the evaluation. Some of the topics include plan and design, feasibility of project and housing opportunities, development schedule and total financial benefits for the town.

The Board members each discussed their rankings and opinions of the topics. All of the Selectmen ranked Wood Partners as their top pick. M. Antes stated that there should be some discussion about the need for 3 bedroom units.

N. Balmer provided an updated memo from the Department of Public Works Director. M. Lowery came before the Board to discuss the new cost estimate of \$100,000 for the road to the triangle lay down area.

N. Balmer stated the next step would be to issue a notice of award. She said that the Town's attorney from Anderson & Kreiger will draft some conditions on the award. R. Stanizzi stated some of the conditions. N. Balmer stated that there is an understanding between Wayland and Sudbury on a water connection, and the Town needs to decide how they will approach an intermunicipal agreement with the Sudbury Water District.

A7. Discuss and Vote Positions on Annual Town Meeting Articles

The Board decided to defer discussion on Annual Town Meeting Articles until next week.

A8. Meet with Town Moderator to Discuss Moderator's Forum and Annual Town Meeting

Town Moderator D. Berry came before the Board and discussed the Moderator's Forum. The Board and D. Berry decided to combine the Board of Selectmen's Warrant Hearing meeting on March 27 with the Moderator's Forum. C. Karlson said the Board and D. Berry should think about how to structure the meeting.

A9. Minutes: Review and Vote to Approve Minutes of January 9, 2017 as amended. L. Anderson moved, seconded by M. Antes, to approve the minutes of January 9, 2017, as amended. YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A10. Review and Approve Consent Calendar (See Separate Sheet) M. Antes moved, seconded by L. Anderson, 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.

A11. Review Correspondence (See Separate Index Sheet) The Board reviewed the week's correspondence. M. Antes suggested publicizing the Police Department's goals and the Civil Service act that is signed by Gov. Baker. The Board thanked N. Balmer for the letter to the Gills.

A12. Selectmen's Reports and Concerns C. Karlson announced that this Thursday there will be a signing ceremony for the Community Compact with Lt. Gov. Karyn Polito. L Anderson stated that she contacted both the Police and Fire Chiefs about the Board's decision on new positions. She said she is planning to attend the upcoming Local Emergency Planning Committee meeting. M. Antes said she attended the MetroWest Regional Collaborative meeting on Thursday. She said she attended an exhibitor's workshop about storm water at the MMA Annual Meeting. C. Karlson stated she went to a session on succession planning at the MMA meeting. She also stated she is concerned with the lack of parking for The Depot due to the rail trail construction and wanted to know who has jurisdiction over the parking area.

A13. Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any
The Chair said, "I know of none."

A14. Adjourn There being no further business before the Board, L. Anderson moved, seconded by J. Nolan, to adjourn the meeting of the Board of Selectmen at 10:33 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 January 23, 2017

1. Email of 1/20/17 from Susan Bottan, School Business Administrator, to Nan Balmer, Town Administrator, re: Information for Board of Selectmen regarding School Bus Parking Relocation
2. Copy of Commonwealth Community Compact, 1/27/17, between Commonwealth of Massachusetts and Wayland Board of Selectmen, re: Financial Management

Items Included as Part of Agenda Packet for Discussion During the January 23, 2017 Board of Selectmen's Meeting

1. Memorandum of 1/23/17 from Nan Balmer, Town Administrator, to Board of Selectmen, re: Meet with Town Counsel
2. Memorandum of 1/23/17 from Nan Balmer, Town Administrator, to Board of Selectmen, re: Rivers Edge Workshop
3. Memorandum of 1/23/17 from Nan Balmer, Town Administrator, to Board of Selectmen, re: Warrant Article Hearing and Vote on Standard Town Meeting Articles
4. List of 2017 Annual Town Meeting Articles with Attached Text of Articles
5. Draft Board of Selectmen Meeting Minutes, January 9, 2016
6. Report of the Town Administrator for the Week Ending January 20, 2017

TOWN ADMINISTRATOR'S REPORT

WEEK ENDING FEBRUARY 3, 2017

RETIREMENT OF POLICE CHIEF

Congratulations to Chief Irving on his retirement. Bob will be missed!

LIBRARY

The Town Surveyor confirmed that the 5 Concord Road property is under the custody of the Board of Selectmen. Please let me know of any steps the board would like to take to consider reuse.

CONSERVATION COMMISSION

The Conservation Administrator submitted the attached letter explaining the importance of maintaining funding of the Snake Brook dam and gate house project.

BOARD OF HEALTH – MARIJUANA MORATORIUM

Please see attached letter of support from the Board of Health for the article proposing a Temporary Moratorium on Recreational Marijuana Establishments.

COMMUNITY COMPACT

With the Board's consent, IT Director Jorge Pazos will apply in mid-February for a Community Compact grant to provide some of the technical support needed by the soon to be hired Business Systems Analyst who will plan and oversee improvements and automation of departmental functions and customer service.

FY 18 BUDGET: SUBMISSION OF SELECTMEN'S COMMENTS TO FINANCE COMMITTEE ON REQUESTED BUDGET CHANGES

Attached.

RIVERS EDGE

The Notice of Award for the Rivers Edge project was sent to Wood Partners. The terms of the Notice are under discussion. The deposit for Baystone was hand delivered by me with a letter of thanks.



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

MEMORANDUM

Date: February 1, 2017

To: The Finance Committee
The Planning Board
Sarkis Sarkisian, Planning Director

From: Julia Junghanns, Director of Public Health 

Subject: BoH motion in support of Non-Medical/Recreational Marijuana Moratorium – Zoning Bylaw Amendment

At a regularly scheduled Board of Health meeting on January 30, 2017 during the agenda item, "Discuss the Recreational Marijuana Law and ATM Article for Temporary Moratorium on Recreational Marijuana Establishments- guest Sarah Greenaway of Youth Advisory Committee (sponsor of the Article)", the Board of Health made the following motion as outlined in the draft minutes:

Thomas Klem: Motion in support of a proposed Warrant Article, sponsored by the Youth Advisory Committee to put in place a moratorium until the proposed date of January 1, 2019 for the sale of non-medicinal marijuana in the Town of Wayland, if passed by Town residents at Spring Annual Town meeting.

Second Brian McNamara, Vote 4-0 all in favor.



TOWN OF WAYLAND
MASSACHUSETTS
01778
CONSERVATION COMMISSION

TOWN BUILDING
41 COCHITUATE ROAD
TELEPHONE: (508) 358-3669
FAX: (508) 358-3606

DATE: January 30, 2017
TO: Nan Balmer
cc.: Finance Director and Finance Committee
FROM: Linda Hansen, Conservation Administrator
SUBJECT: Snake Brook Dam and Gate House

The Conservation Commission has unexpended Capital Improvement funds for the repairs and upgrading of Rice Road Dam. These funds were requested to implement the recommendations of the September 2012 Dam Inspection Report prepared by GZAGeoenvironmental, Inc. This work was never undertaken, however, based on a review of the historical records and especially the 2012 Dam Inspection Report by Commission member Tom Davidson (an Army Corps of Engineering employee) and me, it is critical to pursue this work. This dam is a Significant (Class II) hazard potential dam and has the potential to overtop the spillway and flood downstream properties as far as the Loker Elementary School.

Mr. Davidson recommended that the Commission (owner of the dam) prepare:

1. An inundation map to get an accurate assessment of the flooding foot print of the current spillway capacity to handle discharge events,
2. Repair the distribution pipe and the 18-inch pipe that goes through the gate house
3. Repair the floor and the roof of the gate house in order to access the pipe
4. Implement the recommendations of the 2012 Dam Inspection Report
5. Remove the vegetation off the dam embankment and abutments
6. Prepare a statement of work for the next inspection due in 2017

In additions to Mr. Davidson's recommendation, the 2012 Dam Inspection Report recommends developing:

1. Hydrologic and Hydraulic analysis
2. An abbreviated Emergency Action Plan
3. An Operation and Maintenance Plan including basic emergency action procedures

The conclusion of the report was that the Snake Brook Dam is in FAIR condition. The "No Action" alternative is not recommended. Continual care and observation are necessary for the safe and proper operation of the dam. The costs to implement the above recommendations (in 2012 dollars) were estimated at \$395,000 to \$695,000. Within the next month, the Commission plans to contract with an engineering firm to complete a Phase I Inspection/Evaluation Report as required every five years and to repair the gate house floor and roof.

DATE: FEBRUARY 2, 2017

TO: FINANCE COMMITTEE

FROM: NAN BALMER, TOWN ADMINISTRATOR

**RE: BOARD OF SELECTMEN'S POSITION ON FINANCE COMMITTEE'S JANUARY 24, 2017
REQUEST FOR BUDGET ADJUSTMENTS**

On January 30th, the Selectmen discussed my memorandum (attached) in response to the Finance Committee's request to the Town Administrator and School Superintendent to find revenue sources and expense cuts to fill a budget gap.

The Selectmen reluctantly agreed to my recommended revenue changes / budget cuts for departments under the Selectmen's jurisdiction (shown in bold) and asked me to advise the Finance Committee that the Selectmen also generally supported the remainder of the recommendations well, knowing that these recommendations are contingent upon the advice of other town elected bodies.

Many of the budget cuts that were agreed to by the Selectmen, such as the decision to recommend budgeting for no new personnel, may assist with the FY 18 budget, but are not sustainable over future years. In addition, continued deferral of costs for maintenance and improvement of Town Building will be more costly than funding a planned, long term Town Building maintenance plan. At your request, the Facilities Director has updated the Capital Improvement Program forms for Fire Station #2 and the Town Building HVAC and Electrical project and will also do so for the Windows project if the Finance Committee contemplates funding the windows design project in FY 18.

Finally, please also know the Selectmen support the request of the Board of Public Works for a large truck, funded under Chapter 90. We understand additional funding for auxiliary equipment for the truck will require separate funding. The Board requests that the Finance Committee fund an estimated \$600,000 expense for school bus parking, understanding that specific plans for school bus parking will be forthcoming in the coming months. Both the DPW heavy truck and the alternate school bus parking will help the Board of Public Works make way for the Rivers Edge project, which will be a financial benefit to the town.

Thank you for your consideration of the position of the Wayland Board of Selectmen on FY 18 budget matters.

CC: Department Heads



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, February 6, 2017
Selectmen's Meeting Room
Wayland Town Building
41 Cochituate Road Wayland

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 KP Law, P.C., January 24, 2017, Statement No. 110738, for Services Through December 31, 2016: \$14,860.50
3. Vote the Question of Approving the Placement of Four Temporary Sandwich Board Signs for the Wayland Children and Parents Association, Valentine's Day Party, from February 8-14, 2017, at Route 20 at the Weston Town Line, Route 20 at the Intersection of Route 27, the Intersection of Old Connecticut Path and Routes 126 and 27, and the Cochituate Fire Station at the Corner of East Plain Street
4. Vote the Question of Approving the Placement of Four Temporary Sandwich Board Signs for the Wayland Children and Parents Association, Parent Enrichment Speaker, from February 24-March 2, 2017, at Route 20 at the Weston Town Line, Route 20 at the Intersection of Route 27, the Intersection of Old Connecticut Path and Routes 126 and 27, and the Cochituate Fire Station at the Corner of East Plain Street
5. Vote the Question of Approving the Placement of Four Temporary Sandwich Board Signs for the Wayland Children and Parents Association, Roller Skating, from March 12-18, 2017, at Route 20 at the Weston Town Line, Route 20 at the Intersection of Route 27, the Intersection of Old Connecticut Path and Routes 126 and 27, and the Cochituate Fire Station at the Corner of East Plain Street

KP LAW, P.C.
101 ARCH STREET
BOSTON, MA 02110
(617) 556-0007

RECEIVED

JAN 26 2017

**Board of Selectmen
Town of Wayland**

STATEMENT NO. 110738

BOARD OF SELECTMEN
WAYLAND TOWN HALL
41 COCHITUATE ROAD
WAYLAND, MA 01778

IN REFERENCE TO: PROFESSIONAL SERVICES THROUGH DECEMBER 31, 2016
JANUARY 24, 2017

TOTAL FEES:	14,467.00
TOTAL COSTS:	<u>393.50</u>
BALANCE DUE:	<u>14,860.50</u>

DiNapoli, MaryAnn

From: Samantha Richter <samantha.d.richter@gmail.com>
Sent: Monday, January 30, 2017 9:39 AM
To: DiNapoli, MaryAnn
Subject: WCPA Sandwich Board Request

Good Morning MaryAnn,

On behalf of the Wayland Children and Parents Association, I would like to request permission to place our sandwich boards for the events listed below. I realize it's very short notice for the first event, so I completely understand if it's not possible to get on the agenda for tonight's meeting.

Dad's Drop In play, February 4th: Boards placed Jan 31-Feb 4

Valentine's Day Party, February 14th: Boards placed Feb 8-14

Parent Enrichment Speaker, March 2nd : Boards placed Feb 24-Mar 2

Roller Skating, March 18 : Boards placed Mar 12-18

We are requesting to place the boards at the following locations: Below the permanent signs at Station Two in Cochituate, Old Connecticut Path and Cochituate Road (Five Paths), Route 20/Old Connecticut Path by the Coach Grill, and Town Center (corner of Routes 20 and 27).

We appreciate the board's consideration of these requests and thank you for your assistance with this matter.

Best,
Samantha Richter
WCPA President



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

LIST OF PUBLIC DOCUMENTS PROVIDED TO THE BOARD OF SELECTMEN FROM JANUARY 27, 2017, THROUGH AND INCLUDING FEBRUARY 2, 2017, OTHERWISE NOT LISTED AND INCLUDED IN THE CORRESPONDENCE PACKET FOR FEBRUARY 6, 2017

Items Distributed To the Board of Selectmen –January 27-February 2, 2017

1. Email of 2/1/17 from Linda Segal to Board of Selectmen re: River's Edge Public Comment

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of January 30, 2017

1. Previous Finance Committee Comments on Articles A, B, E, F, G, H, I, J, K and L
2. Charge of the Historical Commission
3. MBLC Grant Application Submission & 1.26.17 Wayland Free Public Library, 195 Main Street, by Tappé Architects, 1/26/17
4. Letter of 1/30/17 from Michael Lowery to Board of Selectmen re: River's Edge Award Decision
5. Email from Amy and Harvey Michaels to Board of Selectmen re: Bus Parking
6. Petition from Wayland Residents re: Bus Parking
7. Letter of 2/1/17 from Board of Selectmen to Wood Partners re: 484-490 Boston Post Road, Wayland, Request for Proposals #16-28, and Record of Vote of the Board of Selectmen, January 30, 2017

Items Included as Part of Agenda Packet for Discussion During the February 6, 2017 Board of Selectmen's Meeting

1. Memorandum of 2/6/17 from Nan Balmer, Town Administrator, to Board of Selectmen, re: Preparation for Moody's Rating Call: Proposed Financial Policies
2. List of 2017 Annual Town Meeting Articles
3. Draft Board of Selectmen Meeting Minutes, January 23, 2016
4. Report of the Town Administrator for the Week Ending February 3, 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

BOARD OF SELECTMEN
Monday, February 6, 2017
Selectmen's Meeting Room
Wayland Town Building
41 Cochituate Road Wayland

CORRESPONDENCE

Selectmen

1. Public Comment, River's Edge Public Comment
2. Public Comment, Significant Security Problems Continue at WPS = Financial Risk for Wayland
3. Memorandum of 1/30/17 from Linda Hansen, Conservation Administrator, to Nan Balmer, Town Administrator, re: Snake Brook Dam and Gate House
4. Wayland Police Department Press Release, 1/30/17, Town of Wayland Named Safest Town in Massachusetts
5. Letter of 1/30/17 from Robert Irving, Chief of Police, to Board of Selectmen, re: Notice of Retirement Effective September 19, 2017
6. Letter of 1/31/17 from Ameresco to Ben Keefe, Public Works Director, re: Notice of Commercial Operations. Solar Photovoltaic System
7. Email of 1/31/17 from David Houghton, Fire Chief, to Nan Balmer, Town Administrator, re: Grant Award for SAFE (Student Awareness of Fire Education) and Senior SAFE
8. Letter of 1/31/17 from Beth R. Klein, Town Clerk, to Board of Selectmen re: Approval of Special Town Meeting Bylaw Amendments
9. Letters of 1/31/17 from Conservation Administrator, Director of Public Health, and Board of Public Works, to Eversource Energy re: 2017 Yearly Operational Plan
10. Email of 2/2/17 from Ellen Tohn, Energy Initiatives Advisory Committee, to Board of Selectmen, re: Update to Board of Selectmen
11. Wayland Police Department Goals 2017
12. Director of Public Health Report, January 30, 2017

Minutes

13. Board of Selectmen Listening Session Subcommittee, January 13, 2017, January 26, 2017, January 28, 2017
14. Local Emergency Planning Committee, December 16, 2015, July 28, 2016
15. Zoning Board of Appeals, February 9, 2016, January 12, 2017

Region

16. Massachusetts Municipal Association, 1/27/17, Spring Legislative Breakfast Meetings Begin on February 24, 2017

State

17. Comprehensive Permit Site Approval Application/Rental, received 1/31/17, from Mass Housing, re: Windsor Place, 24 School Street

DiNapoli, MaryAnn

From: Balmer, Nan
Sent: Wednesday, February 01, 2017 11:19 AM
To: DiNapoli, MaryAnn
Subject: FW: BoS correspondence - River's Edge public comment

From: Linda Segal [<mailto:lmsegal@comcast.net>]
Sent: Wednesday, February 01, 2017 12:17 AM
To: Karlson, Cherry; Anderson, Lea; Jurist, Louis; Antes, Mary; Nolan, Joseph F.
Cc: Selectmen; Balmer, Nan; Linda L. Segal
Subject: BoS correspondence - River's Edge public comment

Good morning, Board of Selectmen.

Thank you for allowing the public to comment Monday night about the proposed River's Edge housing project on Route 20. Please let me set the record straight on a few additional points:

The WayCAM broadcast of your Board meeting confirms my objection to the comment offered by Mr. Nolan, when he alleged a pattern of "the same people" voicing concerns about land use proposals. Unfortunately, those are the words he used. His criticism of a former Finance Committee member was similarly unhelpful. Inaccurate statements by a former road commissioner, such as "the old dump was never capped," are troubling and risk undermining your Board's credibility.

It was ten years ago, after January 2007 site inspections by the DEP, when the Town was notified of Zone I violations at the Wayland High School property as described in this link. The official response back to DEP in May 2007 was signed by the town administrator, not the school department, and represented all stakeholders of that land and our water resources.

<http://waylandwells.info/wp-content/uploads/2012/07/Happy-Hollow-Zone-I-Violations-5-February-2007.pdf>

It is my understanding the Town does not expect to receive its new Water Management Act permit from the DEP until 2018. Another possible expense not specifically mentioned Monday night may be the need to construct a second drinking water storage tank to replace the smaller Reeves Hill tank demolished several years ago under the direction of a former DPW Director.

We need sustainable planning and fact-based solutions that protect public health, safety and our residential neighborhoods.

Respectfully submitted,

Linda Segal
Wayland resident, former selectman



Wayland
Computer Privacy Initiative
1 Sylvan Way, Wayland, MA 01778

To: Members of the Wayland Board of Selectmen
From: Mark Hays
Cell: 508.661 9733
Email: MarkAllenHays@Gmail.com
RE: Significant security problems continue at WPS = financial risk for Wayland
Date: 1 February, 2017

Dear members of the Wayland Board of Selectmen:

Despite years of warnings, multiple breaches of the Wayland Treasurer's Office, and the McGladrey / RSM report and recommendations, Wayland Public Schools still suffers from the same basic security problems.

- We recently found that basic security patches have not been installed on WPS computers – the same problem that occurred in 2013, 2014, 2015 and 2016.
- Hackers automatically identify unpatched and vulnerable computers via the Web, with 'bots' that scan thousands of computers every minute. They know exactly what the unpatched vulnerabilities are and launch attacks to seize control.
- We recommended an automated patch management solution for WPS years ago. McGladrey / RSM made the same recommendation in 2015 for the Town and WPS. Believe it or not, however, WPS has not implemented the solution recommended by McGladrey / RSM, which is now used by the Town. WPS is using the same old tools, in the same old way.
- We recommended upgrades in 2013 and 2014. The Town was hacked in 2015.
- If WPS does not upgrade, it will also be hacked. The WPS network stores a much larger volume of data for thousands of current and former students and families, so the risk and potential liability are significant.
- The cost of a breach would exceed \$1.5 million according to industry studies. Wayland taxpayers would foot the bill.
- Members of the BoS and Wayland School Committee have been repeatedly warned about this risk, and informed about the solutions. You know what should be done to fix the problem. Attorneys often name responsible parties who knew about a problem, but took no effective action.

- In the event of a breach and suit, all of our letters would be produced during 'discovery', along with the McGladrey / RSM report.

So, given all that you know, will you take action? Although the Wayland Public Schools network has historically been managed by the School Committee and Superintendent, the Town of Wayland is financially responsible for these recurring problems. Wayland taxpayers will pay if a breach occurs. So this buck stops at your desk.

We look forward to your response. Please let me know if you have any questions.

Mark Hays

CC: Wayland School Committee, Jorge Pazos, FinCom



TOWN OF WAYLAND
MASSACHUSETTS
01778
CONSERVATION COMMISSION

TOWN BUILDING
41 COCHITUATE ROAD
TELEPHONE: (508) 358-3669
FAX: (508) 358-3606

DATE: January 30, 2017
TO: Nan Balmer
cc.: Finance Director and Finance Committee
FROM: Linda Hansen, Conservation Administrator
SUBJECT: Snake Brook Dam and Gate House

The Conservation Commission has unexpended Capital Improvement funds for the repairs and upgrading of Rice Road Dam. These funds were requested to implement the recommendations of the September 2012 Dam Inspection Report prepared by GZAGeoenvironmental, Inc. This work was never undertaken, however, based on a review of the historical records and especially the 2012 Dam Inspection Report by Commission member Tom Davidson (an Army Corps of Engineering employee) and me, it is critical to pursue this work. This dam is a Significant (Class II) hazard potential dam and has the potential to overtop the spillway and flood downstream properties as far as the Loker Elementary School.

Mr. Davidson recommended that the Commission (owner of the dam) prepare:

1. An inundation map to get an accurate assessment of the flooding foot print of the current spillway capacity to handle discharge events,
2. Repair the distribution pipe and the 18-inch pipe that goes through the gate house
3. Repair the floor and the roof of the gate house in order to access the pipe
4. Implement the recommendations of the 2012 Dam Inspection Report
5. Remove the vegetation off the dam embankment and abutments
6. Prepare a statement of work for the next inspection due in 2017

In additions to Mr. Davidson's recommendation, the 2012 Dam Inspection Report recommends developing:

1. Hydrologic and Hydraulic analysis
2. An abbreviated Emergency Action Plan
3. An Operation and Maintenance Plan including basic emergency action procedures

The conclusion of the report was that the Snake Brook Dam is in FAIR condition. The "No Action" alternative is not recommended. Continual care and observation are necessary for the safe and proper operation of the dam. The costs to implement the above recommendations (in 2012 dollars) were estimated at \$395,000 to \$695,000. Within the next month, the Commission plans to contract with an engineering firm to complete a Phase I Inspection/Evaluation Report as required every five years and to repair the gate house floor and roof.

Wayland Police Department

Press Release

January 30th, 2017

Chief Robert Irving was informed today that the town of Wayland has been named the safest town in Massachusetts for the fourth consecutive year by Safewise.

Safewise is a community-focused security organization committed to increasing safety education, awareness, and preparedness. In 2016 Wayland was ranked second nationally for towns with populations of 15,000 or less.

Chief Irving states, "This ranking shows the hard work and dedication of all public safety personnel in Wayland and the tremendous partnership between the community and the police officers, firefighters and dispatchers that serve and protect the town on a daily basis. It is gratifying to see such a high ranking for consecutive years."

The full listing of the Safewise 100 Safest Cities in Massachusetts can be seen at:

<http://www.safewise.com/blog/safest-cities-massachusetts/>



WAYLAND POLICE DEPARTMENT

WAYLAND, MASSACHUSETTS 01778



ROBERT IRVING
CHIEF OF POLICE

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

January 30, 2017

Dear Members of the Board and Town Administrator Balmer,

Please be advised that I will retire from the Wayland Police Department at the expiration of my contract on September 19th, 2017.

It has been my honor to have served the town in the capacity of Police Chief for the past fifteen and a half years. I am retiring at this time to spend more time with my family.

I am most appreciative of the support that this and previous Boards have provided to me and the Wayland Police Department. I am also grateful for having had the opportunity to work with so many fine officers and civilian dispatchers over the years.

I believe the police department and the community have developed a strong partnership that has played a significant role in the successful public safety record we enjoy. I am confident that Wayland will remain high on the list of safest towns in Massachusetts for years to come.

I am giving seven months' notice of my pending retirement in the hopes that a new Police Chief can be named before my departure. I look forward to the remaining time in my position and will work diligently to ensure a smooth transition once my successor has been appointed.

Respectfully,

Robert Irving
Chief of Police

6



111 Speen Street, Suite 410
Framingham, MA 01701

P: 508 661 2200
F: 508 661 2201

ameresco.com

January 31, 2017

Town of Wayland
Attention: Kenneth Keefe- Public Works Director
41 Cochituate Rd
Wayland, MA 01778

**RE: Notice of Commercial Operation
1335.92 kW Solar Photovoltaic System**

Dear Mr. Keefe,

In accordance with Section 4h of the Solar Power Purchase Agreement executed between the Town of Wayland and Wayland Municipal Solar LLC dated Jul 23, 2015, we are providing Notice of Commercial Operation to the Town of Wayland of the 610.47 kilowatt solar photovoltaic generating system located at 264 Old Connecticut Road in Wayland (Wayland High School), a 238.14 kilowatt solar photovoltaic generating system located at 201 Main St in Wayland (Wayland Middle School), a 227.43 kilowatt solar photovoltaic generating system located at 66 River Rd in Wayland (Wayland DPW), and a 259.875 kilowatt solar photovoltaic generating system located at 41 Cochituate Rd in Wayland (Wayland Town Building).

The system is operational as of today. We are looking forward to a continued productive relationship with the School in operating the system.

Sincerely,

By: 
James J. Walker, P.E., Vice President



Printed on recycled material

DiNapoli, MaryAnn

From: Balmer, Nan
Sent: Tuesday, January 31, 2017 10:18 AM
To: DiNapoli, MaryAnn
Subject: FW: Grant Award
Attachments: img-170131090152.pdf

correspondence

From: Houghton, David
Sent: Tuesday, January 31, 2017 8:03 AM
To: Balmer, Nan; Keveny, Brian; Pierce, Zoe
Subject: Grant Award

I am pleased to announce the Fire Department was notified yesterday via the attached letter that we have been awarded a grant from the Commonwealth to support our Safe and Senior Safe Fire public fire and life safety initiatives. The grant total is \$6,547.00 and is slightly higher than the grants we have received before.

These funds are used to purchase educational materials and pays some of our staff to teach fire prevention and life safety items to people from preschool to our oldest population. We know that this program has had a tremendous positive impact, and we are pleased that we will be able to continue our efforts in this endeavor.

I would be remiss if I did not mention Firefighter Todd Winner who has run this program for many years and is truly the face of the fire department to every child in Wayland he has visited in school. Todd continues to make the program better each year and has recently brought Firefighter Pat Walkinshaw into the program to help keep up with the demands.

I would expect the funds to be deposited in the next month and ask that they go into the SAFE account with the org code of 24220200.

If you have any questions please let me know.

Thanks

David



OFFICE OF THE GOVERNOR
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE • BOSTON, MA 02133
(617)725-4000

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

January 27, 2017

Chief David G. Houghton
Wayland Fire Department
38 Cochituate Road
Wayland, MA 01778

Dear Chief Houghton:

Congratulations! We are pleased to inform you that the Wayland Fire Department has been awarded \$3,951.00 for Student Awareness of Fire Education (S.A.F.E.) and \$2,596.00 for Senior SAFE grants. We look forward to working with you and your community on this public fire and life safety initiative.

Additional correspondence, including all the necessary documents needed to execute this award will be provided by the Executive Office of Public Safety and Security, Department of Fire Services within the next two weeks.

Feel free to contact Cynthia Ouellette at cynthia.ouellette@state.ma.us if you have any questions.

Sincerely,

Handwritten signatures of Governor Charles D. Baker and Lieutenant Governor Karyn E. Polito.

Governor Charles D. Baker

Lt. Governor Karyn E. Polito



TOWN OF WAYLAND

MASSACHUSETTS

01778

8

TOWN CLERK

Beth R. 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

January 31, 2017

The following Articles were returned with the approval of the Attorney General's Office relative to the following amendments to the Town Code adopted at the Wayland Special Town Meeting, which convened on November 15, 2016.

GENERAL BYLAWS:

Article 1: Municipal Field Irrigation Waiver Bylaw Amendment

Article 2: Amend Chapter 36, Section 18 of Town Code, Attendance and Participation of Nonresident Town Officials

ZONING BYLAWS:

Article 4: Conservation Cluster Developments Zoning Bylaw

Article 10: Assisted/Independent Living and Nursing Home Zoning Bylaw

APPROVED BY THE ATTORNEY GENERAL

January 27, 2017

RECEIVED BY THE TOWN CLERK'S OFFICE:

January 30, 2017

POSTED BY THE TOWN CLERK'S OFFICE:

January 31, 2017

WAYLAND TOWN CRIER PUBLICATION DATES:

February 9, 2017 & February 16, 2017

Any claims that a zoning bylaw is invalid because of a defect in the procedure by which the bylaw was amended or adopted may only be made within 90 days of this posting. Copies of the bylaws amended and adopted are on file in the Office of the Town Clerk.


Beth R. Klein, Town Clerk

Attachments

Cc:

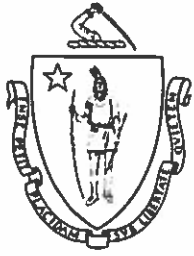
- Town Counsel
- Board of Selectmen ✓
- Nan Balmer, Town Administrator
- Sarkis Sarkisian, Planning Director
- Thomas Holder, DPW Director

Legal Ad Wayland Town Crier 2/9/17 & 2/16/17

RECEIVED

JAN 31 2017

Board of Selectmen
Town of Wayland



THE COMMONWEALTH OF MASSACHUSETTS
OFFICE OF THE ATTORNEY GENERAL

CENTRAL MASSACHUSETTS DIVISION
10 MECHANIC STREET, SUITE 301
WORCESTER, MA 01608

MAURA HEALEY
ATTORNEY GENERAL

(508) 792-7600
(508) 795-1991 fax
www.mass.gov/ago

January 27, 2017

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

Re: Wayland Special Town Meeting of November 15, 2016 - Case # 8229
Warrant Articles # 4 and 10 (Zoning)
Warrant Articles # 1 and 2 (General)

Dear Ms. Klein:

Article 1, 2, 4, and 10 – We approve the amendments adopted under Articles 1, 2, 4 and 10 at the Wayland Special Town Meeting of November 15, 2016.

Note: Pursuant to G.L. c. 40, § 32, neither general nor zoning by-laws take effect unless the Town has first satisfied the posting/publishing requirements of that statute. Once this statutory duty is fulfilled, (1) general by-laws and amendments take effect on the date these posting and publishing requirements are satisfied unless a later effective date is prescribed in the by-law, and (2) zoning by-laws and amendments are deemed to have taken effect from the date they were approved by the Town Meeting, unless a later effective date is prescribed in the by-law.

Very truly yours,

MAURA HEALEY
ATTORNEY GENERAL

Margaret J. Hurley

By: Margaret J. Hurley
Chief, Central Massachusetts Division
Director, Municipal Law Unit
10 Mechanic Street, Suite 301
Worcester, MA 01608
(508) 792-7600 ext. 4402

cc: Town Counsel Mark J. Lanza



TOWN OF WAYLAND
MASSACHUSETTS
01778
CONSERVATION COMMISSION

TOWN BUILDING
41 COCHITUATE ROAD
TELEPHONE: (508) 358-3669
FAX: (508) 358-3046

January 31, 2017

William Hayes, Senior Transmission Arborist
Eversource Energy, Eastern MA
One NSTAR Way, SE-70
Westwood, MA 02090-9230

RE: Eversource Energy, Eastern MA 2017 Yearly Operational Plan

Dear Mr. Hayes,

The Wayland Conservation Commission welcomes the opportunity to comment on Eversource's Yearly Operation Plan for Eastern MA. The Conservation Commission has reviewed the your notification letters, the 2017 Yearly Operational Plan, and the Five Year Vegetation Management Plan and we offer the following comments.

The right-of-way (ROW) 8-1 in Wayland falls within a Sensitive Resource Area. The ROW crosses over the Sudbury River (not identified on the YOP map), bisects two large wetland areas and falls within a priority habitat. This area is a valuable habitat for migratory and resident birds and should be protected. Based on my visual inspection, the area under the towers has been cleared of trees and undergrowth and requires only minimal maintenance to control unwanted growth. Under 333 CMR 11.04, no herbicides shall be sprayed within a designated "no spray sensitive area". Only alternative mechanical removal should be exercised in this area.

We request that you revise your Wayland, Right-of-Way 8-1 map and identify this area as a "no spray sensitive area".

If you have any questions regarding the comments, please contact me at 508-358-3669 or LHansen@wayland.ma.us.

Sincerely,

Linda Hansen
Conservation Administrator



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

January 31, 2017

To: William Hayes, Senior Transmission Arborist
Eversource Energy, Eastern MA
Vegetation Management
One NSTAR Way, SE-370
Westwood, MA 02090-9230

Subject: Comments on Yearly Operational Plan

Dear Mr. Hayes,

On behalf of the Board of Health of the Town of Wayland, we are providing the following comments:

We have reviewed the map you provided titled, "Eversource Energy Eastern Ma, 2017 Yearly Operational Plan, Wayland Right of Way 8-1". We have identified private wells that are located in the area of ROW 8-1 which we have marked with a green circle on this map. These private wells meet the definition of a 'sensitive area'. We also call your attention to the Public well in this area.

Additionally, "The Wayland Capture Zones are defined as the aquifer volume through which groundwater flows that contribute water to the recovery of the well system during normal pumping conditions. Groundwater found in the Capture Zone will eventually be "captured" and pumped out of the ground at the well." Page 10, Wellhead Protection Plan, on file with MA DEP. One of these zones is covered by your 2017 Vegetation Management Plan: The area within the dark blue shape above in a capture zone within the area covered by your 2017 Vegetation management plan. The Board of Health considers this a 'sensitive area' within your definition and request that manual methods rather than herbicides be used to control vegetation in this area.

Sincerely,



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



WAYLAND BOARD OF PUBLIC WORKS

TOWN OF WAYLAND

41 COCHITUATE ROAD, Wayland, Massachusetts 01778-2697

31 January 2017

To: William Hayes, Senior Transmission Arborist
Eversource Energy, Eastern MA
Vegetation Management
One NSTAR Way, SE-370
Westwood, MA 02090-9230

Subject: Wayland Wellhead Capture Zones – Sensitive Areas

Gentlemen:

“The Wayland Capture Zones are defined as the aquifer volume through which groundwater flows that contribute water to the recovery of the well system during normal pumping conditions. Groundwater found in the Capture Zone will eventually be “captured” and pumped out of the ground at the well.”

Page 10, Wellhead Protection Plan, on file with MA DEP.

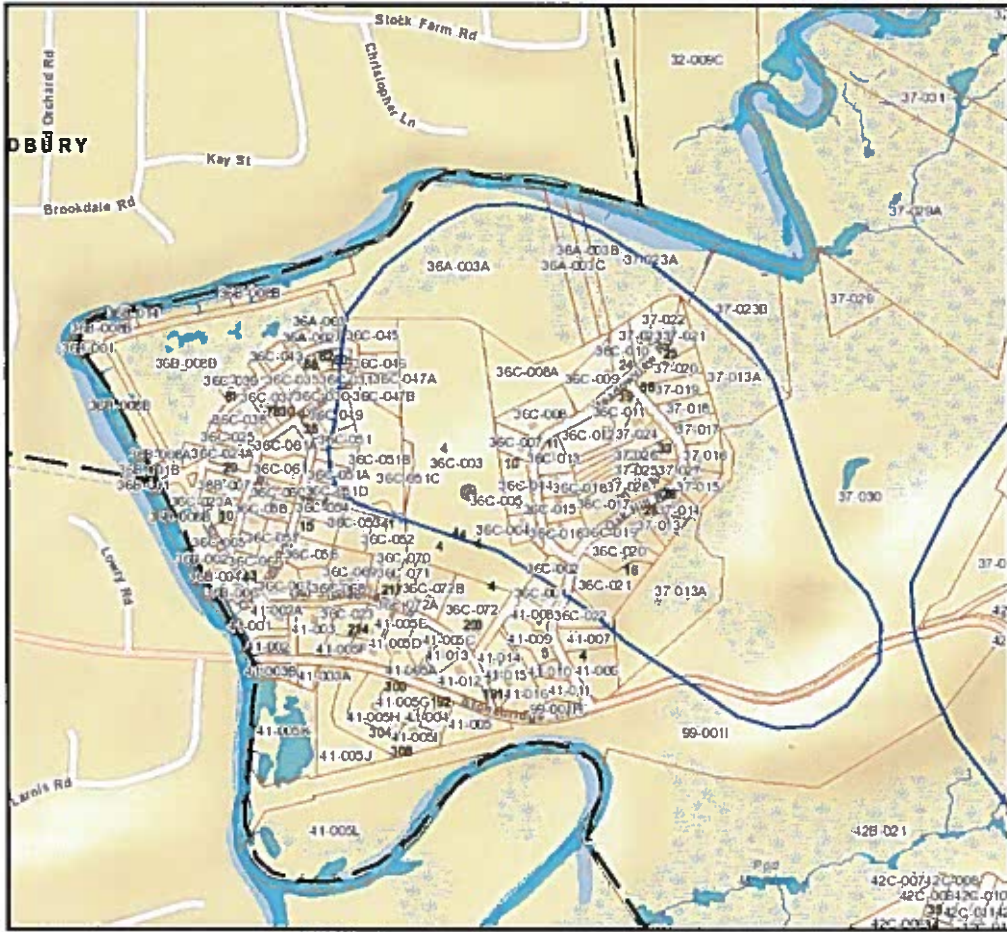
One of these zones is covered by your 2017 Vegetation Management Plan:

The area within the dark blue shape above in a capture zone within the area covered by your 2017 Vegetation management plan.

As Water Commissioners, we consider this a ‘sensitive area’ within your definition and request that manual methods rather than herbicides be used to control vegetation in this area.

Best regards,
BOARD OF PUBLIC WORKS

Christopher Brown
Chairman



10

DiNapoli, MaryAnn

From: Balmer, Nan
Sent: Thursday, February 02, 2017 6:50 AM
To: DiNapoli, MaryAnn
Subject: Fwd: Energy Initiative Advisory Committee Update to Board of Selectman

Correspondence

Nan Balmer
(508) 237-1330

Begin forwarded message:

From: Ellen Tohn <etohn@tohnenvironmental.com>
Date: February 1, 2017 at 10:50:53 PM EST
To: Cherry Karlson <ckarlson@wayland.ma.us>
Cc: Ben Keefe <bkeefe@wayland.ma.us>, Nan Balmer <nbalmer@wayland.ma.us>, Anne Harris <arharris29@gmail.com>, Ellen Tohn <ellentohn@gmail.com>
Subject: Energy Initiative Advisory Committee Update to Board of Selectman

Hi Cherry

The Energy Committee is delighted to let you know that the solar systems are up and running. Ben and the solar gurus on our committee: John Harper and Mike Staiti deserve a special thank you.

We also wanted to the Selectman know that we are planning to submit another Green Communities application to the Massachusetts Dept. of Energy Resources, due March 3rd. We will be requesting the full \$250,000 and are optimistic we will receive funding given our strong track record. We are working with Ben Keefe and MAPC to put together the application. We are considering the below items and will be refining the list over the next couple of weeks:

- energy upgrades to the Town Building - a top committee priority
- funding to help subsidize the street light upgrades to LEDs - a top committee priority
- purchase of more energy efficient town vehicles. We are considering electric or electric plug in hybrids and related charging stations at the Town Building, as well as a potential hybrid school bus (for the one bus owned by the town). Our recent committee strategic planning exercise, identified vehicles as a priority pending funding. We have attended MAPC events on this topic and worked with Natick, which has pursued such options, to better understand existing incentive programs and real world experience in Natick with such equipment.

We will work with Nan in finalizing this application. Nan can sign the application on behalf of the town.

Would you please circulate this note to the Board of Selectman. Let me know if you have any questions.

Best
Ellen

P.S.. I am happy to put this in a letter if that is more appropriate.

Ellen Tohn
ellentohn@gmail.com



WAYLAND POLICE DEPARTMENT

WAYLAND, MASSACHUSETTS 01778



ROBERT IRVING
CHIEF OF POLICE

Wayland Police Department Goals 2017

The overall mission of the Wayland Police Department is to make the Town of Wayland as safe as possible for its residents, employees and visitors. In an effort to further the mission of the department, some goals and specific objectives have been identified that we will attempt to meet in 2017. Each member of the Wayland Police Department is expected to contribute in meeting objectives that will allow us to attain the goals established.

Improve Police Officer Training

The Wayland Police Department strives to maintain the highest standards of excellence utilizing training and technology to create a safe environment for citizens. Police officer training is vital in preparing officers for the daily tasks that society places on them each day. Well-trained officers are less likely to make mistakes that will place them in a dangerous situation or create a cause for unnecessary legal action against the department and the town. Given the budgetary constraints faced by the department, efforts will be made to control the costs of some of the training received by the officers.

Objectives: Provide each officer with a minimum of 16 hours of additional training this year above the 40 hours required, in accordance with **MGL Chapter 41 §96B**. This year, there will be an added emphasis to providing training in active shooter response. Other areas where additional training could be conducted are; domestic violence, officer survival, defensive tactics, police liability, investigative techniques, emergency driving, etc. This year the department will again participate in reward seminars sponsored by MIIA.

Continue an annual qualification of firearms consisting of a minimum of eight hours of training and the successful qualification of all department members.

Included in the 8 hours of training, officers will receive mandatory use of force training. This will be accomplished with scenario based training. The department will also supply added firearms training for those officers identified as being able to benefit from one on one skills enhancement in the use of firearms.

Maintain the certifications of specific officers in specialized functions such as; child car seat installers, traffic accident reconstruction experts, computer forensics, and field training officers.

The department is always encouraging leadership development within the department. All Sergeants will be giving the opportunity to attend risk management training. Specific sergeants may be assigned to more advanced leadership and career development training.

Training will be provided to all officers in the use of Narcan Nasal Spray that will be carried in all police cruisers in 2017.

Improve Traffic Safety

Accidents are a problem in the Town of Wayland and the department needs to continue efforts in several areas to improve the safety of the roads in town. Our efforts at accident reduction have played a major role in the significant decrease in reportable accidents since 2003.

Objectives: Reduce the accident rate from 2016 levels by 5%. There were 323 reported accidents in 2016, a 7.7% decrease from 2015. The department will maintain a program designed to identify roadways and intersections that have a high accident rate and/or generate citizen complaints. Once identified, the areas will be targeted for selective enforcement. In addition, the department will utilize the programmable signboard to warn motorists of potential hazards, road closures and construction projects. The department will also use speed and traffic counters to help determine problem areas in town. The police department supports traffic-calming measures, such as speed bumps, to deter motorists from traveling too fast. This year the department will support the use of speed bumps on Bow Road to reduce the speeds of commuter traffic. All officers and supervisors will be encouraged to continue proactive enforcement of motor vehicle laws and to maintain a high police presence on our roadways, especially in high accident areas. On shifts with three patrol officers assigned, a unit designated as a traffic unit will be deployed to target problem areas.

During 2017, it will be an objective to keep alcohol related crashes at an absolute minimum. The department will aggressively enforce the O.U.I laws and deter underage consumption of alcohol by conducting spot checks of establishments that sell liquor. Officers and supervisors will be encouraged to be on the lookout for impaired drivers and to take enforcement action when one is found. The department will look to improve upon its record of 23 O.U.I. arrests in 2016. The department will participate in all programs sponsored by the Governor's Highway Safety Bureau to include, "Over the Limit, Under Arrest" and "Click It or Ticket."

It will be an objective to conduct a minimum of 50 child car seat inspections for Wayland residents. In 2016 a total of 73 child car seat inspections were performed.

The department will inspect pedestrian crosswalks throughout town and work with the Highway Department to insure that the crosswalks are highly visible for operators of motor vehicles and pedestrians.

Reduce False Burglar Alarms

False burglar alarms cause unnecessary emergency police response and can contribute to officer involved automobile accidents and officer complacency. In addition, they take officers away from other duties they may be performing.

Objective: Reduce false burglar alarms by 10%. In 2016 there were 654 false commercial and residential burglar alarms that required a police response. This represents a 3.5% decrease in false burglar alarms from 2015. By enforcing the Town By-law 83-2 and by proactive publicity on the importance of proper maintenance of burglar alarm systems, it is hoped that the number of false burglar alarms will be reduced to 600 or less. In addition to enforcing the Alarm By-law, the department will contact alarm violators after three false alarms to help resolve the problem with the alarm system.

Maintain Staffing Levels and Improve Hiring and Promotional Capabilities

The current authorized strength of the Wayland Police Department is 23 sworn officers. At the beginning of the calendar year the department is operating at one below full strength. A Student Officer is expected to graduate from the police Academy in February and will begin field training. The department will institute a new hiring process to try to identify the best possible candidates to become officers..

Objective: Maintain the staffing level at 23 during the calendar year. Replace any opening caused by retirement or resignation with qualified candidates. The department will continue to track activity caused by the Town Center and other developments to determine what staffing level may be needed in the future to handle increased demand. The department will propose an increase of total sworn staff to 24 during the 2018 budget presentation.

The department will work to develop new leaders for the future through training and involvement in the police administration. It will be a goal of the department to have the capability to replace supervisory and administrative positions in an expeditious manner. The department will develop and administer new promotional processes for the rank of Lieutenant and Sergeant.

Improve Technology and Equipment

Police work in the year 2017 requires sophisticated computer and electronic equipment. The police department must continue to improve its effectiveness by acquiring the latest equipment used in the law enforcement profession. Reliable communication systems are imperative for the operation of a police agency. In order to maintain effective communications systems, periodic upgrades are necessary.

Objectives: The department will continue to improve security at town buildings by funding additional exterior security cameras at Public Safety Building. These funds will be available through the 2017 Emergency Management Planning Grant.

Security at the Dispatch Center and police area of the Public safety Building will be enhanced by adding security bars to a number of windows at the Wayland Public Safety Building.

The department will maintain COPSync, a warning and communication system for school security and police rapid response and the town's emergency notification system, Swiftreach.

The department will look at various less lethal weapons and devices during the year to determine if any would be appropriate for implementation in our department.

The department will begin carrying Narcan Nasal Spray in all cruisers in 2017 to increase the chances of saving the life of someone that has overdosed on opioids.

Improve Community Relations

The Wayland Police Department is firmly committed to the community policing philosophy and currently engages in many community-policing activities. These include; a Youth Officer position, Bicycle Officers, Auxiliary Program, Police/Youth forums and a web and Facebook page. As community policing is a never ending principle, new ideas and programs are necessary to keep the concept expanding throughout the department and the town.

Objective: Continue existing programs that are designed to foster good community relations. Programs such as the Child Safety Seat Inspection Program, Rape Aggression Defense Training and Cops/Kids Lunches will be continued in 2017.

Continue regular Police/Youth interactions at Wayland High School and Wayland Middle School. Assign two officers to act as chaperones for the 2017 Washington D.C. trip for Wayland Middle School 8th graders.

Work with WaylandCares to help develop strong ties between officers and the town's youth and parents.

Increase outreach to the elderly community on how to protect themselves from the various scams they may encounter by mail, telephone or e-mail. In 2017 the

department will implement the Silver Alert Program to assist in the recovery of people who have cognitive impairment and may go missing. This program has successfully recovered Alzheimer's patients and people suffering from dementia in other communities.

In conjunction with Wayland Youth and Family Services, continue the Youth Diversion Program for juvenile first time offenders that was established in 2007.

Continue the prescription drug disposal at the Public Safety Building. This program allows residents to safely dispose their unused prescription medications.

Maintain the use of the Wayland Police Bicycle Patrol. This will include bicycle patrol presence at the Memorial Day Parade, Walden Pond trip, Halloween and other special events.

The department will continue to communicate with the public through social media, such as Twitter, Facebook and the department's website.

Improve Emergency Preparedness

The Wayland Police Department must be trained and equipped to handle many emergencies. It is necessary for the department to work together with other state and local agencies to share resources and expertise.

Objective: The police department is committed to working with the Local Emergency Planning Committee to help maintain full emergency preparedness certification. The department will maintain its membership and participation in the Metropolitan Law Enforcement Council.

The department will continue to oversee the Swiftreach 911 System to provide emergency notifications within the community.

Reduce Underage Consumption of Alcohol

Underage drinking is a serious problem in the Town of Wayland, as it is in many Massachusetts communities. Although 2016 was another successful year, in that there were no serious alcohol related accidents or injuries involving our

youth, there have been tragedies in the past that were related to youths and alcohol consumption.

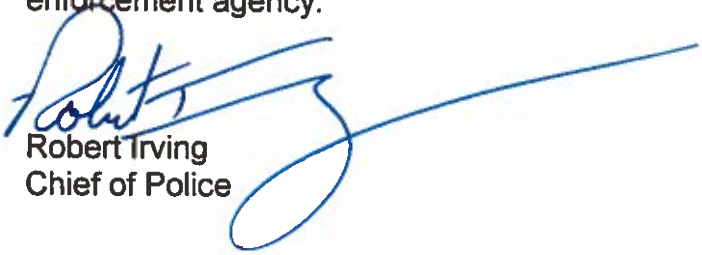
Objective: Reduce underage drinking in Wayland, and thereby, reduce the likelihood of alcohol related injuries and accidents. The department will aggressively enforce alcohol related laws as they pertain to juveniles and will hold adults accountable for providing alcohol to underage persons. A program of spot inspections of local establishments that sell alcohol will be conducted on two or more occasions during the year.

Work Towards Police Certification and Accreditation

The Wayland Police Department was certified by the Massachusetts Police Accreditation Program in the fall of 2015. The certification process consists of 155 standards that the department must comply with. To comply with these standards the department completed a comprehensive review of all Policies and Procedures, and Rules and Regulations. Some of the requirements for certification require only written directives or policies to be in place and followed, while others require working procedures or particular types of equipment to be available to department personnel. The next step in the accreditation process is full accreditation by meeting an additional 167 standards

Objective: The police department is committed to the accreditation process and will begin to work to attain the level of accreditation. Accreditation Manager, Sgt. Sean Gibbons has been tasked with the responsibility of getting the department through the full accreditation process as soon as possible. An initial exam for full accreditation is planned for 2017.

These are the goals and objectives that we have identified for the year 2017. Many of these goals are the same or similar to ones that we have had in the past. At the end of the year we will evaluate our effectiveness in meeting our specific objectives. By working together, we will make the Town of Wayland a better community to live in, and the Wayland Police Department a better law enforcement agency.


Robert Irving
Chief of Police



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

Bas

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

RECEIVED

JAN 31 2017

Board of Selectmen
Town of Wayland

Wayland Board of Health Director's Report January 30, 2017

Septic work and building approvals- we are getting caught up with building approvals. Soil testing appointments have slowed down, however, there are still many visits to our office by residents, builders/engineers, and for project submittals. We also continue to have numerous meetings with residents to provide guidance for potential home renovations/septic projects.

Camp Regulations-office staff will be meeting to review our plan for preparation and outreach regarding the new updated State Camp Regulations. There are many camps that were not previously licensed that will now need to be licensed.

Intern work-our intern has begun working on researching Private Well Regulations. Research involves online searching for model regulations, state guidelines and incorporating language into a working draft.

File Alley Project-now that the boxes have been removed for shredding we are preparing for the next step in this project to consolidate and reorganize file alley, and rework the filing system. We have a volunteer (prior intern) and some tax work-off help who will be assisting with this project.

Annual Town Meeting Articles-I attended the Finance Committee "workshop" last week where all ATM Articles were reviewed/discussed. The Fincom liaison of the Polystyrene Food Container Bylaw has reached out to me for information. Comments to Fincom should be provided on or before February 2nd. There is a Planning Board hearing on 2/7 for the Temporary Moratorium on Recreational Marijuana.

150 Main Street – in preparation of the construction for the new CVS, the contractor has begun site work including drainage and partial demo work.

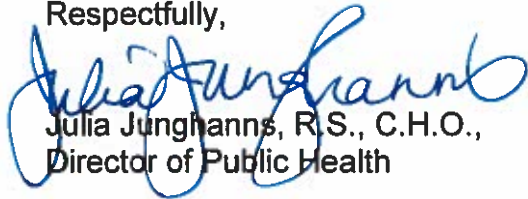
Mel's Restaurant – a repair was done on the Micro Fast System that serves this restaurant. A licensed installer replaced the media (which was clogged up and needed repair/replacement) upon the recommendation of the company that maintains the system. Office staff was involved with permitting and conducting inspections.

188 Commonwealth Road-Royal Wayland Nursing Home-We received a plan for the "Soil-Air" rejuvenation system. The plan has been reviewed and comments have been sent to their engineer.

School Bus parking-I have been involved in discussions and meetings (including a site walk of the old dump on route 20) regarding the School Committee's search for a new site to park the school buses (due to River's Edge being developed, where they are currently being parked). Several sites are being considered, and there is a lot of inquiry. Today we received a letter addressed to BoH from a resident of Dudley Pond with concerns. We have also received an information request today from a resident regarding 193-195 Main Street requesting information on the old DPW property (burn dump).

A housing inspection was conducted today by office staff.

Respectfully,

A handwritten signature in blue ink, appearing to read "Julia Junghanns", is written over the typed name and title.

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



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 Listening Session Subcommittee
Meeting Minutes
January 13, 2017
Wayland Town Building, Selectmen's Meeting Room
41 Cochituate Road, Wayland**

Attendance: Lea T. Anderson, Mary M. Antes

Call to Order Subcommittee members L. Anderson and M. Antes called the meeting of the Listening Session Subcommittee to order at 2:32 p.m. in the Selectmen's Meeting Room of the Wayland Town Building.

Public Comment There was no public comment.

Review plan for Listening Sessions including schedule and communication M. Antes reviewed plans for 10 Listening Sessions.

- Lynne Cavanaugh and Jean Milburn will facilitate the discussions
- L. Anderson and/or M. Antes will attend each session and take notes, which will serve as the basis for the final report
- 9 meeting times and locations are being arranged – most in public town buildings
- Mailed invitations will go out to approximately 200 homes during the week of 1/16 based on a list of attendees at recent Annual Town Meetings (last three years) and a list from the annual census for a random selection of about 100 additional names
- M. Antes will submit an article on 1/16 to the Town Crier, WaylandNews, and Wayland Voter Network
- M. Antes, working with the facilitators, is developing and refining a list of questions for the sessions
- L. Anderson agreed to get an easel, markers, and paper for use at the sessions

Adjourn Subcommittee members L. Anderson and M. Antes adjourned the meeting at 3:25 p.m.

Items Distributed for Information and Use by the Listening Session Subcommittee at the Meeting of January 13, 2017

1. Draft invitation for Listening Sessions
2. Draft questions for Listening Sessions

Items Included as Part of Agenda Packet for Discussion During the January 13, 2017 Listening Session Subcommittee

There were none.

Respectfully submitted: Lea T. Anderson



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

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN
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JOSEPH F. NOLAN

**Board of Selectmen Listening Session Subcommittee
Listening Session #1
Meeting Minutes
January 26, 2017 at 7 p.m.
Wayland Public Library, Raytheon Room
5 Concord Road, Wayland**

Attendance: Subcommittee members Lea T. Anderson, Mary M. Antes

Others in attendance: Lynne Cavanaugh (facilitator), Katy Eyre, David Lang, Kathleen Lang, Doug Levine, Betsy Meindel, Debbie Tofias, Richard Turner, Molly Upton

Welcome and introductions Facilitator, Lynne Cavanaugh, welcomed eight members of the community to the first of nine Listening Sessions at 7:02 p.m. in the Raytheon Room of the Wayland Public Library. She gave a brief statement of her background and asked the attendees to introduce themselves. She explained that Selectmen Mary Antes and Lea Anderson were there to listen and take notes for a summary report. She assured the attendees that no statements would be attributed to individuals in the report. L. Cavanaugh reviewed the ground rules.

Questions and discussion L. Cavanaugh led the group through a series of questions:

- What town services do you use most often and how well do they serve your needs? How could they be improved?
- What are three things in Wayland Town Government that are working well and you don't want to see changed? What three things would you like to see changed?
- Do you participate in town activities and town-sponsored events? Why or why not?
- What would encourage you to take advantage of these activities and services?
- Many feel that Wayland taxes are high. What services might you be willing to forego in order to add new or additional services?
- What is the best way for the town to provide you with information on a regular basis?
- Do you have skills that you would be willing to share with the town on a short-term, one-shot, or regular basis? What is keeping you from joining a board or committee?
- Do you have concerns or comments that have not already been mentioned?

Adjourn The listening session ended at 8:30 p.m.

Items Distributed for Information and Use by the Listening Session attendees at Listening Session #1 on January 26, 2017

1. Handout from FY18 Recommendations on Budget Guideline dated August 2016 – charts ranking Wayland among peer towns
2. 2017 budget breakdown

Items Included as Part of Agenda Packet for Discussion During the January 26, 2017 Listening Session
There were none.



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

NAN BALMER
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TEL. (508) 358-7755
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BOARD OF SELECTMEN
LEA T. ANDERSON
MARY M. ANTES
LOUIS M. JURIST
CHERRY C. KARLSON
JOSEPH F. NOLAN

**Board of Selectmen Listening Session Subcommittee
Listening Session #2
Meeting Minutes
January 28, 2017 at 10:30 a.m.
First Parish in Wayland (moved from library)
50 Cochituate Road, Wayland**

Attendance: Subcommittee member Lea T. Anderson

Others in attendance: Lynne Cavanaugh (facilitator), Susie Keyes, Doug Levine, John Schuler

Welcome and introductions Facilitator, Lynne Cavanaugh, welcomed three members of the community to the second of nine Listening Sessions at 10:35 a.m. in the Stokay Library at the First Parish in Wayland. She gave a brief statement of her background and asked the attendees to introduce themselves. She explained that Selectman Lea Anderson was there to listen and take notes for a summary report. She assured the attendees that no statements would be attributed to individuals in the report. L. Cavanaugh reviewed the ground rules.

Questions and discussion L. Cavanaugh led the group through a series of questions:

- What town services do you use most often and how well do they serve your needs? How could they be improved?
- What are three things in Wayland Town Government that are working well and you don't want to see changed? What three things would you like to see changed?
- Do you participate in town activities and town-sponsored events? Why or why not?
- What would encourage you to take advantage of these activities and services?
- Many feel that Wayland taxes are high. What services might you be willing to forego in order to add new or additional services?
- What is the best way for the town to provide you with information on a regular basis?
- Do you have skills that you would be willing to share with the town on a short-term, one-shot, or regular basis? What is keeping you from joining a board or committee?
- Do you have concerns or comments that have not already been mentioned?

Adjourn The listening session ended at 12:00 noon.

Items Distributed for Information and Use by the Listening Session attendees at Listening Session #2 on January 28, 2017

1. Handout from FY18 Recommendations on Budget Guideline dated August 2016 – charts ranking Wayland among peer towns
2. 2017 budget breakdown

Items Included as Part of Agenda Packet for Discussion During the January 28, 2017 Listening Session

There were none.

Respectfully submitted: Lea T. Anderson

**TOWN OF WAYLAND
LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)
DECEMBER 16, 2015 @ 08:30AM
PUBLIC SAFETY BUILDING (EOC)
38 COCHITUATE ROAD, WAYLAND MA 01778
MEETING MINUTES – APPROVED 01/25/2017**

Members Present:

Nan Balmer (Town Adm.), John Senchyshyn (ATA/HRD), Brendan Decker (GIS), Fire Chief Dave Houghton (WFD), Supt. Paul Stein (Schools), Ben Keefe (Dir. Facilities), Police Chief Robert Irving (WPD), Julia Junghanns (BOH), Joe Gordon (CERT), Ruth Mori (MRC), Lt. Patrick Swanick (WPD), Doug Leard (LEPC Chair)

Members Absent:

Stubby Kadlick (DPW), Leisha Simon (IT Director), Alf Berry (Survey), Pat Morris (Facilities/School), Julie Secord (COA) (prior commitment)

Other Town Employees Present:

Joe Doucette (DPW), Brian Monahan (Conservation), Mike Lindeman (DPW), David Fuller (Bldg.)

8:30AM Doug called the meeting to order and thanked everyone for attending.

8:35AM No public comment

8:40AM A motion was made to accept the April 16, 2015 LEPC meeting minutes. The motion was seconded and unanimously approved as written.

8:45AM **SNAKE BROOK DAM:** Doug began the meeting by asking Brian Monahan, Conservation Administrator to speak briefly about any further information he may have for the committee pertaining to the Snake Brook Dam off Rice Road. At the April 16, 2015 LEPC meeting the committee had a lengthy discussion about the needed repairs and the future of the dam (see 4/16/15 minutes). Brian noted that the gatehouse roof has since collapsed and that he is looking into hiring an engineer to conduct further studies of the needed repairs. This engineering study would most likely include an inundation study of the water flow and potential damage estimates in the event of a dam failure.

Brian confirmed that the Wayland Finance Committee has previously allocated funds for dam mitigation. Brian said he now needs to find competent and qualified people with expertise in this field.

Doug indicated that he remained concerned about the potential loss of life, property damage and impact to the Loker School should the dam fail. Doug noted that the August 2012 Evaluation Report noted the dam was in “fair condition” and that in the event of a dam failure a “written” Emergency Action Plan should be in place.

Chief Irving recalled a report from the Commonwealth of Massachusetts (June 2015) that addressed the statewide concern for deteriorating dam conditions and the potential option of eliminating dams. Brian indicated that he has received comments from residents noting the aesthetic benefits and higher property values of possessing properties with water views.

Brian noted that some estimates indicate that in the event of a dam failure Loker School would be left with about a foot of water. My question is what impact and damage would occur during the initial surge of water and prior to the water level settling.

Brian stated he would continue to pursue the services of a qualified engineer. Doug emphasized the need to address the dam safety issues and that an Emergency Action Plan should be put in place.

Doug thanked Brian for being present and for giving the committee an update.

The following paragraph comes from the approved meeting minutes of the April 16, 2015 LEPC meeting:

"In review, the committee felt that in order to better evaluate what path the water would flow should the dam have a "sudden" rupture/failure there is a need for an inundation analysis. With this analysis Wayland would be better able to estimate the risk to people and the potential for damage to homes, Loker School, roads and other infrastructure. Brian suggested that the town had two possible alternatives: (1) to make the requested repairs or (2) potentially eliminate the dam completely, leaving more of a simple stream verses a body of water. Doug Leard suggested that going forward the decisions appeared to fall on the shoulders of the Conservation Department, Conservation Commission and the towns Facilities Director and, like the A.L.I.C.E. Program, Doug recommended Brian bring his proposal to the Local Emergency Planning Committee (LEPC) for review, comment and support."

A.L.I.C.E. PROGRAM UPDATE: Police Chief Irving gave the committee an update of the Alert- Lockdown- Inform- Confront- Evacuate (A.L.I.C.E.) drills conducted in Wayland schools and municipal buildings. These drills are conducted for the purpose of training Wayland Police, Wayland Fire, Teachers, Administrators, students and town employees in the event of an active shooter situation. Fire Chief Houghton informed the members of the role the fire service will play in such an event. Chief Houghton also noted that these drills serve multiple purposes and should not be thought of as for active shooters only. Doug thanks Chief's Irving and Houghton for their update.

C.E.R.T. PROGRAM UPDATE: Joe Gordon, CERT (Community Emergency Response Team) Coordinator gave a brief overview of the role that CERT plays in the Town of Wayland. The CERT team consists of volunteers (mostly Wayland residents with some members from surrounding communities) who offer their services in time of need. CERT conducts shelter operations, offers shelter for family pets, staff's first aid stations, offers public safety awareness, assists public safety personnel as needed, etc. CERT team members meet periodically to drill and train on new and improved skills. Doug thanked Joe for his informative presentation and the services provided by CERT team members and encouraged others to volunteer.

M.R.C. PROGRAM UPDATE: Ruth Mori, RN Public Health offered a brief report of the role of the Medical Reserve Corps (MRC). The MRC consists of a number of public health professionals (doctors and nurses) who also volunteer their service in time of need. The MRC staff operates our Wayland flu clinics and assist with the staffing during shelter operations. Chief Houghton has conducted Incident Command and National Incident Management System programs for both MRC and CERT volunteers.

Doug noted that many FEMA (Federal Emergency Management Agency) grant applications today require that members of the organization requesting funding, complete minimum training requirements (I.E. FEMA IS-100, 200 and 700). Doug thanked Ruth for her presentation and service to the town of Wayland.

DISCUSSION ABOUT “RISK” IN WAYLAND: Doug recently attended the International Association of Emergency Managers (IAEM) Conference and wanted to share critical information from that conference. Doug began his presentation on “Risk” by introducing his prop, a BLACK SWAN. According to Wikipedia the “**black swan theory or theory of black swan events** is a **metaphor** that describes an event that comes as a surprise, has a major effect, and is often inappropriately rationalized after the fact with the benefit of **hindsight**.” These “surprise” events along with those events that we are better able to predict are the threats that this community must protect against. The problem is that business owners, municipal officials, and family members are mistaken when they believe that nothing will happen to them and that bad events happen to other people. Many emergency preparedness professional today believe it is not IF a tragic even will happen but WHEN!

Local, State and Federal governments operate within the guidelines of the National Preparedness System and operate within the 5 mission areas of emergency management: Prevention – Protection-Mitigation-Response-Recovery.

Wayland must identify their risks. A formula used to identify risk is:
 $RISK = THREAT \times VULNERABILITY \times CONSEQUENCE/IMPACT$. This is not a mathematical formula but a formula to show relationships to one another. Wayland should focus on the THREAT's and focus on the ability to prepare, adapt, withstand and recover (know as Resilience). If Wayland identifies their potential threats and they develop a resilience then the community is better prepared to deal with the events and by doing so will deter any adversarial intent and capability to do harm to the community and be better able to deal with weather events.

In order to develop a municipal plan it is critical that elected and appointed officials gain a better understanding of the National Incident Management System (NIMS) and the Incident Command System. (FEMA IS100, IS200, & IS700) <https://training.fema.gov/is/crslist.aspx?all=true>
Doug reminded all members in attendance that he forwarded a document from the October 28, 2013 edition of Emergency Magazine; titled Elected Officials are Rarely Educated About Emergencies. Doug strongly urged all members to read this.

Wayland's Hazard Mitigation Plan, dated January 21, 2011 needs to be updated and specific, municipally approved written policies and procedures must be put in place. Doug asked the

members if there was a need to reassess the “Hazard Risks” in the 2011 plan? Once policies and procedures addressing the risks to the community have been adopted and put into place the community then needs to perform “Discussion-Based” and “Operations-Based” Exercises to test their effectiveness.

In summary, “we don’t know what we don’t know.” We cannot plan for every conceivable event that we may confront BUT we need to establish a procedure for the threats that are/maybe anticipated. We must ask ourselves:

Where is Wayland now?

What is Wayland ready for?

What is Wayland NOT ready for?

Doug thanked everyone for coming and for his or her participation and interest. What we discussed today requires communication, planning and some degree of funding. It is Doug’s hope that LEPC committee members will take this information to heart and begin the necessary communications and planning.

Doug wished all a Merry Christmas and Happy Holidays!

10:25AM Meeting adjourned.

Respectfully submitted!

Doug Leard, Chairman
Local Emergency Planning Committee

**TOWN OF WAYLAND
LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)
JULY 28, 2016 @ 08:00AM
PUBLIC SAFETY BUILDING (EOC)
38 COCHITUATE ROAD
WAYLAND, MA 01778
MEETING MINUTES – **APPROVED 1/25/2017****

Members Present:

John Senchyshyn (ATA/HRD), Brendan Decker (GIS), Fire Chief Dave Houghton (WFD), Supt. Paul Stein (Schools), Ben Keefe (Dir. Facilities), Police Chief Robert Irving (WPD), Joe Gordon (CERT), Ruth Mori (MRC & BOH), Lt. Patrick Swanick (WPD), Gary Larsen (Bldg), Joe Doucette (DPW), Lea Anderson (BOS), Mike Linderman (DPW), Katherine Brenna (Rec), Shawna Levine (COA), Doug Leard (LEPC Chair)

8:05AM Doug called the meeting to order and thanked everyone for attending.

8:10AM Fire Chief Dave Houghton spoke on the current water shortage in Wayland, the requirement outlined under the water ban and its significance as it relates to firefighting and water supply.

8:15AM Doug thanked everyone for attending this mornings meeting and outlined the agenda for today. The purpose of this meeting is not only to discuss power outage in Wayland and its impact on the community and town departments but also to once again stimulate awareness of the need to “Be Prepared.” Doug began by reminding everyone about a “Black Swan” event. A “Black Swan” event is a surprise event that has a major impact. (i.e. 9/11). It is NOT an event that the community didn’t plan for because they felt it was believed to unlikely. The greatest danger to our critical infrastructure is often not what people do from outside the system but what we do ourselves and from the failure to have an action plan. Too many communities today operate under the assumption that the disaster or major event will not happen to us...It happens to other people and other communities. As a result, when communities are asked to expend funds in order to mitigate a potential vulnerability, many look at the event as “low probability” verses “high impact.” Doug reviewed the 12 biggest electrical blackouts in history from around the world. Some black outs lasted for two weeks, one resulted in an economic loss of \$107.1 billion, another left 800,000 people stranded in subways, while another affected 25% of the nations population. How would Wayland be impacted? The causes ranged from human error to mechanical failure and from a squirrel to an electro-magnetic pulse (EMP). Five percent (5%) of all power failures last for more than 4 hours. That means 95% last less than 4 hours. As a result, we do not understand what impact a long duration power outage will have on our community. A massive power outage will impact our economy (economic loss), water supply, information technology, security, emergency response, fuel distribution, transportation,

communications, etc. Unlike a hurricane that we can track as it moves up the coast, a power outage comes **WITHOUT WARNING!**

As individuals and as a community we understand that we can't be prepared for every event **BUT** we can certainly establish basic emergency preparedness plans and principals in order to protect our vital assets. Whether you are serving as a municipal official or a member of your own family, it is incumbent on you to (1) determine what your **ASSETS** are that need to be protected (people, property, information, etc.), (2) determine what the **THREATS** may be to those vital assets (cyber attack, weather event, fire, etc.). What are you trying to protect against? Then (3) assess what are the **VULNERABILITIES** or the weaknesses in your protection efforts. Our **RISK** is the intersection of Assets – Threats – Vulnerabilities. Being a **Resilient** community or family member means you have “the ability to **prepare** for and **adapt** to changing conditions and **withstand** and **recover** rapidly from disruptions. Resiliency includes the ability to withstand and recover from deliberate attacks, accidents, or naturally occurring threats or incidents.”

“Looking at the past is not enough to prepare for the future.” We don't know what the future will bring. According to FEMA records, in 2011 there were 242 Declared Disasters. As of this printing there have been 49 in 2016. The ten-year period from 2000-2009 saw an increase of 3x the number of disasters from the period 1980-1989. What's next?

Don't be the individual who, because of a lack of planning and preparedness, is best remembered for your lack of preparation.

Personal Comment:

If anyone has any suggestions for our next meeting (October 2016) please forward them on to me. As a sequel to this meeting maybe it would be helpful if each department head presented the following information for discussion:

- 1) A list of who your departments “Stakeholders” are

Stakeholders are people who have, *or think they have*, a personal interest in the outcome of a policy. This interest motivates them to attempt to influence the development of that policy.

Community stakeholder groups can be divided into three different categories—social groups, economic groups, and political groups.

- 2) A list of their most critical assets
- 3) The threats to these assets
- 4) What potential vulnerabilities you perceive
- 5) A draft plan to mitigate

Remember we often hear:

I couldn't believe how fast it happened.

I couldn't believe it happened to me/us.

We can choose our mindset:

“It will never happen to me.”

“Someone else will handle it.”

“This is MY RESPONSIBILITY!”

**YOU CONTROL THE THREAT OR
THE THREAT CONTROLS YOU!**

Thank you all for your attentiveness and input.

9:00AM Meeting adjourned.

Respectfully submitted!

Doug Leard, Chairman
Local Emergency Planning Committee



TOWN OF WAYLAND
MASSACHUSETTS
01778
BOARD OF APPEALS

TOWN BUILDING
41 COCHITUATE ROAD
TELEPHONE: (508) 358-3600
FAX: (508) 358-3606

MINUTES
FEBRUARY 9, 2016

Attending the meeting held at 7pm in the Selectmen's Meeting Room in Wayland Town Building located at 41 Cochituate Rd. Wayland, were members Eric Goldberg, Chair, and Michael Connors. Norma Badger was in attendance to take minutes.

Eric Goldberg explained to the applicants that there was not a quorum tonight and each case would have to be continued.

Application of STEPHEN COY and SANDRA COY for any necessary approvals, special permits and/or variances as may be required to change, alter, extend a pre-existing, non-conforming structure to demolish existing family room and construct a new family room, porch and deck addition within required front yard under the Town of Wayland Zoning By-Laws Chapter 198 Sections 201, 203, 401.1.2, 401. 1.3, 702, and 801 -Table of Dimensional Requirements (front yard) The property is located at 14 HAWTHORNE ROAD which is in a SINGLE RESIDENCE DISTRICT and AQUIFER PROTECTION DISTRICT. (16-01)

Continued to February 23, 2016 at 7:00 p.m.

Application of JOSEPH DORR for any necessary approvals, special permits, and/or variances as may be required to demolish a pre-existing non-conforming single family dwelling and construct a new single family dwelling within required front and side yard setback under the Town of Wayland Zoning By-Laws Chapter 198 Sections 201,203, 401. 1.2, 401.1.6, 702,703,1604.2 and 801-Table of Dimensional Requirement (front and side yard). The property is located at 10 CHESTNUT ROAD which is in a SINGLE RESIDENCE DISTRICT and AQUIFER PROTECTION DISTRICT. (16-02)

Continued to February 23, 2016 at 7:15p.m. Eric explained to the applicant about having a site visit to schedule. Explained how the site visit is important and how they look at the damaged or destroyed part. Michael Connors said he would be ok with scheduling a site visit before the hearing. Eric asked Norma to e-mail all the members to see what their schedules look like for a site visit. Will try for a site visit on Tuesday the 16th or Thursday the 18th at 8:00 a.m.

Motion to adjourn at 7:25 Michael, Eric second.

January 24, 2017
Date Minutes Approved

Liz Reef
Prepared by: Liz Reef



TOWN OF WAYLAND
MASSACHUSETTS
01778
BOARD OF APPEALS

TOWN BUILDING
41 COCHITUATE ROAD
TELEPHONE: (508) 358-3600
FAX: (508) 358-3606

MINUTES
JANUARY 12, 2017

Attending the meeting on January 12, 2017, in the Selectmen's Meeting Room in Wayland Town Building located at 41 Cochituate Rd. Wayland, were members Eric Goldberg, Chair, Aida Gennis, Jonathan Sachs, Thomas White and Associate Members Jason Drori and Linda Segal. Liz Reef was in attendance to take minutes. Geoff Larsen, Building Commissioner & Zoning Enforcement Officer also attended, as well as Carolyn Murray, esq. from KP Law, Town counsel for Wayland. The meeting started at 7pm.

During Public Comment Gretchen Dresens gave hardcopy of Zoning Enforcement Communications regarding 150 Main St. to board members.

Discussion with Town Counsel of open meeting law complaint filed by George Harris. Carolyn speaks about open meeting law. Board has 14 days to respond to formal complaint, she then submits the response to the Attorney General's office. She asks for a motion to have one board member be a liaison between Town Counsel and ZBA.

Eric discusses the 58 page transcript from the Nov. 29, 2016 meeting that the building department received from a transcription service they used to help facilitate drafting minutes for that meeting. Eric asks if that transcript is insufficient because names weren't mentioned. The transcript just makes reference to he/she. Carolyn suggests a coversheet to put with transcript to satisfy requirements of minutes.

Minutes need to site documents & exhibits that are used at meeting. Eric suggests applicant should be required to submit a list of documents & exhibits they are providing with application so burden doesn't fall on building department. The list could then be included with the application and handed over to board members in their packets.

Linda asks what the specific complaint filed was as she didn't receive it. Carolyn reads the three items on complaint. Eric asks if 60 days is realistic to supply missing minutes. Geoff said he would love to say yes but doesn't know if he can because it's a staffing issue. Eric says he thinks we need more time and whatever is practical that the law allows.

Eric asks what if each board member takes two meetings to listen to and takes minutes.

Aida suggests that someone from the town's tax write off program could listen to meeting tapes and do the minutes for the missing minutes.

Board asks if there is money in budget to hire someone to solely focus on listening to meeting tapes and doing minutes from those.

Eric thinks it would be ideal to have someone like Norma going forward. Eric suggests again that each board member take 2 ½ meetings from missing meeting minutes and listen to tapes to get those minutes done. He doesn't think it's a good use of town's money to pay for someone to do the missing minutes. Eric says they will divide them among board members.

Eric says he needs agendas of each missing meeting, and list of documents that comprise application.

Eric acknowledges that there are missing minutes from past meetings.

Carolyn needs vote and needs to know who will be her liaison. Jason volunteers to be liaison for Carolyn.

Motion to make Jason liaison and for Carolyn to prepare response to Attorney General's office. All are in favor, no one opposed. Eric asks Carolyn to buy the board as much time as possible to produce missing minutes.

George Harris, resident and filer of complaint, speaks. He asks board what they would have done about missing minutes if he hadn't filed complaint. George says this shouldn't fall on building commissioner. George suggests that board should go to Fin Comm and tell them they need money for staffing to produce missing minutes. He says they should go to Selectmen and tell them they need money because they were in violation of law.

Eric says he takes responsibility for what happened.
George says he filed complaint to get the board's attention.

Jason asks Carolyn if they get minutes done in allotted time would Attorney General's office consider not finding a violation against the board. Carolyn says probably not.

Linda asks that a topic be added to January 24th meeting. Linda wants board to look at handouts she has. Linda says that Planning would benefit from outside counsel and funding for their complete phase two zoning by-law revision. Eric says he doesn't mind having it on agenda.

Eric has concerns about changes to zoning. It makes him uncomfortable to discuss this with planning. Eric says they as a sitting board are not supposed to be policy makers. Eric asks Linda what she wants the board to do regarding the planning by laws.

Planning board chairman discussed five zoning amendments. They had a meeting on January 3, 2017 and they dropped four.

Aida suggests planning board and Eric discuss this. She said it's a planning board issue not a zoning board issue. Eric tells Linda that Dan (planning board chair) can call him.

Meeting adjourned at 8:45pm.

January 24, 2017
Date Minutes Approved


Prepared by: Liz Reef



16

MMA's Spring Legislative Breakfast Meetings Begin on February 24th

January 27, 2017

Dear Local Official,

The Massachusetts Municipal Association's Annual Spring Legislative Breakfast meetings have been scheduled to take place in 6 cities and towns across the Commonwealth. Please be sure to register for the meeting closest to you. The meetings will take place on three successive Friday mornings: February 24th, March 3rd and March 10th.

We hope you can join us at the meeting nearest to you, and be part of a lively discussion with your legislators and MMA staff about state and local government in Massachusetts and important legislative and budget priorities for the year.

These meetings will take place right after Gov. Baker files his fiscal 2018 state budget recommendation, which will include his proposals for municipal and school aid next year. Spring 2017 will also mark the start of public hearings by legislative committees on nearly 6,000 bills that have been filed for the new two-year session, including many that affect cities and towns, ranging from planning and zoning, solid waste and recycling to local taxation and finance and public-sector human resources. These six breakfast meetings will also be an excellent opportunity to talk with your legislators about ongoing municipal priorities, such as funding for Chapter 90 and other local capital programs, and the impact of new statutes such as the 2016 public records and commercial marijuana laws.

These meetings will be a great time to talk with Representatives and Senators, fellow municipal officials and MMA staff about new ideas for local government and key legislative initiatives. Spring 2017 is going to be incredibly busy and exciting. Please pick a meeting near you to attend and bring your good questions and best advice.

PLEASE SIGN UP TODAY! You can register through www.mma.org or by contacting Vanessa Calaban at vcalaban@mma.org or 617-426-7272, ext. 121.

Thank you very much.

Sincerely,

A handwritten signature in black ink, appearing to read "Geoff Beckwith".

Geoff Beckwith
Executive Director & CEO

Enclosure



**2017 Spring Legislative Breakfast Meetings
Please Register Now!**

**Please register online at www.mma.org or complete this registration form and send it to:
Vanessa Calaban, Massachusetts Municipal Association, One Winthrop Square, Boston, MA
02110, or by fax to: 617-695-1314, or by e-mail to vcalaban@mma.org**

Registrant's Name: _____

Municipality: _____

Job Title: _____

Phone Number: _____

Email Address: _____

Breakfast Location (Please check the meeting you will attend):

February 24th

- Ipswich, Town Hall, 25 Green Street
- New Bedford, Fort Taber Park, 1000 S. Rodney French Boulevard

March 3rd

- Greenfield, Greenfield Community College, 1 College Drive
- Leominster, Emergency Management Agency Office, 37 Carter Street

March 10th

- Brookline, Vine Ripe Grill, 1281 W. Roxbury Parkway
- Lenox, Town Hall, 6 Walker Street

While the meetings are free, attendees are asked to pre-register so the planners can have an accurate count. All legislative breakfast meetings will begin at **8:00 a.m.** and end by **10:00 a.m.**

THANK YOU FOR REGISTERING – WE LOOK FORWARD TO SEEING YOU THERE!



CORRESPONDENCE

2/6/17

17

Comprehensive Permit Site Approval Application/Rental

www.masshousing.com | www.masshousingrental.com

REC'D 2/21/17

APPLICATION AVAILABLE FOR PUBLIC
REVIEW IN SELECTMEN'S OFFICE.

Comprehensive Permit Site Approval Application/Rental

Attached is the Massachusetts Housing Finance Agency ("MassHousing") application form for Project Eligibility/Site Approval ("Site Approval") under the state's comprehensive permit statute (M.G.L. c. 40B, Sections 20-23 enacted as Chapter 774 of the Acts of 1969) known as "Chapter 40B". Developers seeking a comprehensive permit to construct affordable housing under Chapter 40B and intending to use a MassHousing financing program or financing through the New England Fund ("NEF") program must receive Site Approval from MassHousing. This approval (also referred to as "project eligibility approval") is a required component of any comprehensive permit application to be submitted to the local Zoning Board of Appeals of the municipality in which the development is to be located.

As part of its review of your application, MassHousing will conduct an inspection of the site and will solicit comments from the relevant municipality. MassHousing will consider any relevant concerns that the municipality might have about the proposed project or the developer. The applicant is encouraged, therefore, to make contact with the municipality prior to submitting the Site Approval application in order to ensure that the applicant understands any concerns that the municipality may be likely to raise regarding the proposed development.

In order for a project to receive Site Approval, MassHousing must determine that (i) the applicant has sufficient legal control of the site, (ii) the applicant is a public agency, non-profit organization or limited dividend organization, and (iii) the applicant and the project are generally eligible under the requirements of the MassHousing program selected by the applicant, subject to final eligibility review and approval. Furthermore, MassHousing must determine that the site of the proposed project is generally appropriate for residential development (taking into consideration municipal actions previously taken to meet affordable housing needs) and that the conceptual project design is generally appropriate for the site. In order for MassHousing to be able to make these findings (required by 760 CMR 56.04 (4)), it is important that you answer all questions in the application and include all required attachments.

Please note that MassHousing requires that all applicants meet with a member of our 40B Department staff before submitting their application. Applications for any projects that have not been the subject of a required pre-application meeting will not be accepted or processed.

Upon completion of its analysis, MassHousing will either issue a Site Approval Letter that approves, conditionally approves or denies the application. If the application is approved, the applicant should apply to the Zoning Board of Appeals within two years from the date of the Site Approval Letter (unless MassHousing extends such term in writing).

Please note that Site Approval from MassHousing does not constitute a loan commitment by MassHousing or any other financing program. All potential MassHousing financing is subject to further review and underwriting by MassHousing's Rental Lending Department.

Please be sure you have familiarized yourself with all of the applicable requirements set forth in the Chapter 40B regulations and guidelines, which can be found at

<http://www.mass.gov/hed/economic/eohed/dhcd/legal/regs/760-cmr-56.html> and
www.mass.gov/hed/docs/dhcd/legal/comprehensivepermitguidelines.pdf.

Instructions for completing the Site Approval Application are included in the application form which is attached. The completed application form and all additional documentation should be sent, after your pre-application meeting has been held, to:

**Gregory Watson, Manager of Comprehensive Permit Programs
MassHousing, One Beacon Street, Boston, MA 02108**

We look forward to working with you on your proposed development. Please contact Gregory Watson at 617-854-1880 or gwatson@masshousing.com to discuss scheduling your pre-application meeting or if there is any assistance that we can provide in the meantime to make your application process a smooth and efficient one.

Our Commitment to You

MassHousing recognizes that applicants seek some measure of predictability regarding the timeframe for our processing of their applications. Our staff will endeavor to adhere to the following schedule for reviewing applications for site approval:

Within two (2) business days of receipt of your application (provided that you have attended a required pre-application meeting) a member of our staff will notify you of any of the items listed on the checklist at the end of the application form that were missing from your application package. Please note that our acknowledgement of receipt of an item does not indicate that any substantive review has yet taken place.

If your application package is missing any of the items indicated on the checklist by an asterisk, we will not be able to continue processing your application until such items are received.

If we have received the information which is crucial to the commencement of our review process, we will proceed to (i) give the municipality a period of thirty (30) days in which to submit comments relating to your proposal, (ii) schedule and conduct a site visit, and (iii) solicit bids for and commission and review an "as is" appraisal of your site.

If during our review of your application package we determine that additional information or clarification is needed, we will notify you as soon as possible. Depending on when we receive such additional information, this may affect the amount of time required for MassHousing to complete the site approval process.

Assuming that your application package was complete and that you respond in a timely manner to requests for additional information or clarification, we would expect to issue or deny your site approval within 60 days of our receipt of your application package.



**Application for Chapter 40B Project Eligibility/Site Approval
for MassHousing-Financed and New England Fund ("NEF") Rental Projects**

Please be sure to answer ALL questions. Indicate "N/A", "None" or "Same" when necessary.

Section 1: GENERAL INFORMATION (also see Required Attachments listed at end of Section 1)

Name of Proposed Project: Windsor Place

Municipality: Wayland, MA 01778

Address of Site: 24 School Street

Cross Street (if applicable): East Plain Street

Zip Code: 1778

Tax Parcel I.D. Number(s) (Map/Block/Lot): 52-189

Name of Proposed Development Entity (typically a single purpose entity): Windsor Place LLC

Entity Type: Limited Dividend Organization Non-Profit* Government Agency

* If the Proposed Development Entity is a Non-Profit, please contact MassHousing regarding additional documentation that must be submitted.

Has this entity already been formed? Yes No

Name of Applicant (typically the Proposed Development Entity or its controlling entity or individual): _____

Windsor Place LLC., 73 Pelham Road, Wayland, MA 01778

Applicant's Web Address, if any: _____

Does the Applicant have an identity of interest with any other member of the development team or other party to the Proposed Project? Yes No If yes, please explain: Construction Management

Primary Contact Information (required)

Name of Individual: Chris D'Antonio

Relationship to Applicant: Principal of Chadwick Homes LLC

Name of Company (if any): _____

Street Address: 73 Pelham Island Road

City/Town/Zip: Wayland, MA 01778

Telephone (office and cell) and Email: 508-358-6298x2 (w), 508-509-4532 (c), chris@chadwickproperties.com

Secondary Contact Information (required)

Name of Individual: Paul Wiley

Relationship to Applicant: Principal of Chadwick Homes LLC

Name of Company (if any): _____

Street Address: 73 Pelham Island Road

City/Town/Zip: Wayland, MA 01778

Telephone (office and cell) and Email: 508-358-6298x1 (w), 508-509-4530 (c), paul@chadwickproperties.com

Additional Contact Information (optional)

Name of Individual: Mark A. Kablack, Esq.
Relationship to Applicant: Attorney representing client
Name of Company (if any): M. A. Kablack & Associates, P.C.
Street Address: 176 East Main Street, Suite 3
City/Town/Zip: Westborough, MA 01581
Telephone (office and cell) and Email: 508-366-2900, mkablack@kablacklaw.com

Anticipated Construction Financing: MassHousing NEF Bank
If NEF Bank, Name of Bank: The Village Bank, 307 Auburn Street, Auburndale, MA 02466

Anticipated Permanent Financing: MassHousing NEF Bank
If NEF Bank, Name of Bank: The Village Bank, 307 Auburn Street, Auburndale, MA 02466

Total Number of Units 12 # Affordable Units 3 # Market Rate Units 9
Age Restricted? Yes/No No If Yes, 55+ or 62+? _____

Brief Project Description (150 words or less):

The subject property is a 37,865 sq. ft. corner lot with a single family home and detached garage fronting on School St. A detached barn fronts on East Plain St. Across School St. to the east, the area falls in the Business District A Zone. Directly across School St. fronting on East Plain St. is a popular restaurant. To the east and southeast of the subject property the area contains a strip mall, two gas stations, a large commercial building and an assisted living facility. To the north on School St. is residential. To the west the subject property abuts town conservation land. The project consists of twelve, 1660 sq. ft. townhomes comprising of two buildings. Access to the new project would be a private drive off School St. This layout eliminates a curb cut on East Plain St. Both buildings are designed with two front elevations. This enables the garages to be accessed off the new drive and allows for additional landscaping for the building facing School St. This project allows for a nice transition from Business District A to the Residential Zone.

Required Attachments Relating to Section 1

1.1 Location Map

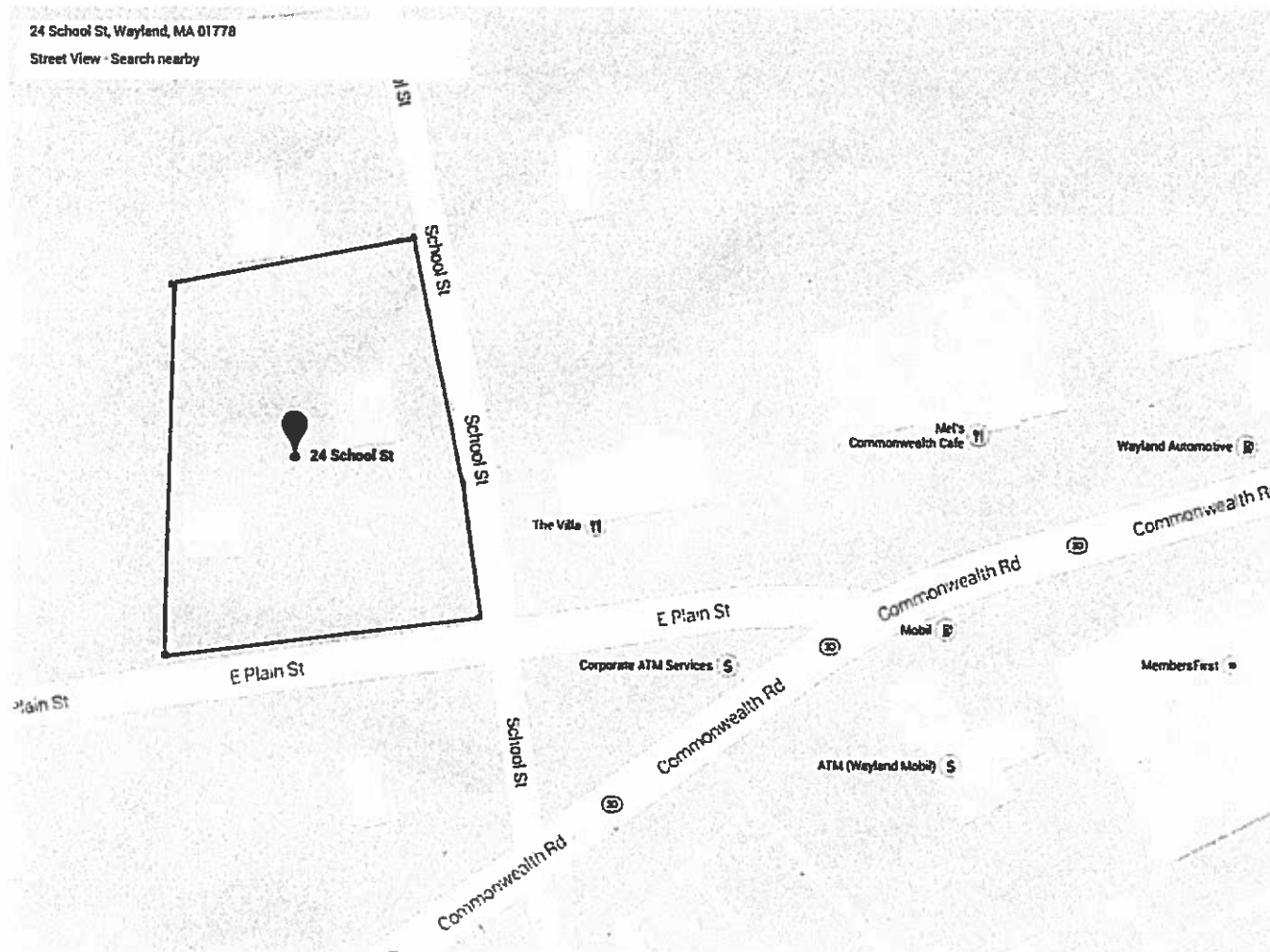
Provide a USGS or other form of map clearly marked to show the site's location, and an approximate property boundary.

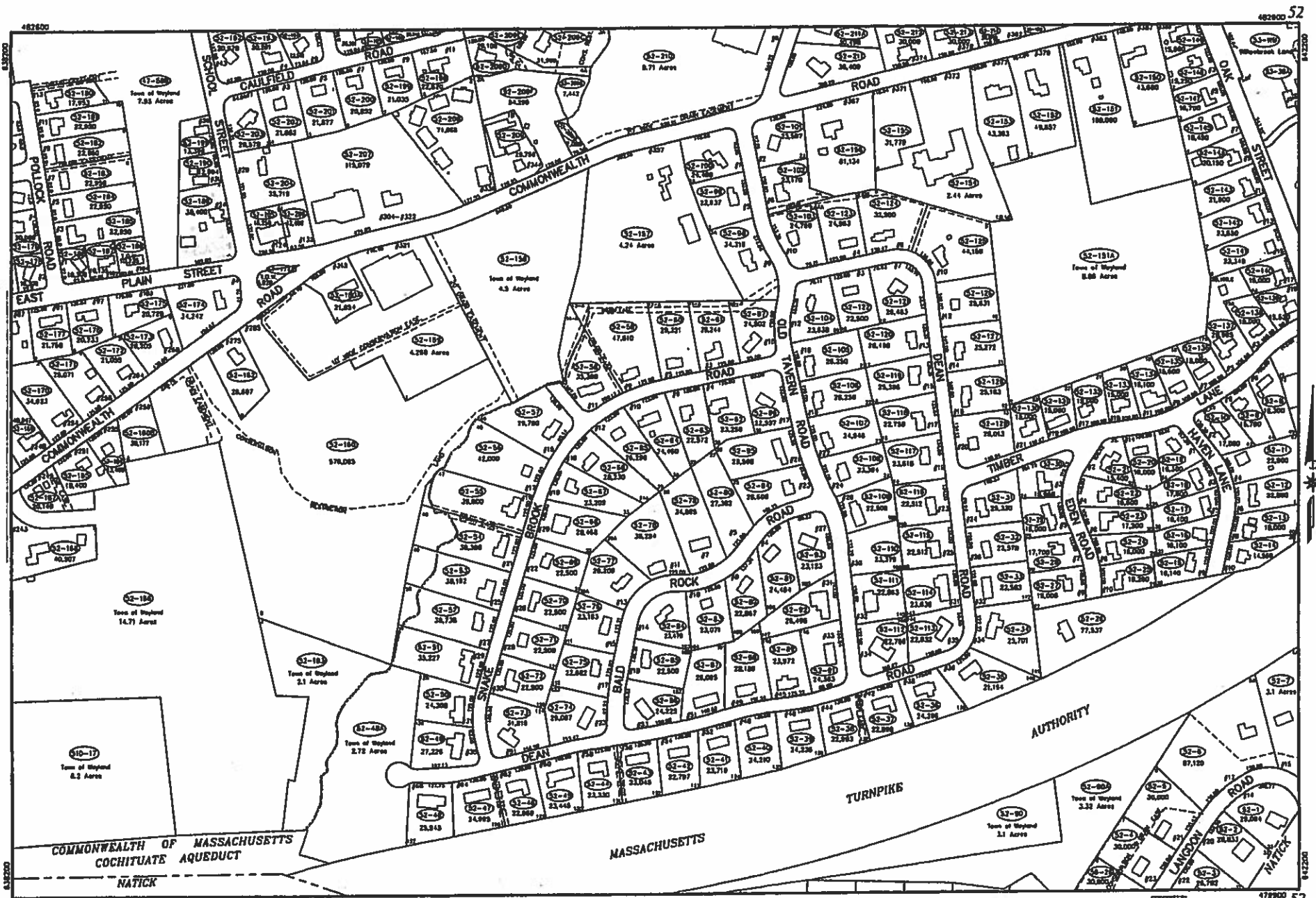
1.2 Tax Map

Provide a copy of municipal tax map (assessor's plan) with subject parcels and parcel ID #'s clearly identified.

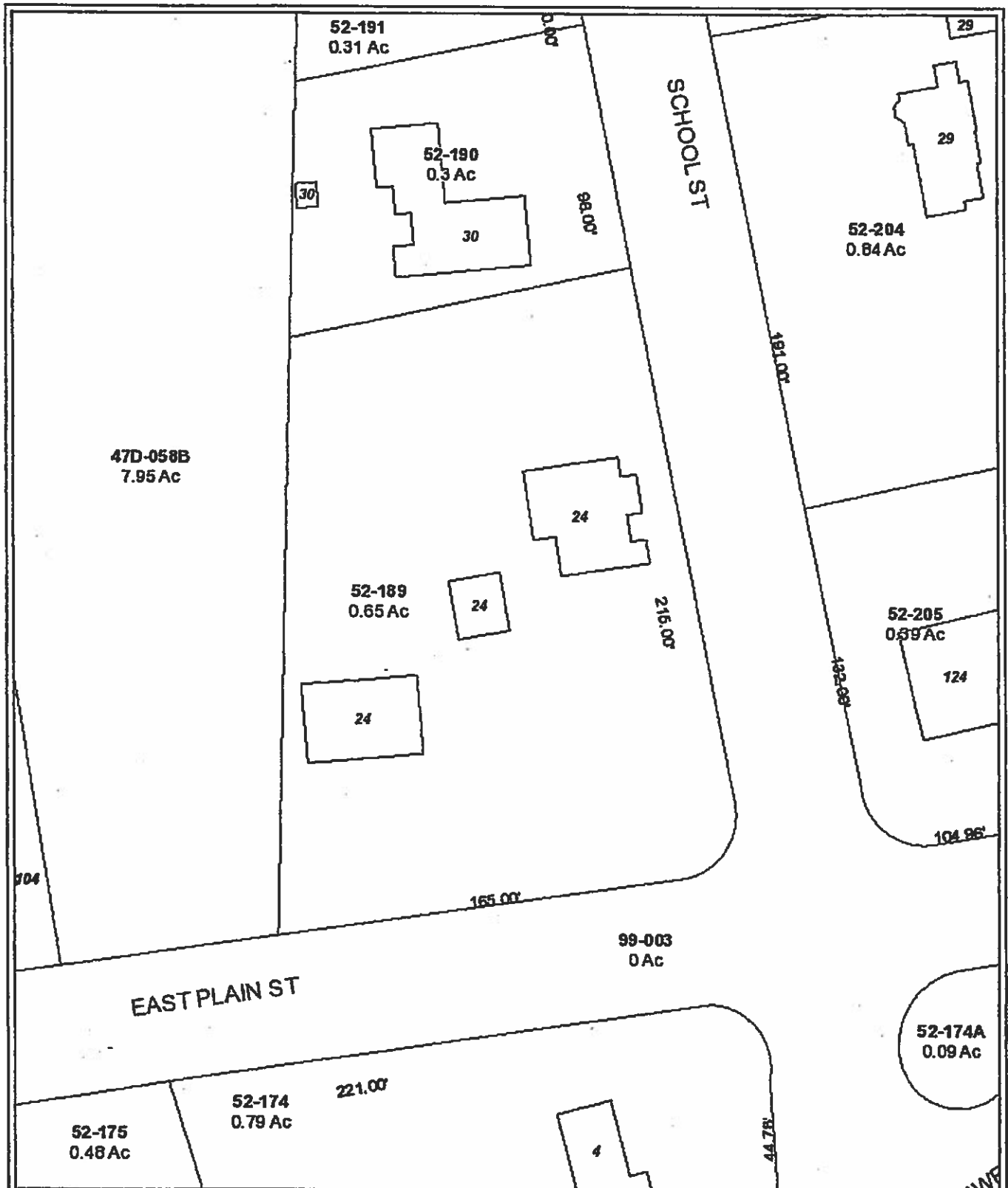
1.3 Directions

Provide detailed written directions to the site, noting the entrance to the site, relevant boundaries and any prominent landmarks that can be used for identification purposes.





ATTACHMENT 1.2 TAX MAP



Wayland, MA
1 Inch = 53 Feet
November 25, 2014



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.

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ATTACHMENT 1.3 DIRECTIONS

1.3 Directions

- Traveling **North** from Natick on Main Street (Route 27), turn right at the traffic light (Wayland Dental will be on your right) onto East Plain Street. Travel east on East Plain Street .5 miles and the subject property will be on your left at the northwest corner of East Plain Street and School Street
- Traveling **South** from Sudbury on Main Street (Route 27), turn left at the traffic light (the Wayland Fire Department will be on your left) on to East Plain Street. Travel east on East Plain Street .5 miles and the subject property will be on your left at the northwest corner of East Plain Street and School Street
- Traveling **West** from Weston on Commonwealth Road (Route 30), stay to the right at the fork in the road (The Villa Restaurant will be on your right) onto East Plain Street. Just past the Villa Restaurant at the northwest corner of East Plain Street and School Street is the subject property.
- Traveling **East** from Framingham on Commonwealth Road (Route 30), turn left at the traffic light (The Middlesex Savings Bank will be on your left) onto Main Street (Route 27). Travel north on Main Street .3 miles and make a right turn at the traffic light onto East Plain Street. Wayland Dental will be on your right. Travel east on East Plain Street .5 miles and the subject property will be on your left at the northeast corner of East Plain Street and School Street.

**Application for Chapter 40B Project Eligibility/Site Approval
for MassHousing-Financed and New England Fund ("NEF") Rental Projects**

Section 2: EXISTING CONDITIONS / SITE INFORMATION (also see Required Attachments listed at end of Section 2)

In order to issue Site Approval, MassHousing must find (as required by 760 CMR 56.04 (4)) that the site is generally appropriate for residential development.

Name of Proposed Project: Windsor Place

Buildable Area Calculations	Sq. Feet/Acres (enter "0" if applicable—do not leave blank)
Total Site Area	37,865.00
Wetland Area (per MA DEP)	0.00
Flood/Hazard Area (per FEMA)	0.00
Endangered Species Habitat (per MESA)	0.00
Conservation/Article 97 Land	0.00
Protected Agricultural Land (i.e. EO 193)	0.00
Other Non-Buildable (Describe)	0.00
Total Non-Buildable Area	0.00
Total Buildable Site Area	37,865.00

Current use of the site and prior use if known: The property's current use is residential. The current owners had obtained a Special Permit from the Wayland Zoning Board of Appeals to operate a chimney repair and restoration business. The Special Permit that allowed this business use expired on July 28, 2012.

Is the site located entirely within one municipality? Yes No

If not, in what other municipality is the site located? _____

How much land is in each municipality? (the Existing Conditions Plan must show the municipal boundary lines) _____

Current zoning classification and principal permitted uses: Single residence - 20,000 - 150 Frontage, please see Exhibit "A" for permitted uses

Previous Development Efforts

Please list (on the following page) any previous applications pertaining to construction on or development of the site, including (i) type of application (comprehensive permit, subdivision, special permit, etc.); (ii) application filing date; (iii) date of denial, approval or withdrawal. Also indicate the current Applicant's role, if any, in the previous applications. Note that, pursuant to 760 CMR 56.03 (1), a decision of a Zoning Board of Appeals to deny a Comprehensive Permit, or (if the Statutory Minima defined at 760 CMR 56.03 (3) (b or c) have been satisfied) grant a Comprehensive Permit with conditions, shall be upheld if a related application has previously been received, as set forth in 760 CMR 56.03 (7).