

PACKET

MAY 1

2017



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

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN

LEA T. ANDERSON
MARY M. ANTES
LOUIS M. JURIST
CHERRY C. KARLSON
DOUGLAS A. LEVINE

BOARD OF SELECTMEN

Monday, May 1, 2017
Wayland Town Building
Selectmen's Meeting Room
41 Cochituate Road Wayland

REVISED 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.) Open Meeting and Enter into Executive Session Pursuant to Massachusetts General Laws Chapter 30A, Section 21 (a)(3), to Discuss Strategy with Respect to and in Preparation for Collective Bargaining with Police, Fire, AFSCME 1, AFSCME 2, Library, Teamsters, Representing Town Employees, Because a Public Discussion of these Matters may have a Detrimental Effect on the Negotiating or Bargaining Position of the Town
- 7:30 pm 2.) Call to Order by Chair
- Review Agenda for the Public; Announcements
- 7:32 pm 3.) Public Comment
- 7:40 pm 4.) Meet with Representatives of WayCAM Annual Meeting to Receive Annual Report; Discuss Cable Contract Negotiations
- 8:00 pm 5.) Discuss and Vote to Approve Draft Governance Guideline for Boards and Committees Appointed by Board of Selectmen
- 8:10 pm 6.) Discuss Special Town Meeting Date, Schedule and Potential Articles
- 8:20 pm 7.) Review Committee Appointment Process
- 8:30 pm 8.) Discuss Volunteer Recognition and Open Meeting Law Information Meeting
- 8:45 pm 9.) Review and Vote to Approve Liaison Assignments and Liaison Policy
- 9:00 pm 10.) Minutes: Review and Vote to Approve Minutes of April 18, 2017
- 9:05 pm 11.) Consent Calendar: Review and Vote to Approve (See Separate Sheet)
- 9:15 pm 12.) Review Correspondence (See Separate Index Sheet)
- 9:25 pm 13.) Report of the Town Administrator
1. Notes on Correspondence
 2. Police Chief Recruitment
 3. FY19 Budget Process/Finance Committee Meeting Night
 4. Potential Subjects for Opt-In Newsletter

BOARD OF SELECTMEN

**Monday, May 1, 2017
Wayland Town Building
Selectmen's Meeting Room
41 Cochituate Road Wayland**

Revised Proposed Agenda Page Two

- 9:35 pm 14.) Selectmen's Reports and Concerns
- 9:40 pm 15.) Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any
- 9:45 pm 16.) Enter into Executive Session Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3) 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
- 10:00 pm 17.) Adjourn

(4) Way CAM



Wayland Community Access and Media, Inc.

Studio: Wayland High School Campus
268 Old Connecticut Path
Wayland, MA 01778
T: 508-358-5006 – F: 508-358-3472
waycam@waycam.tv

**WayCAM 2017 ANNUAL REPORT
General Information for Future 2020**

- 1) Comcast Licenses - 9/17/10 to 9/16/20 receiving 4.6 PEG fees
- 2) Verizon Licenses – 1/22/08 to 1/22/23 receiving 4.6 PEG fees.
- 3) MOA – WayCAM’s Agreement with Town – 3/21/11 – 1/22/23 (attached)
- 4) Cable Advisory Board – To be created by BOS once Comcast sends it’s letter stating the contract will be expiring in 9/16/20. The goal for this board is to negotiate the best contract for the Town of Wayland Access Studio, WayCAM. The Town will receive a letter from Comcast by the end of June according to Comcast Government Relations.
- 5) WayCAM future goal for studio: We would like to increase the size of the studio for the town. (see studio design attachment). We would like to have HD channels for broadcasting, since we are HD broadcasting ready currently. We would like to add another full time employee. We would be looking for a Cap Upgrade of \$150,000.00 to \$200,000.00 from Comcast 2020 and Verizon 2023; we would also like to be raised to a 5.0% PEG fees increase. This would allow us to accomplish these future goals.

Broadcast Your Ideas!

The Cable Advisory Committee was dissolved by a vote of the Board of Selectmen on September 21, 2015.

Wayland Cable Advisory Committee Mission Statement

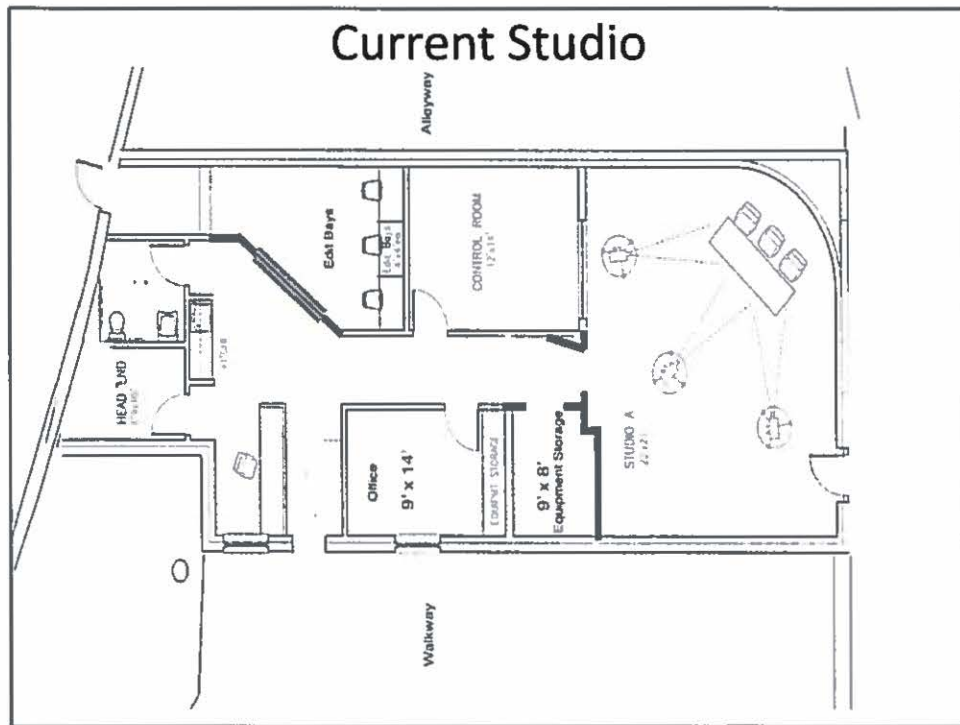
The purpose of the Cable Advisory Committee (CAC), which is appointed by and reports to the Wayland Board of Selectmen (BoS), is to advise the BoS on all issues relating to cable television (CATV) services provided within the Town. The BoS is the Issuing Authority that grants CATV franchise licenses to service providers. The CAC's principal responsibilities are to negotiate the terms of initial and renewal CATV licenses with service providers, to recommend that the BoS grant such licenses once they are negotiated, and to monitor the performance by the licensees of their obligations under such licenses in order to ensure compliance with license terms and conditions. The CAC also attempts to resolve disputes brought to its attention between CATV subscribers and CATV service providers. In addition, the CAC advises and consults with various Town organizations with respect to CATV matters on an ad hoc basis.

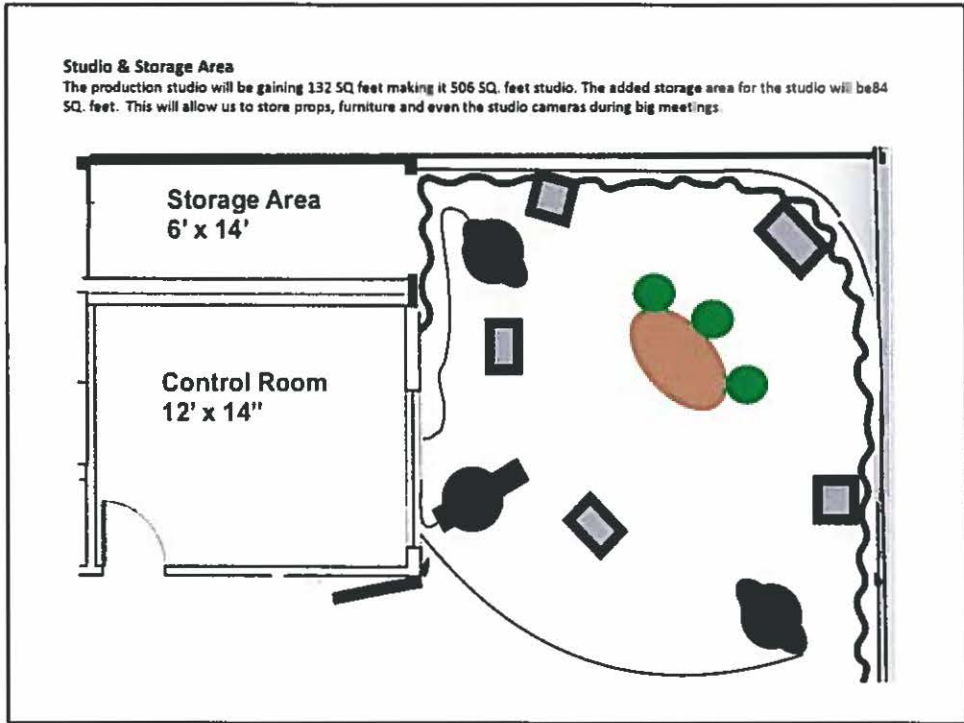
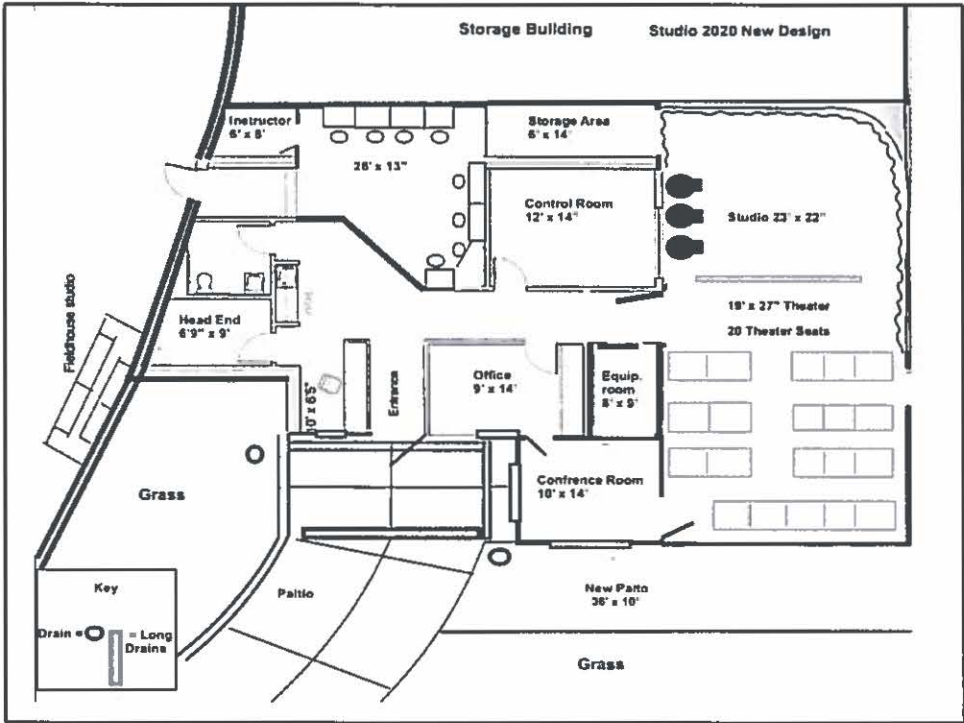
Implementation of the CAC's Mission

- The CAC typically works with Town-appointed legal counsel specializing in CATV matters to negotiate licenses with CATV service providers. When negotiated, such licenses are subject to approval by the BoS. At present, two CATV providers, Verizon and Comcast, offer service to Town residents.
 - The CAC, as in other Commonwealth communities, is recognized by the State and CATV service providers as representing the Issuing Authority (BoS) in many matters.
 - The CAC works with members of the Town's local cable access corporation (Wayland Community Access & Media, Inc. or WayCAM) with respect to the provisions of CATV licenses that directly affect WayCAM's activities, including its funding requirements.
 - In monitoring performance by CATV service providers the CAC seeks to ensure that all license requirements are fulfilled in accordance with their terms. Such requirements may include, among others, making timely payments; submitting required reports and ancillary information; completing CATV subscriber networks; installing and maintaining free municipal and school subscriber connections; providing video returns from designated municipal and school sites to WayCAM's studio; ensuring the provision of local (Wayland) origin public access, governmental, and educational cable signals to CATV subscribers on designated channels; and complying with Customer Service Standards, as defined in the licenses.
 - In overseeing the installation and maintenance of the free municipal and school subscriber sites, the CAC works with the persons in charge of those sites, or their designees, to ensure optimum placement of the required outlet, to coordinate changes in required equipment and services, and to develop specialized instructions for use of these services, if needed.
 - As appropriate, the CAC participates in discussions with other technology focused organizations in the Town to promote effective audio-visual communications, and provides advice, as requested by the BoS, with respect to the condition and operation of the Town's Municipal Area Network to the extent it is used for the provision of video returns from designated municipal and school sites to WayCAM's studio.
 - The CAC has occasionally agreed to intercede in disputes between customers and service providers to promote timely resolution of issues.
 - Neither the BoS nor the CAC is authorized to address internet and telephone services that are also provided by CATV service providers. Nor is the BoS or the CAC authorized to approve the rates charged by CATV service providers to their CATV customers.
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WayCAM

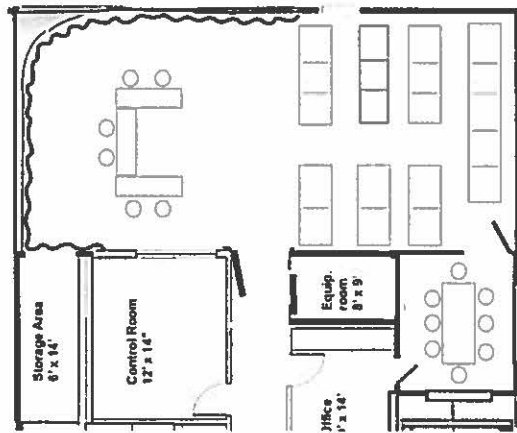
2020 License Negotiations
Capital Needs





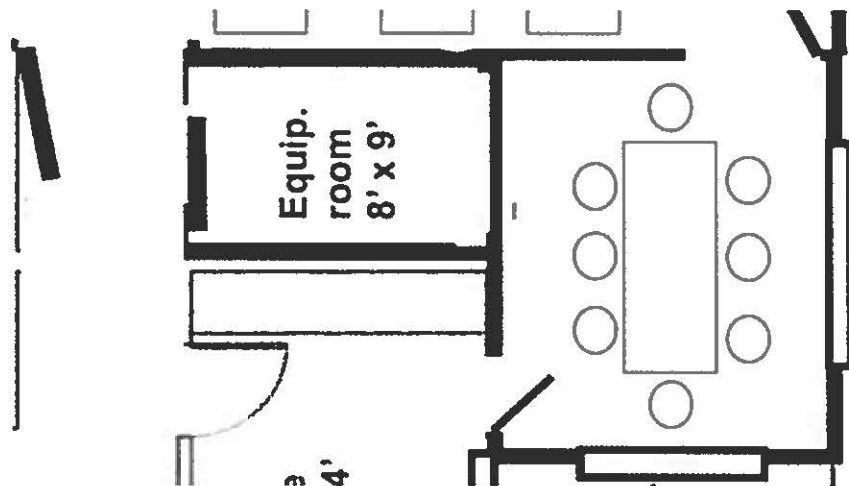
Studio Audiences

Our programs now will have the option of having a live studio audience, adding 399 SQ. feet making our studio 905 SQ. foot studio.
The studio will act as a meeting room for our annual meeting, adding 20 or more members to sit comfortable.



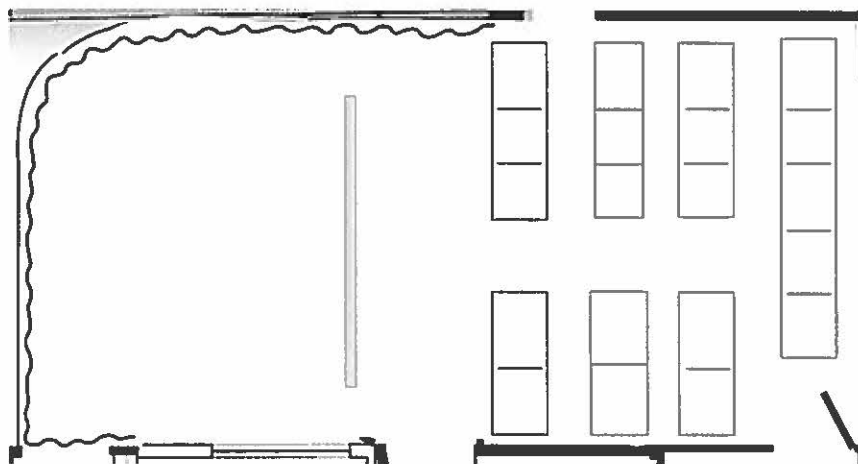
Conference room

This room will be accessed through the ED office by the BOD, volunteer and community members for meeting and a work space if needed. The room will also have an access from the studio for students and or crews for meeting and a work space.



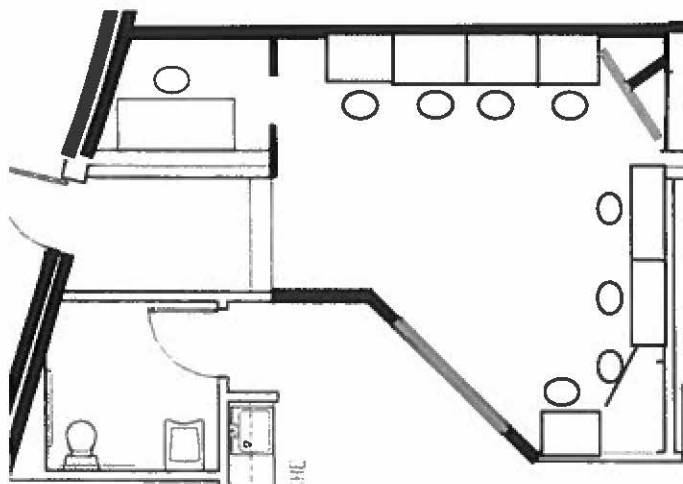
Viewing Room / Theater

The viewing room, a 20 seat theater for production crews to view their TV shows, for procores to view their films, for the high school classes to view their works. During our open house this will be very popular area when viewing the WHS Movies we select to show. This theater will also have the potential to have future fundraising events, like movie nights.



Editing Room and Office

The current editing room is 174 SQ. feet, with this upgrade it will gain 156 SQ. feet, totaling 330 SQ foot editing room. This will allow instructor and student to move around freely during there editing session.
The office off the editing room will be 48 SQ. feet. The instructor will be able to do there work as they monitor and or help during editing sessions.



**WayCAM 2016 ANNUAL REPORT
COVERING 2015 OPERATIONS
SUBMITTED TO THE TOWN OF WAYLAND
PURSUANT TO THE MEMORANDUM OF UNDERSTANDING**

Each year, pursuant to Sections 4(a) and 9(b) of the March 2011 Memorandum of Agreement (“MOA”) between the parties, WayCAM and the Town of Wayland (through its Board of Selectmen) meet and review, for advisory purposes only, the corporation’s state report to the Office of the Attorney General (with the federal Return of Organization Exempt From Income Tax); a copy of the corporation’s proposed operating and capital budgets; a list of its current insurance coverage; and a Section 9(b) list of all equipment purchased in the prior year.

Documents Contained in the 2016 Annual Report to the Town:

- 1) A copy of WayCAM’s Annual Financial Report prepared by a Certified Public Accountant, provided under MOA section 4(a)(1)
- 2) 2016 operating budget, provided under MOA Section 4(a)(3)
- 3) 2016 projected PEG Grant expenditures, provided under MOA Section 4(a)(3)
[all purchases approved by the WayCAM Board of Directors]
- 4) List of current insurance coverage, provided under MOA section 4(a)(4)
- 5) List of all equipment purchased in 2015
- 6) 2015 Form PC, provided under MOA Section 4(a)(2) *[includes Form 990]*
- 7) The Board of Directors Annual Report to the 2015 Annual Meeting of Members

**WayCAM 2017 ANNUAL REPORT
COVERING 2016 OPERATIONS
SUBMITTED TO THE TOWN OF WAYLAND
PURSUANT TO THE MEMORANDUM OF UNDERSTANDING**

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Documents Contained in the 2017 Annual Report to the Town:

- 1) A copy of WayCAM’s Annual Financial Report prepared by a Certified Public Accountant, provided under MOA section 4(a)(1)
- 2) 2017 operating budget, provided under MOA Section 4(a)(3)
- 3) 2017 projected PEG Grant expenditures, provided under MOA Section 4(a)(3) *(purchases approved by the WayCAM Board of Directors)*
- 4) List of current insurance coverage, provided under MOA section 4(a)(4)
- 5) 2016 Form PC, provided under MOA Section 4(a)(2) *[includes Form 990]*
- 6) The Board of Directors Annual Report to the 2016 Annual Meeting of Members
- 7) WayCAM’s rules, procedures, and guidelines. *[These were edited in February - March 2016 and sent on 5/9/16 to Nan Balmer for BOS review. We are resubmitting them for the record, as a separate attachment here (due to length), pursuant to MOA Section 9(a).]*
- 8) *List of all Equipment Purchased in 2016*

Mo A 2011

**AGREEMENT BETWEEN
THE TOWN OF WAYLAND, MASSACHUSETTS
AND WAYLAND COMMUNITY ACCESS AND MEDIA, INC.**

This Agreement is made as of the 21st day of March, 2011, by and between the Town of Wayland, Massachusetts (hereinafter referred to as the "Town" or "Wayland"), through its Board of Selectmen, and Wayland Community Access and Media, Inc. (hereinafter referred to as "WayCAM"), a nonprofit, tax-exempt corporation duly established under the laws of the Commonwealth of Massachusetts.

WHEREAS, the Board of Selectmen, as the statutory Issuing Authority, granted a nonexclusive cable television license to Verizon, New England, Inc. (the "Verizon License") on January 22, 2008; and

WHEREAS, the Board of Selectmen, as the statutory Issuing Authority, granted another nonexclusive cable television license (the "Comcast License") effective September 17, 2010, to Comcast of Massachusetts I, Inc. ("Comcast"); and

WHEREAS, the Board of Selectmen negotiated certain benefits in the Comcast and Verizon Licenses for noncommercial public, educational, and governmental ("PEG") access programming to be produced and cablecast in the Town; and

WHEREAS, the Town in the past has designated WayCAM as the Access Corporation responsible for that PEG access programming, facilities, and equipment; and

WHEREAS, the Board of Selectmen of the Town and the Board of Directors of WayCAM wish to continue to provide quality public, educational, and governmental access programming for the residents of Wayland by designating WayCAM as the Access Corporation under the Comcast and Verizon Licenses;

NOW THEREFORE, in consideration of the mutual covenants herein contained and intending to be legally bound, the Town and WayCAM (the "Parties") agree as follows:

Section 1--DEFINITIONS

For the purpose of this Agreement, the following words, terms, phrases, and their derivations shall have the meanings given herein, unless context clearly requires a different meaning. When not inconsistent with the context, the masculine pronoun includes the feminine pronoun, words used in the present tense include the future tense, words in the plural number include the singular number, and words in the singular number include the plural number. The word "shall" is always mandatory and not merely directory. Except as noted otherwise herein, words and phrases that are defined in the Verizon License shall have the same meaning herein as in the Verizon License.

Access: The right or ability of any Wayland resident and/or any person affiliated with a Wayland institution to use designated public, educational, and governmental facilities,

equipment, and/or channels of the cable television system, subject to the conditions and procedures established for such use.

Access Corporation: The entity designated by the Issuing Authority of the Town of Wayland for the purpose of operating and managing the use of and staffing for PEG Access funding, equipment, and channels on the cable television system.

PEG Access Channel: A Licensee video channel that the Licensee makes available to the Town and/or the PEG Access Users, without charge to the Town and/or the Users, for the purpose of transmitting non-commercial programming by members of the public and the Town's departments and agencies, public schools, and educational, institutional, and similar organizations.

Subscriber: Any person or entity who contracts with a Licensee for, and lawfully receives, cable services distributed over the cable television system.

Section 2---TERM

This Agreement shall commence on the date first written above and shall expire on January 22, 2023, unless the Agreement is sooner terminated pursuant to Section 14.

Section 3---DESIGNATION

- (a) The Board of Selectmen, as statutory Issuing Authority, hereby designates WayCAM as the Access Corporation, pursuant to Verizon License Section 5 and Comcast License 1.1(b), to provide PEG programming, facilities, and equipment to PEG Access Users as provided for in the Verizon and Comcast Licenses.
 - (b) The Issuing Authority may revoke its designation of WayCAM as the Access Corporation in the event this Agreement is terminated pursuant to Section 14 herein.
 - (c) The WayCAM Finance and Fundraising Committee shall be comprised of three WayCAM directors appointed by Town authorities (2 by the Board of Selectmen and 1 by the School Department) so that said appointees shall constitute a majority of the membership of said committee. WayCAM shall not amend its articles of organization or bylaws to modify the membership of said committee so that the members thereof appointed by Town authorities constitute less than a majority of the voting members of said committee. Additionally, WayCAM shall not amend its articles of organization or bylaws to modify the membership of its Board of Directors to reduce the ratio of members of the Board of Directors appointed by said Town authorities to a lower ratio than the ratio provided for in said bylaws or articles of organization as of the date of the Agreement, which ratio is 3 of 7 or 42.86 percent. WayCAM's obligations under this subparagraph shall run coterminous with the term of this Agreement. Breach of the provisions of this subparagraph shall be a material breach of this Agreement.
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Section 4—FINANCIAL REPORTING AND PERFORMANCE REVIEW

- (a) WayCAM agrees to provide the Town, for advisory purposes only, with copies of the following reports; and to cooperate fully and in good faith in answering reasonable written questions from the Town regarding these reports:
- (1) Every two years, WayCAM's biennial financial report, prepared by an independent Certified Public Accountant.
 - (2) Every year, the Form PC filed with the Massachusetts Attorney General's Office, within thirty (30) days after filing it with the Attorney General.
 - (3) Once a year, a copy of its proposed operating and capital budget for the new fiscal year, sufficiently detailed to demonstrate a reasonable plan for the year.
 - (4) Annually, in conjunction with the public hearing required by Section 4(c) below, a list of its then-current insurance coverage, and such additional information as is reasonably requested by the Town.
- (b) WayCAM agrees to contract, at least once every three (3) years, with an entity expert in PEG Access, from outside the Wayland community, to conduct a performance review of WayCAM's operations, including but not limited to, statistics on programming and services provided, and a written summary of comments submitted by PEG Access Users and cable subscribers, including favorable comments and suggestions for improvements; and to provide the Town with a copy of the performance review.
- (c) Annually, within thirty (30) days after the Town has received the reports and reviews listed above, WayCAM shall participate in a public hearing conducted by the Board of Selectmen for the purpose of discussing WayCAM's operations, budget, and PEG Access activities. The Parties agree that it is not their intention to engage in a review of WayCAM operations or PEG programming based on content. This hearing shall occur on a date as the parties annually agree, but no later than March 31st each year.

Section 5—TOWN AND WayCAM OBLIGATIONS

- (a) The Town shall assist WayCAM in collecting data to further its mission, by allowing WayCAM periodically to include its programming survey and marketing materials in town-wide mailings to residents.
- (b) The Board of Selectmen agrees to request that all Town boards (which includes commissions, committees, and departments) provide ancillary support to WayCAM staff and volunteers, when so requested, and accept training (if necessary) in how to provide such support for the recording of each respective board's meetings.
- (c) WayCAM shall continue to provide PEG Access programming and services to PEG Access Users and Comcast and Verizon cable subscribers, as follows:
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- (1) Schedule, program, and operate the PEG Access Channels in accordance with Section 6 herein;
- (2) Manage the annual funding, pursuant to Section 7 herein;
- (3) Purchase and/or lease equipment, with the funds allocated for such purposes in Section 7 herein;
- (4) Operate and maintain a PEG Access studio in the Town for the use of Wayland PEG Access Users, the School Department, and cable subscribers;
- (5) Conduct periodic training programs in the skills necessary to produce quality PEG Access programming;
- (6) Provide coverage, production, live cablecasting and/or webcasting to the best of its ability (based on availability of staff and volunteers; the presence of designated, active, municipal institutional network sites; and the receipt of reasonable notice requesting coverage) of Wayland's regular governmental meetings including, but not limited to: (i) all regular Board of Selectmen meetings; (ii) all regular School Committee meetings; (iii) every Town Meeting; and (iv) other meetings upon request and as deemed appropriate by WayCAM to broadcast;
- (7) Provide access to production and post-production equipment and facilities, and technical assistance, to all PEG Access Users;
- (8) Establish rules, procedures, and guidelines for the use of the PEG Access Channels;
- (9) Engage in publicity, fund-raising, outreach, referral, and other activities to support PEG Access;
- (10) Foster community involvement and citizen participation in the production of local programming of interest to the Wayland community; and
- (11) Accomplish such other tasks relating to the operation, scheduling, and/or management of the PEG Access Channels, facilities, and equipment as WayCAM may consider appropriate and necessary.

Section 6—PEG ACCESS CHANNELS

- (a) WayCAM shall have the sole responsibility for managing, scheduling, operating, and programming the full-time downstream PEG Access Channels which are provided under existing nonexclusive cable television license agreements. WayCAM shall work cooperatively with the Wayland School Department and with the Board of Selectmen and other Town departments to program the PEG Access Channels. Specific programming decisions will be made by WayCAM.
- (b) WayCAM shall provide a copy of its programming schedule for the PEG Access Channels to the Office of the Board of Selectmen on a regular basis.

Section 7—FUNDING FOR PEG ACCESS

- (a) The Town shall pay to WayCAM, as the designated Access Corporation, upon receipt from Licensees, or shall cause to be paid directly by Licensees, the annual operating funds paid in accordance with the provisions of the Comcast and Verizon Licenses.
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- (b) The Town shall pay to WayCAM, as the designated Access Corporation, within ten (10) business days after receipt from Licensees, or shall cause to be paid directly by Licensees, the remaining capital funding called for in Section 5.3 of the Verizon License, in the amount of \$42,000 (as previously approved by the Board of Selectmen), which Verizon is scheduled to pay by January 22, 2014.
- (c) The Town shall pay to WayCAM, as the designated Access Corporation, within ten (10) business days after receipt from Licensees, or shall cause to be paid directly by Licensees, the remaining capital funding called for in Section 6.5(a)(ii) of the Comcast License, which Comcast is scheduled to pay by September 17, 2011.

Section 8—EXISTING PEG ACCESS/LOCAL ORIGINATION EQUIPMENT

The Parties acknowledge that WayCAM owns everything—including (but not limited to) the studio, production, and associated equipment—purchased or transferred pursuant to Section 5 of the previous renewal license between the Town and Comcast (and its predecessors), which expired on September 17, 2010.

Section 9—OWNERSHIP AND CONTROL

- (a) All equipment purchased with capital funding pursuant to Section 7 above shall be the property of WayCAM and shall at all times remain under the exclusive control of WayCAM. WayCAM shall have the right to determine appropriate rules, procedures, and guidelines for the use of said equipment and to amend such rules, procedures, and guidelines from time to time; provided, however, that the Access Corporation shall provide the Town with a copy of such rules, procedures, and guidelines and any amendments thereto.
 - (b) At or prior to the annual public hearing required by Section 4(c) above, WayCAM shall provide an updated list of all equipment purchased with funds paid to the Access Corporation pursuant to Section 7.
 - (c) If WayCAM is dissolved in accordance with Mass. General Laws Chapter 180, Section 11, or if WayCAM's designation as the Access Corporation is duly terminated pursuant to the provisions of this Agreement, any applicable provisions of the Verizon or Comcast Licenses, or applicable law, WayCAM agrees to dispose of its equipment, in accordance with the provisions of Mass. General Laws Chapter 180, Section 8A, for nominal consideration to a duly organized, non-profit entity designated by the Board of Selectmen. The provisions of this subparagraph shall not be construed as authorizing the Board of Selectmen to terminate WayCAM's designation as the Access Corporation without complying with the provisions of Section 14 of this Agreement.
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Section 10---PEG ACCESS PROGRAMMING COMPLIANCE

In programming the PEG Access Channels, the Access Corporation shall comply with all applicable federal and state laws and regulations, at all times during the term of this Agreement.

Section 11---INDEMNIFICATION

WayCAM shall, at its sole cost and expense, indemnify and hold harmless the Board of Selectmen, the Town, its officials, boards and employees against any and all claims arising out of the act(s) or omission(s) of WayCAM. WayCAM's indemnification obligations under this section relative to tort claims against the Board of Selectmen, the Town, its officials, boards and employees shall be limited by the provisions of M.G.L. c. 258. WayCAM shall, in its rules for PEG Access, require every PEG Access User, at their sole cost and expense, to indemnify and hold harmless the Board of Selectmen; the Town, its officials, boards, and employees; and WayCAM against any and all claims arising out of the act(s) or omission(s) of the respective PEG Access User, with respect to any programming cablecast over the PEG Access Channels including, but not limited to, libel, slander, invasion of privacy, non-compliance with applicable rules, regulations, and/or laws, and/or authorized use of copyrighted material(s).

Section 12---INSURANCE

(a) WayCAM shall carry insurance coverage as follows:

- (i) For claims of bodily injury or death to persons caused by the use of the PEG Access studio and/or any PEG Access equipment, in an amount not less than One Million Dollars (\$1,000,000) for each occurrence/Two Million Dollars (\$2,000,000) in the aggregate;
 - (ii) For theft, loss, and damage, on- or off-site and while in transit, of PEG Access equipment, in an amount not less than One Hundred Fifty Thousand Dollars (\$150,000);
 - (iii) For claims of bodily injury or property damage arising when hired and personal automobiles are used for WayCAM business purposes, in an amount not less than One Million Dollars (\$1,000,000) for each occurrence/Two Million Dollars (\$2,000,000) in the aggregate;
 - (iv) For worker's compensation, as required by state law;
 - (v) For broadcaster's liability, in an amount not less than One Million Dollars (\$1,000,000); and
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- (vi) For claims against officers and directors for liability coverage, in an amount not less than One Million Dollars (\$1,000,000) for each occurrence/Two Million Dollars (\$2,000,000) in the aggregate.

The Town shall be named as an additional insured with respect to those coverages appropriate for such designation.

- (b) In addition to the insurance required in paragraph (a) above, WayCAM may carry such other insurance as it deems appropriate.
- (c) All insurance shall be with responsible companies qualified to do business in Massachusetts. Upon request, WayCAM will provide the Town with sufficient evidence of its insurance coverage, on the anniversary of insurance renewals. No insurance certificates shall be cancelled without a minimum of thirty (30) days prior written notice to the Town.

Section 13---ASSIGNMENT

WayCAM shall have no right whatsoever, without the advance, express, written consent of the Town, to assign or sublet its rights regarding the PEG Access Studio (if located in a Town building); the PEG Access annual funding; and/or the PEG Access equipment purchased with capital funds provided under the Verizon and Comcast Licenses, except for sales of used equipment in the ordinary course of business in order to help fund the purchase of newer equipment.

Section 14---BREACH/TERMINATION

- (a) Either party hereto may terminate this Agreement for material breach of this Agreement by the other party; provided, however, that the terminating party shall give the other party advance, written notice specifying, in reasonable detail, such breach, sufficient fully to inform the other party of all details of the alleged breach.
- (b) Either party's decision not to agree to and extension and/or amendment of this Agreement or a new agreement, after good-faith negotiations pursuant to Section 18 below, shall not constitute a "material breach."
- (c) If such notice is provided by WayCAM, the Town shall then have sixty (60) days from the date of the notice to cure such breach, and if such breach is cured within that period, WayCAM shall not terminate this Agreement.
- (d) If such notice is provided by the Town, WayCAM shall then have sixty (60) days from the date of such notice to cure any such breach, and if such breach is cured within that period, the Town shall not terminate this Agreement.
- (e) If an alleged breach has not been cured within the sixty-day cure period, the Town shall convene a public hearing within thirty (30) days after said cure period, at which the party alleging the breach shall present all the evidence or information upon which it relied in asserting the existence of a material breach, and at which hearing the parties shall have an opportunity to present evidence and examine the evidence and witnesses presented. Following such hearing, if the party alleging breach still believes

that a material breach exists, it shall issue a written statement to the other party, setting forth in detail the facts and evidence upon which it has made such determination.

- (f) Following the conclusion of the procedures set forth in Section 14(e), at the request of either party, the issue of whether a party is in material breach of this Agreement shall be submitted to an independent mediator mutually acceptable to the parties, whose expenses will be paid equally by the parties. The parties shall participate in such mediation in good faith in order to resolve any such issues through a mediated resolution. In no event shall any termination by the Town, or any proposed termination by the Town, be based in any way whatsoever on the content of programming on the PEG Access channels.
- (g) In the event that WayCAM is dissolved during the term of this Agreement, or the Issuing Authority terminates this Agreement with WayCAM pursuant to this Section 14, the Issuing Authority shall have the absolute right to designate another entity to provide PEG Access programming in the Town.

Section 15---NONDISCRIMINATION

WayCAM shall not discriminate against any person in any of its PEG Access activities on the basis of race, color, creed, religion, ancestry, national origin, geographical location within the Town, sex, sexual preference, disability, age, marital status, or status with regard to public assistance. WayCAM shall be subject to all other requirements of federal and state laws or regulations relating to nondiscrimination, throughout the term of this Agreement.

Section 16---NOTICE

- (a) Every notice to be served upon the Town shall be delivered, or sent by certified mail, to the Board of Selectmen, Wayland Town Building, 41 Cochituate Road, Wayland, Massachusetts 01778, or such other address as the Board of Selectmen may specify in writing to WayCAM.
- (b) Every notice to be served upon WayCAM shall be delivered, or sent by certified mail, to Wayland Community Access and Media, Inc., 264 Old Connecticut Path, Wayland, MA 01778, or such other address as WayCAM may specify in writing to the Town.
- (c) Whenever notice of any public hearing relating to the Wayland cable system is required by law, regulation, the Renewal License, and/or this Agreement, upon request, WayCAM shall identify such hearing(s) by periodic announcement on a PEG Access Channel. It shall be the Town's responsibility to provide WayCAM any such notice for broadcast.

Section 17---SEPARABILITY

If any section, paragraph, term, or provision of this Agreement is determined to be illegal, invalid or unconstitutional, by any court of competent jurisdiction or by any state or federal regulatory agency having jurisdiction thereof, such determination shall have no

effect on the validity of any other section, sentence, paragraph, term, or provision hereof, all of which shall remain in full force and effect for the term of this Agreement.

Section 18---ENTIRE AND COMPLETE AGREEMENT

This Agreement constitutes the entire and complete Agreement between the parties hereto with respect to the subject matter hereof and supersedes all prior agreements or understandings, if any. It can be amended only by a written agreement between the parties.

Not later than six (6) months prior to the date of expiration of this Agreement, the Town and WayCAM agree to, in good faith, discuss and negotiate an extension to the term of this Agreement, other amendments to this Agreement or a new agreement.

This Agreement is hereby agreed to by the Board of Selectmen of the Town of Wayland and Wayland Community Access and Media, Inc., and the parties have hereunto set their hands this 21st day of March, 2011.

TOWN OF WAYLAND, MASSACHUSETTS, by:

Steven J. Correia, Chair

Thomas J. Fay, Vice-Chair

John Bladon

Joseph F. Nolan

Susan W. Pope

Its Board of Selectmen

WAYLAND COMMUNITY ACCESS AND MEDIA, INC.

by: _____
Kenneth A. Isaacson
Its President
and

by: _____
Susan F. Koffman
its Treasurer
Duly Authorized By the WayCAM Board of Directors

(5) GOVERNANCE
GUIDELINES

DATE: MAY 1, 2017
TO: BOARD OF SELECTMEN
FROM: NAN BALMER, TOWN ADMINISTRATOR
RE: GOVERNANCE GUIDELINES

REQUESTED ACTION:

VOTE TO ADOPT GOVERNANCE GUIDELINES FOR THE BOARD OF SELECTMEN AND BOARDS AND COMMITTEES APPOINTED BY THE BOARD OF SELECTMEN

BACKGROUND

The attached Governance Guidelines were reviewed several times by the Selectmen and were reviewed by Town Counsel and Town Clerk. Significant changes since the Board's last review were made to: 1) 2.0 Authority and Purpose (*italics below*), and 2) 4.0 Role of Members #10 regarding swearing –in and resignation. Some formatting changes will be made in the final document.

The Governance Guidelines provide a common handbook of procedural guidelines and a code of conduct organization-wide. The re- stated purpose of the Guidelines is:

"2.0 Authority and Purpose of These Guidelines

The Wayland Board of Selectmen adopts these Guidelines for the governance of the Board of Selectmen and its appointed Boards, Committees and Commissions, referred to in this document as "public bodies". It is understood that elected public bodies including the Board of Assessors, Board of Health, Library Board of Trustees, Board of Public Works, Planning Board, Recreation Commission and School Committee possess independent authority to adopt separate Governance Guidelines consistent with law.

The purpose of these Guidelines is to promote among the Town's public bodies decision-making that is open, thoughtful, fact-based, respectful and fair, in compliance with town bylaws and with all state and federal laws.

These Guidelines are superseded when in conflict with any federal or state law or town by-laws.

The Board of Selectmen will review, revise and distribute the Guidelines annually."

**TOWN OF WAYLAND
GOVERNANCE GUIDELINES FOR
THE BOARD OF SELECTMEN AND
APPOINTED BOARDS, COMMITTEES, COMMISSIONS
ADOPTED-----**

1.0 Volunteer Appreciation

The Board of Selectmen thanks the members of all Boards, Committees and Commissions for giving their valuable time and effort to the improvement of the Wayland community.

2.0 Authority and Purpose of These Guidelines

The Wayland Board of Selectmen adopts these Guidelines for the governance of the Board of Selectmen and its appointed Boards, Committees and Commissions, referred to in this document as "public bodies". It is understood that elected public bodies including the Board of Assessors, Board of Health, Library Board of Trustees, Board of Public Works, Planning Board, Recreation Commission and School Committee possess independent authority to adopt separate Governance Guidelines consistent with law.

The purpose of these Guidelines is to promote among the Town's public bodies decision-making that is open, thoughtful, fact-based, respectful and fair, in compliance with town bylaws and with all state and federal laws.

These Guidelines are superseded when in conflict with any federal or state law or town by-laws.

The Board of Selectmen will review, revise and distribute the Guidelines annually.

3.0 Organization

3.1 Annual Organization Meeting: Public bodies must organize annually immediately after Annual Town Election and Meeting. Public bodies will elect a Chair and any other necessary officers such as a Vice-Chair or Co-Chair, Clerk and Assistant Clerk.

3.2: Assignment to Department: Each public body will be assigned to a department of the town which will provide a secure location to maintain minutes and records.

3.3: Responsibilities under Charge and Local and State Law: Each appointed public body will conduct its business under a town by-law, state statute or under a charge adopted by the Board of Selectmen.

3.4 Annual Reports: Each public body must provide an annual report which will serve as its report to Town Meeting. The report will include detailed summaries on funds under the public body's jurisdiction.

3.5 Rules of Procedure and Voting: Public bodies must establish a quorum before any meeting is called to order. Each public body may establish rules of procedure and voting consistent with local, state and federal law.

3.6 Advisory Committees: The Board of Selectmen may appoint advisory committees for a specific purpose under a temporary charge.

4.0 Role of Members: A member of any public body will:

1. Respect the role of the Chair in setting agendas and facilitating meetings.
2. Respect decisions of the public body and recognize that members take action as part of a public body and may not conduct town business independently of the public body except as authorized by a vote of the public body.
3. Recognize that action at an official legal meeting is binding and that an individual member cannot bind the public body outside of such meeting.
4. Not make statements or promises about how he / she will vote on matters that come before the public body until he / she has had an opportunity to hear the pros and cons of the issue during the body's public meeting.
5. Uphold the intent of Executive Sessions and respect the privileged communication that exists in Executive Session, holding it in confidence.
6. Assume a high level of integrity, striving toward fact - based and objective public statements and deliberations. Make decisions only after all facts on a question have been presented and discussed.
7. As a general rule, work with town staff at the direction of the public body so that town staff are not subject to conflicting direction.
8. If appointed by a majority of the public body, serve as a liaison to other public bodies.
9. Fulfill any training requirements the Board of Selectmen may require training so members can effectively fulfill their duties. Training may be provided at Town building, over the internet, or may require out of town travel or require multiple sessions. Whenever training is required by the town so that a volunteer can serve on a public body, the Town will pay for the costs of tuition and travel. All such costs must be approved in advance by a Department Head before the costs are incurred.
10. Be sworn in by the Town Clerk after appointment or election and submit a letter of resignation to the Town Clerk when no longer willing or able to serve. New members of public bodies cannot vote until sworn in by the Town Clerk or Assistant Town Clerk. If a member wishes to resign before the end of a term he or she must submit to the Town Clerk a signed letter of resignation. The

resignation is effective upon receipt by the Town Clerk unless a different date is specified. Upon expiration of a term, appointed members will continue to hold office until a successor is appointed.

5.0 Role of Chair and Vice Chair: The Chair will set meeting agendas, convene all meetings, and execute documents as authorized by the public body. The Chair will act only under authority provided by a quorum of the public body. The Chair will serve as the public body's primary contact with town staff. As a general rule, the Chair will solicit the opinions of all members prior to stating his or her personal opinion on any agenda item before the public body. The Chair will be responsible for ensuring the proper preparation and disposition of all minutes under the Open Meeting Law. The Vice Chair will fulfill the duties of the Chair in his or her absence.

6.0 Role of Clerk: Although town staff may record minutes for some public bodies, the public body is encouraged to elect a Clerk or individual member who takes responsibility for ensuring minutes are recorded, created and submitted for approval and filed along with supporting documents as a permanent record in the office of the assigned town department.

6.0 Open Meeting Law

6.1 Requirement to comply with the Open Meeting Law: Public bodies must comply with all parts of the Open Meeting Law. Public bodies subject to the Open Meeting Law include any sub-committee of two or more members assigned by the public body to conduct business. Please refer to the MA Attorney General's Open Meeting Law Guide which is available on the town website and through the Wayland Town Clerk and includes the following information important for members to know:

1. Definition of a public body
2. Definition of a meeting / 5 exceptions to the definition
3. Definition of a meeting quorum
4. Requirements for posting meetings
5. Ten legal purposes for executive sessions
6. Requirements to allow remote participation
7. Required public participation.
8. Required records for Open and Executive Sessions
9. Open Meeting Law complaint process

The Town Administrator is available to provide or obtain assistance on Open Meeting Law questions. You may also contact the Division of Open Government at (617) 963-2540 or e-mail openmeeting@state.ma.us.

6.2 Meeting Notices: All public bodies must comply with the Open Meeting Law, including but not limited to filing meeting agendas with the Town Clerk at least 48 hours in advance of the meeting. Saturdays, Sundays and legal holidays are excluded in the calculation of the 48 hours. The agenda may be filed with the Town Clerk in person or e-mailed to the Town Clerk at townclerk@wayland.ma.us .

Agendas must be received by the Town Clerk at least 30 minutes before the end of business in order to be posted the same day. Agendas received after the close of business will not be posted until the next day. Please contact the Town Clerk's office if you have a late filing. The agenda must include a list of topics that is sufficiently specific to reasonably inform the public of the items to be discussed at the meeting. The agenda must also include any Executive Sessions planned, citing one of the 10 legal purposes for calling an Executive Session.

6.3 Revised Agendas: If an agenda item is received by the Chair within 48 hours of a posted meeting, and the agenda item could not be reasonably anticipated by the Chair more than 48 hours before the meeting, the Chair may revise the posted agenda to include the new agenda item. It is preferred that agendas are revised only when the agenda item arises because of an emergency, which is defined as a sudden and generally unexpected occurrence or set of circumstances, demanding immediate action. All other matters should be heard at a later meeting of the public body. If you are filing a revised agenda it should be marked "REVISED" and any changes or additions should be highlighted.

6.4 Requirement for Meeting Minutes: The Open Meeting Law requires public bodies to create and approve minutes in a timely manner. The Public Records Law requires that existing minutes be made available to the public within 10 days upon request, whether these minutes have been approved or are in draft form. Materials or other exhibits used by the public body in an open meeting must also be made available to the public within 10 days of request. One hard copy, original set of meeting minutes, signed by the public body's Clerk, must be submitted within 5 days of approval by the public body to the public body's assigned department which will maintain the minutes as the permanent record of the public body. Minutes of all public bodies will, upon approval, be posted on the town website.

6.5 Contents of Minutes: Minutes must include the name of the public body, the date, time, and place of the meeting, the names of members present and absent, the names of staff present, and the substance of all discussion including all subjects acted upon or heard. Minutes must include a full and complete record of all motions proposed for vote and will include the exact vote, the names of the mover and the seconder for each motion, and the names of those voting against each motion. A verbatim record of meetings is not required.

6.6 Draft Minutes: Once created, draft regular meeting minutes are a public record available to the public, even if the minutes have not been presented at a meeting.

6.7 Executive Session Minutes: Minutes must be created for all Executive Sessions. Executive Session Minutes must not be released to the public until the reason for calling an Executive Session has ended, after which Executive Session Minutes must be reviewed and voted for approval and release by the public body.

6.8 Recording of Meetings: Any member of the public has the right to make an audio or video recording of an open session of a public meeting, but must notify the

Chair before recording. The Chair must inform attendees of any such recording at the beginning of the meeting including that the meeting will be broadcast on the Way-Cam government access channel. The Chair may impose reasonable requirements regarding audio or video equipment so recording does not interfere with the meeting.

6.9 Public Participation: Under the Open Meeting Law, the public is permitted to attend open meetings of public bodies. The public is excluded from an executive session that is called for a valid legal purpose cited in the agenda. The amount of time a member of the public will be allowed to speak to a public body will be determined at the discretion of the Chair. While the public is permitted to attend an open meeting, an individual may not address the public body without permission of the Chair. An individual is not permitted to disrupt a meeting of a public body, and at the request of the Chair, all members of the public will be silent. If after clear warning, a person is disruptive, the Chair may order the person to leave the meeting, and if the person does not leave, the Chair may authorize a police officer to remove the person.

6.10 Remote Participation at Meetings: The Town of Wayland permits remote participation. Members of town boards and committees can participate and vote by teleconference, audio-conference or other means that allows all persons present, including the audience and the member participating remotely, to hear the proceedings. Acceptable reasons for remote participation under the regulations include personal illness, personal disability, emergency, military service and geographic distance.

All votes taken at such meetings where a member participates remotely must be taken by roll call vote and a quorum of members must otherwise be present, not including the remote participant. No remote participant can chair a meeting.

6.11 Open Meeting Law Complaint Process: Individuals who allege a violation of the Open Meeting Law must first file a complaint with the public body alleged to have violated the OML within 30 days of the date of the violation or the date the complainant could have reasonably known of the violation. The full complaint process, including the required response of the public body to the complainant within 14 days of receipt of the complaint is included in the Attorney General's Open Meeting Law Guide. Please provide a copy of all Open Meeting Law complaints to the Town Administrator's Office.

Within 14 business days of the date on which the complaint was filed, the public body must review the complaint and send to the Attorney General's Office (AGO) a copy of the complaint along with a description of any action taken to resolve the issue that was raised by the complaint. Within seven business days of the date that the complaint was filed, the public body may request additional information from the person making the complaint if necessary to resolve the complaint. The person making the complaint shall provide the additional information to the public body within 10 business days, and the public body shall have 10 additional business

days (total 24 business days from the date complaint was originally filed) to act on the complaint and notify the AGO.

The public body may request additional time to consider taking remedial action and must make that request in writing to the AGO, to the Attention of the Director of the Division of Open Government. The AGO may, at its discretion, grant additional time to the public body if it determines there is a showing of good cause to grant the extension.

7.0 Use of E-Mail to Conduct Business

7.1 E-Mail and Public Records Law: E-mail communication created or received by a member of a public body while acting in his or her capacity as a member of the public body, is considered a public record and is subject to a public records request under the Public Records Law even if the e-mail is received by or created on a private computer or sent to only one individual. For members of a public body to conveniently create a permanent record for e-mail about town business, members of public bodies must list the following town e-mail archive address as a separate recipient: archive@wayland.ma.us. As an alternative, members of public bodies may be assigned a separate Town of Wayland e-mail address to be used for all town business.

7.2 E-Mail and Open Meeting Law: Whenever one member of a public body uses e-mail to discuss the public body's business (except for administrative matters such as scheduling and the transmission of documents) with a quorum of the members, it constitutes "deliberation" and is in direct violation of the Open Meeting Law. E-mail communication between less than a quorum of a public body is also in violation of the Open Meeting Law if the e-mail between less than a quorum of members is later forwarded to or discussed with additional members outside of a public meeting, thus unintentionally creating a quorum.

7.3 Board of Selectmen Guideline on E-Mail: To avoid violations of the Open Meeting Law and the Public Records Law, it is preferred that e-mail between members of the town's public bodies be restricted to scheduling meetings and distribution of agendas, documents and reports.

8.0 Code of Ethics and Code of Conduct

8.1 Code of Ethics: All members of public bodies are sworn in by the Town Clerk to uphold all state and local laws applicable to the public body's jurisdiction. Members must comply with the state ethics law (MGL Chapter 268A) regarding the conduct of public officials. Members must complete required ethics training and on-line tests. A member is required under the law to not vote on any matter in which the member or an immediate family member has a financial interest. Members are encouraged to recuse themselves if there is an "appearance" of a conflict of interest.

8.2 Standard of Conduct: All members will treat the public, applicants before the public body, town employees and other members with respect and courtesy. The

members and Chair of a public body should take time to listen to individuals speaking to the body. The Chair should make sure members of the public who are present also accord those speaking with respect and an opportunity to be heard uninterrupted.

Bullying by public officials (including committee, board and commission members and staff) while in the course of public business is not tolerated. Bullying is the repeated use of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, that:

1. Causes physical or emotional harm to another party or that party's property;
2. Places another party in reasonable fear of harm or of damage to his or her property;
3. Creates a hostile environment within Town Building or other Town workplace;
OR
4. Materially and substantially disrupts the work of the multi-member body, town departments or the orderly process of government.

8.3: Absences: The absence without appropriate explanation of any member of an appointed body from three consecutive meetings may serve to vacate the office. The decision to recommend that the office be vacated will be made by a majority vote of other members of the public body and then transmitted to the Board of Selectmen.

8.4 Members are Bound by Applicable Personnel Policies and Law: Members of public bodies, when acting in their official capacity, are subject to any applicable state law and town policies including those prohibiting sexual harassment, discrimination and workplace violence. Any allegation of misconduct made by the public, town staff or a fellow member will be reported immediately to the Town Administrator.

8.5 Litigation against Town by a Member of an Appointed Public Body: An appointed member of any appointed public body may be temporarily suspended by the Board of Selectmen during a lawsuit filed by the member against the town in a court of competent jurisdiction in the state of MA.

8.6 Removal under this Section: The Board of Selectmen, under such procedures it may adopt, may remove a member from a public body for violations of this section.

9.0 Town Meeting and Public Bodies: Upon a majority vote, public bodies may sponsor and submit to the Board of Selectmen articles for the Board's consideration for inclusion in Annual and Special Town Meeting warrants. Articles submitted by committees that are advisory to the Selectmen shall be submitted and sponsored by the Board of Selectmen.

10.0 Policy on Legal Services

All requests for legal opinions will be made through the Town Administrator under the Board's policy on legal affairs of the Town.

SUPPLEMENTAL POLICIES REFERENCED ABOVE:

1. Remote Participation Policy; 2. Legal Affairs Policy

DRAFT 5-1-17

DATE OF ADOPTION: _____

DRAFT

DATE: MAY 1, 2017
TO: BOARD OF SELECTMEN
FROM: NAN BALMER, TOWN ADMINISTRATOR
RE: SPECIAL TOWN MEETING DATE

REQUESTED ACTION:

VOTE TO SET FALL SPECIAL TOWN MEETING DATE

BACKGROUND

Selectman Karlson generously reviewed numerous variables to recommend a Special Town Meeting date during the week of Monday November 13, 2017. Best days for Facilities Department given Veterans Day Holiday prior Friday / Saturday is Tuesday through Thursday. These days are suggested considering other holidays, school activities, Moderator's schedule, Finance Committee schedule, Department of Revenue submission dates / tax recap hearing, and other staff input.

Potential articles include:

1. Funding of Collective Bargaining Agreements (Could be one or six articles for town under 150 E)
2. Funding of School Collective Bargaining Agreements (One or three articles – Current Year Transfer)
3. Funding for Non-Union Employees (Under 150E)
4. Funding Additional Compensation for Town Clerk
5. Revoke MGL Chapter 44, Section 53D to close Beach Revolving Fund
6. Reconsider Marijuana Moratorium
7. Possible "Housekeeping" By-Law Changes
8. Revise 53 E ½ Revolving Fund By-Law to Create Community Garden Revolving Fund
9. Fund Drainage Swale / Library Drainage Project
10. Change Date – Circuit Breaker
11. Adopt Requirement for Taxpayers in Good Standing as Condition of Licenses and Permits
12. Dispose of Surplus Property
13. Fund Septage Legacy Expenses (\$10,000 +/-)
14. Pay Unpaid Bills

Draft schedule is attached assuming start date of Tuesday November 14th.

2017 SPECIAL TOWN MEETING SCHEDULE
(Schedule for fall STM to begin on TUESDAY, NOVEMBER 14, 2017)

August 21	Selectmen vote on August 21 st to open warrant for Special Town Meeting;
August 23	Warrant open Wednesday, August 23, 2017 at 8:30 a.m. through Thursday, August 30, 2017 at 4:30 p.m.
August 30	Last day to submit articles for Special Town Meeting at 4:30 p.m. Petitioners' articles must be submitted to the Selectmen's office with at least 100 signatures.
September 11	Finance Committee: Special Town Meeting Article Hearing
September 28	<u>Deadline for submission of petitioner's comments on STM articles at 4:00 pm.</u>
October 2	Selectmen review, order and vote on articles
October 11	<u>Deadline for submission of Special Town Meeting article comments from Finance Committee</u>
October 20	Compilation of Warrant completed and all changes made; Final Warrant copied and delivered to Selectmen, Moderator, Finance Committee, Town Clerk, Town Counsel and Finance Director; <u>Warrant sent to printer.</u>
October 26	Motions for articles submitted by Town Counsel and provided to Moderator and Town Clerk. Draft motions posted for public review.
October 30	Selectmen meet to sign warrant
October 31	Date by which warrant will be posted by Constable and mailing of warrants. (Town Code 36-2A, MGL c. 39, s. 10 - No later than 14 days before TM)
November 6 by 8:00 p.m.	Last day before Town Meeting to register to vote (No earlier than 10 days before STM).
November 6	Selectmen review revised motions ; Selectmen conduct Special Town Meeting Warrant Hearing with Moderator, 7:15 p.m. Large Hearing Room, Town Building.
November 14	Moderator's instructions to tellers and list of non-resident employees provided to Moderator and Town Clerk; Warrants, final errata sheets and supplemental material prepared, printed and delivered to Town Meeting site for distribution.
November 14	SPECIAL TOWN MEETING, TUESDAY 7:00 PM WAYLAND HIGH SCHOOL
November 15	Second day of Special Town Meeting, Wednesday 7:00 pm.

To: Board of Selectmen
From: MaryAnn DiNapoli
Date: April 26, 2017
Re: Annual Reappointments

The following is the list of board and committee members whose appointments will expire on June 30, 2017.

Everyone on the list will be sent a letter asking them to confirm, by Wednesday, May 31, whether they intend to seek reappointment. All the vacancies will be posted.

At the end of this memo is a list of board and committee members, and staff, who are appointed by an authority other than the Board of Selectmen. This is for your information only.

PLEASE NOTE that the charge of the Wayland Real Asset Planning (WRAP) Committee, and the terms of all its members, expires on June 30, 2017.

<u>Name</u>	<u>Appointing Authority</u>	<u>Board/Committee</u>	<u>Term</u>
Carolyn Bargoot	Selectmen	Audit Committee (representing Finance Committee)	three
Inna Kisseleva-Deeley	Selectmen	Audit Committee	three
John Sullivan	Selectmen	Community Preservation Committee (representing Conservation Commission)	three
Maureen Cavanaugh	Selectmen	Community Preservation Committee	three
Roger Backman	Selectmen	Conservation Commission	three
Joanne Barnett	Selectmen	Conservation Commission	three
John Sullivan	Selectmen	Conservation Commission	three
Evelyn Ekmejian	Selectmen	Council on Aging	three
Carol Glick	Selectmen	Council on Aging	three
Ellen Scult	Selectmen	Council on Aging	three
Robert Morrison	Selectmen	Cultural Council	three
Brenda Stevens Ross	Selectmen	Cultural Council	three
Jonathan Saxton	Selectmen	Cultural Council	three
Phyllis Jean Milburn	Selectmen	Economic Development Committee	three
Seth Roman	Selectmen	Economic Development Committee	three
Tom Sciacca	Selectmen	Energy Initiatives Advisory Committee	three
Ellen Tohn	Selectmen	Energy Initiatives Advisory Committee	three
David Watkins	Selectmen	Finance Committee	three
George Uveges	Selectmen	Finance Committee	three
Nancy Funkhouser	Selectmen	Finance Committee	three
Alice Boelter	Selectmen	Historic District Commission	three
Gretchen Schuler	Selectmen	Historic District Commission	three

<u>Name</u>	<u>Appointing Authority</u>	<u>Board/Committee</u>	<u>Term</u>
Christine DiBona	Selectmen	Housing Partnership (representing School Committee)	three
Kathleen Boundy	Selectmen	Housing Partnership	three
Rachel Bratt	Selectmen	Housing Partnership	three
Mary Antes	Selectmen	Housing Partnership	three
Mary Antes	Selectmen	Metrowest Regional Collaborative Comm	one
Mary Antes	Selectmen	Municipal Affordable Housing Trust Fund Board	two
Bob Duffy	Selectmen	Municipal Affordable Housing Trust Fund Board (representing Planning Board)	two
Susan Weinstein	Selectmen	Municipal Affordable Housing Trust Fund Board (representing Housing Authority)	two
Michael Gitten	Selectmen	Permanent Municipal Building Committee	two
James Riley	Selectmen	Permanent Municipal Building Committee	two
Maryanne Peabody	Selectmen	Personnel Board	five
Rebecca MacGregor	Selectmen	Senior Tax Relief Committee	three
Joan Bradford	Selectmen	Senior Tax Relief Committee (representing Council on Aging)	three
Charles (Toni) Moores	Selectmen	Surface Water Quality Committee	three
Michael Lowery	Selectmen	Surface Water Quality Committee	three
Sam Potter	Selectmen	Wastewater Management District Commission	three
Sarah Greenaway	Selectmen	Youth Advisory Committee	two
Aida Gennis	Selectmen	Zoning Board of Appeals	three
Shaunt Sarian	Selectmen	Zoning Board of Appeals (Associate)	three

The following is the list of board/committee/staff members whose appointments will expire on June 30, 2017, and are appointed by an authority other than the Board of Selectmen.

<u>Name</u>	<u>Appointing Authority</u>	<u>Board/Committee</u>	<u>Term</u>
Mary Ellen Castagno	Moderator	Minuteman Voc Tech School	three
Richard Turner	Moderator	Public Ceremonies Committee	three
Corrie Dretler	School Committee	Youth Advisory Committee	two
Darren MacCaughey	Board of Health	Sanitarian	one
David R. Poirier	Board of Health	Animal Control Officer	one
Cynthia F. Bryant	Board of Health	Burial Agent	one
Beth Grossman	Board of Health	Food Inspector	one
Julia M. Junghanns	Board of Health	Inspector of Milk	one

APPOINTMENTS TO TOWN BOARDS AND COMMITTEES

The Board of Selectmen is responsible for making a number of appointments to town boards and committees. The following procedures generally will be used to post openings, make appointments, and fill vacancies.

POST OPENINGS

- The Office of the Town Administrator shall post all vacancies on the Town Building foyer bulletin board for a minimum of one (1) week.
- Applicants, who must be registered voters in the Town of Wayland, shall submit a statement describing their interest, background, and qualifications relevant to the opening being sought, and a résumé, if available.
- Applicants are encouraged to attend at least one meeting of the committee to which they seek appointment and discuss the board's function and responsibilities with a current member of the Board or the appropriate staff member before being considered for appointment.

ANNUAL APPOINTMENTS

- The Board of Selectmen shall interview all applicants new to Town Government.
- Boards or committees are encouraged to submit input on the reappointment of a member and questions for use by the Selectmen in interviewing applicants for their respective boards.
- All vacancies should be filled before the expiration of the term to the extent practical.

VACANCIES

Vacancies that occur between annual appointments shall be filled as soon as is reasonable following the guidelines for annual appointments.

REAPPOINTMENTS

The Selectmen shall solicit recommendations for reappointment from the chairpersons of boards and committees with members whose terms are ending.

- All candidates for reappointment to the Conservation Commission, Finance Committee, Personnel Board, and the Zoning Board of Appeals may be interviewed by the Board of Selectmen.
- Reappointments to other boards generally will not be subject to interviews by the Board of Selectmen unless there is an objection from the chair of the board or at the request of a Selectman.

Approved March 1, 2004; revised and restated on October 13, 2010; revised October 5, 2015.

See Wayland Code §6-1. For provisions regarding specific appointments, see Wayland Code §19-1 (Finance Committee); §43-2 (Personnel Board); §198-201 (Zoning Board of Appeals); and §198-204 (Planning Board Associate Member).



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

May 17, 2016

Christopher Cullen
250 Concord Road
Wayland MA 01778

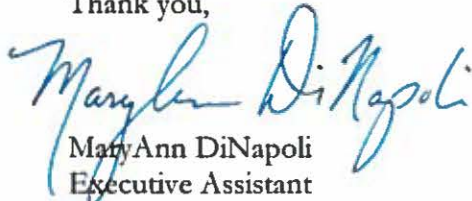
Dear Chris:

Your appointment to the Audit Committee will expire on June 30, 2016.

If you would like to be appointed for another three-year term, you do not need to acknowledge this notice. If you do NOT want to be appointed for another term, please complete the form below and return it to the Board of Selectmen, Wayland Town Building, 41 Cochituate Road, Wayland, by Tuesday, May 31, 2016. You may also call me at (508) 358-3621 or email mdinapoli@wayland.ma.us.

Your service to the town is valued, and we thank you for assisting us in this process.

Thank you,


MaryAnn DiNapoli
Executive Assistant

I do NOT want to be reappointed to the Audit Committee.

Christopher Cullen
250 Concord Road
Wayland MA 01778

Signature: _____

Date: _____

Town of Wayland

41 Cochituate Road, Wayland, MA 01778-2614

ph: 508-358-7701

fx: 508-358-3627

Appointed Officials

BOARD, COMMITTEE, COMMISSION	APPOINTING AUTHORITY	NAME OF APPOINTEE	DATE IN	TERM
Trustees Of Allen Fund (4)	Town Meeting	Michael B. Patterson	1998	04/05/17
		Benjamin W. Johnson III	1960	04/05/17
		Lynn Dowd	2016	04/05/17
Animal Inspector (Livestock)	Nominated - Board Health Appointed - State	Bruce S. Sweeney	06/05/95	04/30/17
Animal Control Officer	Board of Health	David R. Poirier	07/01/94	06/30/17
Assessor, Director	Board of Assessors	Ellen Brideau	08/18/09	PERM
Assessor, Assistant	Board of Assessors			
Assessor, Administrative	Board of Assessors	Jessica Marchant	02/23/13	PERM
Asst Town Administrator	Selectmen	John Senchyshyn	06/27/05	PERM
Assistant Town Clerk	Town Clerk	Diane Gorham	04/11/13	PERM
Audit Committee (5)	School Committee	Chris Ryan	04/18/17	06/30/19
	Selectmen	Christopher Cullen	06/18/12	06/30/19
	Finance Committee	Carolyn S. Bargoot	11/20/15	06/30/17
	Selectmen	Inna Kisseleva-Deeley	08/11/14	06/30/17
	Selectmen	Randall C. Moore	10/19/15	06/30/18
Building Commissioner	Town Administrator	Geoffrey S. Larsen	11/06/15	PERM
Local Inspector	Town Administrator	David Fuller	11/05/12	PERM
Gas Inspector	Town Administrator	Allan Sherman	07/25/05	PERM
Plumbing Inspector	Building Commissioner	Allan Sherman	07/27/05	PERM
Plumbing/Gas Inspector Deputy	Building Commissioner	Ernest Ferraro	03/25/09	PERM
Wiring Inspector	Town Administrator	Leo P. Landry	09/19/07	PERM
Wiring Inspector, Deputy	Town Administrator	John W. Alesse	01/12/09	PERM
Wayland Community Fund	See website			
Central MA Rail Trail Comm	Selectmen	Larry Kiernan	06/23/09	06/30/18
Civil Defense Director	Selectmen	Robert Irving	09/20/01	PERM
Cochituate State Park Advisory	Selectmen	VACANCY		
Community Preservation Committee (9)	Historical Commission	Elisa J. Scola	06/25/13	06/30/19
	Planning Board	Albert I. Montague	08/23/10	06/30/19
	Recreation Commission	Anna Meliones	08/15/05	06/30/18
	Housing Authority	Susan Weinstein	06/16/11	06/30/18
	Conservation Commission	John R. Sullivan	01/05/06	06/30/17
	Board of PublicWorks	Woody Baston	04/15/15	06/30/18
	Selectmen	Gretchen Schuler	06/25/13	06/30/19
	Selectmen	Susan Green		06/30/19
	Selectmen	Maureen Cavanaugh	06/21/10	06/30/17
Conservation Administrator	Town Administrator	Brian Monahan	10/12/00	PERM
Conservation Commission (7)	Selectmen	Roger Backman	11/10/97	06/30/17
		Sherre	06/25/13	06/30/19

		Greenbaum		
		Barbara Howell	04/13/89	06/30/18
		Joanne B. Barnett	08/25/14	06/30/17
		John R. Sullivan	07/20/83	06/30/17
		Thomas A. Davidson	7/2016	6/30/19
		Sean P. Fair	07/13/15	06/30/18
Constables	Selectmen	William E. Pickett	10/13/04	06/30/19
		Louis Gaglini	07/09/07	06/30/19
Council on Aging (9)	Selectmen	Mary M. Antes	10/01/07	06/30/18
	non-voting member	Betsy Soule	07/18/94	06/30/18
		William Sterling	06/23/09	06/30/19
		Nancy Leifer	09/24/13	06/30/19
		Denise N. Yurkofsky	12/08/03	06/30/16
		Evelyn M. Ekmejian	10/01/07	06/30/17
		Carol Glick	08/25/14	06/30/17
		Elizabeth A. Patterson	09/24/12	06/30/18
		Ellen Scult	08/25/14	06/30/17
Council on Aging Director	Town Administrator	Julie C. Secord	02/01/06	PERM
Council on Aging/Community Center Advisory Committee	Selectmen Representing Council on Aging	William Sterling	06/01/15	2016 Annual Town Meeting
	Selectmen Representing Recreation Commission	Frank Krasin	06/01/15	2016 Annual Town Meeting
	Selectmen	Steven J. Correia	06/01/15	2016 Annual Town Meeting
	Selectmen	P. Jean Milburn	06/01/15	2016 Annual Town Meeting
	Selectmen	Marylynn Gentry	06/01/15	2016 Annual Town Meeting
	Selectmen	Mark H. Foreman	06/01/15	2016 Annual Town Meeting
	Selectmen	Carol Glick	09/21/15	2016 Annual Town Meeting
Cultural Council	Selectmen	Kara Brewton	09/08/14	06/30/19
		Barbara Hoffman	09/08/14	06/30/18
		Kathryn Grey	02/15/13	06/30/18
		Vacancy		
		Matthew Ludwig	09/08/14	06/30/19
		Robert B. Morrison	09/08/14	06/30/17
		Brenda Stevens Ross	09/08/14	06/30/17
		Jonathan F. Saxton	09/08/14	06/30/17
		Vacancy		
		VACANCY		
		Barbara Holtz	09/08/14	06/30/19
Design Review Advisory Committee (5)	Planning Board	William Sterling	06/19/12	06/15/18
		Marjorie Ford	06/19/12	06/15/18
		Andrew Reck	06/19/12	06/15/18
		Katherine Schreiber	06/19/12	06/15/18
		Leisha Marcoccio	06/19/12	06/15/18
Dog Control Appeals Board	Selectmen	Susan L. Wagner	07/23/01	06/30/16
		Jeffrey S. Baron	08/13/01	06/30/19
		Susan Koffman	08/06/01	06/30/18
	Alternate Member	Arthur Fine	02/12/13	06/30/19
Dog Control Officer/Animal Inspector	Nominated by State	Jennifer Condon	05/04/04	04/30/17
	Appointed by Selectmen	Jennifer Condon	05/05/04	PERM
Dog Control Officer/Animal Inspector	Nominated by State	Jennifer Condon	03/16/09	04/30/17

(DPW) Board of Public Works	Appointed by Town Administrator	Stephen Kadlik		PERM
Economic Development Committee (7)	Selectmen	Rebecca M. Stanizzi	05/10/10	06/30/16
		Phyllis Jean Milburn	10/16/12	06/30/17
		Frank A. Panaccio	11/02/15	06/30/18
		James Grumbach	06/24/13	06/30/19
		Doug Levine	06/14/16	06/30/19
		Seth A. Roman	10/20/14	06/30/17
		John T. Pugh	11/02/15	06/30/18
Electronic Voting Implementation 2.0 subcommittee	Moderator	Dave Bernstein, Chair	09/01/11	ATM 2013
		Kim Cook	09/01/11	ATM 2013
		Lynne Dunbrack	09/01/11	ATM 2013
		Alan Reiss	09/01/11	ATM 2013
		Don Schuler	09/01/11	ATM 2013
		Jon Sieber	09/01/11	ATM 2013
		Beth R. Klein	09/01/11	ATM 2013
		Dennis Berry (ex officio)	09/01/11	ATM 2013
		Lawrence J. Krakauer	01/31/12	ATM 2013
Emergency Planning Committee	Chair, Road Commissioner	Eric Knapp		
	Chair, Housing Authority	Mary Antes		
	Chair, Selectmen	Steven Correia		
	Fire Chief	Vincent Smith		
	Police Chief	Robert Irving		
Energy Initiatives Advisory Committee	Selectmen	Harvey Michaels	06/13/11	06/30/18
		William Huss	06/13/11	06/30/19
		Tom Sciacca	06/13/11	06/30/17
		Anne Harris	06/13/11	06/30/16
		Ellen R. Tohn	06/13/11	06/30/17
Energy Initiatives Advisory Committee (Non-voting Associate Members)		John Harper	10/20/14	
		Michael Staiti	10/20/14	
Fence Viewers	Town Meeting	Board of Selectmen	Town Meeting	04/01/16
Field Drivers	Town Meeting	Constables	Town Meeting	04/01/16
Finance Committee (7)	Selectmen	D. Gordon Cliff	06/24/15	06/30/18
		Jen Gorke	07/18/16	06/30/19
		George Uveges	07/18/16	06/30/19
		Dave Watkins	8/28/14	06/30/17
		Klaus O. Shigley	07/18/16	06/30/19
		Carol B. Martin	08/20/12	06/30/18
		Nancy E. Funkhouser	09/24/12	06/30/17
Finance Director/Town Accountant	Town Administrator	Brian Keveny	03/13/13	PERM
Fire Chief	Town Administrator	David G. Houghton	03/16/15	PERM
GIS Analyst	Town Administrator	Brendan Decker, GISP	09/2006	PERM
Health Director	Board of Health	Julia M. Junghanns	07/01/11	PERM
Sanitarian, Health Agent	Board of Health	Darren MacCaughey	06/25/15	06/30/17
Inspector of Milk	Board of Health	Julia M. Junghanns	07/01/11	06/30/17
Food Inspector	Board of Health	Beth Grossman	09/28/00	06/30/17

Burial Agent	Board of Health	Cynthia F. Bryant	06/16/90	06/30/15
Historical Commission (7)	Selectmen	Tonya Largy	11/08/10	06/30/18
		Katherine Gardner-Westcott	2016	6/30/19
		Elisa Scola	10/20/09	06/30/18
		Ann Gordon	2016	6/30/19
		R. Richard Conard	07/16/01	06/30/18
		John Dyer	07/11/11	06/30/18
Historic District Commission (7)	Selectmen	Alice Boelter		06/30/17
		Kathie Steinberg		06/30/16
		Margery F. Baston	07/23/01	06/30/19
		Desmond J. McAuley	11/03/03	06/30/18
		Gretchen G. Schuler	07/29/02	06/30/17
		Marjorie Ford	03/16/15	06/30/18
Alternate	Selectmen			
Second Alternate	Selectmen	Kate M. Finlayson	07/13/15	06/30/18
Housing Authority Director	Housing Authority	Brian E. Boggia	06/09/05	PERM
Housing Partnership Committee (9)	Planning Board	Armine S. Roat	10/29/13	06/30/16
(Appt by Selectmen - representing)	Conservation	Joanne Barnett	2016	6/30/19
	Housing Authority			
	Selectmen	Kathleen Boundy	06/30/08	06/30/17
	Selectmen	Rachel G. Bratt	03/15/04	06/30/17
	Selectmen	Mary M. Antes	03/15/04	06/30/17
	School Committee	Christine H. DiBona	01/21/14	06/30/17
	Wayland Clergy	Rev. Dr. Stephanie May	12/07/15	06/30/18
	Selectmen	Patricia M. Harlan	05/20/13	06/30/18
Human Resource Director	Town Administrator	John Senchyshyn	12/02/02	PERM
IT Manager	Town Administrator	Gwendolyn Sams-Lynch	06/06/94	PERM
Library Director	Library Trustees			PERM
Metropolitan Area Planning Council	Selectmen	Mary M. Antes	2002	06/30/16
Metrowest Regional Transit Advisory Board	Selectmen	Joseph F. Nolan	06/06/13	06/30/16
Measurers of Wood & Bark	Town Meeting	Paul Doerr		04/01/16
		Lewis S. Russell, Jr.		04/01/16
		Harry F. Sweitzer		04/01/16
Metrowest Regional Collaborative Comm	Selectmen	Mary M. Antes	09/27/04	06/30/17
Alternate to the Metrowest Regional Transit Authority Advisory Board	Selectmen	Sarkis Sarkisian	06/04/12	06/30/19
Minuteman Voc Tech School	Moderator	Mary Ellen Castagno	03/11/03	06/30/17
Municipal Affordable Housing Trust Fund Board	Selectmen	Jacqueline Ducharme	06/23/14	06/30/16
	Selectmen	Stephen A. Greenbaum	06/23/14	06/13/18
	Selectmen	Brian O'Herlihy	06/23/14	06/30/18
	Selectmen	Mary M. Antes	06/23/14	06/30/17
Appointed by Selectmen representing	Planning Board	Kevin Murphy	06/23/14	06/30/17
Appointed by Selectmen representing	Housing Partnership	Jennifer Steel	11/30/15	06/30/17
Appointed by Selectmen representing	Housing Authority	Susan Weinstein	06/23/14	06/30/17

OPEB Advisory Committee	Selectmen	Kent E. George	06/05/13	09/30/15
		David Gutschenritter	06/05/13	09/30/15
		Clifford W. Lewis	06/05/13	09/30/15
		Maryanne Peabody	06/05/13	09/30/15
		Jay Sherry	06/05/13	09/30/15
Permanent Municipal Bldg Committee	Selectmen	Jonathan Mishara	06/13/11	DPW Completion
		Chris Brown		DPW Completion
		Michael Gitten		6/30/17
		Jeanne Downs		Claypit Hill Completion
		Tonya Largy	10/19/15	Stone's Bridge Completion
		Elisa Scola	10/19/15	Stone's Bridge Completion
		Thomas White	12/14/15	Library Building Completion
		William Sterling	12/14/15	Council on Aging/Community Center Completion
		Mark Heyward Foreman	12/14/15	Council on Aging/Community Center Completion
		Aida Gennis	2016	Library Building Completion
		Patrick Rowe	06/14/16	06/30/18
		Eric Sheffels	04/30/12	06/30/16
		Brian J. Chase	04/30/12	06/30/16
		James E. Riley	07/13/15	06/30/17
Personnel Board (5)	Selectmen	Maryanne Peabody	11/17/97	06/30/17
		Deborah Sue Cohen	07/28/14	06/30/18
		Miranda S. Jones	07/28/14	06/30/19
		Jessica W. Green	01/08/13	06/30/21
		Philip C. Schneider	02/10/03	06/30/20
Planner, Town	Planning Board	Sarkis Sarkisian	07/21/09	PERM
Police Chief	Town Administrator	Robert Irving	09/20/01	PERM
Public Ceremonies Committee (5)	Moderator	George Bernard	01/06/16	06/30/19
		John C. Dyer	07/20/04	06/30/18
		Stephen Straeter	12/20/15	06/30/18
		Carl Bernardo	11/16/14	06/30/19
		Richard P. Turner	09/13/02	06/30/17
Recreation Director	Town Administrator	Jessica Brodie	05/24/05	PERM
Regional Transportation Advisory Committee	Selectmen	Joseph F. Nolan	07/08/10	06/30/16
Board of Registrars (4)	Selectmen	Catherine A. Radmer	03/27/06	04/01/18
		Judith H. Ide	03/23/90	06/21/16
		Elizabeth A. Salerno	04/01/93	04/01/17
	Town Clerk	Beth R. Klein	04/24/07	04/01/16
River Stewardship Council	Selectmen	Mary M. Antes (Alternate)	12/20/99	06/30/18
	Selectmen	Thomas Sciacca	12/12/99	06/30/18
School Superintendent	School Committee	Paul Stein	07/01/11	PERM
Sealer of Weights & Measures	Selectmen	Timothy J. Walsh	12/02/13	06/30/18
Senior Tax Relief Committee appointed by Selectmen (7)	Council on Aging	Joan Bradford	02/11/14	06/30/17
	Assessors	Linwood Bradford	02/11/14	06/30/18
	Finance Committee	Anne Gilbert	10/19/10	06/30/19
	Board of Selectmen	Stephen J. Colella	03/08/99	06/30/19
	At Large	Patricia Nelson	06/21/99	06/30/19
	Board of Selectmen	Pauline DiCesare	04/28/09	06/30/18

	At Large	Rebecca MacGregor	12/19/11	06/30/17
Surface Water Quality Comm (5)	Selectmen	Jack Carr	3/21/16	06/30/18
		Thomas J. Largy	12/11/00	06/30/18
		Charles W. Moores	02/28/05	06/30/17
		Elizabeth Newton	07/19/16	06/30/19
		Michael P. Lowery	10/01/07	06/30/17
Surveyors of Lumber	Town Meeting	Jean B. Pratt	04/03/12	04/01/16
		Susan W. Pope	04/03/12	04/01/16
		Harry F. Sweitzer	04/03/12	04/01/16
Town Administrator	Selectmen	Nan Balmer	2015	PERM
Town Counsel	Town Administrator			PERM
Town Surveyor	Town Administrator	Alfred (Alf) Berry	02/20/96	PERM
Treasurer/Collector	Town Administrator	Zoe Pierce	06/01/15	PERM
Deputy Tax Collector	Collector	Kelley & Ryan Associates, Inc. Daniel P. Kelley	03/13/01	12/31/16
Trinity Mental Health Rep	Selectmen	Karen Braunwald		PERM
Veteran's Agent	Selectmen	Matthew Ching, West Suburban Veterans Service	12/01/12	PERM
Veteran's Grave Officer	Selectmen	Richard P. Turner	05/03/13	PERM
Wastewater Management District Commission	Selectmen	Rick Greene	05/05/14	06/30/18
		Frederick K. Knight	06/25/07	06/30/16
		Samuel Potter	10/04/11	06/30/17
WRAP - Wayland Real Asset Planning Committee	Planning Board	Anette Lewis	07/28/15	06/30/17
	Planning Board	Nicole Riley	2016	6/30/2017
Appointed by Planning Board Representing	Finance Committee			06/30/17
Appointed by Planning Board Representing	Finance Committee	Thomas J. Abdella	8/20/15	06/30/17
Appointed by Planning Board Representing	Community Preservation Committee	Gretchen Schuler	07/28/15	06/30/17
Wellhead Protection Advisory Comm (5)	Board of Public Works	VACANCY		
		VACANCY		
		VACANCY		
		VACANCY		
		VACANCY		
Youth & Family Services Director	Youth Advisory Committee	Lynn Dowd	02/21/08	PERM
	Youth Advisory Committee	Dossie Kahn	09/08/08	PERM
Youth Advisory Committee (7)	Selectmen	Brenda S. Ross	09/21/15	06/30/18
	Board of Health	Lisa Raftery		06/30/18
	Selectmen	Sara Greenaway	08/27/13	06/30/17
	School Committee	Corrie Dretler	06/30/17	06/30/17
		Vacancy		
	Clergy	Rev. Theodore F. Crass	10/20/14	06/30/18
	Police Chief -Youth Officer	Det. Tyler Castagno	9/16	6/30/18
Zoning Board of Appeals (5)	Selectmen			06/30/17
		Aida A. Gennis	09/02/03	06/30/17
		Eric B. Goldberg	07/21/03	06/30/18
		Thomas W. White	07/08/10	06/30/19
		Jonathan M.	05/23/16	06/30/18

	Sachs		
Zoning Board of Appeals Associate Members (3)	Jason Drori	06/27/16	06/30/19
	Shaunt Sarian	09/17/02	06/30/17
	Linda L. Segal	09/02/03	06/30/18

DATE: MAY 1, 2017
TO: BOARD OF SELECTMEN
FROM: NAN BALMER, TOWN ADMINISTRATOR
RE: VOLUNTEER RECOGNITION, OPEN MEETING LAW TRAINING

REQUESTED ACTION:

PROVIDE DIRECTION TO PLAN VOLUNTEER RECOGNITION AND OPEN MEETING LAW TRAINING

BACKGROUND

The following are two volunteer-oriented activities to consider:

1. Invite town board and committee members to a gathering where refreshments are served and public appreciation is offered ; consider scheduling concurrent with Thursday June and July COA evening concerts.
 2. Hold one or more meetings of elected and appointed officials to receive education from Town Counsel on open meeting and public records laws.
-

DRAFT May 1, 2017

Board of Selectmen Liaison Assignments for April 2017 through April 2018

Mary Antes - term expires 2018

Conservation Commission
Community Preservation Committee
Council on Aging
Historical Commission
Historic District Commission
Housing Authority
Housing Partnership
Affordable Housing
Affordable Housing Trust
River's Edge Advisory Committee
Senior Property Tax Relief Committee
Wayland Real Asset Planning Committee

Lea Anderson - term expires 2018

Finance Committee
Personnel Board

Louis Jurist - term expires 2019

Cable Television Advisory Committee
Board of Health
Recreation Commission
School Committee
Youth Advisory Committee

Cherry Karlson - term expires 2020

Board of Assessors
Energy Initiatives Advisory Committee
Permanent Municipal Building Committee
Wastewater Management District Commission

Doug Levine - term expires 2020

Audit Committee
Economic Development Committee
Library Board of Trustees
Local Emergency Planning Committee
Planning Board
Board of Public Works
Zoning Board of Appeals

DRAFT May 1, 2017

POLICY ON BOARD OF SELECTMEN LIAISON PROGRAM

The purpose of the Board of Selectmen's Liaison Program is to promote a high level of communication and continuing exchange of thoughts and ideas between the Board and the town's committees.

To achieve this goal, each member of the Board of Selectmen is assigned by the Chair to serve as a liaison to a number of boards and committees.

The Selectmen's Liaison receives and reviews copies of board and committee meeting agendas, informational packets and minutes, and may attend meetings as his or her schedule permits.

The chair of a board or committee may schedule a conversation with the Liaison as an agenda item, in order for the Liaison to communicate information from the Board of Selectmen and bring the questions and concerns of the committee back to the Board for discussion at a regular public meeting.

While each member of the Board of Selectmen is given liaison assignments on an annual basis, the Chair may allow a Selectman to continue to serve as a committee's liaison for several years, or to request a different assignment.

The presentation of Liaison reports, which may be either written or verbal, will be made as part of "Selectmen's Reports and Concerns" at each meeting as necessary.



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN

LEA T. ANDERSON
MARY M. ANTES
LOUIS M. JURIST
CHERRY C. KARLSON
DOUGLAS A. LEVINE

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

**Board of Selectmen
Meeting Minutes
April 18, 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, Douglas A. Levine
Also Present: Town Administrator Nan Balmer

A1. Call to Order by Chair Chair C. Karlson called the meeting of the Board of Selectmen to order at 7:00 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.

C. Karlson welcomed new Selectmen Douglas A. Levine. L. Anderson announced that there will be aerial pesticide application spraying during the period of April 19-27.

A2. Public Comment There was no public comment.

A3. Organization of the Board: Vote for Officers; Discuss Portfolio Assignments M. Antes moved, seconded by L. Jurist, that L. Anderson be elected the Chair of the Board of Selectmen. YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

New Chair L. Anderson then asked the Board about nominating the Vice Chair. M. Antes moved, seconded by D. Levine, that C. Karlson be nominated as Vice Chair for the Board of the Selectmen. YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0

The Board then discussed the reorganization of the portfolio assignments to balance responsibilities and workload. The Board discussed each portfolio listing and asked N. Balmer to bring an updated list to the next meeting for a vote.

A4. Interviews and Potential Vote to Appoint to Boards and Committees The Board was joined by Caitlin Ahern to interview for appointment as an Alternate to the Historic District Commission. C. Ahern reviewed her background and interest in serving on the commission. M. Antes moved, seconded by L. Jurist, to appoint Caitlin Ahern as an Alternate to the Historic District Commission, effective immediately, for a term to expire on June 30, 2019. YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A5. Update with Treasurer; Discuss Tax Title Collections and Policy; Review Borrowing Results Z. Pierce stated that the town did very well with the recent bond borrowing. She said there was an award of bonds to Eastern Bank with a premium of \$545,128.85. She stated that Moody's will be reviewing the town's financial situation in six months and it will be important for the town to follow up with all of the things we said we would do.

Z. Pierce explained that with tax title collections, the first year is a public process but after that if the account remains delinquent, there is no public process, the taxes due just keeps rolling in. She said what has happened is that there has been some properties that have stopped paying taxes all together. Z. Pierce said that she has gotten aggressive going after properties for not paying over the last year, which has resulted in over \$1,135,000 in delinquent taxes and interest which impacts free cash. She said what has been difficult is there are certain properties in town that are undesirable land that have not paid taxes for quite some time, some since the 1980's. She said the town has not foreclosed on these properties and she is looking for a policy on what the town should do with these properties. She said the town will never get the taxes owed for these properties, but if the town forecloses on them, the town is responsible for the properties. One property in particular has been deemed undesirable by the town planner and conservation and would have no use for the town.

L. Jurist said he's not sure why the town would want to take responsibility of the land other than to clean up the tax role. L. Anderson asked Z. Pierce what other towns do with properties like this. Z. Pierce said other towns usually don't let properties go this long without paying taxes so she doesn't know. She said she will dig deeper for best practices for situations like this. C. Karlson asked Z. Pierce for a recommendation for a policy. N. Balmer said that they will come back before the Board with a policy and or best practices.

Z. Pierce briefly discussed the town's OPEB funds. She said the town is a little below investment return targets, but right now the whole market is, and looking at other funds. March was a great month.

Z. Pierce stated that the town has thirty years of excise bills on the General Ledger. She said the state provides a process for Collectors to deem these bills uncollectable, but the town has never utilized the process. She said J. Senchyshyn, E. Brideau, and the Board of Assessors are working together to review best practices to find a solution that is acceptable to the Board of Assessors.

A6. Annual Town Meeting Follow-up The Board was joined by Town Clerk Beth Klein, Town Moderator Dennis Berry, and Chair of the Electronic Voting Implementation Subcommittee David Bernstein to discuss the Annual Town Meeting (ATM).

N. Balmer stated that her recommendations include adopting a FY19 capital and operating budget process, adopting a FY19 article submission review and approval process, and having the Town Planner and Planning Board follow legal processes for zoning by-law and street acceptance.

D. Berry said he thinks the meeting went very well. He said he would like to have only one set of changes to the motions given to him after the pre-meeting, since there was some confusion at the ATM as to what version of a motion he had and what format it was given to him in.

D. Bernstein discussed some statistics related to the Annual Town Meeting and compared it to Town Meetings in the past. He highlighted that this meeting was very efficient and one of the quickest meetings in history. He stated that the next thing to focus on is to work on the errata. N. Balmer said she would like to work with the Finance Committee Chair to create a process leading up to the deadline of the submission of articles. C. Karlson stated that having a new Town Counsel also added to the errata this year as we became used to new language.

B. Klein said she would appreciate knowing she's receiving the most up-to-date motions before the meeting. She would also like people to put their amendments in writing.

D. Berry said he was disappointed in attendance and would like to see it increase. L. Anderson asked if babysitting went well and if it improved attendance. D. Berry said according to facilities, thirty families participated. D. Bernstein said that if the town wants more people to attend, it needs to be aggressive and have a strong marketing campaign. M. Antes asked D. Bernstein if he would do an article with some of the statistics that he presented at the meeting tonight.

A7. Meet with Energy Initiatives Advisory Committee

Ellen Tohn, Kaat Vander Staeten and John Harper came before the Board with some updates. E. Tohn said the online sites reporting on the municipal solar systems are up and running and there should be an article in the Crier soon, and signage went up today. She said streetlights are moving forward and will all be LEDs. She said they hope to hear soon about the grant award which will help set the timeline for installation. She stated that they applied along with Sudbury and Lincoln to be a solarized community, but no official word yet on the winners, although they will be announced at a ceremony tomorrow and they are invited.

E. Tohn said the committee would like to change their name and charge. The Board agreed and asked them to think about their mission statement and Committee size. E. Tohn then asked for some financial resources. She also asked if the Committee could join the Mass Climate Action Network so they could be more connected to other communities, resources and information. E. Tohn said she will contact Wellesley to see their relationship with Mass Climate Action Network and if it conflicts with any state level lobbying.

A8. Discuss Request to Finance Committee to Fund Shortfall in Library Drainage Project

N. Balmer said that the numbers provided to the Board in the packet might go up after B. Doucette audits it. She said invoices for work done in December and invoiced in January have not been paid. N. Balmer said there has been some confusion with rail trail funds as well. C. Karlson asked N. Balmer to think about the presentation of the numbers for next time. N. Balmer said the presentation will look different next time and tonight's is not adequate. She said there are two things the town can do at this point. It can request a reserve fund transfer, or the Board may ask the Finance Committee to transfer from remaining funds at the end of the year, within the last two months of the year or within first fifteen days of the year.

A9. Review Schedule of Meetings L. Anderson asked board members to let her know if they are taking any vacation. She said the Board usually only meets twice a month in the summer.

A10. Minutes: Review and Vote to Approve Minutes of March 20, 2017, March 27, 2017, March 31, 2017, April 2, 2017, and April 3, 2017 L. Jurist moved, seconded by M. Antes, to approve the minutes of March 20, 2017, March 27, 2017, March 31, 2017, April 2, 2017, and April 3, 2017, as amended. YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson. NAY: none. ABSENT: none. ABSTAIN: D. Levine. Adopted 4-0-1.

A11. Review and Approve Consent Calendar (See Separate Sheet) M. Antes moved, seconded by C. Karlson, to approve the consent calendar. YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A12. Review Correspondence (See Separate Index Sheet) The Board reviewed the week's correspondence. The Board discussed how they handle correspondence. N. Balmer said they need a more systematic process.

A13. Report of the Town Administrator N. Balmer said the Rail Trail project is underway again and started on April 12. She said the Mainstone closing took place April 12. She asked the Board for input about

the Community Compact agreement included in board packet from the Collins Center. She said she is hoping the Board can vote next week. C. Karlson asked N. Balmer to clarify the scope of service section, specifically personnel management. N. Balmer said that she can rewrite it if the Board wants. C. Karlson said the language is fine as is.

N. Balmer discussed the two agreements with the Wastewater District Commission. The Board asked N. Balmer to get some clarifications from the Wastewater district commission. She stated that the next steps would be for the Board to vote on the agreement between the Board and WWMDC. She said Wayland Meadows has paid all outstanding taxes and fees and will make final review of the agreement this week. The WWMDC Chair asks to be scheduled for a vote on the document April 24.

N. Balmer discussed the state of the town's legal bills, which she thinks the final FY17 overrun is around \$35,595. N. Balmer asked the board what their thoughts are on funding the overrun from other sources such as the CPA, Town Center Gift Account and Library Planning and Design fund. The Board agreed N. Balmer should go to the various Boards to look for funds but C. Karlson asked for her to keep track of legal costs coming specifically from the operating budget.

She said that Planning is looking into the number of units which would define a safe harbor and would give some relief for new 40B comprehensive permit applications. She said next week someone will come to talk about the Town Building Lobby from the American Legion. N. Balmer stated that an upgrade to the town website would cost approximately \$5,800 this year and \$3,000 for the next two years following. She said that the town is starting to work on stormwater and it will hopefully fall under will new Town Engineer's job description.

A14. Selectmen's Reports and Concerns M. Antes stated that the Metropolitan Area Planning Council elections are coming up on May 25. M. Antes discussed the meeting she attended at the boat ramp and she also discussed the Youth Advisory Council Committee meeting she attended. She said they discussed interest in bringing the Marijuana Article back to Fall Town Meeting. C. Karlson said that someone asked why the names on the March ballot are not always alphabetical. She also asked N. Balmer for an update on Eversource double poles and noted that the Electronic Voting Implementation Committee should update their charge online. L. Anderson stated that she attended the Local Emergency Planning Committee meeting and it was very informative.

A15. Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any
The Chair said, "I know of none."

A16. Adjourn There being no further business before the Board, M. Antes moved, seconded by L. Jurist, to adjourn the meeting of the Board of Selectmen at 9:58 p.m. YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of April 18, 2017

1. Letter of 3/29/17 from Keystone Development Corporation to Nan Balmer, Town Administrator, re: 104 Plain Road Conservation Cluster
2. Town of Wayland State-Retirees Benefits Trust Fund from the Pension Reserves Investment Management Board
3. Handouts from Treasurer/Collector, Tax-Title/Deferral Collections as of April 18, 2017, with Historical Summary, and General Obligation Municipal Purpose Loan of 2017 Bonds

Items Included as Part of Agenda Packet for Discussion During the April 18, 2017 Board of Selectmen's Meeting

1. Board of Selectmen Policy on Officers and Meetings, and Portfolio Assignments
 2. Letter of Interest and Résumé of Caitlin Ahern for Appointment to Historic District Commission
 3. Memorandum of 4/18/17 from Zoe Pierce, Treasurer/Collector, to Board of Selectmen re: Treasurer's Presentation
 4. List of Actions to be Taken After 2017 Annual Town Meeting
 5. Email of 3/26/17 from Energy Initiatives Advisory Committee re: Requests for Board of Selectmen
 6. Memorandum of 4/18/17 from Nan Balmer, Town Administrator, to Board of Selectmen, re: Request to Finance Committee to Fund Shortfall for Library Drainage Project
 7. Proposed Board of Selectmen Meeting Dates to August 7, 2017
 8. Draft Meeting Minutes, Board of Selectmen, March 20, 2017, March 27, 2017, March 31, 2017, April 2, 2017, and April 3, 2017
 9. Report of the Town Administrator for the Week Ending April 14, 2017
-

**TOWN ADMINISTRATOR'S REPORT
WEEK ENDING MAY 1, 2017**

NOTES ON CORRESPONDENCE

Selectmen: #2: 4/21/17 - From Building Commissioner

Please note that the impact of internet car sales may be reviewed by Town Counsel when the Board considers the renewal of the Class II Auto Dealer's License at Wayland Automotive, 322 Commonwealth Ave. The Board limited used car sales to 5 cars parked at this location. There is some ambiguity about whether cars that are advertised over the internet and parked at that location should count as part of the 5 allowable vehicles. The Board needs the advice of Town Counsel prior to discussing this issue as the laws is evolving.

POLICE CHIEF RECRUITMENT

Last week the Board agreed to a process to recruit a new Police Chief that will include considering a pool of both internal and external candidates. I discussed with the Board the possibility of proceeding with an internal process and then, if necessary, reviewing the external applications we receive. After review, I believe this approach is not recommended because it could decrease the town's credibility as an employer.

Attached is a letter from the President of the Police Union requesting an internal recruitment process. Please let me know if the Board would like to change course and start with an internal search only. Otherwise we will proceed as planned with concurrent internal and external recruitment and consideration of all in one candidate pool.

FY 19 BUDGET PROCESS / FINANCE COMMITTEE MEETING NIGHT

The Collins Center has agreed that it will advise the Town on the FY 19 Budget Process as a first task under our Community Compact grant to study financial management and financial policies.

In order to fulfill the Town Administrator's finance duties included in the Town Code and Town Administrator job description, it is necessary for me to meet with the Finance Committee on a regular basis. Under Wayland's by-laws, the Finance Committee performs a significant portion of the work done in other towns by the Selectmen through the Town Administrator and staff.

On April 24th, the Finance Committee considered alternate meeting nights but only finds Monday night acceptable. Would the Board of Selectmen consider an alternate meeting night? This change might be advantageous to residents and volunteers who want to attend both meetings. On the occasions that staff are needed at a Selectmen meeting, these staff could leave at 4 pm Monday night in exchange for attending a 7 pm Selectmen meeting on Tuesday, Wednesday or Thursday.

POTENTIAL SUBJECTS FOR OPT-IN NEWSLETTER

Please provide your preference on the kind of subjects you would like to see in “opt-In” Wayland Board of Selectmen Newsletters:

1. Electric Vehicle Incentive Program
2. Appointment of Volunteers to Committees / Appointment of New Staff
3. Announce New Hires
4. Ben Gould Report – Environmental Issues
5. Shortfall in Library Drainage Project
6. Tax Title Collections
7. Double Pole Removal
8. Board Signs Agreement with Collins Center to Study Financial Polices and Management Structure
9. OPEB – Report on Balance
10. Process to Recruit New Police Chief
11. Mainstone Closing on CR
12. Status of Rail Trail Project
13. Minuteman Transportation Plan
14. Stormwater Report Submitted – Steps for Next Year
15. BOS and WWMDC Agree to PILOB for 5 Concord Road
16. Fall Special Town Meeting Date and Articles



Wayland Police Officers' Union

38 Cochituate Road
Wayland, MA 01778

April 25, 2017

Jarrold Kullich
Wayland Police Department
38 Cochituate Rd
Wayland MA 02760

Nan Balmer
41 Cochituate Rd
Wayland MA 02760

Dear Nan,

The Wayland Police Officer's Union would like to convey its support for a current Wayland Police employee as our next chief of police. The Union believes that an inside candidate would be better suited to continue the level of success set by our current chief, Robert Irving. Our department has several qualified candidates with a wide range of experience, training, and leadership. We believe these characteristics and strong connection to the community is vital when choosing the next person for this important position. Thank you for your consideration and I wish you luck in your decision.

Sincerely,

A handwritten signature in blue ink that reads "Jarrold Kullich".

Jarrold Kullich
WPOU President



"Strength Through Unity"



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
DOUGLAS A. LEVINE

BOARD OF SELECTMEN

Monday, May 1, 2017
Wayland Town Building
Selectmen's Meeting Room
41 Cochituate Road Wayland

REVISED CONSENT CALENDAR

1. Vote the Question of Approving and Signing the Weekly Payroll and Expense Warrants
2. Vote the Question of Approving the Invoice for Special Town Counsel Deutsch Williams Brooks DeRensis & Holland PC for Legal Services Rendered through March 31, 2017, Invoice 187, Account 5673-01M: \$630.00
3. Vote the Question of Appointing Elizabeth Salerno to the Board of Registrars for a Three-Year Term that Expires on April 30, 2020
4. Vote the Question of Approving and Signing a Letter to the Massachusetts Department of Transportation District 3 Regarding the Resurfacing of Route 20
5. Vote the Question of Authorizing a Request to the Finance Committee to Fund the Additional Costs of the Library Drainage Project Through an End-of-Year or Reserve Fund Transfer
6. Vote the Question of Approving, as Required by Massachusetts General Laws Chapter 44, Section 53A, the Expenditure of \$6,996 in Town Center Gift Funds for the Town Center Project Legal Costs
7. Vote the Question of Approving the Revised Energy Initiatives Advisory Committee Charge
8. Vote the Question of Approving the Authorization of the Energy Initiatives Advisory Committee to Become an Affiliate of the Massachusetts Climate Action Network
9. Vote the Question of Approving the Reauthorization of the River's Edge Advisory Committee

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

INVOICE FOR LEGAL SERVICES

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

Page 1
04/07/2017
Account No. 5673-01M
Invoice No. 187

Attn: Town Administrator

Town of Wayland

Page 2
04/07/2017
Account No. 5673-01M
Invoice No. 187

Labor

TOTAL CURRENT INVOICE	630.00
BALANCE DUE	<u>\$630.00</u>



TOWN OF WAYLAND

MASSACHUSETTS

01778

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

Date: April 26, 2017
To: Board of Selectmen
From: Beth R. Klein, Town Clerk
RE: Registrar Appointment

Please be advised that the term of Elizabeth A. Salerno (R), member of the Board of Registrars since 1993, will expire April 1, 2017.

Ms. Salerno complies with the following requirements:

1. Be a registered voter in the Town of Wayland
2. Hold no other office by either election or appointment by the Board of Selectmen, except membership to a political town committee
3. Be familiar with the election process and its 4-year cycle
4. Be available for extra voter registration times during the day or in the evening
5. Be available in the daytime to help in answering phone calls that funnel to the Town Clerk's Office on election days and try to resolve the voter question.
6. Since the Board must maintain balanced bipartisan composition, be a member of the appropriate political party for at least 2 years prior to appointment.

The chair of the Republican Town Committee has been notified 45 days prior to the appointment.

Ms. Ide has indicated that she would like to be re-appointed. I am, therefore, recommending that the Board appoint Elizabeth A. Salerno to the Board of Registrars for a three (3) year term effective April 1, 2017 through April 1, 2020.

Thank you,

cc:, John C. Toto, Chair
Elizabeth A Salerno



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

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

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

February 6, 2017

Mr. John C. Toto
Republican Town Committee
191 Old Connecticut Path
Wayland MA 01778

Dear Chairman Toto:

The appointment term of Republican Elizabeth A. Salerno to the Board of Registrars will expire on April 1, 2017.

General Laws Chapter 51, § 15, requires:

“Every such appointment shall be made in a town by the selectmen or the appointing authority from a list to be submitted to them by the town committee of the political party from the members of which the position is to be filled, containing the names of three enrolled members of such party resident in the town, selected by a majority vote at a duly called meeting, at which a quorum is present, of such committee; and every member of a board of registrars of voters shall serve until the expiration of his term and until his successor has qualified; provided, however, if the chairman of the town committee has not submitted such list to the selectmen or the appointing authority within forty-five days after a notification to said chairman by certified mail, the selectmen or the appointing authority shall make said appointment without reference to such a list.”

Would the Republican Town Committee please submit three recommendations to the Board of Selectmen for this appointment, in accordance with the above-stated statute? If you have any questions, please call me.

Best regards,

Nan Balmer
Town Administrator

cc: **Town Clerk**
Board of Selectmen



WAYLAND POLICE DEPARTMENT

WAYLAND, MASSACHUSETTS 01778



Memorandum

ROBERT IRVING
CHIEF OF POLICE

4/20/2017

To: Ms. Nan Balmer, Town Administrator

From: Robert Irving, Chief of Police

Subject: Route #20 Resurfacing

RECEIVED

APR 21 2017

Board of Selectmen
Town of Wayland

As far as I know the town still has not heard back from Massachusetts D.O.T. District 3 regarding the resurfacing of Route # 20. The Board originally expressed concern about the condition of significant portions of Route # 20 on July 27th, 2015. In a letter written on August 25th, 2015, the D.O.T. had advised that resurfacing would be completed on Route # 20 in 2016, funds permitting.

The work was not done in 2016 and to date we have not heard any indication that the resurfacing will occur in 2017.

I recommend that the Board of Selectmen, as Traffic Authority for the town, send the attached letter to Mr. Jonathan L. Gulliver, District 3 Highway Director and that copies of the letter be sent to the town's designated state senator and representatives.



TOWN OF WAYLAND

41 COCHITUATE ROAD
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BOARD OF SELECTMEN
LEA T. ANDERSON
MARY M. ANTES
CHERRY C. KARLSON
LOUIS M. JURIST
DOUGLAS A. LEVINE

May 1, 2017

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

Dear Director Gulliver:

In an August 25, 2015, letter to the Board of Selectmen, you indicated that you anticipated full resurfacing work on Route #20 in Wayland could be done in the spring of 2016, provided that funds were available. The town was disappointed when that work was not completed in 2016, especially in light of the fact that the road has recently been resurfaced in our bordering towns of Sudbury and Weston.

On September 19, 2016, the Board again wrote to you to ask for an update on the project and to urge that it be completed as soon as possible. As we have not yet heard back, we again ask that the project be scheduled and completed as soon as possible. The Board remains very concerned about the deteriorating condition of significant portions of Route #20 and we look forward to hearing back from you soon.

Respectfully,
Board of Selectmen

Lea T. Anderson, Chair

Cherry C. Karlson, Vice Chair

Mary M. Antes

Louis M. Jurist

Douglas A. Levine



TOWN OF WAYLAND

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JOSEPH F. NOLAN

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

September 19, 2016

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

Dear Director Gulliver:

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

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

Respectfully,

Board of Selectmen

Cherry C. Karlson, Chair

Lea T. Anderson, Vice Chair

Mary M. Antes

Louis M. Jurist

Joseph F. Nolan



Charles D. Baker, Governor
Karyn E. Polito, Lieutenant Governor
Stephanie Pollack, Secretary & CEO
Thomas J. Tinlin, Acting Administrator



August 25, 2015

Board of Selectman
Town of Wayland
41 Cochituate Road
Wayland, MA 01778

RECEIVED

AUG 28 2015

Board of Selectmen
Town of Wayland

RE: 7/27/2015 Correspondence - Route 20 Resurfacing

Dear Board Members,

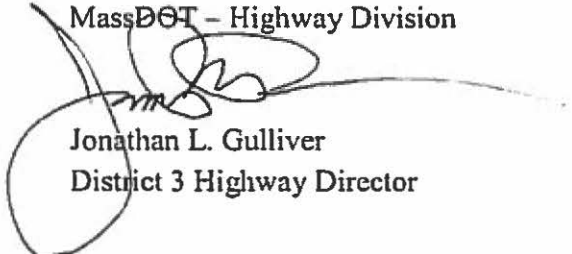
Thank you for your correspondence of July 27, 2015 regarding the resurfacing of Route 20 in the Town of Wayland. MassDOT reviewed pavement conditions this Spring and we agree with your assessment that the road is in need of resurfacing. As part of our evaluation we observed recent excavation and trench patching associated with utility work. Utility trenches are prone to settlement and typically take up to one year along with a winter freeze/thaw cycle to ensure that no further settlement will occur.

Due to this recent excavation we have deferred plans to resurface Route 20 until next year to provide time for these utility trenches to fully settle.

In the interim, the District is completing the field engineering of this corridor and we will review the trench conditions with the utilities to ensure they are in compliance. Additionally, we have assigned maintenance personnel to complete any necessary patching of the roadway. We anticipate that the full resurfacing work can be done in the Spring of 2016 provided that funds are available.

If you have any further questions, please feel free to contact me at (508) 929-3800.

Very truly yours
MassDOT - Highway Division



Jonathan L. Gulliver
District 3 Highway Director



TOWN OF WAYLAND

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WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN

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CHERRY C. KARLSON
JOSEPH F. NOLAN

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

July 27, 2015

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

Dear Director Gulliver:

Recently, the Massachusetts Department of Transportation completed an extensive resurfacing of Route # 20 (Boston Post Road) in the Town of Sudbury. We are writing, as the Traffic Authority for the Town of Wayland, to request that the D.O.T. continue this road resurfacing project through the town of Wayland as soon as possible. As you can see from the attached photos, many parts of this heavily traveled road are in immediate need of repair. Parts of the road have been opened many times for various water, sewer or electrical projects. This has caused the road to become uneven and rutted in many places.

Please advise when the Wayland resurfacing project is scheduled. It is our understanding that there are no more plans that would call for opening new trenches in the roadway. With that in mind, a road resurfacing project in the very near future would be appropriate and appreciated.

Respectfully,

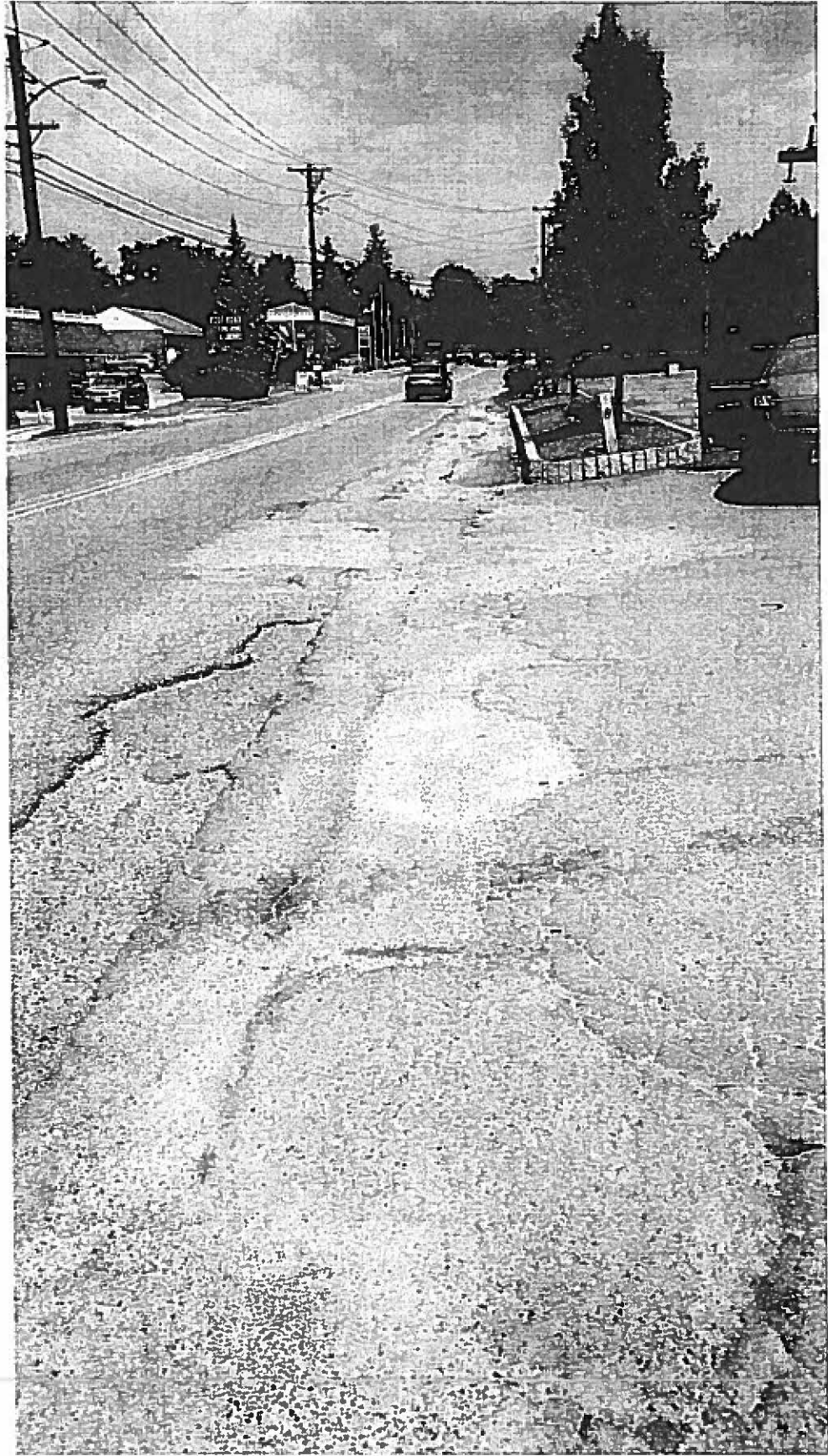
Board of Selectmen

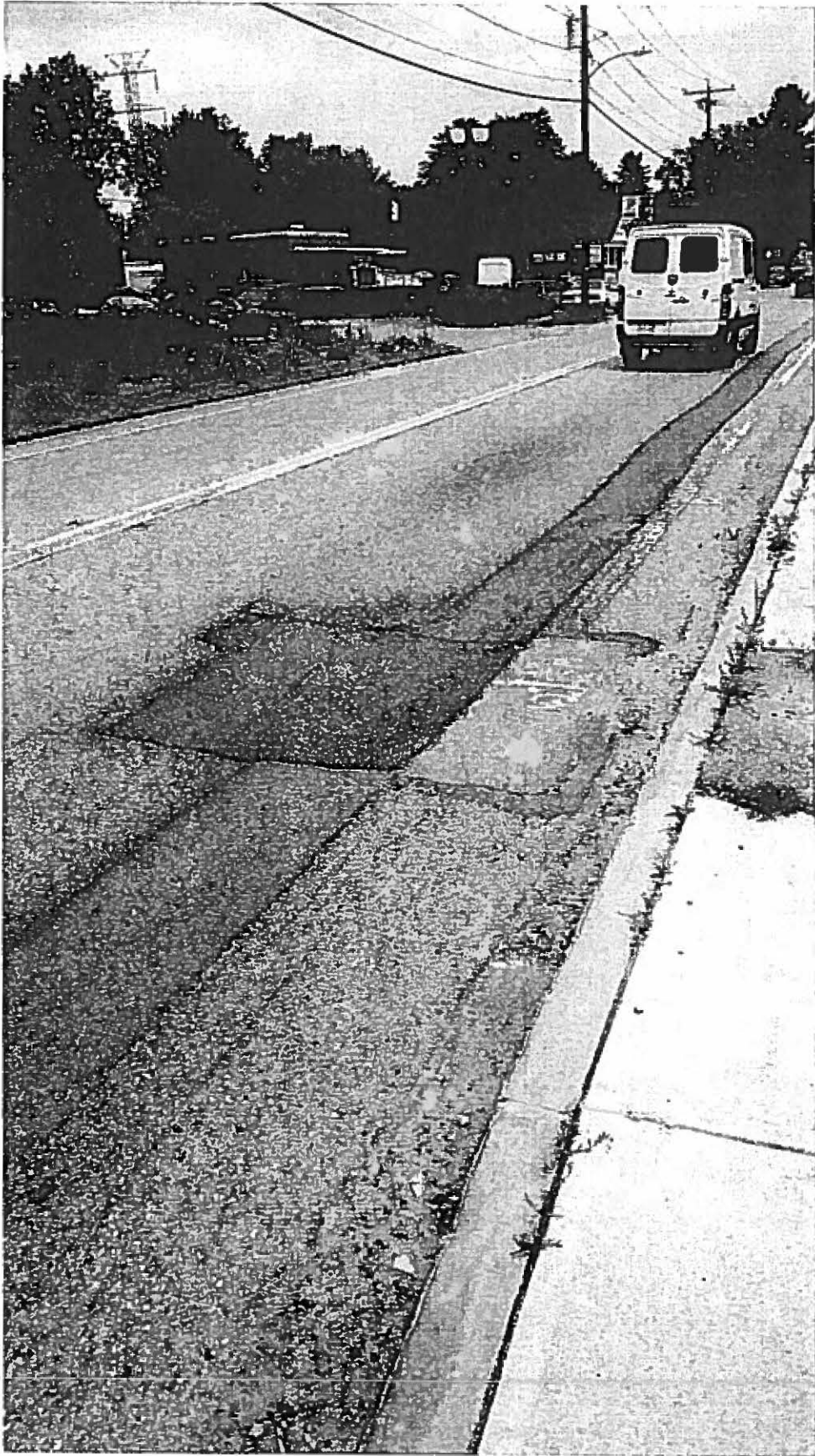
Cherry C. Karlson, Chair

Mary M. Antes, Vice Chair

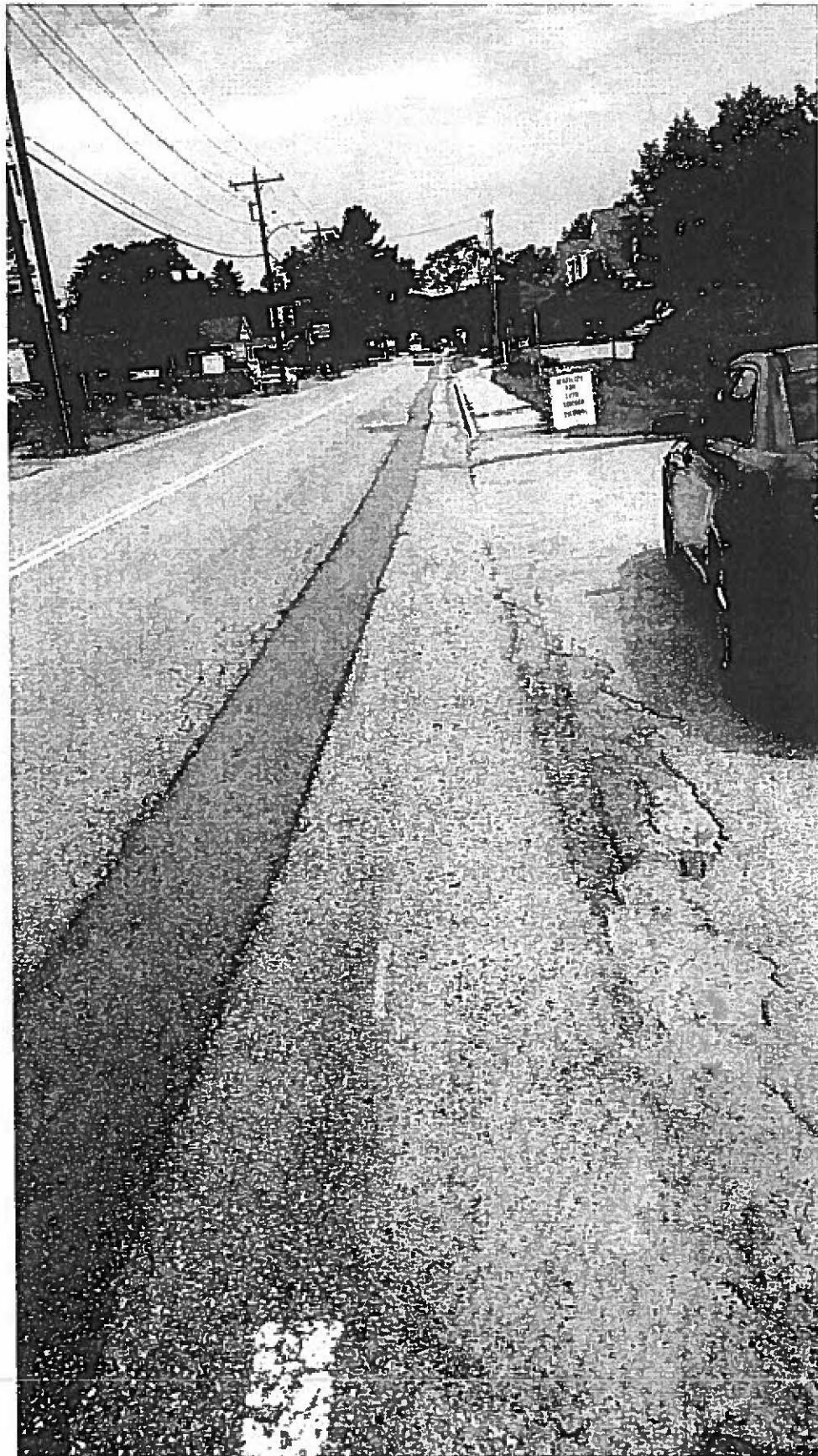
Lea T. Anderson

Tony V. Boschetto
Joseph F. Nolan









DATE: MAY 1, 2017
TO: FINANCE COMMITTEE
FROM: NAN BALMER, TOWN ADMINISTRATOR
RE: REQUEST TO FINANCE COMMITTEE TO FUND SHORTFALL FOR
LIBRARY DRAINAGE PROJECT

REQUESTED ACTION:

VOTE TO FUND THE UNPAID EXPENSES IN THE LIBRARY DRAINAGE PROJECT THROUGH A RESERVE FUND TRANSFER OR AN END OF YEAR TRANSFER AS REQUESTED BY THE BOARD OF SELECTMEN.

BOARD OF SELECTMEN'S REQUEST TO THE FINANCE COMMITTEE:

On May 1, 2017, the Board of Selectmen voted to request that the Finance Committee approve: 1) a reserve fund transfer, or 2) a transfer of any funds that are available at the end of the year pursuant to G.L. c. 44, Section 33B(b), to fund the \$86,377.27 in unfunded costs for the Library Drainage project.

The Board of Selectmen further wishes to advise the Finance Committee that the unpaid invoices for this project have been outstanding since January and that it is essential that the vendors be paid immediately.

REVIEW OF OUTSTANDING EXPENSES AND PROJECT COSTS:

Financial Administrator Elizabeth Doucette conducted a full financial review of this project and her report is attached. Elizabeth will be available to review this project at the Finance Committee's next meeting.

TOWN COUNSEL ADVICE ON FUNDING THIS EXPENSE:

1. The Finance Committee may consider payment of this expense as a **Reserve Fund Transfer** pursuant to G.L. c. 40. Section 6. Reserve Fund Transfers may be approved by the Finance Committee for "extraordinary or unforeseen expenditures." In this case, these expenses were unforeseen when Town Meeting adopted the FY 17 budget, OR
2. As an alternative, the Board of Selectmen may vote to request that the Finance Committee **approve a transfer of any funds that are available at the end of the year** from one budgeted item to another pursuant to G.L. c. 44, Section 33B(b), as amended by the Municipal Modernization Act of 2016. The revised statute provides: "A town may, by majority vote at any meeting duly held, transfer any amount previously appropriated to any other use authorized by law. Alternatively, the selectmen, with the concurrence of the Finance Committee "... may

DATE: MAY 1, 2017
TO: NAN BALMER
FROM: ELIZABETH DOUCETTE, FINANCIAL ADMINISTRATOR
RE: LIBRARY DRAINAGE PROJECT

ACTION REQUESTED:

Provide Finance Committee request for a line item transfer or reserve fund transfer to fund Library Drainage project deficit of **\$86,377.27**

BACKGROUND

Library Drainage Project was to install drainage improvements at the Wayland Public Library and assist in reducing future flooding damage. Unanticipated conditions resulted in a change order to the I. W. Harding Construction contract of \$112,500. The overall scope of work was adjusted by a reduction of \$27,192.98 to compensate for the budget shortfall, resulting in a net change order of \$85,307.02. However, a project deficit of \$86,377.27 remains.

UNPAID AND ESTIMATED COSTS TO COMPLETE PROJECT

IW Harding Construction Co.	Balance of change order	\$ 52,800.42 **
IW Harding Construction Co.	Release of Retainage	15,965.35
IW Harding Construction Co.	Traffic Lights	3,787.22
Tighe & Bond Engineers	Engineering Services	12,109.15
Tighe & Bond Engineers	Estimate to complete	2,000.00
Landscape Supplies	Estimate to complete	7,000.00
J. Moynihan	Project Management	314.10
J. Moynihan	Estimate to complete	<u>314.10</u>
		\$ 94,290.34
	Balance in Drainage Improvements Account	- 7,913.07
	Deficit	\$ 86,377.27

PROJECT FUNDING SOURCES

Hazardous Mitigation Reimbursement Grant - \$268,594

Available Balance = \$0

ATM 2011 for Drainage Improvements - \$160,000

Available Balance = \$7,913.07

** The Contractor's Application for final payment has been outstanding since January; this payment includes the balance of payment due for work specified in the change order. A partial payment was made in March, however, the Contractor is now pursuing legal options to demand final payment.

In May 2017, the Board of Selectman, at the request of the Energy Initiatives Advisory Committee, agreed to modify the Committee's name to be the Energy and Climate Committee, to reflect current and future activities.

The Energy and Climate Committee (ECC) is charged with advising the Board of Selectmen, other town boards and committees, the Town Administrator, the School Superintendent and School Committee and the Public Buildings Director on all issues related to reducing energy use and mitigating climate risks. These include energy conservation measures, procurement of heating/ventilation/cooling equipment and technologies, policies regarding use of energy and greenhouse gas emissions, renewable energy technologies, equipment and grants, and efforts to engage residents in community wide efforts. The Committee will work in consultation with the Board of Selectmen in pursuing any significant Town policy initiatives. If the Energy and Climate Committee (ECC) determines that additional professional or vocational expertise is needed to support specific efforts, it may petition the Board of Selectmen for appointment of non-voting associate members for a limited term.

The five members will serve staggered three year terms.

The Public Buildings Director and Town Administrator will serve as *ex-officio* members of the committee.

Background: On February 9, 2009, the Board of Selectmen voted to establish a temporary advisory committee to be known as the Energy Initiatives Advisory Committee (EIAC) with an indefinite number of members appointed based on professional or vocation expertise in any one of the following areas: energy systems, alternative energy technologies, "green building" design and construction, heating, ventilation and cooling equipment and technologies, energy conservation programs and equipment, or governmental agency with responsibility for energy or energy-related programs or grants.

On June 16, 2014, the Board of Selectmen voted to make the EIAC a permanent committee as the Committee's work has demonstrated the need for a permanent advisory committee to oversee various and ongoing energy and green efforts. The EIAC will be comprised of 5 residents with the professional or vocational expertise as listed above whose staggered terms will take effect on July 1, 2014.

To transition to a permanent Committee, the five positions were assigned staggered terms – two 3-year positions, two 2-year positions and one 1-year position. Each position having a 3-year term with the subsequent appointment.

Balmer, Nan

Subject: Consent 8

From: Kaat Vander Straeten <kaatvds@gmail.com>

Date: Thursday, April 27, 2017 at 11:38 AM

To: "Karlson, Cherry" <ckarlson@wayland.ma.us>

Cc: Ellen Tohn <ellentohn@gmail.com>, Anne Harris <arharris29@gmail.com>, Lea Anderson <landerson@wayland.ma.us>

Subject: Fwd: MCAN

Hi Cherry,

I just spoke with Carol and her reply answers all our questions.

MCAN's mission is to :

- Support local MCAN chapters to implement change at the municipal level.
- Advocate at the state and regional level for policies and programs that make a difference.
- Facilitate peer-to-peer learning and tool-sharing.(e.g., [http://www.massclimateaction.org/state legislation on climate change](http://www.massclimateaction.org/state_legislation_on_climate_change))

As such, it engages in issue advocacy through activities such as educating and mobilizing the general public. On the state level it lobbies in the sense that it (usually in the person of Carol Oldham) researches what climate bills are being proposed and brings those back to the Board (which consists of chapter members), which vets the bills according to their impact and chance of success. She also take suggestions from the chapters as to what would make a good bill and bring those to the legislature. Once they have a list of bills

([http://www.massclimateaction.org/state legislation on climate change](http://www.massclimateaction.org/state_legislation_on_climate_change)), they propose the list to the chapters, and each chapter chooses what they would like to support, and how they will support it.

On the municipal level they support with information, but they leave the input to the chapters since they are obviously the most closely involved and influential locally.

In short, MCAN believes the constituents/Chapters have a lot more influence over policy than MCAN ever could have. Carol assured me that MCAN would never suggest that *every* member supports this or that bill. The Chapters have full autonomy. MCAN just educates and supports.

Hope that helps!

Kaat



- [Home /](#)
- [Take Action](#)

LEGISLATIVE ACTION TEAM



The most influential voices for lawmakers are yours. By speaking out for what you believe in, you're helping Massachusetts state legislators to understand that people care about climate and clean energy.

We will provide talking points and bill information, occasional phone trainings, and help you identify opportunities to build your relationship by connecting to your legislators in between urgent asks. We will also send a few emails when bills are moving fast and need input.

By joining our legislative action team, we'll help you make sure your voice heard. Through you and other on the team sending letters and making calls to your local state representative or senator, you can help move Massachusetts towards a cleaner more climate-friendly future. Don't be afraid to stand up for what you believe in, you're shaping history!

Sign up now and we will be in touch.

Who's joining



Nicole Buccitelli



Adele Franks



Mary Dewart



OUR ISSUES

MCAN fights climate change by promoting clean energy and educating the public on the dangers of dirty energy. Our local chapter members, aided by MCAN, work with their elected state officials to increase renewable energy opportunities and combat legislation that supports dirty energy.

Clean Energy

Clean energy is produced when solar, wind and hydro are used to create power. These forms of power create jobs, reduce our air and water pollution, and aid in the prevention of further climate change. [Click here](#) to see MCAN's clean energy fact sheet.

- [Community Shared Solar](#)
- [Community Choice Aggregation](#)
- [Microgrids and district heating and cooling](#)
- [Conduit Hydropower](#)

Dirty Energy

Dirty energy is any type of power that creates pollution and climate change. Our increased dependence on natural gas and fossil fuels continues to harm our environment and the well-being of the human race. Every day carbon and other toxic chemicals are being released into our atmosphere, causing irreparable damage. [Click here](#) to see MCAN's dirty energy fact sheet.

- [Gas Leaks](#)
- [Gas Pipelines](#)
- [Fuel Trains](#)

Waste

Whether pertaining to inefficient appliances or unnecessary food and trash, waste contributes to climate change. Landfills are overflowing, toxic chemicals are abundant in our air and water, and one-time use products are full of untested and unsafe chemicals. By purchasing and using natural products and reducing waste, we can reduce our waste and work towards a cleaner world.

[See Arlington's success in reducing food waste!](#)

Adaptation/Resilience

Ecological resilience is how quickly an ecosystem recovers from damage. An ecosystem pushed past its capabilities changes the regimes and processes which control that environment. Climate change, deforestation and pollution all contribute to our environments reduced ability to heal.

Learn about BioMap2, a conservation plan for Massachusetts [here](#).

Carbon Pricing

Massachusetts Climate Action Network (MCAN) is a founding member of a new coalition, the Massachusetts Campaign for a Clean Energy Future. Together with allies in environmental, business, labor, faith, health and civic groups across the state, MCAN is working to reduce greenhouse gas pollution by taxing those who emit CO₂.

Offshore Wind

Offshore wind farms are groups of wind turbines built in federal waters, five to fifteen miles from shore, which use wind to generate clean energy. Wind farms are particularly advantageous because wind produces the most energy during morning and daytime hours, when electricity demands are highest.

Energy Efficiency

Energy efficiency reduces the amount of energy required to produce products and provide services. It is an easy and cost-effective way to slow climate change. Energy is wasted through transmission, heat loss, and inefficient technology every day, costing people money and increasing pollution.

Net Metering

Net metering is the process by which consumers can be credited the excess of energy they produce when they give it back to the grid. Net metering is controversial in Massachusetts because some believe clean energy users are not paying to maintain transmission lines, thereby increasing energy rates for non-solar energy users.

Citizens for Farm Animal Protection

The animal agriculture sector (made up primarily of large-scale factory farms)—which includes the production of feed crops, the manufacturing of fertilizer, and the shipment of meat, eggs, and milk—is responsible for 18% of all climate change-causing pollution. See what you and your chapter can do to help stop the impact these farms are having.

Rivers Edge Advisory Committee

Contact: Nan Balmer , Town Administrator

[Meeting Agendas](#)

[Meeting Minutes](#)

Additional Links:

[Photographs from Site Tours, November 2014](#)

[Economic Development Committee](#)

[Request for Proposals/Proposals Received](#)

[Fiscal Impact Analysis, River's Edge Apartments,
Prepared by Fougere Planning & Development, January
12, 2017, and Revised January 23, 2017](#)

Members

Name	Title	Representing
Jerry Heller	Member	Member at Large
Rob Morrison	Member	Member at Large
Mike Ellenbogen	Member	Board of Selectmen
William Steinberg	Member	Finance Committee
Michael Wegerbauer	Member	Board of Public Works
Christine DiBona	Member	Housing Partnership
Dan Hill	Member	Planning Board
William Sterling	Member	Council on Aging
Rebecca Stanizzi	Member	Economic Development Committee

On May 19, 2014, the Board of Selectmen established a River's Edge Advisory Committee (REAC) as a temporary advisory committee to review bids received by the Town of Wayland as a result of a public Request for Proposals (RFP) bid process for the River's Edge site (484-490 Boston Post Road), and to advise the Board of Selectmen with a recommendation(s) for the best bid(s) for the Town of Wayland.

By a vote of Town Meeting, the Committee shall be comprised of nine (9) voting members appointed by and serving at the pleasure of the Board of Selectmen, with seven (7) appointees to be members of and designated (one each) by the following committees and boards:

- Board of Selectmen
- Finance Committee
- Board of Public Works
- Wayland Housing Partnership or the Wayland Housing Authority
- Planning Board or Design Review Board
- Council on Aging
- Economic Development Committee

and two (2) citizens of the Town for at large positions. All terms will expire upon the final disposition of said land by sale, lease or otherwise.

If you are interested in volunteering for this committee, more information is available [here](#).

The Board of Selectmen requests that the recommending Boards designating members with professional expertise or Town experience in real estate financing or development, market and/or affordable rental housing, architectural design, land use planning or engineering, senior housing issues, real estate or environmental law or other related fields. Similarly, residents with professional or Town experience in these fields are encouraged to apply for consideration to be appointed as citizens at large.

The purpose of the Committee is to provide the Board of Selectmen with a recommendation on the River's Edge project bids prior to disposition of said parcels. Responsibilities to assist in the preparation of the RFP include, but are not limited to

- Review all relevant bid documents so as to be fully aware of bid requirements and site conditions for the River's Edge site,
- Tour recent local rental housing developments,
- Work with Town resources and consultants to assist in development of an RFP consistent with state Town goals and with appropriate bid review criteria,
- If desired by Board of Selectmen, determine a selection criteria point system, or other quantitative and/or qualitative evaluation system, for inclusion in the Request for Proposals,
- Participate in public bid meetings, and
- Submit RFP to the Board of Selectmen for review and issuance.

Once bids are received, the Committee's responsibilities include, but are not limited to

- Analyze and review all bids thoroughly to confirm compliance with bid requirements,
 - Work with Town resources (e.g. Town Counsel, Economic Development Committee, Public Buildings Director) during the bid review process as question arise,
 - Compare criteria across all bidders in a concise manner,
 - Participate in interviews with top-rated bidders,
 - Evaluate bidders past performance and interview references,
 - Recommend to the Board of Selectmen the best bid(s) for the Town of Wayland,
 - Coordinate with Board of Selectmen and Town resources through completion of the conveyance, as necessary, and
 - Communicate Committee progress and outcomes.
-



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
DOUGLAS A. LEVINE

**REVISED PUBLIC DOCUMENTS PROVIDED TO THE
BOARD OF SELECTMEN FROM APRIL 21, 2017,
THROUGH AND INCLUDING APRIL 28, 2017,
OTHERWISE NOT LISTED AND INCLUDED IN THE
CORRESPONDENCE PACKET FOR MAY 1, 2017**

Items Distributed To the Board of Selectmen – April 21-27, 2017

1. None

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of April 24, 2017

1. None

REVISED Items Included as Part of Agenda Packet for Discussion During the May 1, 2017 Board of Selectmen's Meeting

1. WayCAM Annual Reports for 2016 and 2017
2. Cable Advisory Committee Mission Statement
3. WayCAM Powerpoint, 2020 License Negotiation, Capital Needs
4. Memorandum of Agreement, Town of Wayland and WayCAM, March 21, 2011-January 22, 2023
5. Memorandum of 5/1/17 from Nan Balmer, Town Administrator, to Board of Selectmen, re: Governance Guidelines
6. Memorandum of 5/1/17 from Nan Balmer, Town Administrator, to Board of Selectmen, re: Special Town Meeting Date
7. Memorandum of 4/26/17 to Board of Selectmen re: Annual Reappointments
8. Memorandum of 5/1/17 from Nan Balmer, Town Administrator, to Board of Selectmen, re: Volunteer Recognition, Open Meeting Law Training
9. Draft Liaison Assignments for Board of Selectmen
10. Draft Minutes of April 17, 2017
11. Report of the Town Administrator for the Week Ending April 28, 2017



NAN BALMER
TOWN ADMINISTRATOR
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www.wayland.ma.us

TOWN OF WAYLAND

41 COCHITUATE ROAD
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BOARD OF SELECTMEN
LEA T. ANDERSON
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CHERRY C. KARLSON
DOUGLAS A. LEVINE

BOARD OF SELECTMEN

Monday, May 1, 2017
Wayland Town Building
Selectmen's Meeting Room

CORRESPONDENCE

Selectmen

1. Letter of 4/5/17 from Surface Water Quality Committee to School Committee re: Bus Parking at Middle School Across from Old DPW Garage
2. Letter of 4/21/17 from Geoffrey Larsen, Building Commissioner, to Wayland Automotive Sales, re: 322 Commonwealth Road; Written Request to Enforce Zoning
3. Email of 4/24/17 from Jennifer Steel re: Resignation from the Wayland Housing Partnership as the Representative of the Wayland Housing Authority, and Resignation from the Municipal Affordable Housing Trust Fund Board as the Representative of the Wayland Housing Partnership
4. Memorandum of 4/24/17 from Beth Klein, Town Clerk, to Board of Selectmen, re: Resignation of Gordon Cliff from the Finance Committee
5. Letter of 4/27/17 from Nan Balmer, Town Administrator, to Wood Partners, re: 484-490 Boston Post Road – Extension of Date for Execution of a Final Land Development Agreement

Minutes

6. Finance Committee, February 6, 2017
7. Historic District Commission, January 19, 2017
8. Personnel Board, March 6, 2017, March 13, 2017

State

9. Invitation to Massachusetts Selectmen's Association Regional Meeting, May 24, 2017
10. Letter of 4/13/17 from Government Finance Officers Association to Nan Balmer, Town Administrator, re: Award of Certificate of Achievement for Excellence in Financial Reporting for the Fiscal Year 2016
11. Letters of 4/24/17 from Nan Balmer, Town Administrator, to State Representatives and State Senator, re: Article 10 of the 2017 Annual Town Meeting – Authorize Local Voting Rights for Permanent Resident Aliens Residing in Wayland
12. Email of 4/26/17 from Ben Gould, CMG Environmental, to Sharon Gobiell, Department of Environmental Protection, re: Former Raytheon Property, RTN 3-33752



Town of Wayland Massachusetts

1

Surface Water Quality Committee

Town of Wayland
41 Cochituate Road
Wayland, MA 01778

Wayland School Committee
Town of Wayland
41 Cochituate Road
Wayland, MA

April 05, 2017, delivered April 24, 2017

Subject: Bus Parking at Middle School across from old DPW garage

School Committee:

The Wayland Surface Water Quality Committee requests that the Wayland School Committee avoid using the land north of the driveway into the Middle School for bus parking.

This land holds a bio-swale which removes dissolved solids from reaching Dudley Pond. The Conservation Commission issued a 2006 Order of Conditions DEP 322-640 for this swale. It forbids fuel storage and parking. This order is binding upon the town and the school committee as custodian.

We believe bus parking to the north of the driveway (your Concept 5A) to be not in conformance with the Order of Conditions and potentially harmful to Dudley Pond.

On 4/4/2017 the Surface Water Quality Committee voted 5-0-0 to strongly urge that you eliminate this option from consideration.

Wayland Surface Water Quality Committee

A handwritten signature in blue ink that reads 'Toni Moores'.

Toni Moores, Chair

Copies:

Wayland Board of Selectmen
Nan Balmer, Town Administrator
Linda Hansen, Conservation Administrator
Sherre Greenbaum, Conservation Commission, chair

7

RECEIVED

APR 25 2017

Board of Selectmen
Town of Wayland



TOWN OF WAYLAND
MASSACHUSETTS
01778
BUILDING DEPARTMENT

Geoffrey S. Larsen, CFM
Building Commissioner

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

April 21, 2017

Mr. Richard Devlin, Mr. Eli Elias
Wayland Automotive Sales, Inc.
322 Commonwealth Road
Wayland, MA 01778

Re: 322 Commonwealth Road; Written Request to Enforce Zoning

Dear Sirs,

As a result of a written request for zoning enforcement submitted on 9.12.2016 the Building Department researched an alleged zoning violation related to the display of used automobiles for sale in excess of a condition of your current Used Car Dealer's License. For this review you provided on 12.17.2016 some details regarding the use of your "...relatively large commercial lot with ample space for parking."(See SPA 66-36; 73-36). On January 5, 2016 it was determined that your business uses that include both automobile sales and an automobile service station appear preexisting, nonconforming.

ZONING DETERMINATION:

At this time and in response to a written request for zoning enforcement it is determined that the automobile sales use at the above location does not constitute a zoning violation.

Please note that regarding the possible violation of a condition of your Used Car Dealer's License issued under the jurisdiction of the Board of Selectmen I have been advised by Town counsel that a legal review of your internet sales may precede this year's renewal.

Please be advised that a party aggrieved by this zoning determination may make an appeal pursuant to MGL 40A §§ 7, 8 and 15 and Article II of Town zoning.

Respectfully,

Geoffrey S. Larsen, CFM
Building Commissioner

Cc: Town Counsel/BOS/Complainant

DiNapoli, MaryAnn

From: Balmer, Nan
Sent: Monday, April 24, 2017 6:46 PM
To: DiNapoli, MaryAnn
Subject: FW: Jennifer Steel - resignation from Housing Committees

Correspondence

From: Jennifer Steel [<mailto:jennifermsteel@gmail.com>]
Sent: Monday, April 24, 2017 5:58 PM
To: Rachel Bratt; Mary Antes
Cc: Klein, Beth; Balmer, Nan
Subject: Jennifer Steel - resignation from Housing Committees

Rachel and Mary (and Beth and Nan),

I am writing to officially tender my resignation from the Wayland Housing Partnership (member, representing Wayland Housing Authority) and Municipal Affordable Housing Trust Fund Board (member, representing Wayland Housing Partnership). My new position on the Planning Board requires so much of my "free" time, that I feel I need to step down from the housing committees and allow others with more time and expertise to step up. I have every intention of continuing to address issues of affordable housing from my position with the Planning Board and as a concerned resident, but cannot adequately fulfill the obligations of membership on the housing committees. Thanks so much for all that you did to educate me about housing and for all that you do on behalf of Wayland. I look forward to continuing to work with you in new capacities.

Jennifer



TOWN OF WAYLAND

MASSACHUSETTS

01778

4

TOWN CLERK

Beth R. Klein

bklein@wayland.ma.us

ASSISTANT TOWN CLERK

Diane M. Gorham

dgorham@wayland.ma.us

TOWN BUILDING
41 COCHITUATE ROAD
Wayland, MA 01778

TEL: 508-358-3630

508-358-3631

FAX: 508-358-1683

www.wayland.ma.us

Date: April 24, 2017
To: Board of Selectmen ✓
From: Beth R. Klein, Town Clerk
RE: Resignation of Appointed Official

Please be informed that the attached letter of resignation was received in the Town Clerk's Office effective April 29, 2017:

D. Gordon Cliff

Term Expires:

Finance Committee

June 30, 2018

Pursuant to Chapter 41: Section 109. No resignation of a town or district officer shall be deemed effective unless and until such resignation is filed with the town clerk or district clerk.

cc: Nan Balmer, Town Administrator
David Watkins, Chair Fin Com
Brian Keveny, Director
D. Gordon Cliff

RECEIVED

APR 25 2017

Board of Selectmen
Town of Wayland

April 24, 2017

Board of Selectmen

Wayland, MA

Dear Board Members,

The purpose of this note is to inform you that I am resigning my position as a member of the Finance Committee effective the end of this month.

Thank you for giving me the opportunity to serve.

Let me know if you have questions/concerns.

Regards and thanks,

David Gordon Cliff

Highfields Road

2017 APR 24 PM 3:37
TOWN OF WAYLAND
TOWN CLERK

5



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN

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

April 27, 2017

James Lambert
Wood Partners
91 Hartwell Avenue, 3rd Floor
Lexington MA 02421

RE: 484-490 Boston Post Road, Wayland – Extension of Date for Execution of a Final Land Development Agreement

Dear Mr. Lambert,

As authorized by the Wayland Board of Selectmen, I am sending you this correspondence with respect to the land located at 484-490 Boston Post Road in Wayland, Middlesex County, Massachusetts, identified on the Wayland Assessor's Map as Parcels #22-3, 22-6 and 22-7, and commonly known as River's Edge (the "Property"):

To issue a second extension of the deadline for execution of a final Land Disposition Agreement for the Property under that certain Notice of Award issued by the Town on February 24, 2017 and accepted by WP East Acquisitions, LLC on February 27, 2017 - from Friday April 28, 2017 to Tuesday May 16, 2017 (the "LDA Deadline").

The Town's intent is to move forward to resolve all outstanding issues in the Land Disposition Agreement as soon as possible, but is extending the LDA Deadline to May 16th as a matter of record.

Thank you!

Sincerely,

Nan Balmer
Town Administrator

cc: Board of Selectmen



Town of Wayland Massachusetts

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

Finance Committee Draft Minutes
Monday, February 6, 2017
Wayland Town Building
School Committee Meeting Room

Attendance: D. Watkins, G. Cliff, K. Shigley, G. Uveges, C. Martin, J. Gorke, N. Funkhouser, B. Keveny (Finance Director)

Assistant Superintendent of Schools Brad Crozier, School Committee Chair Ellen Grieco, Assistant Town Manager/HR Director John Senchyshyn.

Call to order: The Chair called the meeting to order at 6:20pm in the School Committee Meeting Room.

Chairman Watkins reviewed the agenda and noted that the meeting was being recorded by WayCam.

At 6:23pm, Mr. Watkins move to enter into Executive Session Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3) to discuss Strategy with Respect to and in Preparation for Collective Bargaining with Police, Fire, AFSCME 2, AFSCME 2, Library, Teamsters, Wayland Teachers' Association, Wayland Educational Secretarial Association, Custodians Union and Food Service. Mr. Cliff seconded.

Mr. Watkins took a roll call vote:

- Martin: yes
- Cliff: yes
- Funkhouser: yes
- Shigley: yes
- Uveges: yes
- Watkins: yes

Ms. Gorke entered the meeting at 6:24pm.

The Finance Committee returned to open session at 7:09PM in the School Committee room.

Approval of Meeting Minutes

Ms. Martin moved to adopt the meeting minutes of the January 23, 2017 meeting as amended. Mr. Cliff seconded. Motion was approved 7-0.

At 7:15pm the Finance Committee recessed to join the Board of Selectmen meeting in the Selectmen meeting room. Please refer to the Board of Selectmen meeting minutes for February 6, 2017.

The Finance Committee reconvened at 8:00pm in the School Committee meeting room.

Report of the Finance Director:

Mr. Keveny updated the committee that he should have a number for the health insurance budget line at next week's Finance Committee meeting.

Article review: Library Construction Grant Application: Acceptance of Preliminary Designs and Procedural Authorizations

Ms. Martin noted that the title has changed from: Acceptance of Design for New Library and Approval and Authorization of Library Building Grant Application to Library Construction Grant Application: Acceptance of Preliminary Designs and Procedural Authorizations.

Ms. Martin reviewed the article, gave a brief history of the effort and a review of the timeline of the grant process. Ms. Martin noted that the article is not a funding article. Ms. Martin reviewed the expected fiscal impact on the town but noted that it could change depending on when the grant is awarded. She briefly reviewed the pros and cons. The committee discussed the article and the scope of the write up. The committee suggested edits to the write up for further review.

Article: Transfer Station Access Road Improvements

Mr. Cliff presented the article, including the history of the site and road. He explained that the DPW is still reviewing the project and costs and that at the time of the meeting, the cost is estimated at \$2.2M.

Mr. Holder, the DPW Director, reviewed the status and noted that the DPW is still reviewing the project and is prepared to break the project into segments therefore reducing the amount to less than \$2.2M. Mr. Holder noted that he is currently working to get price estimates for each portion.

The committee reviewed and discussed the article.

Mr. Lowery from the Board of Public Works arrived from the Board of Selectmen's meeting and updated

the Finance Committee on the Board of Selectmen's discussion.

Discussion on the operating budget: School Committee response to Finance Committee's requests to identify additional reductions in the budget

Ms. Fletcher and Chair Grieco from the School Committee reviewed their response to the Finance Committee's recent request.

Ms. Fletcher reviewed the analysis of potential new revenue and various ways to achieve the reduction requested by the Finance Committee. Ms. Fletcher and Chair Grieco explained that the School Committee agreed to a higher assumption of higher state aid and to closing a few capital projects but beyond that, the School Committee was not comfortable with the other changes and reductions suggested by the Finance Committee.

Article: Town Clerk

Ms. Martin reviewed the article and shared the Board of Selectmen's action.

Mr. Cliff moved that the Finance Committee recommends approval of the article for town clerk. Ms. Funkhouser seconded. The Committee approved the motion 7-0.

Discussion of Draft Capital Budget and Potential Vote

Mr. Keveny reviewed the capital budget and highlighted the changes made including finding different funding sources for some projects and reducing some line items. The committee discussed funding various items out of cash vs. borrowing.

Mr. Keveny suggested moving \$190,000 for Tractor H-6 to borrowing and moving \$18,534 in surplus bonds/closed funds to fund a portion of the \$65,000 for the Dump Truck H-13.

The committee discussed how to handle a few items that may not be in the budget yet. The committee agreed to vote tonight without placeholders and address other items if and when they surface.

Ms. Martin moved to approve the capital budget as amended dated 02-06-17 of \$2,983,000.

Mr. Cliff seconded.

The committee approved the motion 7-0.

Discussion of Draft Operating Budget and Potential Vote

Mr. Watkins presented the current operating budget. Mr. Watkins pointed out that even after the reductions discussed, the budget still reflects a 3.63% increase from FY17 to FY18. The committee discussed that increase in the context of the 2.5% target set by the Finance Committee.

Mr. Cliff made a proposal that the Finance Committee recommend \$38,349,462 for the school budget by reducing the request equivalent to the cost of the "stepping stones" in the School Committee's recommended budget. The committee discussed Mr. Cliff's idea.

The committee also discussed goals with regard to the operating budget.

Mr. Cliff moved that the budget that the Finance Committee include in the warrant for the school budget be \$38,349,462. The committee approved the motion 4-3. Ms. Funkhouser, Ms. Gorke and Mr. Shigley voted against the motion.

The committee talked about other options to reduce the budget to get closer to the 2.5% target increase. Mr. Keveny noted that we may be gaining \$118,000 from the insurance line.

Ms. Funkhouser moved that we reduce the amount that Mr. Cliff moved of \$314,566 out of school budget by \$118,000, reducing the total expense reduction to \$195,000, and dividing that reduction evenly between the school budget and town budget. Ms. Gorke seconded.

The committee discussed the motion.

The committee did not approve the motion 2-5. Mr. Uveges, Mr. Shigley, Ms. Martin, Mr. Watkins and Mr. Cliff voted against.

Mr. Uveges moved to reduce the health care 32b line by \$86,000 and to reduce the Finance Committee FY18 reserve fund budget by \$75,000. Mr. Cliff seconded.

The committee discussed the motion.

Based on the discussion, Mr. Watkins amended Mr. Uveges motion to reduce the Finance Committee reserve fund from \$275,000 to \$250,000 and to reduce the line health insurance 32b line by \$86,000.

The committee approved the motion 5-2. Ms. Funkhouser and Ms. Gorke voted against the motion.

Ms. Gorke left the meeting at 10:20pm.

Noting approximately \$400,000 of additional adjustments were necessary to reach the 2.5% maximum increase guideline, the Committee considered moving the \$70,000 Small Equipment capital request for the DPW that had been moved from capital budget to FY18 operating budget back to the capital budget, but elected to leave it in the operating budget. Chair Watkins indicated he would follow up with the Town Administrator regarding questions posed concerning the IT and library budgets. Mr. Cliff suggested offsetting the DPW budget by \$160,000 to reflect field user fee revenue collected by the Recreation Commission. Ms. Martin suggested the Committee wait until the Revolving fund recommendations are made before making this adjustment.

Discuss Chair and Vice Chair's Updates: Mr. Watkins reminded the Committee that the FY18 draft Budget Hearing would be on February 13th in the Large Hearing Room. Attendance was optional, but he would post a meeting in case a quorum was present.

Topics Not Reasonably Anticipated by the Chairs 48 Hours in Advance of Meeting, If Any: None.

Members' Reports, Concerns, and Topics and Schedule for Future Meetings: Mr. Shigley stated the GASB methodologies and assumptions governing annual OPEB contributions have changed. He has prepared a worksheet outlining these changes and how they could impact the Town's annual contribution which he will present at a future meeting.

Meeting Minutes: Review and Vote to Approve: Due to the lateness of the meeting, Chair Watkins postponed review and approval of 1/23 and 1/30 minutes to a future meeting.

Adjourn Meeting: Mr. Cliff moved to adjourn at 10:41pm. Ms. Martin seconded. Vote: 6-0-0.

Respectfully submitted,

Jen Gorke

Documents:

Draft minutes of the 1-23-17 Finance Committee meeting

Draft Article: Library Construction Grant Application: Acceptance of Preliminary Designs and Procedural Authorizations

Draft Article: Transfer Station Access Road Improvements

School Committee Response to Finance Committee's FY2018 Budget Request

Draft Article: Town Clerk

Draft FY2018 Operating Budget

Historic District Commission Meeting
2017-01-19
Town Hall, Selectmen's Room

Members present: Gretchen Schuler (presiding), Margery Baston, Alice Boelter, Marji Ford

Others present: John Moynihan and Larry Kiernan

7:00 Public Hearing: 1 Cochituate Road - Wayland Depot. Installation of wooden guard rails in parking area and wooden rail trail fencing at Depot.

The HDC was surprised at the height and prominence of the 3-board fencing along the rail trail in the Depot property. John explained that some of the permits that were supposed to be in place were not in place when the project began. There is a wood guardrail at the back of the Depot parking lot, by the swale. There is also a 3 board fence next to the rail trail at the back of the parking lot to keep pedestrians and bikers on the trail for safety reasons. John was looking for HDC approval for both the fencing installations (guard rail along the trail by the Depot) and pavers which will continue the rail trail across the Depot parking lot to the sidewalk and pedestrian traffic light. (The flat pavers will be edged with upright pavers.)

Referring to the 3 board fencing next to the rail trail, John explained that the height of bottom rail (or board) is about where a bike pedal would be and the middle rail (board) is where bike handle bars would be. (This board keeps handle bars from being caught on the fence posts.) It was pointed out that this part of rail trail was paid for by the Town. (The height from the bottom of the lowest board to the top of the highest board is 4 feet. The difference between the top of highest board to the top of middle board is about 1 foot.) John will go back to DCR and see if the height can be reduced to the top of the middle rail (board). There was a motion and a second to continue the hearing until March 16, at 7:35 pm. This motion received a unanimous, positive vote. (4-0-0)

Minutes of the December 15 and December 27 HDC meetings were accepted with a unanimous vote. (4-0-0)

The meeting adjourned at 7:30 pm in order for HDC members to join the Historical Commission's hearing on a Demolition Delay Bylaw.

Respectfully submitted,
Margery Baston

Personnel Board Meeting
Wayland Town Building – Selectmen’s Office
Minutes
March 6, 2017 7:00 pm

Members Present: D. Cohen (DC); J. Green (JG); P. Schneider (PS); M. Jones (MJ)

Also Present: J. Senchyshyn (JS)

DC called the meeting to order at 7:00 pm.

Public Comment

JS informed the Board that A. Lewis had forwarded an email earlier in the day to be presented for public comment. A printed copy of the email was distributed to the Board members. JS stated that he reviewed positions for the past 4 years which resulted in changes to FTE counts. All increases to Town staff had been processed through the annual Department Heads submissions to the Board in November of each budget cycle. Subsequent Personnel Board recommendations were forwarded to the Finance Committee and any approved changes were incorporated into the department budgets.

Introduction of HR Assistant

JS introduced HR Assistant M. Moore (MM) to the Board. MM joined the department in February. She was previously employed by the Marlborough DPW.

MM left the meeting and Town Administrator N. Balmer (NB) joined the meeting

Request for Classification Audit of Financial/Research Analyst

NB presented her reasons for requesting a review of the job description and grade of the Financial/Research Analyst. She noted that the incumbent has filled a role which is beyond the original expectations of the position. NB reviewed the proposed edits to the job description. The Board discussed the merits of the additional work and how the position fits structurally within the Selectmen’s Office. NB spoke to a pending organizational review in the coming year. Members discussed the timing of the classification audit and if future organizational changes would affect the duties of the position. Discussion focused on whether the current title was appropriate given the requested changes. JS suggested the title of Financial Administrator. Discussion then moved to an appropriate grade and step for the duties as presented.

NB left the meeting to re-join the BOS meeting.

The Board continued to discuss grade and step levels. It was determined that the position would be assigned a Grade N-8 and the incumbent would be compensated at Step 7.

MJ moved to reclassify the Financial/Research Analyst to a Financial Administrator; approve the revised job description as presented; establish the new position as a Grade N-8; and set the compensation for the incumbent at N-8, Step 7 effective March 2, 2017. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

Youth & Family Services (Y&FS) Proposed Restructuring

Y&FS Director Lynn Dowd (LD) and Youth Advisory Committee member Sarah Greenaway (SG) joined the Board. JS explained that LD would be retiring in the near future and there is a proposal to restructure the department. The proposal would change the Director position's requirements from a licensed clinician to a substance abuse professional. The proposed change would allow the current PT Substance Abuse Professional to apply to be the Y&FS Director.

LD spoke in support of the proposal. She reviewed the background to the substance abuse program, the federal grant and the hiring of the Substance Abuse Professional. She noted that identifying candidates for substance abuse programs was probably more difficult than identifying candidates for licensed clinicians. DC asked if this proposal changes the focus of the department. Members discussed whether a Director with a substance abuse background could supervise licensed clinicians' cases. JS asked if additional responsibilities would be placed on the Asst. Youth Director. JG inquired about the .25 FTE differential. LD stated that it would likely move into a contracted service. SG noted that the Youth Advisory Committee voted 5-0 in favor of the proposed plan. JS asked if the proposal was a better format if no incumbents were in the department. JS reminded the Board that all the positions involved were affiliated with the AFSCME 1 bargaining unit and that any restructuring would involve some degree of negotiations.

LD and SG left the meeting.

Members were concerned about the proposal and the reporting relationships between the Director with a substance abuse background and the clinicians. JS said he would gather more information for the next meeting.

Warrant Information

The Board reviewed the FTE and wage charts for the warrant.

DC stated that she would not be able to attend the first session on Sunday afternoon. It is likely that the Wage & Classification article will be presented on Sunday. MJ said that she was available and would be able to present the article on Sunday if needed.

MJ moved to approve the FTE and wage charts as amended by the Financial Administrator reclassification. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

Standards of Conduct Policy

JS reviewed the changes requested by the Board to the Standards of Conduct Policy. DC suggested several additional items. The Board discussed the merits of the proposed additions.

MJ moved to approve the Standards of Conduct Policy as amended. JG seconded the motion. Four members having voted in the affirmative, the motion passed.

AFSCME 2 Sick Leave Transfer Request

JS reported that the AFSCME 2 union was requesting the ability to transfer sick leave to an ill member. JS explained the background to the request. The request was based on Article 19-9 of the collective bargaining agreement.

PS moved to approve JS to accept the transfer of accrued sick leave to Norma Badger by AFSCME 2 members in accord with the provisions of Article 19-9 of the AFSCME 2 collective bargaining agreement. MJ seconded the motion. Four members having voted in the affirmative, the motion passed.

Minutes of 2/13/17

PS moved to approve the minutes of 2/13/17. MJ seconded the motion. Four members having voted in the affirmative, the motion passed.

Executive Session

DC moved that the Personnel Board go into executive session pursuant to Massachusetts General Laws Chapter 30A, Section 21 (a)(3) to Discuss Strategy for Upcoming Collective Bargaining Negotiations for the Police, Fire, AFSCME 1, AFSCME 2, Library and Teamsters Unions; and to Review and Potentially Approve Executive Session Minutes of 2/13/17.

The Chair declared that a public discussion of these items will have a detrimental effect on the bargaining position of the Town.

MJ seconded the motion.

DC took a roll call vote:

Member Schneider	Aye
Member Jones	Aye
Member Green	Aye
Chair Cohen	Aye

DC announced that the Board will reconvene in open session in approximately 30 minutes.

The Board entered Executive Session at approximately 8:40 pm.

The Board returned to Open Session at approximately 8:55 pm.

Topics Not Anticipated 48 Hours in Advance

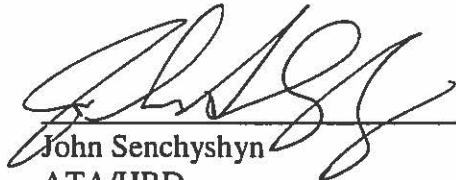
JS stated that J. Sherifi, the candidate for the IT Business Systems Analyst position had accepted the Town's contingent offer of employment pending the successful completion of the pre-employment process. JS distributed her resume. The offer is for a G-8, Step 7 in the annual amount of \$78,694. He requested the Board's approval for the starting rate.

PS moved to approve the starting wage rate for J. Sherifi at a Grade G-8, Step 7 in the annual amount of \$78,694. MJ seconded the motion. Four members having voted in the affirmative, the motion passed.

JS asked if the Board could meet potentially meet on 3/13/17 at 7:00 pm for the sole purpose of reviewing a job description. It would likely be a 15 minute meeting. JS would confirm later in the week.

The Board scheduled its April meeting for 4/24/17 at 7:00 pm.

MJ moved to adjourn the meeting at 9:10 pm. PS seconded the motion. Four members having voted in the affirmative, the motion passed.


John Senchyshyn
ATA/HRD

Documents From Personnel Board Meeting

Regular Session

March 6, 2017

Document:

2017-03-06 Draft Minutes
AFSCME 2 Sick Leave Transfer Language
Article 7 - Personnel By-laws
Financial/Research Analyst Job Description Draft v1
Financial/Research Analyst Job Description Draft v2
2017 ATM Warrant - FTE Counts
2017 ATM Warrant - Wage Charts
Proposal for Restructuring Y&F Services
Public Comment - A. Lewis
Sherifi Resume
Standards of Conduct Policy Revisions

Personnel Board Meeting
Wayland Town Building – Selectmen’s Office
Minutes
March 13, 2017 7:00 pm

Members Present: D. Cohen (DC); M. Peabody (MP); P. Schneider (PS); M. Jones (MJ)

Also Present: J. Senchyshyn (JS)

DC called the meeting to order at 7:05 pm.

Public Comment

None.

Executive Session

DC moved that the Personnel Board go into executive session pursuant to Massachusetts General Laws Chapter 30A, Section 21 (a)(3) to Discuss Strategy for Strategy with Respect to Pending Litigation in regard to Sams-Lynch v. Town of Wayland; and to Review and Potentially Approve Executive Session Minutes of 2/13/17.

The Chair declared that a public discussion of these items will have a detrimental effect on the bargaining position of the Town.

MJ seconded the motion.

DC took a roll call vote:

Member Schneider	Aye
Member Jones	Aye
Member Peabody	Aye
Chair Cohen	Aye

DC announced that the Board will reconvene in open session in approximately 5 minutes.

The Board entered Executive Session at approximately 7:06 pm.

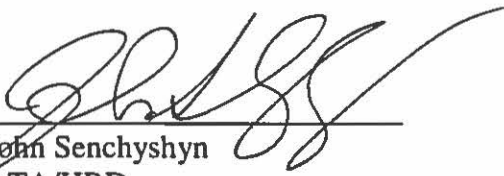
The Board returned to Open Session at approximately 7:15 pm.

Draft IT Technician Job Description

JS reviewed the draft IT Technician job description. Members asked several questions with respect to the duties. JS requested the Board consider a grade N-3 for the position.

MJ moved to approve the IT Technician as presented and that the position be graded as an N-3. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

MJ moved to adjourn the meeting at 7:25 pm. PS seconded the motion. Four members having voted in the affirmative, the motion passed.



John Senchyshyn
ATA/HRD

Documents From Personnel Board Meeting

Regular Session

March 13, 2017

Document:

IT Technician Draft Job Description



Massachusetts Municipal Association
 One Winthrop Square
 Boston, MA 02110
 (800) 882-1498 * Fax (617) 695-1314

9

**Massachusetts Selectmen's Association
 Regional Meeting
 Wednesday, May 24th
 11:30 a.m. – 1:30 p.m.
 MMA Office, 1 Winthrop Sq. Boston**

Register Today!

Register online at www.mma.org or email jobasohan@mma.org

- 11:30 a.m. **Welcoming Remarks and Lunch**
 Jim Lovejoy, President, MSA and Mount Washington Selectman

- 11:45 a.m. **Legislative Update**
 Geoff Beckwith, Executive Director, MMA

- 12:15p.m. **Panel Presentation**
 Margaret J. Hurley, Municipal Law Unit Director, AG's Office
 John F. Carmichael Jr., Police Chief, Walpole
 David Lakeman, Legislative Analyst, MMA

- 1:30 p.m. **Adjournment**

**MSA Regional Meeting Registration
 Please reply by Wednesday, May 17th**

Name _____ Title _____
 Municipality _____ Day Phone _____
 Email _____

*This event is free of charge but pre-registration is required.
 For questions or accessibility requests please contact Devon Williams at the MMA at (800) 882-1498.*



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

10

RECEIVED

APR 21 2017

Board of Selectmen
Town of Wayland

April 13, 2017

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

Dear Ms. Balmer:

We are pleased to notify you that your comprehensive annual financial report (CAFR) for the fiscal year ended 2016 qualifies for GFOA's Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

When a Certificate of Achievement is awarded to a government, an Award of Financial Reporting Achievement (AFRA) is also presented to the individual(s) or department designated by the government as primarily responsible for its having earned the Certificate. This award has been sent to the submitter as designated on the application.

We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and that appropriate publicity will be given to this notable achievement. A sample news release is enclosed to assist with this effort.

We hope that your example will encourage other government officials in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

Sincerely,

Todd Buikema
Acting Director, Technical Services Center



GOVERNMENT FINANCE OFFICERS ASSOCIATION
NEWS RELEASE

FOR IMMEDIATE RELEASE

04/13/2017

For more information contact:
Todd Buikema, Acting Director/TSC
Phone: (312) 977-9700
Fax: (312) 977-4806
E-mail: tbuikema@gfoa.org

(Chicago, Illinois)--The Certificate of Achievement for Excellence in Financial Reporting has been awarded to **Town of Wayland** by Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management

An Award of Financial Reporting Achievement has been awarded to the individual(s) or department designated by the government as primarily responsible for preparing the award-winning CAFR.

The CAFR has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

Government Finance Officers Association is a major professional association servicing the needs of nearly 19,000 appointed and elected local, state, and provincial-level government officials and other finance practitioners. It provides top quality publications, training programs, services, and products designed to enhance the skills and performance of those responsible for government finance policy and management. The association is headquartered in Chicago, Illinois, with offices in Washington, D.C.

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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
DOUGLAS A. LEVINE

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

April 24, 2017

Representative Carmine Gentile
State House
Room 39
Boston MA 02133

RE: Article 10 of the 2017 Annual Town Meeting – Authorize Local Voting Rights
for Permanent Resident Aliens Residing in Wayland

Dear Representative Gentile:

Please find enclosed the official vote certification of the Town Clerk of Wayland instructing the Board of Selectmen to request that you file a special act entitled "An Act Authorizing Local Voting Rights for Permanent Resident Aliens Residing in Wayland."

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

Thanks for your efforts on behalf of the citizens of Wayland.

Very truly yours,

FOR THE BOARD OF SELECTMEN

Nan Balmer
Town Administrator

enc: Annual Town Meeting Vote Certificate



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
DOUGLAS A. LEVINE

April 24, 2017

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

RE: Article 10 of the 2017 Annual Town Meeting – Authorize Local Voting Rights
for Permanent Resident Aliens Residing in Wayland

Dear Representative Peisch:

Please find enclosed the official vote certification of the Town Clerk of Wayland instructing the Board of Selectmen to request that you file a special act entitled "An Act Authorizing Local Voting Rights for Permanent Resident Aliens Residing in Wayland."

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Thanks for your efforts on behalf of the citizens of Wayland.

Very truly yours,

FOR THE BOARD OF SELECTMEN

Nan Balmer
Town Administrator

enc: Annual Town Meeting Vote Certificate



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
DOUGLAS A. LEVINE

April 24, 2017

Senator Richard Ross
State House
Room 419
Boston MA 02133

RE: Article 10 of the 2017 Annual Town Meeting – Authorize Local Voting Rights
for Permanent Resident Aliens Residing in Wayland

Dear Senator Ross:

Please find enclosed the official vote certification of the Town Clerk of Wayland instructing the Board of Selectmen to request that you file a special act entitled "An Act Authorizing Local Voting Rights for Permanent Resident Aliens Residing in Wayland."

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

Thanks for your efforts on behalf of the citizens of Wayland.

Very truly yours,

FOR THE BOARD OF SELECTMEN

Nan Balmer
Town Administrator

enc: Annual Town Meeting Vote Certificate



TOWN OF WAYLAND

MASSACHUSETTS
01778

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

FAX: 508-358-1683

www.wayland.ma.us

ANNUAL TOWN MEETING VOTE CERTIFICATE

At a legal meeting of the qualified voters of the TOWN OF WAYLAND, held on April 2, 2017, the following business was transacted under Article 10:

<p>ARTICLE 10: AUTHORIZE LOCAL VOTING RIGHTS FOR PERMANENT RESIDENT ALIENS RESIDING IN WAYLAND</p>

Voted that the Town instruct the Board of Selectmen to file with the legislature a request for a special act entitled, An Act Authorizing Local Voting Rights for Permanent Resident Aliens Residing in Wayland, as follows:

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

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

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

Provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves clerical or editorial amendments which are within the general purpose objectives of this petition to the bill before enactment by the General Court.

VOTED:

IN FAVOR: 199

OPPOSED: 90 MOTION PASSED

A true copy, Attest:

Beth R. Klein
Town Clerk

DiNapoli, MaryAnn

From: Balmer, Nan
Sent: Wednesday, April 26, 2017 4:22 PM
To: DiNapoli, MaryAnn
Subject: FW: RTN 3-33752 Wayland (DPS)

correspondence

From: Ben Gould [<mailto:BGould@CMGenv.com>]
Sent: Wednesday, April 26, 2017 2:15 PM
To: Sharon.Gobiel@State.MA.US
Cc: Balmer, Nan; Linda Segal
Subject: RTN 3-33752 Wayland (DPS)

Hello Ms. Gobiel,

I am retained by the Town of Wayland to provide LSP oversight and commentary on activities that Raytheon Company has undertaken in remediating RTNs 3-13302 and 3-22408 (and linked RTNs), assigned to their former facility addressed as 430 Boston Post Road in Wayland MA.

Raytheon Company recently (3/13/17 & 4/4/17) submitted a Downgradient Property Status Opinion for chlorinated solvents in groundwater, assigned the new RTN 3-33752. The DPS Opinion report cites 8 potential upgradient source properties for one or both of the two chlorinated solvent plumes which Raytheon Company's consultant ERM has mapped migrating onto the 430 Boston Post Road property (currently occupied by the Wayland Town Center):

- Cook's Automotive (356 Boston Post Road), RTN 3-17974;
- Starmer's Texaco (338 Boston Post Road), RTN 3-30287;
- CVS Pharmacy (325 Boston Post Road), RTN 3-39040;
- The commercial property currently occupied by LaBelle Roofing (304 Boston Post Road), RTNs 3-25637 & 3-25196;
- Wayland Cleaners (298 Boston Post Road), RTN 3-22753;
- Wayland Village shopping center (297-319 Boston Post Road), RTN 3-31423;
- The Wayland Post Office (277 Boston Post Road), RTN 3-15288; and
- Shepard's Mobil (268 Boston Post Road) RTNs 3-3325 & 3-30293.

My question is – has DEP issued any Request for Information letters to these identified potential upgradient properties? (did not see any indication of such on the web page for RTN 3-33752). If not, do you have a timeline for when the Department intends to do so?

Thank you for your timely assistance in this matter,
Benson R. Gould, LSP, LEP
Principal
CMG Environmental, Inc.
67 Hall Road
Sturbridge, MA 01566
Phone 774-241-0901
Fax 774-241-0906
Cell 508-320-0421
Reply to: BGould@CMGenv.com

