

**PACKET**

**JUNE 19**

**2017**

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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, June 19, 2017**

**6:45 p.m.**

**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.*

- 6:45 pm 1.) Call to Order by Chair
- Review Agenda for the Public; Announcements
- 6:47 pm 2.) Public Comment
- 7:00 pm 3.) Appoint Member to Coordinate Town Administrator Evaluation Process
- 7:05 pm 4.) Appoint Member to Draft Annual Report
- 7:10 pm 5.) Minutes: Review and Vote to Approve Minutes of June 5, 2017
- 7:15 pm 6.) Vote to Approve and Release Executive Session Minutes of March 27, 2017, and March 31, 2017, and Vote to Approve and Hold Executive Session Minutes of April 24, 2017, and May 1, 2017
- 7:20 pm 7.) Consent Calendar: Review and Vote to Approve (See Separate Sheet)
- 7:25 pm 8.) Enter into Executive Session Pursuant to Massachusetts General Laws Chapter 30 A, Section 21 (a) (6) to Consider the Purchase, Taking, Lease or Value of Real Property in Regard to the Rivers Edge Project at 484-490 Boston Post Road; and Pursuant to Massachusetts General Laws Chapter 30A, Section 21 (a)(3) a Joint Discussion of Strategy with the Personnel Board 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, Litigating or Bargaining Position of the Town
- 8:15 pm 9.) Update with Information Technology Director Jorge Pazos
- 8:25 pm 10.) Interview Candidates for Appointment and Reappointment to the Finance Committee, Conservation Commission, and Zoning Board of Appeals
1. Conservation Commission (three 3-year vacancies)
    - Joanne Barnett
    - John Sullivan

**BOARD OF SELECTMEN**

**Monday, June 19, 2017  
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41 Cochituate Road Wayland**

**REVISED Proposed Agenda Page Two**

2. Finance Committee (three 3-year vacancies and one 1-year vacancy)
  - Steve Correia
  - Bill Steinberg
  - George Uveges
  - David Watkins
3. Zoning Board of Appeals (two 3-year vacancies)
  - Aida Gennis
4. Zoning Board of Appeals Associate Member (one 3-year vacancy)
  - Shaunt Sarian
- 9:10 pm 11.) Interviews and Potential Vote to Appoint to Boards and Committees
  1. Energy and Climate Committee
    - Dr. Kaat Vander Straeten (Non-Voting Associate Member)
- 9:15 pm 12.) Meet with Fire Chief to Discuss and Vote to Approve Ambulance Fees
- 9:35 pm 13.) Vote to Approve Annual Town Meeting Date
- 9:45 pm 14.) Review Correspondence (See Separate Index Sheet)
- 9:55 pm 15.) Report of the Town Administrator
  1. Correspondence
  2. Emergency Management Initiative: Drone
  3. Renewal of ClearGov Contract
  4. Request form Wayland Real Asset Planning (WRAP) Committee for Legal Assistance Regarding Town Property
  5. Communications Plan
  6. Revised Meeting Schedule
- 10:05 pm 16.) Selectmen's Reports and Concerns
- 10:15 pm 17.) Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any
- 10:20 pm 18.) Adjourn

**DRAFT**  
**June 19, 2017**

**Town Administrator Evaluation: Background Information and Process**  
**September 2016 - August 2017**

**Requirement - Town Administrator Employment Contract:**

The full contract is available at:

[http://www.wayland.ma.us/Pages/WaylandMA\\_HR/TA2017.pdf](http://www.wayland.ma.us/Pages/WaylandMA_HR/TA2017.pdf)

**XI. Performance Evaluation.**

- A. Balmer's performance shall be evaluated by the Board of Selectmen as referenced in Section III, at least once each contract year in accordance with the prevailing Town policy and practice for evaluations of non-union Department Heads on or about her anniversary date. Said review and evaluation shall be in accordance with specific criteria developed jointly by the Board and TA and the goals and objectives identified in accordance with Paragraph B of this Section. Said criteria, goals and objectives may be added to or deleted from as the Board may from time-to-time determine, in consultation with the TA. The process at a minimum shall include the opportunity for both parties to: (1) prepare a written evaluation, (2) meet and discuss the evaluation, and (3) present a written summary of the evaluation process.
- B. At the start of the contract year, the Board and Balmer shall define such goals and objectives which they determine necessary for the proper operation of the Town and the attainment of the Board's policy objectives and shall further establish a relative priority among those various goals and objectives, said goals and objectives to be reduced to writing. They shall generally be attainable within the time limitations as specified and the annual operating and capital budgets and the appropriations provided.

**The Town Administrator job description is available at:**

[http://www.wayland.ma.us/Pages/WaylandMA\\_HR/desc/ta.pdf](http://www.wayland.ma.us/Pages/WaylandMA_HR/desc/ta.pdf)

**Nan Balmer's Goals, Objectives and Actions document, dated January 9, 2017, is available at:**

[http://www.wayland.ma.us/Pages/WaylandMA\\_Admin/BOSgoals.pdf](http://www.wayland.ma.us/Pages/WaylandMA_Admin/BOSgoals.pdf)

**ICMA (International City/County Management Association) guidelines:**

Excerpts from their website

- Periodic evaluation of the Town Administrator by the Board of Selectmen is an important component of a high-performance organization.
  - The evaluation should contain performance goals, objectives and targets that are linked to the Board's established strategic plans, goals and priorities.
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- The evaluation should focus on the Town Administrator's degree of progress toward organizational outcomes.
- To be fair, the evaluation must be based on criteria that have been communicated to the Town Administrator in advance.
- The purposed of the evaluation process is to increase communication between the Board and the Town Administrator concerning the Town Administrator's performance.
- The evaluation will also help to establish specific work-related goals and objectives for the coming year.
- All members of the Board must participate in the process, both individually completing the rating document and by discussing their ratings with the other Board members in open session in order to arrive at a consensus about performance expectations.

**Public Discussion:**

The Town Administrator makes the decision whether to waive the right to privacy as to her written performance evaluation of the past year. If she chooses to waive this right, it should be stated for the record at a BoS meeting and also specifically noted in the minutes.

**Proposed process:**

This process has been reviewed with Town Counsel and it assumes the Town Administrator gives consent for a public discussion of her evaluation:

- One board member is tasked with coordinating and overseeing the evaluation process. *Due: June 19.*
- The board will review, discuss, modify and accept a 2016-2017 evaluation form. *Due: July 10.*
- Each board member completes the form and brings their written comments to an open meeting. (These documents become public record and will be listed on the "pink" sheet in the next BoS packet.) *Due: July 24.*
- A composite evaluation is created by the coordinating board member and brought to a public session. (It may be emailed in advance of the meeting with the caveat that no discussion may occur until the next meeting. It becomes a public record.) *Due: August 21.*
- The board will review, discuss, modify and accept a completed composite evaluation (may occur over multiple sessions). *Begin discussion: August 21.*
- The board delivers the composite evaluation to the Town Administrator. *Completed by September 5.*
- The Town Administrator prepares a written response to the evaluation, if so desired.

**Evaluation template:**

L. Anderson will bring a draft template to the meeting on *July 10*. It is a composite form created using ICMA suggested formats and the town administrator's goals for the previous year.

TA EVALUATION : NO WAIVER  
REQUIRED

Balmer, Nan

**From:** Carolyn M. Murray <CMurray@k-plaw.com>  
**Sent:** Tuesday, June 06, 2017 1:52 PM  
**To:** Balmer, Nan  
**Cc:** Amy E. Kwesell  
**Subject:** Wayland TA Evaluation

FROM  
TA

Nan,

Under the Open Meeting Law, the discussion of an employee's job performance is a matter for open session, but if there is to be any discussion of charges or complaints against the employee, that portion of the discussion would be a matter for executive session, unless the employee elects to have the discussion in open session. For a discussion of your evaluation only (anticipating no charges or complaints against you), there is no need for you to waive your right to an executive session because it must be held in open session. However, if you anticipate any complaints being raised (which I would characterize as something more than constructive criticism included in the performance evaluation), then you could, if you choose, waive that portion of the discussion to be held in open session as follows: "I elect to have the full discussion on my performance evaluation, including any discussion of complaints about my performance, conducted in open session." If you have reason to believe that the evaluation discussion may veer into a discussion of charges and complaints against you, such as "you bully co-workers and have created a hostile work environment," then you could insist that any discussion of charges and complaints against you of this nature be held in executive session, but you could elect to waive your right to 48-hour's advance notice, such that the executive session could be held that same evening, provided it is listed as a topic on the agenda.

My suggestion is that you simply put the evaluation on the agenda for open session with no need for a waiver. If the Chair plans to collect individual member's evaluation sheets before the meeting, she could review and see if there are any serious charges or complaints that need to be addressed in executive session. Or, the Chair could remind members of the Board that the performance evaluation is a matter for open session but a discussion of charges or complaints against an employee (beyond as I said above, constructive criticism typically included in an evaluation), so if any member believes that he/she has a charge or complaint that should be discussed in executive session, that member could request the executive session through the Chair, so it could be placed on the agenda. The discussion of any complaints could be held in open session, if you elect to do so.

Because evaluations can be so unpredictable, it is hard to know how you should respond in advance. Please call me if you or the Chair want to discuss or clarify.

Thank you,

Carolyn M. Murray, Esq.  
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Boston, MA 02110  
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## Board of Selectmen

### Meeting Minutes

June 5, 2017

7:00 p.m.

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

**Attendance:** Lea T. Anderson, Mary M. Antes, Louis M. Jurist, Douglas A. Levine

**Absent:** Cherry C. Karlson

**Also Present:** Town Administrator Nan Balmer

**A1. Call to Order by Chair** Chair L. Anderson 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.

M. Antes announced that Riverfest is coming up on Father's Day weekend, June 17-18. L. Anderson said she will be attending a Metropolitan Area Planning Council Legislative Breakfast on June 16.

**A2. Public Comment** John Zullo, 51 Claypit Hill Road, presented a petition to the Board with almost 800 signatures that requests the school sites be removed as potential locations for school bus parking.

Suzanne Meinert, 7 Adams Lane, brought before the Board 14 pages of online comments from residents who oppose the school bus parking.

Sheila Carel, 18 Joyce Road, stated she came before the Board in January expressing concern about parking the school buses at the schools. She said she is still very concerned, brought up various health reasons, and said the children have no choice in this matter so she is their voice. She also noted the School Committee has not taken the two sites off the list.

Jean Milburn, 281 Concord Road, discussed the proposed Council on Aging/Community Center facility and asked that the committee be reappointed so they can start working again and hopefully move it forward.

Amy Michaels, 41 Joyce Road, voiced her support of what the previous people have said in public comment about the school bus parking. She said the significance of almost 800 signatures and 14 pages of comments cannot be taken lightly. She requested that the Board of Selectmen work with the Finance Committee and the School Committee to find an alternative location and remove both school sites from the list before August.

Judy Ling, 274 Concord Road, discussed a letter written to the Board of Selectmen asking them to vote no on any Town Meeting article that proposes funding for a new library building in Wayland. She said her motivation is love and she loves the existing library.

Carole Plumb, 17 Bald Rock Road, requested that the process for handling the Stephen Cass litigation be released to the public.

**A3. Vote to Adopt Proclamation that June 11, 2017, will be Race Amity Day in the Town of Wayland, and Vote to Adopt Tolerance Pledge for the Town of Wayland**

M. Antes moved, seconded by L. Jurist, to adopt a Proclamation that June 11, 2017, will be Race Amity Day in the Town of Wayland. YEA: L. Anderson, M. Antes, L. Jurist, D. Levine. NAY: none. ABSENT: C. Karlson. ABSTAIN: none. Adopted 4-0.

M. Antes moved, seconded by L. Jurist, to Adopt a Tolerance Pledge for The Town of Wayland. YEA: L. Anderson, M. Antes, L. Jurist, D. Levine. NAY: none. ABSENT: C. Karlson. ABSTAIN: none. Adopted 4-0.

**A4. 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; and Pursuant to Massachusetts General Laws Chapter 30A, Section 21 (a)(7), to Review and Consider for Approval the Potential Release of the Following Executive Session Minutes on the Following Topics: Pursuant to Massachusetts General Laws Chapter 30A, Section 21 (1)(3) a Discussion of Strategy with Respect to and in Preparation for Collective Bargaining with Police, Fire, AFSCME 1, AFSCME 2, Library, Teamsters, Wayland Teachers' Association, Wayland Educational Secretarial Association, Custodians Union and Food Service Association Representing Town and School Employees; and a Discussion of Whether the Town Should Pursue Legal Proceedings with Respect to the Town's Agreement with Twenty Wayland LLC, Relative to Property and Development Located off 400-440 Boston Post Road, and a Discussion of a Pending Action Regarding 20 Millbrook Road; and Pursuant to Massachusetts General Laws Chapter 30A, Section 21 (a)(2), a Discussion of Strategy with Respect to Negotiations with Non-union Personnel, Town Administrator, because a Public Discussion of these Matters may have a Detrimental Effect on the Negotiating, Litigating or Bargaining Position of the Town: APPROVE AND RELEASE: March 24, 2017, and March 31, 2017; and APPROVE AND HOLD: April 24, 2017, and May 1, 2017** At 7: 29 p.m., L. Anderson moved, seconded by M. Antes, that the Board of Selectmen enter into executive session pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3), to discuss whether the Town should pursue legal proceedings with respect to the Town's Agreement with Twenty Wayland, LLC, relative to property and development located off 400-440 Boston Post Road; and pursuant to Massachusetts General Laws Chapter 30A, Section 21 (a)(7), to review and consider for approval the potential release of the following executive session minutes on the following topics: pursuant to Massachusetts General Laws Chapter 30A, Section 21 (1)(3) a discussion of strategy with respect to and in preparation for collective bargaining with Police, Fire, AFSCME 1, AFSCME 2, Library, Teamsters, Wayland Teachers' Association, Wayland Educational Secretarial Association, Custodians Union and the Food Service Association representing Town and School employees; and a discussion of whether the Town should pursue legal proceedings with respect to the Town's Agreement with Twenty Wayland LLC relative to property and development located off 400-440 Boston Post Road, and a discussion of a pending action regarding 20 Millbrook Road; and pursuant to Massachusetts General Laws Chapter 30A, Section 21 (a)(2), a discussion of strategy with respect to negotiations with non-union personnel, Town Administrator: APPROVE AND RELEASE: March 24, 2017, and March 31, 2017, and APPROVE AND HOLD: April 24, 2017, and May 1, 2017. The Chair declared that a public discussion of these matters may have a detrimental effect on the litigating, bargaining or negotiating position of the Town. YEA: L. Anderson, M. Antes, L. Jurist, D. Levine. NAY: none. ABSENT: C. Karlson. ABSTAIN: none. Adopted 4-0. Chair L. Anderson invites attendance by Town Administrator Nan Balmer.

The Board returned to open session at 7:45 p.m.



**A5. Board Comments on Wayland Real Asset Planning (WRAP) Committee Report**

G. Schuler, member of WRAP, came before the Board to hear comments and take notes. N. Balmer said she made two comments during the WRAP forum. She stated that she hoped the Board of Selectmen could consider the idea of a Capital Planning Committee and the recommendation of a master scheduler. M. Antes suggested there should be more factual information added to the Council on Aging/Community Center section from what had already been provided. The Board also noted that there needed to be additions from public input, comments about affordable housing and comments from the forum. L. Jurist stated that the High School recreation facilities are in dire need of updates. G. Schuler stated the report does not list items by priority. The Board gave G. Schuler some feedback and thanked her for taking on such a big project.

**A16. Report of the Town Administrator**

1. **CPA Grant Agreement** While G. Schuler was still in attendance, the Board covered this one item. N. Balmer said the Board will be asked to execute a grant agreement between the Town and the Trinitarian Congregational Church. G. Schuler said the Church will be asked to sign a preservation restriction as a condition for acceptance of CPA funds.

**A6. Vote to Approve Line Item Transfers; Review Reserve Fund Transfers**

N. Balmer stated this is a new tool this year thanks to the Municipal Modernization Act of 2016. N. Balmer discussed three actions for Board consideration. She noted that there is a mistake on item two and it should be a \$68,000 transfer from General Insurance to Library Drainage account, not \$87,300.71.

M. Antes moved, seconded by D. Levin, to vote to approve line item transfers of \$7,500 from Conservation Operating Budget Personnel Services to Expenses for Design of Aqueduct Pedestrian Crossings and \$12,353 from IT Operating Budget Personnel Services to Expenses for Provision of E-mail Addresses to Board and Committee Members. YEA: L. Anderson, M. Antes, L. Jurist, D. Levine. NAY: none. ABSENT: C. Karlson. ABSTAIN: none. Adopted 4-0.

M. Antes moved, seconded by L. Jurist, to vote to confirm the previous vote to fund Library Drainage Project, specifically to Transfer \$68,000 from General Insurance to Library Drainage Account. YEA: L. Anderson, M. Antes, L. Jurist, D. Levine. NAY: none. ABSENT: C. Karlson. ABSTAIN: none. Adopted 4-0.

N. Balmer also discussed other Town needs and potential funding sources. She said the Town's website updated cost can be funded from the FY17 IT Operating Budget. Capital funds appropriated for the construction of the DPW Building will be used to reconfigure DPW offices and to purchase new equipment for new staff. Stormwater Technical Assistance for DPW will be funded through a combination of leftover budget money from this year and through potentially a Fall Town Meeting request. She also noted that Town Building office space reconfiguration is very important and greatly needed at this time. She said she will get a team of staff to work on it and it might be a Special Town Meeting article in the fall. N. Balmer thanked the town committees for contributing to the costs of their legal expenses this year.

**A7. Adopt Special Town Meeting Schedule**

The Board agreed on the STM schedule that was discussed at the last meeting which would give the Finance Committee more time to work on articles. The Board decided a vote was not required as it is a working schedule and subject to change in the future.

**A8. Adopt Governance Guidelines and Review Distribution Process**

N. Balmer said one additional change recommended by M. DiNapoli was incorporated and now includes the Town Clerk's email as the location for Boards and Committees to send meeting minutes.

D. Levine moved, seconded by M. Antes to Adopt the Governance Guidelines For the Board of Selectmen and Boards and Committees Appointed by The Board of Selectmen, as amended. YEA: L. Anderson, M. Antes, L. Jurist, D. Levine. NAY: none. ABSENT: C. Karlson. ABSTAIN: none. Adopted 4-0.

**A9. Discuss Annual Town Meeting Date**

The Board discussed the date and usage constraints on scheduling Annual Town Meeting (ATM). D. Levine asked if the town has ever held the Annual Town Meeting in May. L. Jurist explained they have to schedule ATM around the use of the Field House. M. Antes said there have been two petitioner articles regarding a later Annual Town Meeting date. L. Anderson is leaning towards option two, but the Board can wait to vote on it so everyone can think about.

**A10. Review Board of Selectmen Meeting Schedule**

The Board looked over the proposed schedule. The Board decided to take another look at the last two weeks in July due to possible scheduling conflicts.

**A11. Discuss Town Administrator Evaluation Process**

L. Anderson said she is looking to line up the timing of the evaluation with N. Balmer's anniversary date of early September. She said she is looking at templates to rewrite the evaluation, and she is trying to make it easier for the Board to fill out. L. Anderson went over the upcoming process for the evaluation with the Board members. The Board agreed with her suggestions.

**A12. Discuss Appointment/Reappointment Process**

The Board asked questions about some of the appointments and reappointments and to clarify the process. N. Balmer said the Board will have to decide if they want to interview all appointments. The Board said they want to interview the people for potential appointment to the Personnel Board, Finance Committee, Zoning Board of Appeals and Conservation Commission.

**A13. Minutes: Review and Vote to Approve Minutes of May 15, 2017** L. Jurist moved, seconded by M. Antes to approve the minutes of May 15, 2017, as amended. YEA: L. Anderson, M. Antes, L. Jurist, D. Levine. NAY: none. ABSENT: C. Karlson. ABSTAIN: none. Adopted 4-0.

**A14. Review and Approve Consent Calendar (See Separate Sheet)** M. Antes moved, seconded by L. Jurist, to approve the Consent Calendar. YEA: L. Anderson, M. Antes, L. Jurist, D. Levine. NAY: none. ABSENT: C. Karlson. ABSTAIN: none. Adopted 4-0.

**A15. Review Correspondence (See Separate Index Sheet)** The Board reviewed the week's correspondence. The Board noted the insurance credits given by MIIA and the MSBA approving the grant for windows and doors for Loker Elementary School. D. Levine noted that he wants to include legislators in the letter to Mass Highway regarding the resurfacing of Route 20. N. Balmer said she will include them.

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**A16. Report of the Town Administrator, continued**

2. **Plastic Bag Bylaw** N. Balmer said the Health Director provided draft letter regarding a plastic bag ban. M. Antes said the letter needs editing and offered her editing services. N. Balmer said a next step may be to meet with the petitioner of the plastic bag bylaw.
3. **IT Update** G. Pazos will be available to come to the Board of Selectmen meeting on June 19 to update the Board on the progress of the IT Department.
4. **40B Process** The 24 School Street application could be received within the next week or two. N. Balmer said they have set up an initial arrangement for the Building Commissioner to be the point of contact for that project. N. Balmer said there is great staff in the building department now. She also said Town Counsel will be available to represent the ZBA and a 40B consultant will be hired.
5. **Public Records Guidelines** There is a new requirement to post guidelines and they will be posted to website soon.
6. **Correspondence** Regarding Glezen Lane, the Plaintiff's motion for attorney's fees was denied, and Town Counsel is looking to clarify the Town's continuing obligations under the Glezen Lane judgement. There is also a letter from Verizon's attorney regarding proposed locations for cell towers and N. Balmer's response asking for more information on town owned locations that Verizon would request to use.

**A17. Selectmen's Reports and Concerns**

D. Levine said he has heard several complaints from resident about the complexity of the town's permitting process. He would like to see a guide posted online similar to our neighboring towns and offered to work on this project. N. Balmer told D. Levine to contact the Building Commissioner G. Larson. She said she's not sure she has the time or funds to work on it right now but she will consider it. M. Antes said she attended the MAPC Annual Meeting a few weeks ago and there was an inquiry about Sherman's Bridge. N. Balmer said she will consider that. L. Anderson said that she and D. Levine marched in the Memorial Day parade and said it was a great parade and ceremony.

**A18. Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any**  
The Chair said, "I know of none."

**A19. Adjourn** There being no further business before the Board, L. Jurist moved, seconded by L. Jurist to adjourn the meeting of the Board of Selectmen at 9:34 p.m. YEA: L. Anderson, M. Antes, L. Jurist, D. Levine. NAY: none. ABSENT: C. Karlson. ABSTAIN: none. Adopted 4-0.

**Items Distributed for Information and Use by the Board of Selectmen at the Meeting of June 5, 2017**

1. Draft Meeting Schedule for Board of Selectmen, June to November 2017
  2. Draft Special Town Meeting Schedule, November 14, 2017
  3. Petition from Residents to Remove Wayland Middle School and Claypit Hill School as Sites for School Bus Parking and to Locate the Bus Parking Lots Away from Wayland's Schools and Neighborhoods, and Comments from Signatories
  4. Map of Weston Aqueduct Public Access Path in Wayland, Old Connecticut Path, Pinebrook Road, and Route 27/126 Intersection
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**Items Included as Part of Agenda Packet for Discussion During the June 5, 2017 Board of Selectmen's Meeting**

1. Tolerance Pledge and Race Amity Day Proclamation
  2. Memorandum of 6/5/17 from Elizabeth Doucette, Financial Administrator, to Board of Selectmen, re: FY17 Line Item Transfer Request
  3. Draft Special Town Meeting Schedule
  4. Memorandum of 6/5/17 from Nan Balmer, Town Administrator to Board of Selectmen re: Governance Guidelines
  5. Memorandum of 6/5/17 from Nan Balmer, Town Administrator to Board of Selectmen re: Discussion on Spring 2018 Annual Town Meeting Date
  6. Draft, 6/5/17, Town Administrator Evaluation: Background Information and Process, September 2016-August 2017
  7. Memorandum of 6/5/17 from Nan Balmer, Town Administrator to Board of Selectmen re: Appointment/Reappointment Process
  8. Draft Minutes of May 15, 2017
  9. Report of the Town Administrator for the Week Ending June 2, 2017
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BOARD OF SELECTMEN  
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**Board of Selectmen  
Meeting Minutes  
Executive Session  
March 27, 2017**

**Wayland Town Building, Large Hearing Room  
41 Cochituate Road, Wayland**

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

**Absent:** Joseph F. Nolan

**Also Present:** Town Administrator Nan Balmer, Assistant Town Administrator/Human Resources Director John Senchyshyn

**Purpose:** The session was called at 8:40 p.m. in the Large Hearing Room, Wayland Town Building, by unanimous roll call vote of the Board (YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist. NAY: none. ABSENT: J. Nolan. ABSTAIN: none. Adopted 4-0) in open session as permitted by 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, Wayland Teachers' Association, Wayland Educational Secretarial Association, Custodians Union and Food Service Association representing town and school employees, and pursuant to Massachusetts General Laws Chapter 30A, Section 21 (a)(2), to conduct strategy with respect to school and town non-union personnel; and pursuant to Massachusetts General Laws Chapter 30A, Section 21 (a)(7), to review and consider for approval the potential release of the following executive session minutes on the following topics: pursuant to Massachusetts General Laws Chapter 30A, Section 21 (a)(3), a discussion of strategy with respect whether the town should pursue legal proceedings with respect to the Town's agreement with Twenty Wayland, LLC, relative to property and development located off 400-440 Boston Post Road; and a discussion of strategy with respect to a pending action regarding 150 Main Street LLC v. Zoning Board of Appeals, pending with the Land Court; and a discussion of strategy with respect to pending actions regarding Boelter et al v. Wayland Board of Selectmen, and a discussion of 20 Millbrook Road, and a discussion of strategy with respect to collective bargaining and pending litigation in regard to Sams-Lynch v. Town of Wayland, and a discussion of strategy with respect to and in preparation for collective bargaining with Police, Fire, AFSCME 1, AFSCME 2, Library, Teamsters, Wayland Teachers' Association, Wayland Educational Secretarial Association, Custodians Union and Food Service Association Representing Town and School employees; and, pursuant to Massachusetts General Laws Chapter 30A, Section 21 (a)(6), a consideration of the purchase, taking, lease or value of real property in regard to the Rivers Edge Project at 484-490 Boston Post Road because a public discussion of these matters may have a detrimental effect on the negotiating, litigating or bargaining position of the Town: APPROVE FOR RELEASE WITH REDACTIONS: January 30, 2017; and APPROVE AND HOLD: January 23, 2017, February 6, 2017, February 13, 2017, March 6, 2017, and March 13, 2017.

**Discussion:** J. Senchyshyn appeared before the Board to notify them that the Wayland School Committee had reached an agreement with the Wayland Teachers' Association (WTA), and that the WTA will be taking a ratification vote late Thursday, March 30. He reviewed and discussed with the Board a compilation of contract settlement data in peer school districts, and the draft Memorandum of Agreement between the School Committee and the WTA. C. Karlson said that if the agreement is ratified by the WTA, and the School Committee votes to ratify, the School Committee will make a motion at the Annual Town Meeting to

move the additional funding from the salary reserve to the school budget. The Board reviewed the non-financial issues in the proposed Memorandum of Agreement. J. Senchyshyn said that assuming the WTA ratifies the agreement, the School Committee will make a public announcement in an open meeting and will present the motion which they will use at Annual Town Meeting to transfer the funds.

M. Antes moved, seconded by L. Anderson, to instruct Assistant Town Administrator/Human Resources Director John Senchyshyn, as the Board of Selectmen's representative to the School Committee for contract negotiations, to vote in favor of Memorandum of Agreement between the Wayland Teachers' Association and the Wayland School Committee. Roll call vote: YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist. NAY: none. ABSENT: J. Nolan. ABSTAIN: none. Adopted 4-0.

J. Senchyshyn left the meeting at 9:18 p.m.

The Board reviewed the draft executive session meeting minutes. L. Anderson moved, seconded by M. Antes, to approve for release with redactions, as amended, the executive session minutes of January 30, 2017. Roll call vote: YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist. NAY: none. ABSENT: J. Nolan. ABSTAIN: none. Adopted 4-0. L. Anderson moved, seconded by M. Antes, to approve and hold the executive session minutes, as amended, of January 23, 2017, February 6, 2017, February 13, 2017, March 6, 2017, and March 13, 2017. Roll call vote: YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist. NAY: none. ABSENT: J. Nolan. ABSTAIN: none. Adopted 4-0.

L. Anderson moved, seconded by M. Antes, to exit the executive session at 9:26 p.m. Roll call vote: YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist. NAY: none. ABSENT: J. Nolan. ABSTAIN: none. Adopted 4-0.

**Items Distributed for Information and Use by the Board of Selectmen at the March 27, 2017, Executive Session Meeting**

1. Draft Executive Session Minutes of January 23, 2017, January 30, 2017, February 6, 2017, February 13, 2017, March 6, 2017, and March 13, 2017
  2. Document, Compilation of Contract Settlement Data in Peer School Districts
  3. Draft Memorandum of Agreement between the School Committee and the Wayland Teachers' Association.
-



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

# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

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

**Board of Selectmen  
Meeting Minutes  
Executive Session  
March 31, 2017**

**Wayland Town Building, Selectmen's Conference Room  
41 Cochituate Road, Wayland**

**Attendance:** Lea T. Anderson, Mary M. Antes, Cherry C. Karlson, Joseph F. Nolan

**Absent:** Louis M. Jurist

**Also Present:** Town Administrator Nan Balmer, Selectman-Elect Douglas A. Levine, Executive Assistant MaryAnn DiNapoli

**Purpose:** The session was called at 9:02 a.m. in the Selectmen's Conference Room, Wayland Town Building, by unanimous roll call vote of the Board (YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: L. Jurist. ABSTAIN: none. Adopted 4-0) in open session as permitted by 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, Wayland Teachers' Association, Wayland Educational Secretarial Association, Custodians Union and Food Service Association representing town and school employees. The Chair declared that a public discussion of this matter may have a detrimental effect on the bargaining or negotiating position of the Town. Chair C. Karlson invited attendance by Town Administrator Nan Balmer, Assistant Town Administrator/Human Resources Director John Senchyshyn, Selectman-Elect Doug Levine, and Executive Assistant MaryAnn DiNapoli.

**Discussion:** C. Karlson advised the Board that the Wayland Teachers' Association (WTA) had agreed to the Memorandum of Agreement between the WTA and the Wayland School Committee as presented at the March 27 meeting. She said the agreement includes an increase of 2.0%, 2.25%, and 2.25% over the next three years, and some modifications to the teaching hours and teaching loads. She said the School Committee will likely approve the agreement, and John Senchyshyn, Assistant Town Administrator/Human Resources Director, will vote to approve the agreement on behalf of the Board of Selectmen. She said the School Committee intends to ask Town Meeting for a transfer from the salary reserve to fund the contract. Finally, she noted that since no other unions have settled, it would be detrimental to ongoing negotiations to engage in any salary discussions at the upcoming Annual Town Meeting.

J. Nolan moved, seconded by M. Antes, to exit the executive session at 9:10 a.m. Roll call vote: YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: L. Jurist. ABSTAIN: none. Adopted 4-0.

**Items Distributed for Information and Use by the Board of Selectmen at the March 31, 2017,  
Executive Session Meeting**

1. None

**Information Technology Department Update**  
**June 5, 2017**

Over the last 8 months the Information Technology Department has been working to address many of the items identified in the *Town IT Rapid Assessment* and *Storage and Automated Patch Management Assessment* reports completed by RSM in late 2015 and early 2016. Below is a brief overview and status of each item. The items noted relate to the item references within the RSM report.

**Patch Management (Item 1H)**

The Heat LanRev solution has been purchased and deployed. Client enrollments and management is on-going. Complete implementation will not be complete until late August when the schools take possession of new school clients. This implementation should be viewed as an iterative process with the IT team improving the overall patch management process over time.

**Firewalls (Item 1C)**

Palo Alto firewalls are in place within the Town and School networks. The Palo Alto firewalls have the Global Protect, Threat Prevention, URL Filtering and Wildfire subscriptions.

**VMware Environment and VDI (Items 1I, 4B)**

Town and School VMware environment has been redesigned and reconfigured to comply with VMware best practices. All VDI desktops have been rebuilt according to VMware best practices using desktops based on Windows 10. New VDI thin client units (hardware) are in process of being purchased. End users in both Town and Schools will be moved to new VDI desktops by the end of the summer.

**Server Infrastructure (Item 4B)**

The server infrastructure replacement is budgeted for within FY18 IT budget. The stated goal is to have the new server infrastructure in full production by early fall 2017.

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#### **Network Infrastructure (Item 4B)**

A review of existing and future network needs, including wireless, has been completed. The IT Department is preparing to solicit quotes and develop a plan for funding and replacing the network. This will be part of a future budget request.

#### **Town Website (Item 5D)**

The IT Department has reviewed the available options for an upgraded website. After considering various content management systems (CMS) the solution offered by Virtual Town Hall has been deemed as the best overall solution. We are currently identifying funding sources to move ahead with a website upgrade using the latest VTH platform with an expected completion date of September or October.

#### **Document Management System (Item 3A)**

The IT Department has begun the upgrade of the Town and School document management systems. It is anticipated to be complete late fall of 2017.

#### **Financial Systems Improvements (Items 1F, 2A, 4C)**

The Town has hired a Business Systems Analyst and work has begun on several improvements to the Munis financial system. Currently we are working to properly implement role based access controls. This will allow for proper levels of employee access to applications, functions and accounts within the financial system. We are also working on correcting and improving the business rules and workflows within several modules including purchasing, accounts payable and payroll. The roles based access control work should be complete by September of 2017. The overall financial systems improvements are an ongoing project.

#### **Payment Processing Procedures (Item 5B)**

The IT Department has worked with the Treasurer and Recreation Departments to improve the cash handling and payment processing procedures at the Town Beach. The IT Department will continue to work with the Health and Building Departments to implement point of sale systems for improved payment processing within those areas.

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# (10) REAPPOINTMENTS AND APPOINTMENTS

**DATE:** JUNE 16, 2017

**TO:** BOARD OF SELECTMEN

**RE:** ANNUAL REAPPOINTMENTS AND APPOINTMENTS TO CONSERVATION COMMISSION, FINANCE COMMITTEE, AND ZONING BOARD OF APPEALS

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**CONSERVATION COMMISSION:** There are three vacancies on the Conservation Commission. Each vacancy is for a three-year term.

There are two candidates, Joanne Barnett and John Sullivan, who are current members seeking reappointment. Roger Backman, also a current member, declined to seek reappointment.

**FINANCE COMMITTEE:** There are four vacancies on the Finance Committee.

Three vacancies are for three-year terms. Current members George Uveges and David Watkins are seeking reappointment. Nancy Funkhouser, also a current member, declined to be reappointed. Steve Correia has expressed interest in serving. He has served on the Finance Committee in the past.

There is one vacancy for a partial term, to expire on June 30, 2018, due to the resignation of Thomas Abdella. Bill Steinberg has expressed an interest in serving for one year. He has also served on the Finance Committee in the past.

**ZONING BOARD OF APPEALS:** There are three vacancies on the Zoning Board of Appeals. Two are for full membership, and one is for an Associate member.

One candidate, Aida Gennis, is a current member who is seeking reappointment. The second vacancy is due to the earlier resignation of Michael Connors. There is no candidate for the second position.

There is one vacancy for the Zoning Board of Appeals Associate Member, and the current member, Shaunt Sarian, is seeking reappointment.

**ALL OTHER BOARDS/COMMITTEES:** Attached is the full list of reappointments. The candidates with the strike-through have declined to be reappointed. The candidates who are reappointed by the Board of Selectmen, but represent other boards and committees, have all been confirmed. The full vote for appointments and reappointments is scheduled for the meeting of July 10. There may be other interviews on that date as necessary.

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Name	Appointing Authority	Board/Committee	Term
Carolyn Bargoot	Selectmen	Audit Committee (representing Finance Committee)	three
<del>Inna Kisseleva-Deeley</del>	<del>Selectmen</del>	<del>Audit Committee</del>	<del>three</del>
John Sullivan	Selectmen	Community Preservation Committee (representing Conservation Commission)	three
Maureen Cavanaugh	Selectmen	Community Preservation Committee	three
<del>Roger Backman</del>	<del>Selectmen</del>	<del>Conservation Commission</del>	<del>three</del>
Joanne Barnett	Selectmen	Conservation Commission	three
John Sullivan	Selectmen	Conservation Commission	three
Nelson H. Goldin	Selectmen	Constable	three
Evelyn Ekmejian	Selectmen	Council on Aging	three
Carol Glick	Selectmen	Council on Aging	three
Ellen Scult	Selectmen	Council on Aging	three
<del>Robert Morrison</del>	<del>Selectmen</del>	<del>Cultural Council</del>	<del>three</del>
Brenda Stevens Ross	Selectmen	Cultural Council	three
Jonathan Saxton	Selectmen	Cultural Council	three
<del>Phyllis Jean Milburn</del>	<del>Selectmen</del>	<del>Economic Development Committee</del>	<del>three</del>
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
<del>Nancy Funkhouser</del>	<del>Selectmen</del>	<del>Finance Committee</del>	<del>three</del>
Alice Boelter	Selectmen	Historic District Commission	three
Gretchen Schuler	Selectmen	Historic District Commission	three
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
<del>Rebecca MacGregor</del>	<del>Selectmen</del>	<del>Senior Tax Relief Committee</del>	<del>three</del>
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
<del>Sam Potter</del>	<del>Selectmen</del>	<del>Wastewater Management District Commission</del>	<del>three</del>
Sarah Greenaway	Selectmen	Youth Advisory Committee	two
Aida Gennis	Selectmen	Zoning Board of Appeals	three
Shaunt Sarian	Selectmen	Zoning Board of Appeals (Associate)	three

## DiNapoli, MaryAnn

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**From:** Hansen, Linda  
**Sent:** Friday, June 16, 2017 10:30 AM  
**To:** Balmer, Nan  
**Cc:** DiNapoli, MaryAnn  
**Subject:** Recommendation for appointment of Joanne Barnett and John Sullivan

Dear Members of the Board of Selectmen:

The Conservation Commission met on Wednesday, June 14<sup>th</sup> and discussed the reappointment of the three members whose terms expire on June 30, 2017:

1. Roger Backman. Roger has elected not to continue serving as a full member after his term ends. He would like to continue working with the Conservation Commission as an Associate member. The Conservation Commission enthusiastically voted to endorse Roger as an Associate member. Please appoint Roger Backman as an Associate Member.
2. Joanne Barnett. Joanne would like to continue serving as a full member for another three year term starting July 1, 2017. Joanne is a valuable member of the Commission, regularly attends meetings, always on time and prepared. She understands the rules and regulations, provides insightful comments, and a reasonable approach in order to achieve compliance. The Conservation Commission voted unanimously to recommend appointing Joanne to another three year term.
3. John Sullivan. John would like to continue serving as a full member for another three year term starting July 1, 2017. John is a long-standing member of the Conservation Commission with invaluable institutional knowledge of projects, history, natural resources, etc. John takes a no-nonsense approach to hearings and will often focus the Commission back to the important issues. He too, has a good understanding of the rules and regulations. The Conservation Commission voted unanimously to recommend appointing John to another three year term.

I plan to attend the June 19<sup>th</sup> meeting of the Board of Selectmen to address any questions you may have.

Linda

Linda Hansen  
Conservation Administrator  
Town of Wayland  
41 Cochituate Road  
Wayland, MA 01778  
(508) 358-3669

## DiNapoli, MaryAnn

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**From:** steven correia <stevencorreia@comcast.net>  
**Sent:** Monday, June 05, 2017 4:39 PM  
**To:** DiNapoli, MaryAnn; Anderson, Lea; Karlson, Cherry; Antes, Mary; Jurist, Louis; Levine, Doug  
**Cc:** dave@davewatkins.com  
**Subject:** Finance Committee  
**Attachments:** steveresume(2017).doc

To: Wayland Board of Selectmen  
From: Steven Correia  
Date: June 5, 2017  
Subject: Finance Committee Position

I would greatly appreciate your consideration for one of the open three term positions on the Finance Committee. As you are aware, I served on the Finance Committee for two years starting in 2006 and followed that with two consecutive terms on the Board of Selectmen. I entered Wayland town government after dabbling in conservation preservation and always wanted to contribute more to our community. Due to work commitments and a period of busy family life, I decided to take a break. I have continued to attend various committee meetings, read minutes and volunteer my time where needed around town. I now feel I have the bandwidth to reengage in town politics and contribute in a larger role.

I considered other committees, but believe my work experience and prior Wayland government service best fits the Finance Committee needs. The Finance Committee's goals of maintaining fiscal responsibility, recognizing the value of our tax dollars and maintaining core services have not changed since my initial involvement many years ago. However, the town has changed and grown in many ways. There are exciting new initiatives and challenges that we face today that I see my experience as beneficial. In my Board of Selectmen and Finance Committee roles, I have worked with every committee and board in Wayland. I understand the warrant and Town Meeting guidelines along with the entire budgeting process. I look back proudly on the many projects I had the opportunity to work on and appreciate the benefits we experience today due to the commitment of so many town employees and volunteers.

I have attached my resume and experience for your review. Thank you for your consideration.

Steve Correia

**STEVEN J. CORREIA**  
188 Glezen Lane  
Wayland, Massachusetts 01778  
H - (508) 358-1649  
C - (508) 868-2264  
Email: stevencorreia@comcast.net

## **PROFILE**

A senior manager with broad-based experience in cross-functional teaming, solution selling, information systems implementation, risk management, and accounting, including multiple years of fast-paced involvement with Global 500 multinational high technology corporations. Proven change agent, including initiation and hands-on leadership of global implementations of enterprise information systems, business restructuring, acquisition integration, re-engineering task forces, and startup operations

**Roles involved strategic initiative planning, multiple project oversight, management process design, organizational development and coaching.**

- Provided focused strategic planning and monitoring of opportunities to develop and manage specific business initiatives, practices and regions.
- Increased project portfolio success rates using experience in oversight and leadership of global strategic initiatives
- Developed or improved innovative approaches to project design and implementation methodologies.
- Provoked significant cultural changes by engaging diverse operational segments in planning and implementing enterprise-wide initiatives.
- Provided teambuilding and process expertise gained in various reengineering projects within multiple organizations and verticals
- Coached core project team members on critical skills (problem solving, decision making, resource acquisition, vendor management, etc.) that was gained in 20 years of experience in assisting large, medium and small organizations.
- Guaranteed continuing alignment of project tasks with company's strategic objectives using training in goal attainment techniques.

## **EXPERIENCE AND ACCOMPLISHMENTS**

### **Work Experience:**

**CORREIA ASSOCIATES, INC., Boston, Massachusetts**  
General Partner – Private Investment and Real Estate Management

**GREENSTATUSPRO, INC., Lexington, Massachusetts**  
Start-up organization focused on compliance management and reporting.

### **Independent Management Consulting**

Projects included analysis of strategic planning and reporting systems, competitive product analysis and presale training all at senior management levels.

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**HYPERION SOLUTIONS, INC., (Acquired by Oracle Software), Sunnyvale, California**  
Vice President of Regional Services

Responsible for the solution selling and implementation of all Hyperion products through an infrastructure of established service management teams. Managed multiple mergers, new beta product programs and various marketing initiatives. Managed Hyperion's largest Strategic Consulting practice that specialized in aiding large Fortune 500 companies in developing strategies around Hyperion products. Responsible for all third party and alliance partner relationships and worked to develop joint opportunities.

**DATA TRANSLATION INC., Marlboro, Massachusetts**  
Corporate Director - Budgeting and Financial Analysis

**WANG LABORATORIES, INC., Lowell, Massachusetts**  
International Budgeting - Director

**PRIME COMPUTER, INC., Natick, Massachusetts**  
Manager - Domestic & International Financial Reporting

**NORTH AMERICAN RESOURCES, INC., Boston, Massachusetts**  
Accountant – Tax Preparation and General Accounting

**Town Governance and Volunteer Work:**

- Wayland Board of Selectmen - 6 years
  - Served on various other boards and committees in BOS Liaison roles
  - Chairman (2010-2011)
- Wayland Finance Committee - 2 years
- Council on Aging/Community Center Advisory Committee - 2 years
- Friends of the Wayland Council on Aging – Board member - 8 years
- Hazelbrook Watershed Association – Co-Chairman - 2 years

**Philanthropic Involvement:**

- **The Nashoba Brooks School, Concord, Massachusetts**  
Board of Visitors
- **The Fenn School, Concord, Massachusetts**  
Board of Visitors
- **Heading Home, Massachusetts**  
Local organization pioneering programs to end homelessness in Great Boston
- **YouthGive, Mill Valley, California**  
National Community Service and Youth Education that is dedicated to creating the next generation of philanthropic global citizens.

**EDUCATION**

**University of Southern New Hampshire, Manchester, New Hampshire**

- Masters in Business Administration, International Marketing and Finance,
-

**Suffolk University, Boston, Massachusetts**

•Bachelor of Science in Business Administration, Major: Accounting  
**Real Estate License – Commonwealth of Massachusetts**

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William Steinberg  
49 Highland Circle  
Wayland, MA 01778

June 1, 2017

Ms. Lea Anderson  
Chairperson, Wayland Board of Selectmen  
Wayland Town Building  
Wayland, MA 01778

Re: Open Position on Wayland Finance Committee

Dear Chairperson Anderson:

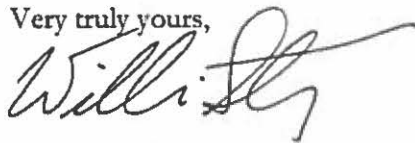
I am writing to submit my name as a candidate for appointment by Wayland's Board of Selectmen to the one-year term on Wayland's Finance Committee that was created upon the resignation of former Finance Committee Member Gordon Cliff.

I am a two-term (6-year) former member of the Wayland Finance Committee and I have served for two years as the Chair of Wayland's Planning Board. I recently have served on the River's Edge Committee and was a member of Wayland's Town Meeting Procedure's Committee in 2010.

Wayland's Finance Committee has a number of recently appointed members, and part of the reason for submitting my name for consideration for appointment is to bring a bit of history back to the Finance Committee. Understanding why the Finance Committee has made various decisions and policies over the years is a key part of the decision making process by the Committee. We have had many wonderful Finance Committee members over the years, and taking their reasoning into account when the Finance Committee is making decisions is something that should be part of their thought process.

I look forward to meeting with the Board of Selectmen when you meet to discuss appointments to the Finance Committee. In the meantime, please feel free to contact me should you have any questions.

Very truly yours,



William Steinberg

Cc: MaryAnn DiNapoli

(11) APPOINTMENT TO  
ENERGY AND CLIMATE  
COMM

**DATE: JUNE 16, 2017**

**TO: BOARD OF SELECTMEN**

**RE: APPOINTMENT AS A NON-VOTING ASSOCIATE MEMBER OF THE ENERGY  
AND CLIMATE COMMITTEE**

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**VOTE: TO APPOINT DR. KAAT VANDER STRAETEN AS A NON-VOTING ASSOCIATE TO THE  
ENERGY INITIATIVES ADVISORY COMMITTEE, EFFECTIVE IMMEDIATELY.**

Dr. Kaat Vander Straeten has expressed an interest in serving as a non-voting associate member of the Energy and Climate Committee. Her letter of interest and résumé are attached. She has attended meetings and her appointment is strongly endorsed by the Co-Chairs of the committee, Anne Harris and Ellen Tohn.

**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), now a permanent committee known as the Energy and Climate Committee.

In addition to the five regular members, the charge allows for an indefinite number of non-voting associate members appointed based on professional or vocational 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 agencies with responsibility for energy or energy-related programs or grants. The terms of associate members are not specified.

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5/26/2017

To: Board of Selectmen  
Wayland, MA

Re: Associate Member to Energy and Climate Committee  
Letter of Interest

Dear Members of the Board,

I would be honored to join the Energy and Climate Committee as a non-voting Associate Member.

My first work with the Committee was in 2012 with *Solarize Wayland*, which was a great success in no small part due to our collaboration. I have been following the Committee's work since then and attended meetings sporadically. I started attending regularly in 2016 in the capacity of a liaison for Transition Wayland. During all that time, I have been deeply impressed with the Committee's charge and the members' passion and skills in executing that charge. I believe that my interests in local resilience and community engagement greatly overlap with the Committee's work, and I hope that my skills and energy will contribute to that work.

Making changes for resilience and climate in our own household (efficient energy systems, insulation, Solar PV, Solar Hot Water, Electric Vehicles, large food garden) is, I firmly believe, not sufficient. I believe that personal action only has impact in the context of a community. Hence I devote my time and skills to building local resilience and community.

I didn't know it yet in 2008, when we moved here, but Wayland was a great place for us! When I initiated Transition Wayland, a grassroots resilience action group, in 2011, I found many in our town ready to engage. Since then Transition Wayland has organized many small and large events and initiated projects that have spun off: Wayland Walks, an experimental food garden group, a MetroWest beekeepers group, and *Energize!* TW works well with other groups in town: the Energy and Climate Committee on *Solarize 2012*, the Public Schools PTO Green Team on several Earth Day festivals, the Wayland Democrats and Boy Scouts on a Town-wide CleanUp, Sudbury Valley Trustees, the public library, the Wayland Clergy Association and several houses of worship, and the local media. Fostering openness and empowerment, we have grown into a strong group that is well-known and deeply networked ([www.transitionwayland.org](http://www.transitionwayland.org)). It was for this work with Transition Wayland that I received the Lydia Maria Child Award in 2015.

I was the lead Solar Coach for *Solarize 2012*, which helped 74 households go solar for a total of 659 kW, propelling our town to first place for number of installations/residents in mid-size municipalities, statewide, and for capacity/capita for the MetroWest. I analyzed the situation in a follow-up study (2013), which also identified unmet needs and opportunities. Especially the municipal needs have been met thanks to the Energy and Climate Committee. Others, such as more residential adoption, small community shared solar connecting sunny roofs to shaded households, and non-profit solar remain to be addressed. So I appealed to the 2012 partners - our Energy and Climate Committee and the Committees in Lincoln and Sudbury - to reprise our collaboration for a *Solarize 2017*.

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I also saw the opportunity to make the outreach count many times over by adding other ways for residents, businesses and non-profits to lower our carbon footprint and raise our resilience. I invited and coordinated volunteers from Wayland, Sudbury, Lincoln and Natick into *Energize!* So far we have selected partners for Home Energy Assessments, Electric Vehicles, and switching to renewable electricity. Other elements will be added, as this is designed to be an adaptable program. I believe that *Energize!* could be a revolutionary new way to get many people to act on climate change.

The Energy and Climate Committee is an invaluable partner in *Energize!* and our collaboration bears out that we work well together. I hope that becoming an Associate Member will make that partnership even better. There is still much to be done, and I am more hopeful than ever that we can make a difference for resilience and climate in our town,

Yours truly,

Dr. Kaat Vander Straeten  
13 Rice Spring Lane  
kaatvds@gmail.com  
617 739 5870

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# Kaat Vander Straeten

Education - Activism - Community  
13 Rice Spring Lane, Wayland | kaatvds@gmail.com

## FOUNDER / CORE MEMBER

### TRANSITION WAYLAND

Initiator, General Coordinator  
Event Planning  
Outreach, Website and Media  
2012 - ongoing

### BELIEVE BEEKEEPERS

Initiator, General Coordinator  
Beekeeper, Consultant, Educator, Advocate  
2012 - ongoing

### ENERGIZE!

Initiator, General Coordinator  
Media, Outreach, Event Planning  
2016 - ongoing

### SOLARIZE MASS

Solar Coach  
2012 and 2017

### HOME FUNERALS

Educator & Advocate  
2016 - ongoing

## LIFE WORK

In the face of predicaments like climate change, action is needed on all levels, but in the end we still live in one place. So I devote my time and skills to building local community and local resilience. I follow 3 rules:

- "Be joyful though you have considered all the facts" (Wendell Berry).
- Do no harm.
- The Power of Doing Stuff (Rob Hopkins, founder of the Transition Movement): don't wait till you've got it perfectly planned, just do it, learn and make it better.

### 350MA METROWEST

Initiator  
Media and Outreach Coordinator  
2013 - 2015

### WAYLAND GREEN TEAM

Core member  
2010 - 2016

## EDUCATOR TO ALL AGES

Ecology and Systems Thinking  
Honeybees  
Fungi  
Soil life  
Climate change  
Carbon sequestration  
Philosophy  
Culture Studies

## AWARD

2015 Lydia Maria Child  
Award for service to  
the community

## PUBLICATIONS

Hundreds of articles in  
local press  
Solar Report 2013

## FORMAL EDUCATION

### DOCTOR IN PHILOSOPHY

Free University of Brussels, Belgium  
1998 - 2003  
Boston University (ABD)  
1998 - 2005

### MASTER OF PHILOSOPHY

### MASTER OF COMMUNICATION SCIENCES

Free University of Brussels, Belgium  
1990 - 1998

## REFERENCES

Ellen Tohn | Co-Chair of the Energy and Climate Committee | ellentohn@gmail.com  
Anne Harris | Co-Chair of the Energy and Climate Committee | arharris29@yahoo.com

# Memo

**To:** Board of Selectmen  
**From:** Chief Houghton  
**Date:** June 13, 2017  
**Re:** Ambulance Fee Structure

---

The Town of Wayland has had a fee structure in place for ambulance transports for many years. The rate structure needs to be reviewed and altered on a regular basis. I am proposing we review the rates at least every five years or, when Medicare changes their rate structure. I have recently spoken with our current ambulance billing company as well as one that does billing for many of our surrounding towns to gather data to see where we fit in the rate schedules. I am asking the Board to vote to approve the new rate structure and rates beginning July 1<sup>st</sup> 2017.

The changes I am proposing are as follows:

- 1) **Single Rate Format** – I recommend that we change our structure of rates from a menu based system to a standard flat rate structure. Currently we are using a menu based fee structure as opposed to a single rate for service. With the changes in health care and health care rates, our current system now works against us. Most insurance companies no longer pay for add on items typical of a menu based system. The vast majority of the ambulance service providers have changed to a flat rate billing structure.
  - 2) **Increase our current rates** – After reviewing an ambulance rate fee comparison with approximately 80 other ambulance providers, I found that we are currently billing on the low side of the scale. I recommend that we bill at the average rates based on the comparison of these communities. As part of the analysis, I have also looked specifically at our surrounding towns. I am proposing to go with the average of the larger analysis which is slightly higher than our surrounding towns which are also considering a slight increase. It is clear that the funds actually paid to us will increase, since insurance companies are no longer paying for the menu or add on items.
-

**Current Rates – May 2017**

Billing Classifications	Rate
BLS	\$1308.00
ALS 1	\$1553.00
ALS 2	\$2247.00
Mileage	\$20.61
Cardiac Monitor	\$206.00
Defibrillation	\$420.00
IV	\$420.00
Oxygen	\$180.00
Spinal Immobilization	\$180.00
Airway	\$420.00

**Proposed Rates July 1<sup>st</sup> 2017**

Billing Classifications	Rate	Difference
BLS	\$1330.00	\$22.00 (2% )
ALS 1	\$1875.00	\$322.00 (21%)
ALS 2	\$2575.00	\$328.00 (15%)
Mileage	\$31.00	\$10.39 (50%)

**Proposed Rates compared to average in the surrounding towns**

Billing Classifications	Proposed Rate	Average Surrounding Communities	Difference (Proposal is higher)	% Difference
BLS	\$1330.00	\$1310.68	\$19.32	1%
ALS 1	\$1875.00	\$1704.00	\$171.00	10%
ALS 2	\$2575.00	\$2222.33	\$352.67	16%
Mileage	\$31.00	\$26.53	\$4.47	17%

Although I am very confident that we will see an increase in the collections over what is currently billed, there is no reasonable way to calculate a percent increase that could be realized with the changes proposed since there are so many variables. In some of my research I have noticed that approximately 28% of our transports to medical facilities are from the assisted living centers. Most of these residents are covered by Medicare, and some have supplemental insurance to pick up a bit of the additional costs. Medicare and Medicaid set the rates that they pay for all levels. Medicare rates, as currently set, will pay for 30% of the proposed BLS rate, 25% of the ALS 1 rate, 28% of the ALS 2 and finally 24% of the mileage rate. We are required to bill all transports at the same rates

regardless of the insurance coverage patients have. On a regular basis we see reductions in our monthly balance sheets indicating the Medicare and Medicaid adjustments.

It is important to note that there Bills that have been filed in the Legislature that deal with ambulance rates and billing procedures by both the insurance companies and the ambulance service providers. The current Ambulance Reimbursement Bill being considered is House Bill #499 and Senate Bill #572. Both the Fire Chiefs' and Firefighters' Associations are in favor of this Bill passing, and I believe MMA is reviewing this now. This Bill as written keeps our EMS funding whole, as other Bills would have drastically reduced it by 40% to 50%. Additionally, it ensures that payments are sent to the provider (us) and not to the patient. It should also be noted that if this Bill passes and becomes Law, we will only be able to raise rates 3% to 6% without having to go before a review board at the state level to seek approval.

As always, if you have any questions or comments, please let me know.

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DATE: June 5, 2015  
TO: BOARD OF SELECTMEN  
FROM: NAN BALMER, TOWN ADMINISTRATOR  
SUBJECT: DISCUSSION ON SPRING 2018 ANNUAL TOWN MEETING DATE

Current Constraints on Setting the First Day of 2018 Annual Town Meeting \*

By Town Code: Warrant closes on January 15<sup>th</sup>  
Town Meeting must start between April 1 – May 15<sup>th</sup>  
Annual town election is held 2-7 days before the start of ATM

Friday, March 30 – Saturday, March 31	1 <sup>st</sup> and 2 <sup>nd</sup> Nights of Passover
Sunday, April 1	Easter
Friday, April 6 – Saturday, April 7	7 <sup>th</sup> and 8 <sup>th</sup> Nights of Passover
Sunday, April 8	Greek Orthodox and Coptic Easters
Saturday, April 14 – Sunday, April 22	School April Vacation Week
Monday, May 7 – Friday, May 18	HS AP Exams in the Field House
Thursday, May 10	Feast of the Ascension
Sunday, May 13	Mother's Day

Fine Arts Events – not held in the Field House, but community wide events

Tuesday, April 10; Wed, April 11	HS Orchestra and Chorus Concerts
Tuesday, April 24	A Cappella Concert
Thursday, April 26	HS Band Concert
Thurs, May 3 – Sat, May 5	HS Spring Play
Thurs, May 17 – Sat, May 19	Window Dance Ensemble

*\*The local Clergy Association will respond as soon as possible to confirm other religious holidays. Town Clerk requests election and annual town meeting not occur in the same week.*

**Possible 2018 Annual Town Meeting Schedules**

**Weekday:**

1. Election: Tuesday March 27  
Town Meeting begins: Monday April 2
  
2. Election: Tuesday April 3  
Town Meeting begins: Monday April 9 (If more than 3 nights, then last day of ATM may be after school vacation week)
  
3. Election: Tuesday April 8  
Town Meeting begins: Monday, April 14th
  
4. Election: Tuesday April 24  
Town Meeting Begins: Monday April 30

**Weekend:**

5. Election: Tuesday April 24  
Town Meeting begins: Saturday April 28 and/or Sunday April 29

**DiNapoli, MaryAnn**

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**From:** Ted Crass  
**Sent:** Wednesday, June 07, 2017 10:25 AM  
**To:** DiNapoli, MaryAnn  
**Subject:** Re: FW: Wayland Clergy Association Question

Good Morning, MaryAnn,

Apologies for the delay in responding. I've heard from my colleagues and the only dates to note in your window are:

April 8, Orthodox Easter  
April 12, Yom HaShoa, Holocaust Commemoration Day

Thank you so much for checking with the faith communities in town as you prepare the schedule!

Best regards, Ted.

Rev. Ted Crass  
Community UMC, Wayland

# April 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat	7
<b>Easter</b>	1	2	3	4	5	6	7
Passover begins Friday, March 30						Passover ends	
8	9	10	11	12	13	14	14
Green Week Orthodox and Coptic Easter						_____	
15	16	17	18	19	20	21	21
_____ School Vacation Week _____							
22	23	24	25	26	27	28	28
<b>Earth Day</b>							
_____							
29	30						

# May 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4 <b>Cinco de Mayo</b>
	6 AP Exams in Field House	7 AP Exams in Field House	8	9	10	11
13 <b>Mother's Day</b>	14 AP Exams in Field House	15	16	17	18	19
20	21	22	23	24	25	26
27	28 <b>Memorial Day</b>	29	30	31		

**TOWN ADMINISTRATOR'S REPORT  
WEEK ENDING JUNE 16, 2017**

**CORRESPONDENCE:**

1. KP Law to Gordon Schultz / Information Only – Under BOPW: The acceptance of Spencer Circle was not included as part of the Planning Board's Street Acceptance Article at Annual Town Meeting. The Board of Public Works did not accept the road since drainage facilities for the road are on private property. Town Counsel responded to a letter from Mr. Schultz to the Town Planner to let Mr. Schultz, upon whose property the drainage facilities are located know that, although the Town does not have an obligation to accept Spencer Circle, the DPW Director and Town Counsel are willing to discuss steps regarding access to the private property and possible future acceptance of Spencer Circle without the drainage facilities.

2. Town Administrator to Wood Partners: The deadline for execution of the Land Development Agreement was extended to Monday June 26<sup>th</sup>. An additional extension may be required.

5. Cable Advisory Committee: The Board will be asked to re-constitute the Cable Advisory Committee so that negotiations with Comcast can begin. Follow-up meetings were held with the WayCam Executive Director and a board member to discuss the town's position on cable negotiations and to provide a path forward regarding Way-Cam's proposed building project.

6. Retirement of John Senchyshyn: John provided his notice of intent to retire in February 2018. John has been a great asset to the Town and I have much enjoyed working with John. The Collins Center Team will review the Assistant TA job description as part of its work on the Town's management structure. I will have a plan to discuss with the Board in place so that recruitment can begin in October.

**EMERGENCY MANAGEMENT INITIATIVE: PURCHASE OF DRONE**

Please see attached from the Fire Chief

**RENEWAL OF CLEAR GOV CONTRACT**

Attached is background information. ClearGov is a Board of Selectmen and School Committee initiative and is assigned to the Finance Director. The ClearGov contract will renew in August.

**REQUEST FROM WRAP COMMITTEE:**

The WRAP Committee provided the attached request for Town Counsel to add information to the parcel information contained in the WRAP report. I recommend we ask Town Counsel to review and comment on the request and provide an estimate of the costs and timetable to complete the work.

**COMMUNICATIONS PLAN:**

I am working with David Porter to develop a communications plan for the Town. David is a graduate of Harvard's Kennedy School of Government and is interested in learning about local government to consider a career change. Our first steps will be to distribute a survey to Town Departments to document current public communication activities which will be followed up by a departmental meeting later this month.

**REVISED MEETING SCHEDULE**

Attached.

# Memo

**To:** Board of Selectmen  
**From:** Fire Chief David Houghton  
**Date:** June 13, 2017  
**Re:** Drone

---

The Police and Fire Chiefs would like to inform you of an additional tool that we will be putting in service to assist in emergency management. We have done extensive reviews of the operations of drones and feel that this would be an excellent tool for use during searches, brush fires, operations in and along the river, lakes, and ponds, as well as for providing overhead photos of incident scenes, etc. One of the more operational uses for emergency management will be in pre-planning of responses on a variety of structures throughout the community. This technology has been available for some time and is now being used more frequently in emergency response. In our research we have noted many incidents that have been resolved in a very quick and favorable manner saving both time and money.

A drone is not without its controversial concerns, which is why the State Legislature is actively looking at putting restrictions on its use by law enforcement. In Wayland the drone will be in the custody and care of the Fire Department. There will be strict policies and procedures for its use. It is our intention to notify residents of the program via the many resources that are in place, both in print and through social media. It is clear that we need to state the purpose of the drone and how it will be utilized. The public's right to privacy is clearly understood, and the plan for operations will include all aspects that protect people's rights.

The Local Emergency Planning Committee (LEPC) met on June 1<sup>st</sup> to discuss the use of a drone in emergency management and voted in favor to support the mission as planned. At this meeting there were several department heads who shared their thoughts and ideas for potential uses of a drone to aide in their departments' operations. All of the potential uses were noted, and if appropriate, they will be included in the operational and procedural manual that will be created by the Fire Department.

---



The device that we will be utilizing has the capability of both day and night operations, and provides extremely clear images to the remote user that can be stored for later playback. The biggest expense of the unit is the FLIR, better known as Forward Looking Infra Red technology. This technology will allow us to use the drone at night or when the lighting conditions will not allow for a normal lens to obtain the needed image. The total investment will be around \$14K and will be paid from emergency management funds over a two year period.

Once the unit is delivered, training will need to be conducted. We are considering having at least two people licensed by the FAA to fly the device. We are currently looking into this and hope to have the unit flying by the end of summer.

The drone is a tool that no other surrounding town emergency service departments utilize, and we are excited to be ahead of the curve on this type of technology. As always, we are available to answer any questions you may have, and are making every effort to be sure that we have policies and procedures in place that clearly addresses any concerns.

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DATE: JUNE 19, 2017  
TO: NAN BALMER  
FROM: ELIZABETH DOUCETTE, FINANCIAL RESEARCH / ANALYST  
RE: CLEARGOV AGREEMENT

**PRODUCT INFORMATION:**

In 2017 the Town executed a one-year agreement to implement the ClearGov Insights product as a tool to publish historical financial data. This agreement ends September 28, 2017.

**Renewal Cost and Notification Requirement**

The cost to renew for one year is \$6,375. The agreement for ClearGov Insights will automatically renew by August 28, 2017, unless the Town notifies ClearGov of its intent to terminate the agreement.

**School Department**

The School Department implemented ClearGov Insights through a separate agreement that ends November 2017. A link to the School's historical financial data is available from the School website at [www.cleargov.com/massachusetts/school/wayland/2016](http://www.cleargov.com/massachusetts/school/wayland/2016). At this time, the School Committee has not yet discussed renewal.

**How the product works**

The ClearGov Insights platform transforms financial statements into easy-to-understand infographics accessible through the website.

**Upgrades**

While ClearGov offers a tool free of charge with limited functionality, our agreement for ClearGov Insights provides us with the full features of the system.

**How it was promoted**

A press release announced the availability of Wayland financial data using ClearGov Insights, when first published. A link on the Town's website was provided at [www.cleargov.com/massachusetts/middlesex/town/wayland/2018](http://www.cleargov.com/massachusetts/middlesex/town/wayland/2018).

**Brian's comments**

The data presented is compiled from a number of sources available on the internet, as well as the Town's financial data. While the Town financial data presented today on the website is from 2011 through 2018, the Department of Revenue data is from 2015.

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WRAP

**DiNapoli, MaryAnn**

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**From:** Balmer, Nan  
**Sent:** Thursday, June 15, 2017 8:33 AM  
**To:** DiNapoli, MaryAnn  
**Subject:** FW: WRAP Committee Memo of Legal Questions on Town-Owned Land  
**Attachments:** 6.8.17 FINAL Open Legal Questions.pdf

---

**From:** Riley, Nicole W [<mailto:NRiley@goodwinlaw.com>]  
**Sent:** Wednesday, June 14, 2017 6:53 PM  
**To:** Karlson, Cherry; Antes, Mary; Anderson, Lea; Levine, Doug; Jurist, Louis  
**Cc:** Anette Lewis ([aslewis33@gmail.com](mailto:aslewis33@gmail.com)); Gretchen Schuler ([ggschuler@verizon.net](mailto:ggschuler@verizon.net)); Abdella, Tom; Balmer, Nan  
**Subject:** WRAP Committee Memo of Legal Questions on Town-Owned Land

Dear Board of Selectman,

Attached here please find a Memorandum for Town Council for legal questions that arose during the Wayland Real Asset Planning Committee's review of Town-owned property ("WRAP"). WRAP respectfully requests the same be presented to Town Council.

The Memorandum seeks the assistance of Town counsel in resolving certain property-specific questions, as well as determining certain limitations, if any, on the use of certain parcels of Town-owned land. Additionally, we have included a question on guidance for suggested language to use when acquiring new properties in order to preserve the greatest amount of flexibility for use of Town-owned land in the future.

The Memorandum is set up with questions, related background and exhibits broken down for each question/property. We have included previous research done by WRAP Committee member, Anette Lewis, in the hopes of making this an efficient request of Town Council.

In the event Town Council has any questions or concerns during the review process, please do not hesitate to reach out.

Kind regards,  
Nicole Riley (WRAP Committee member)

**LEGAL QUESTIONS FROM WRAP  
COMM IN DROPBOX SEPARATELY**



## David Porter

Creating value through innovative partnerships  
Greater Boston Area | Public Policy

500+ connections

View this profile in another language

### Public profile badge

Include this LinkedIn profile on other websites

View profile badges

### Find a different David Porter

First Name Last Name

Example: David Porter



**David Porter**  
Account Executive - Department of Defense Army Team  
United States



**David Porter**  
Corporate Vice President, Microsoft Store  
United States



**David Porter**  
Vice President of Sales /Reducing the risk & complexity of your logistics enabled business  
United States



**David Porter**  
CEO/Founder at Btracks - We're hiring!  
United States



**David Porter, Jr.**  
Executive Director, Walter Kaitz Foundation  
United States

More professionals named David Porter

### Jobs similar to David's

Co-Founder jobs



## View David's full profile. It's free!

Your company, competitors, and 500 million other professionals have access to this profile.

View David's Full Profile

### Summary

I am an experienced adviser, consultant, and project manager committed to the innovative design and management of initiatives that create public value, mitigate risk, and streamline operations. My work often emphasizes collaboration across traditional boundaries to produce superior results.

#### Specialties:

- Public finance and budgeting
- Public planning
- Project management
- Negotiation and mediation
- Communications
- Risk management (designing for resilience)

### Experience

#### Co-Founder

Tri-Sector Advisors  
May 2015 – Present (2 years 2 months)

- Advise senior leaders in the public, private, and non-profit sectors on strategic partnerships and cross-sector coalitions.
- Consult on the design and implementation of innovative solutions to operational and strategic challenges.

#### Senior Researcher & Program Facilitator

Center for Public Leadership, Harvard University  
May 2015 – Present (2 years 2 months)



Collaborate with public, private, and non-profit stakeholders - municipal leaders, federal officials, trade groups, unions, and others - to research and design efficient, equitable, and sustainable solutions to public policy challenges. Formulate budgets, evaluate risks, analyze on-going operations, and help design new initiatives with broad support from key stakeholders.

#### Current projects include:

- Designing a framework and training program for police departments and communities to build/maintain trust and co-produce public safety
- Writing a negotiation exercise to help senior government leaders from a small, rapidly growing country practice designing processes that promote sustained collaboration across government ministries and key civil society stakeholders.

#### Program Manager

edX



appropriate goals, establish budgets, build teams, and design/implement processes within their organizations to produce innovative educational materials for diverse groups of learners in a variety of online and blended (online and in-person) programs.

**Key Initiatives:**

- Managed series of projects for the International Monetary Fund that produced three online budget and finance courses for officials in central banks around the world.
- Collaborated with Rice University to produce the first Advanced Placement-level courses on the EDX platform.
- With support from content producers and local leaders, helped deploy community-based programs that reinforced student support networks and increased the impact of online materials.

### Researcher in Negotiation and Mediation

Harvard University

June 2011 – February 2013 (1 year 9 months)

- Produced innovative strategies to overcome impasse in negotiations and craft sustainable agreements that mitigate risks and adapt to disruptive forces
- Designed and presented curricular materials for graduate- and executive-level courses in leadership and negotiation

### Senior Advisor & Project Leader

Presidential Transition Planning Group

July 2012 – November 2012 (5 months) | Washington D.C. Metro Area

The Pre-Election Presidential Transition Act of 2010 (P.L. 111-283) provided public funds for major party presidential nominees to prepare for a potential transition before the election. I served on the team preparing for a potential Romney transition.

**Key responsibilities:**

- Compiled report on White House organization based on meeting with former WH Chiefs of Staff and recommendations of senior WH officials from previous administrations
- Drafted charter documents outlining responsibilities of functional groups comprising the Presidential Transition Planning Team
- Coordinated planning and communications activities between principals of transition planning team in Washington and campaign HQ in Boston

### Legal Assistant & Analyst

Sidley Austin

July 2009 – July 2010 (1 year 1 month) | Washington D.C. Metro Area

- Member of trial team in federal environmental litigation
- Assisted with independent review of private regulator's records relevant to Bernard Madoff and Allen Stanford

### Consultant

Bancroft Associates

June 2008 – July 2009 (1 year 2 months)

- Advised clients in financial services, telecommunications, and health insurance industries on matters related to federal regulations and preventing fraud, money laundering, and terrorism

### Analyst Intern - Office of the General Counsel

Office of the United States Trade Representative

June 2007 – August 2007 (3 months)

- Conducted research in support of U.S. cases litigated at the World Trade Organization involving intellectual property rights enforcement in China, U.S. agricultural subsidies, and trade in large civil aircraft (Boeing-Airbus)
- Assisted in the coordination of interagency working group including the Departments of Homeland Security, Defense, and Treasury

### Analyst Intern - Office of the Americas

Office of the United States Trade Representative

June 2006 – August 2006 (3 months)

**Representative**

- Prepared written testimony for the Assistant U.S. Trade Representative for hearings before the Senate Finance and House Ways and Means Committees

**Education****Harvard University Kennedy School of Government**

Master of Public Policy

2010 – 2012

Coursework in Diplomacy, Economics, Econometrics and Data-driven Policy Design, Education Policy, Financial Regulation, Healthcare Economics, Management, Negotiation, and Public Finance  
 Activities and Societies: Head Course Assistant for Introduction to Negotiation Analysis and the Advanced Workshop in Multiparty Negotiation & Mediation

**Harvard University**

Bachelor's Degree, History

2002 – 2008

Activities and Societies: Co-Director, Partners for Empowering Neighborhoods President, LDSSA

**Languages****Spanish**

Professional working proficiency

**Skills**

Policy Policy Analysis Research Public Policy Economics Training

Leadership Management Mediation Public Speaking Negotiation

Strategic Planning Analysis Program Evaluation

**Volunteer Experience & Causes****Trustee**

Farrington Nature Linc

June 2016 – Present (1 year 1 month) | Children

Farrington Nature Linc's mission is to enhance the well-being of children from low-income communities through a connection with the natural world. Our 75 acres of woodlands, fields and ponds near Boston are dedicated to providing respite and inspiration for children who might not otherwise have this opportunity.

The Board of Trustees is working with our Executive Director and Programs Director to offer year-round programs that reach more youth and increase each participant's exposure to the natural world.

**Co-Director**

Partners for Empowering Neighborhoods

2006 – 2008 (2 years) | Economic Empowerment

Forged new relationships with like-minded community organizations to extend the reach and scale of our existing English as a Second Language courses, offered free-of-charge to recent immigrants in the Greater Boston area

# BOARD OF SELECTMEN SCHEDULE: JUNE-DEC 2017

**365 January 2017**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	1	2	3	4	5	6
2	8	9	10	11	12	13
3	15	16	17	18	19	20
4	22	23	24	25	26	27
5	29	30	31			

**365 February 2017**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
5			1	2	3	4
6	5	6	7	8	9	10
7	12	13	14	15	16	17
8	19	20	21	22	23	24
9	26	27	28			

**365 March 2017**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
9			1	2	3	4
10	5	6	7	8	9	10
12	19	20	21	22	23	24
13	26	27	28	29	30	31

**365 April 2017**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
13						1
14	2	3	4	5	6	7
15	9	10	11	12	13	14
16	16	17	18	19	20	21
17	23	24	25	26	27	28
18	30					

*REVISED JUNE 19, 2017*

**365 May 2017**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
18		1	2	3	4	5
19	7	8	9	10	11	12
20	14	15	16	17	18	19
21	21	22	23	24	25	26
22	28	29	30	31		

**365 June 2017**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
22				1	2	3
23	4	5	6	7	8	9
24	11	12	13	14	15	16
25	18	19	20	21	22	23
26	25	26	27	28	29	30

*POSSIBLE*

**365 July 2017**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26						1
27	2	3	4	5	6	7
28	9	10	11	12	13	14
29	16	17	18	19	20	21
30	23	24	25	26	27	28
31	30	31				

**365 August 2017**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31		1	2	3	4	5
32	6	7	8	9	10	11
33	13	14	15	16	17	18
34	20	21	22	23	24	25
35	27	28	29	30	31	

**365 September 2017**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
35					1	2
36	3	4	5	6	7	8
37	10	11	12	13	14	15
38	17	18	19	20	21	22
39	24	25	26	27	28	29

**365 October 2017**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
40	1	2	3	4	5	6
41	8	9	10	11	12	13
42	15	16	17	18	19	20
43	22	23	24	25	26	27
44	29	30	31			

**365 November 2017**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
44			1	2	3	4
45	5	6	7	8	9	10
46	12	13	14	15	16	17
47	19	20	21	22	23	24
48	26	27	28	29	30	

**365 December 2017**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
48					1	2
49	3	4	5	6	7	8
50	10	11	12	13	14	15
51	17	18	19	20	21	22
52	24	25	26	27	28	29
1	31					

- 1 Jan New Year's Day
- 16 Jan Martin Luther King Day
- 12 Feb Lincoln's Birthday
- 14 Feb Valentine's Day
- 20 Feb Presidents Day
- 28 Feb Mardi Gras Carnival
- 12 Mar Daylight Saving (Start)

- 17 Mar St. Patrick's Day
- 1 Apr April Fool's Day
- 14 Apr Good Friday
- 16 Apr Easter
- 17 Apr Easter Monday
- 5 May Cinco de Mayo
- 14 May Mother's Day

- 20 May Armed Forces Day
- 29 May Memorial Day
- 4 Jun Pentecost
- 5 Jun Pentecost Monday
- 14 Jun Flag Day
- 18 Jun Father's Day
- 4 Jul Independence Day

- 4 Sep Labor Day
- 11 Sep September 11th
- 17 Sep Citizenship Day
- 22 Sep Native American Day
- 9 Oct Columbus Day
- 16 Oct Boss's Day
- 21 Oct Sweetest Day

- 31 Oct Halloween
- 5 Nov Daylight Saving (End)
- 11 Nov Veterans' Day
- 23 Nov Thanksgiving
- 7 Dec Pearl Harbor
- 25 Dec Christmas Day
- 31 Dec New Year's Eve

Calendar & Holidays

2017

Calendar-365.com



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

# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN  
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MARY M. ANTES  
LOUIS M. JURIST  
CHERRY C. KARLSON  
DOUGLAS A. LEVINE

## BOARD OF SELECTMEN

**Monday, June 19, 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 May 31, 2017, Invoice 189, Account 5673-01M: \$730.00
3. Vote the Question of Approving the Authorization of the Town Administrator to Sign the CPA Grant Agreement with Trinitarian Church
4. Vote the Question of Approving the Authorization of the Town Administrator to Sign an Application to MassHousing Partnership for a Grant to Employ a Consultant to Assist the Zoning Board of Appeals with the 40B Application Process
5. Vote the Question of Approving the Application to Sell Wine at the Wayland Summer Farmers' Market at Russell's Garden Center, 397 Boston Post Road, for Mill River Winery, Rick Rousseau, Manager, on Wednesday, July 26, September 20, and September 27, 2107, from 12:00 p.m. to 5:00 p.m.
6. Vote the Question of Approving the Application to Sell Wine at the Wayland Summer Farmers' Market at Russell's Garden Center, 397 Boston Post Road, for Stoneybrook Cider, LLC, Michael Lamontagne, Manager, on Wednesday, July 5, August 30, and October 11, 2107, from 12:00 p.m. to 5:00 p.m.



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

RECEIVED

JUN 15 2017

Board of Selectmen  
Town of Wayland

\*\*\*\*\*  
INVOICE FOR LEGAL SERVICES  
\*\*\*\*\*

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

Page 1  
06/12/2017  
Account No. 5673-01M  
Invoice No. 189

Attn: Town Administrator

Labor

TOTAL CURRENT INVOICE	730.00
BALANCE DUE	<u>\$730.00</u>

**WAYLAND, MASSACHUSETTS  
COMMUNITY PRESERVATION ACT  
GRANT AGREEMENT FOR**

**First Wayland High School, now known as Bradford Hall  
owned by Trinitarian Congregational Church**

This Grant Agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_, 2017, by and between the TOWN OF WAYLAND, a municipal corporation duly organized under the laws of Massachusetts and acting by and through the Board of Selectmen (the "Town"), having its usual place of business at Wayland Town Building, 41 Cochituate Road, Wayland, MA 01778, and TRINITARIAN CONGREGATIONAL CHURCH having its usual place of business at 53 Cochituate Road, Wayland, MA 01778.

**WITNESSETH:**

WHEREAS, the Grantee is the owner of certain property located at 55 Cochituate Road, Wayland, Massachusetts, all as more particularly described in a deed recorded with Middlesex South District Registry of Deeds in Book 13604, Page 069 (the "Property");

WHEREAS, the Wayland Community Preservation Committee (the "CPC") invited submission of proposals for grants of funds for purposes consistent with the Community Preservation Act, G.L. c. 44B (the "Act");

WHEREAS, the Grantee submitted a proposal in response thereto (the "Proposal"), and the CPC reviewed and approved the Proposal and recommended that Town Meeting vote to appropriate from the Community Preservation Fund the sum of \$ 80,000 to be used for the purpose of restoration and replacement of windows, carpentry/repair work and exterior painting, all as set forth more particularly in the Proposal (the "Project"); and

WHEREAS, the Wayland Town Meeting thereafter appropriated the funds recommended by the CPC for the window replacement part of the work to be performed to undertake and complete the Project (the "Work"), and authorized the Town to enter into a grant agreement with the Grantee for the purposes set forth in the Project;

NOW THEREFORE, the Town and the Grantee agree as follows:

1. **Funding.** As recommended by the CPC under Article 21 of the 2017 Annual Town Meeting, and as appropriated by said Town Meeting, the Town hereby grants to the Grantee the sum of \$80,000 (the "Funds") on the condition that the Grantee shall use the Funds only for the purposes of the Project, as set forth more particularly in the Proposal, and in accordance with the terms of this Grant Agreement (collectively, the "Project Documents").

2. Conditions.

- a) Work on the Project must commence within three (3) months from the date this Grant Agreement is signed by the parties (the "Commencement Date"). All Work must be completed within two (2) years from the Commencement Date (the "Completion Date"). The Board of Selectmen, in consultation with the Historical Commission may grant an extension for good cause shown.
- b) The Grantee agrees to preserve the property restored or preserved by the use of the Funds. The Grantee shall grant the Town a preservation restriction on the Property, on terms satisfactory to the Town, substantially in the form of the Preservation Restriction attached hereto and incorporated herein (the "Restriction"), running to the benefit of the Town and guaranteeing that the Restriction will be enforceable for a period of thirty (30) years from the date that said Restriction is recorded with the Middlesex South District Registry of Deeds. Grantee shall convey the Restriction free of liens and free of easements and restrictions that would interfere with the purposes for which the Funds are granted and/or the Town's exercise of its rights under the Restriction. All mortgages and/or other liens on the Property, if any, shall have been subordinated to the Restriction.
- c) The Grantee shall seek the approval of, and work closely with, the Wayland Historical Commission in the implementation of the Project.
- d) Grantee shall perform the Work in accordance with "The Secretary of the Interior's Standards for the Treatment of Historic Properties" (36 CFR 67 and 68), as these may be amended from time to time (the "Secretary's Standards").

3. Contact. The Grantee shall identify in writing a contact person responsible for administration of the Project and a second person, authorized to act if the contact person is unavailable.

4. Budget/Other Sources of Funding. Prior to the commencement of any Work, the Grantee shall submit a complete budget for the Project, that accounts for: (a) the expenditure of all Funds awarded under this Grant Agreement, and (b) all other sources of funding, if necessary, to complete the Phase of the Project as described herein regarding window restoration and replacement. Reimbursement for funds spent will not commence unless sufficient sources of funding have been secured to complete the phase of Work and the Project budget has been approved by the Town. The Town's consent shall not be unreasonably withheld. If the Town determines that funds have been spent on goods and/or services not included in the Project budget or otherwise not authorized under the Act, reimbursement may not be authorized. The TOWN shall reimburse the GRANTEE the Funds within 30 days of receipt by the TOWN of proof of payment of invoices.

5. Liability of the Town. The Town's liability hereunder shall be to make the payment specified in Section 1 of this Grant Agreement, provided that the conditions set forth in Sections 2 and 9 are followed, and the Town shall be under no further obligation or liability. Nothing in this Grant Agreement shall be construed to render the Town or any elected or

appointed official or employee of the Town, or their successors in office, personally liable for any obligation under this Grant Agreement.

6. **Indemnification.** The Grantee shall indemnify, defend, and hold the Town and its departments, officers, employees, servants and agents harmless from and against any and all claims, demands, liabilities, actions, causes of actions, costs and expenses, including attorneys' fees, arising out of or relating to the Grantee's performance of the Project, the condition of the Property, and/or the actions or omissions of the Grantee and/or the Grantee's agents, employees, representatives, contractors and invitees
7. **Inspections and Reports.** The Grantee shall provide the Town with progress reports at three (3)-month intervals beginning sixty (60) days from the date of the signing of this Grant Agreement for as long as the Funds remain unexpended, and with final notification within thirty (30) days after the Project has been completed.
8. The Grantee shall submit a final report including digital photographs and other documents, within thirty (30) days of the Completion Date. All documents, including, but not limited to, photographs and videos, submitted to the Town through the Historical Commission shall become the property of the Town and shall be available for use by the Town and available to the public under the Massachusetts Public Records Law.
9. **Record Keeping.** The Grantee agrees to keep, such records with respect to the utilization and the proceeds of this Grant Agreement as are kept in the normal course of business and such additional records as may be required by the Town. The Grantee further agrees to make these records available to the Town upon request.
10. **Payments.** The Town shall disburse to Grantee an amount equal to the cost of performing the Work, which disbursements shall be made and paid only upon the presentment of detailed invoices from Grantee as well as proof of payment by the Grantee for work shown on invoices. No payment shall be made until the Building Commission or Historical Commission reasonably determines that the Work has been done in a good and workmanlike manner and substantially in compliance with the Contract Documents and with legal requirements applicable to the Work. Final payment shall be paid when the Restriction required under Section 2 hereof has been recorded with the Middlesex South District Registry of Deeds. The entire cost of performing the Work in excess of the Funds shall be paid by Grantee.
11. **Successors and Assigns.** This Grant Agreement is binding upon the parties hereto, their successors, assigns and legal representatives. The Grantee shall not assign, subcontract or otherwise transfer this Grant Agreement and/or its rights hereunder, in whole or in part, without the prior written consent of the Town.
12. **Termination.** In the event the Grantee fails to fulfill all obligations under the terms of this Grant Agreement, as determined by the Town, and such failure is not cured within forty-five (45) days after the Town has given written notice to the Grantee specifying such failure, the Town shall have the right, in its sole discretion, to terminate this Grant Agreement upon

written notice to the Grantee. Upon receipt of said termination notice, the Grantee shall cease to incur additional expenses in connection with this Grant Agreement.

13. Compliance with Laws. The Grantee shall comply with all Federal, State and local laws, rules, regulations and orders applicable to the Project, such provisions being incorporated herein by reference, and shall be responsible for obtaining all necessary licenses, permits, and approvals required in connection with the Project. No local permit or license and no fee or charge is waived by the award of this grant.
14. Notice. Any and all notices, or other communications required or permitted under this Grant Agreement, shall be in writing and delivered by hand or mailed postage prepaid, return receipt requested, by registered or certified mail or by other reputable delivery service, to the parties at the addresses set forth on Page 1 or furnished from time to time in writing hereafter by one party to the other party. Any such notice or correspondence shall be deemed given when so delivered by hand, if so mailed, when deposited with the U.S. Postal Service or, if sent by private overnight or other delivery service, when deposited with such delivery service.
15. Community Preservation Act Awareness. During construction of the Project, the Grantee agrees to post, at a location mutually acceptable by the parties, a sign, provided by the Town stating that the Project is being funded through the Community Preservation Fund program.
16. Severability. If any term or condition of this Grant Agreement or any application thereof shall to any extent be held invalid, illegal or unenforceable by a court of competent jurisdiction, the validity, legality, and enforceability of the remaining terms and conditions of this Grant Agreement shall not be deemed affected thereby unless one or both parties would be substantially or materially prejudiced.
17. Governing Law. This Grant Agreement shall be governed by, construed and enforced in accordance with the laws of the Commonwealth of Massachusetts and the Grantee submits to the jurisdiction of any of its appropriate courts for the adjudication of disputes arising out of this Grant Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Grant Agreement on the day and year first written above.

TOWN OF WAYLAND,  
By its Board of Selectmen

TRINITARIAN CONGREGATIONAL CHURCH

\_\_\_\_\_

By: \_\_\_\_\_  
Name:  
Title:

\_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_  
Name:  
Title:

\_\_\_\_\_

\_\_\_\_\_

TOWN OF WAYLAND  
COMMUNITY PRESERVATION COMMITTEE

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\_\_\_\_\_

**HISTORIC PRESERVATION RESTRICTION AGREEMENT**

between

**TRINITARIAN CONGREGATIONAL CHURCH**

and

**TOWN OF WAYLAND by and through the WAYLAND HISTORICAL COMMISSION**

The Preservation Restriction Agreement (the "Agreement") for 55 Cochituate Road, Wayland, Middlesex County, Massachusetts 01778 is made this day \_\_\_\_ of July 2017 by and between the Board of the Trinitarian Congregational Church (GRANTOR) having an address of 53 Cochituate Road Wayland, Massachusetts 01778 and the Town of Wayland through the Wayland Historical Commission (GRANTEE) a Massachusetts municipality having its principal office at 41 Cochituate Road, Wayland, MA 01778.

**WITNESSETH**

WHEREAS, the Grantor is the owner in fee simple of certain property known as the First Wayland High School, now called Bradford Hall, located at 55 Cochituate Road, Wayland, Middlesex County, Massachusetts 01778 (hereinafter referred to as the "BUILDING") as described in a deed dated December 1, 1978, which includes premises consisting of approximately 11,250 square feet of land, being more particularly described in **Exhibit A-1** attached hereto and incorporated herein by this reference, and in that certain deed (the "Deed") recorded with the Middlesex South District Registry of Deeds in Book 13604, Page 069. Said Building includes a tall, hipped-roof, two-story, wood-frame building known historically as the First Wayland High School (now known as Bradford Hall), with original construction dated to 1855 hereinafter the "Building," on part of a 1.66 acre lot identified in Town of Wayland Assessors Records as Parcel 23-109 as represented in **Exhibit A-2**, attached hereto and incorporated by this reference. The Building protected by this Agreement consists only of Wayland's First High School, now known as Bradford Hall, and labeled as such in **Exhibits A-2**. The Building is described on Form B of Massachusetts Historical Commission Survey as attached as **Exhibit B-1** and as shown in the photographs attached as **Exhibit B-2** hereto.

WHEREAS, the Building has been determined to represent an architectural resource of considerable importance to the Town, being an important example of Italianate architecture and one of the oldest remaining school buildings; featuring notable exterior details;

WHEREAS, the Building has been determined eligible for listing in the National Register of Historic Places as part of an expanded Wayland Center Historic District;

WHEREAS, the Grantor and Grantee wish to recognize the architectural, historical and cultural values (hereinafter "preservation values") and significance of the Building and have the common purpose of conserving and preserving the aforesaid preservation values and significance of the Building;

WHEREAS, the Grantor wishes to impose certain restrictions, obligations and duties upon it as owners of the Building and on the successors to its right, title and interest therein, with respect to maintenance,

protection, and preservation of the Building in order to protect the architectural, archaeological and historical heritage of the Building and so that said restrictions, obligations and duties shall serve the public interest in a manner consistent preservation restrictions of limited terms;

WHEREAS, the Building's preservation values are documented in **Exhibits A-1 through B-2** below (hereinafter the "Baseline Documentation") incorporated herein by reference. The Baseline Documentation shall be used for purposes of reference in design and construction and for assistance in review. In the event of any discrepancy between the two counterparts produced, the counterpart retained by the Grantee shall control. The Baseline Documentation, which is attached hereto and made a part hereof, as **Exhibit A and B**, consists of the following:

- Legal Property Description from Deed dated December 1, 1978 (Book 13604, Page 069) recorded with the Middlesex South District Registry of Deeds attached hereto as **Exhibit A-1**;
- Town of Wayland GIS Map showing Parcel 23-109 with the First High School on said parcel circled, attached hereto as **Exhibit A-2**;
- Architectural Description and history, Massachusetts Historical Commission Survey Form B, attached hereto as **Exhibit B-1**;
- Current photographs of the Building, , attached hereto as **Exhibit B-2**;

WHEREAS, the Grantee is a governmental body organized under the laws of the Commonwealth of Massachusetts and authorized to accept these preservation restrictions as the Grantee, and to administer, manage and enforce this preservation agreement;

WHEREAS, the Grantor agrees to preserve the Building in accordance with "The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings" (36 CFR 67 and 68), as these may be amended from time to time (hereinafter the "Secretary's Standards"), and in accordance with the "Restriction Guidelines and Procedures for Maintenance and Improvements" (hereinafter the "Guidelines"), said Guidelines being attached hereto and incorporated herein as **Exhibit C**.

Now therefore, for good and valuable consideration, the receipt of which is hereby acknowledged the Grantor does hereby irrevocably grant and convey to the Grantee, its successors and assigns this Preservation Restriction for a period of thirty (30) years from the date of recording to the exterior of the Building known as the First High School (now Bradford Hall) to be administered, managed and enforced by the Wayland Historical Commission.

## **1. PURPOSE**

It is the purpose of this Restriction to assure that the architectural, historical and cultural features of the exterior of the Building will be retained and maintained substantially in current condition or in a restored condition approved by the Grantee for preservation purposes and to prevent any change of the Building that will significantly impair or interfere with the Building's preservation values, and to preserve the outstanding qualities of the Italianate former schoolhouse as a benefit to the public. The exceptions



are the two single-story ells on the rear/west elevation that are not considered to be historically significant.

## **2. PRESERVATION RESTRICTION**

The Grantor agrees that without the prior express written approval of the Grantee, which approval may not be unreasonably withheld, but which may be subject to such reasonable conditions as the Grantee in its discretion may determine, Grantor shall not make any changes to the Building, including the alteration, partial removal, construction, remodeling, or other physical or structural change that may affect the appearance, material, workmanship or structural stability of the exterior of the Building as they exist as of the date of the Agreement, documented in the photographs attached hereto as part of Exhibit B, except as approved by the Wayland Historical Commission:

### Exterior Restrictions

- a. Facades and elevations of the Building (including without limitation all foundations, walls, exterior doors, door frames, windows, window sash, window frames, transoms, hardware, wall sheathing, masonry, porches, panels, cornices, moldings, and all other elements, whether decorative or structural, which support any of the foregoing),
- b. Massing, profile and materials of the Building roof.

## **3. GRANTOR'S COVENANTS**

3.1 Grant of Covenant: The Grantor's covenant with the Grantee to preserve the Building in accordance with the Secretary's Standards and in accordance with the Guidelines.

3.2 Maintenance of Building: Grantor agrees at all times to maintain the Building in sound structural condition and good state of repair, including the exterior of the Building, in accordance with the Secretary's Standards and in accordance with the Guidelines.

The Grantor agrees to bear the cost of maintenance, repair and administration of the Building so as to preserve the characteristics that contribute to the architectural, archaeological and historical integrity of the Building in a manner satisfactory to the Grantee according to the Secretary's Standards. The Grantor may seek financial assistance from any source available to them. The Grantee does not assume any obligation for maintaining, repairing or administering the Building.

Subject to the casualty provisions of Paragraphs 8 and 9 hereof, the Grantor's obligation to maintain the Building shall require replacement, rebuilding, repair and reconstruction of the Building, whenever necessary in accordance with the Secretary's Standards and in accordance with the Guidelines.

## **4. GRANTOR'S CONDITIONAL RIGHTS**

4.1 Conditional Rights Requiring Approval by Grantee: Without the prior express written approval of the Grantee, which approval may be reasonably withheld or conditioned at the discretion of the Grantee, the Grantor shall not undertake any of the following actions:

- a. Increase or decrease the height of, make additions to, change the exterior construction materials, or move, improve, alter, reconstruct or change the facades (including without limitation all foundations, walls, exterior doors, door frames, windows, window sash, window frames, transoms, sidelights, hardware, wall sheathing, masonry, porches, panels, cornices, moldings, and all other elements, whether decorative or structural, which support any of the foregoing) and roofs of the Building.

#### **4.2 Review of Grantor**

**Requests for Approval.** Whenever approval of the Grantee is required under this Restriction, Grantor shall request specific approval by the Grantee not less than forty-five (45) days prior to the date Grantor intends to undertake the activity in question. A request for such approval by the Grantor shall be sufficiently detailed that it may form the basis for the Grantee to approve or disapprove the request and to make an informed judgment as to its consistency with the Purpose of the Restriction. Grantor shall submit to the Grantee for its approval two (2) copies of information (including plans, specifications and designs where appropriate) describing the nature, scope, design, location, timetable and any other material aspect of the proposed activity. Within forty-five (45) days of receipt of Grantor's request for said approval, the Grantee shall, in writing, grant or withhold its approval, or request additional information relevant to the request and necessary to provide a basis for its decision. However, should the Grantee determine that additional time is necessary in order to make its decision, the Grantee shall notify the Grantor. The Grantee's approval shall not be unreasonably withheld, and shall be granted upon a reasonable showing that the proposed activity shall not materially impair the Purpose of this Restriction. Failure of the Grantee to make a decision within forty-five (45) days from the date on which the request is accepted as complete by the Grantee or notice of a time extension is received by the Grantor shall be deemed to constitute approval of the request as submitted, so long as the request sets forth the provisions of this Paragraph relating to deemed approval after the passage of time.

#### **5. STANDARDS FOR REVIEW**

Grantee shall apply the Secretary's Standards as well as the Guidelines in exercising any authority created by this Restriction to inspect the Building; to review any construction, alteration, repair or maintenance; to review casualty damage or to reconstruct or approve reconstruction of the Building following casualty damage.

#### **6. GRANTOR'S RESERVED RIGHTS**

**Grantor's Reserved Rights Not Requiring Further Approval by Grantee.** Subject to the provisions of Paragraphs 3.2, and 4.1, the following rights, uses, and activities of or by Grantor on, over, or under the Building are permitted by this Restriction without further approval by the Grantee:

- a. the right to engage in all those acts and uses that: (i) are permitted by governmental statute or regulation; (ii) do not substantially impair the conservation and preservation values of the Building; and (iii) are not inconsistent with the Purpose of this Restriction;
- b. pursuant to the provisions of Paragraph 3.2, the right to maintain and repair the Building strictly according to the Secretary's Standards and the Guidelines. As used in this

subparagraph, the right to maintain and repair shall mean the use by Grantor of in-kind materials, applied with workmanship comparable to that which was used in the construction or application of those materials being repaired or maintained, for the purpose of retaining in good condition the appearance and construction of the Building. The right to maintain and repair as used in this subparagraph shall not include the right to make changes in appearance, materials, and workmanship from that existing prior to the maintenance and repair without the prior approval of the Grantee in accordance with the provisions of Paragraphs 4.1 and 4.2;

- c. the right to continue all manner of existing use, or to pursue other allowable uses allowed under current applicable zoning regulations, and enjoyment of the Building, including but not limited to the right to maintain existing driveways; the right to maintain existing utility lines; the right to cut, remove, and clear grass or other vegetation and to perform routine maintenance, landscaping, horticultural activities, and upkeep, consistent with the Purpose of this Restriction and with the Secretary's Standards and the Guidelines;
- d. the right to continue all manner of existing uses for other buildings on same parcel under same ownership that are no subject to this restriction.

#### **7. CASUALTY DAMAGE OR DESTRUCTION; INSURANCE**

In the event that the Building or any part thereof shall be damaged or destroyed by fire, flood, windstorm, hurricane, earth movement or other casualty, Grantor shall notify the Grantee in writing within fourteen (14) days of the damage or destruction, such notification including what, if any, emergency work has already been completed. No repairs or reconstruction of any type, other than temporary emergency work to prevent further damage to the Building and to protect public safety, shall be undertaken by Grantor without the Grantee's prior written approval of the work. Within thirty (30) days of the date of damage or destruction, if required by the Grantee, Grantor at their expense shall submit to the Grantee a written report prepared by a qualified restoration architect and an engineer who are acceptable to the Grantee, which report shall include the following:

- a. an assessment of the nature and extent of the damage;
- b. a determination of the feasibility of the restoration of the Building and/or reconstruction of damaged or destroyed portions of the Building; and
- c. a report of such restoration/reconstruction work necessary to return the Building to the condition existing at the date hereof.

#### **8. REVIEW AFTER CASUALTY DAMAGE**

If, after reviewing the report provided in accordance with Paragraph 8 and assessing the availability of insurance proceeds after satisfaction of any mortgagee's/lender's claims under Paragraph 10, Grantor and Grantee agree that the Purpose of the Restriction will be served by such restoration/reconstruction, Grantor and Grantee shall establish a schedule under which Grantor shall complete the restoration/reconstruction of the Building in accordance with the plans and specifications consented to by the parties up to at least the total of the casualty insurance proceeds available to Grantor. If, after reviewing the report and assessing the availability of insurance proceeds after satisfaction of any

mortgagee's/lender's claims under paragraph 10, Grantor and Grantee agree that restoration/reconstruction of the Building is impractical or impossible, or agree that the Purpose of the Restriction would not be served by such restoration/reconstruction, Grantor may, with prior written consent of the Grantee, alter, demolish, remove, or raze the Building, and/or construct new improvements on the Building. Grantor and Grantee may then agree to seek to extinguish this Restriction in whole or in part in accordance with the laws of the Commonwealth of Massachusetts and paragraph 23 hereof. If, after reviewing the report and assessing the availability of insurance proceeds after satisfaction of any mortgagee's lender's claims under Paragraph 10, Grantor and Grantee are unable to agree that the Purpose of the Restriction will or will not be served by such restoration/reconstruction, the matter may be referred by either party to mediation in accordance with the provisions of Paragraph 27 hereof.

#### **9. INSURANCE**

Grantor shall keep the Building insured by an insurance company rated "A-1" or better by Best's for the full replacement value against loss from the perils commonly insured under standard fire and extended coverage policies and comprehensive general liability insurance against claims for personal injury, death and property damage. Property damage insurance shall include change in condition and building ordinance coverage, in form and amount sufficient to replace fully the damaged Building located thereon without cost or expense to Grantor or contribution or coinsurance from Grantor. Grantor shall deliver to Grantee, within ten (10) business days of Grantee's written request therefor, certificates of such insurance coverage. Provided, however, that whenever the Building is encumbered with a mortgage nothing contained in this Paragraph shall jeopardize the prior claim, if any, of the mortgagee/lender to the insurance proceeds.

#### **10. INDEMNIFICATION**

Grantor hereby agrees to pay, protect, indemnify, hold harmless and defend at its own cost and expense, Grantee, its agents, representatives, employees, and independent contractors from and against any and all claims, liabilities, expenses, costs, damages, losses and expenditures (including reasonable attorneys' fees and disbursements hereafter incurred) arising out of or in connection with injury to or death of any person; physical damage to the Building; the presence or release in, on, or about the Building, at any time, of any substance now or hereafter defined, listed, or otherwise classified pursuant to any law, ordinance or regulation as a hazardous, toxic, polluting or contaminating substance; or other injury or other damage occurring on or about the Building, unless such injury or damage is caused by the reckless conduct of Grantee or any agent, trustee, employee or contractor of Grantee. In the event that Grantor is required to indemnify Grantee pursuant to the terms of this Paragraph, the amount of such indemnity, until discharged, shall constitute a lien on the Building with the same effect and priority as a mechanic's lien. Provided, however, that nothing contained herein shall jeopardize the priority of any recorded lien of mortgage given in connection with a promissory note secured by the Building.

#### **11. ADMINISTRATION AND ENFORCEMENT; NOTICE**

Any notice which either Grantor or Grantee may desire or be required to give to the other party shall be in writing and shall be mailed postage prepaid by overnight courier, facsimile or electronic transmission (receipt of which is acknowledged in writing by the intended recipient), registered or certified mail with return receipt requested, or hand delivered, at the address specified for each party, above. Each party may change its address set forth herein by a notice to such effect to the other party.

#### **12. EVIDENCE OF COMPLIANCE**

Upon request by Grantor, Grantee shall promptly furnish Grantor with certification that, to the best of Grantee's knowledge, Grantor is in compliance with the obligations of Grantor contained herein, or that otherwise evidences the status of this Restriction to the extent of Grantee's knowledge thereof.

#### **13. INSPECTION**

With the consent of the Grantor as to dates and times, representatives of Grantee shall be permitted at all reasonable times to inspect the Building, to determine whether the Grantor is in compliance with the terms of this Agreement. Grantor covenants not to withhold unreasonably their consent in determining dates and times for such inspection.

#### **14. THE GRANTEE'S REMEDIES**

The Grantee may, following reasonable written notice to Grantor, institute suit(s) to enjoin any violation of the terms of this Restriction by ex parte, temporary, preliminary and/or permanent injunction, including prohibitory and/or mandatory injunctive relief, and to require the restoration of the Building located thereon to the condition and appearance required under this Restriction. The Grantee shall also have available all legal and other equitable remedies to enforce Grantor's obligations hereunder.

In the event Grantor is found to have violated any of their obligations, Grantor shall reimburse Grantee for any costs or expenses incurred in connection with Grantee's enforcement of the terms of this Restriction, including all reasonable court costs, and attorney, architectural, engineering and expert witness fees.

Exercise by Grantee of one remedy hereunder shall not have the effect of waiving or limiting any other remedy, and the failure to exercise any remedy shall not have the effect of waiving or limiting the use of any other remedy or the use of such remedy at any other time.

#### **15. NOTICE OF PROPOSED SALE/LEASE**

Grantor shall promptly notify Grantee in writing of any proposed sale of the Building and provide the opportunity for Grantee to explain the terms of the Restriction to potential new owners prior to the closing of the sale.

## **16. LIENS**

Any lien on the Building/Property created pursuant to any Paragraph of this Restriction may be confirmed by judgment and foreclosed by Grantee, as permitted by law, in the same manner as a mechanic's lien.

## **17. BINDING EFFECT; ASSIGNMENT**

Run with the Building. Except as provided in Paragraphs 9 and 23, the obligations imposed by this Restriction shall be effective for the term of the Restriction, thirty (30) years, and shall be deemed to run as a binding servitude with the Building/Property. This Restriction shall extend to and be binding upon Grantor and Grantee, their respective heirs, successors and assignees, and all persons hereafter claiming under or through Grantor and Grantee, and the words "Grantor" and "Grantee" when used herein shall include all such persons. Any right, title or interest herein granted to Grantee also shall be deemed granted to each successor and assign of Grantee and each such following successor and assign thereof, and the word "Grantee" shall include all such successors and assigns.

Anything contained herein to the contrary notwithstanding, an owner of the Building shall have no obligation pursuant to this instrument where such owner shall cease to have any ownership interest in the Building by reason of a bona fide transfer, except as to any matter resulting from acts or omissions preceding transfer of the Building to such third party. The restrictions, stipulations and covenants contained in this Restriction shall be inserted by Grantor, verbatim or by express reference, in any subsequent deed or other legal instrument, including, but not limited to a lease, by which Grantor divests self of either the fee simple title to or any lesser estate in the Building or any part thereof, including by way of example and not limitation, a lease of all or a portion of the Building.

## **18. ASSIGNMENT**

The Grantee may without prior notice to Grantor, convey, assign or transfer this Restriction to a local, state or national organization that is a charitable corporation or trust qualified, whose purposes include preservation of buildings and/or sites of historical significance, provided that any such conveyance, assignment or transfer requires that the Purpose for which the Restriction was granted will continue to be carried out.

## **19. RECORDING AND EFFECTIVE DATE**

The Grantee shall do and perform at its own cost all acts necessary to the prompt recording of this instrument with Middlesex South District Registry of Deeds. Grantor and Grantee intend that this Restriction shall take effect upon the day and year this instrument is recorded with said Deeds.

## **20. EXTINGUISHMENT**

Grantor and Grantee hereby recognize that an unexpected change in the conditions surrounding the Building may make impossible the continued ownership or use of the Building for the Purpose of this Restriction and necessitate extinguishment of the Restriction. Such a change in conditions may include, but is not limited to, partial or total destruction of the Building resulting from casualty. Such an extinguishment must meet all of the requirements for extinguishment, including approvals by the Town

of Wayland following public hearings to determine that such extinguishment is in the public interest. All other provisions of this Agreement shall remain in full force and effect unless and until this Agreement is terminated or extinguished in compliance with said requirements.

## **21. INTERPRETATION**

Interpretation. The following provisions shall govern the effectiveness, interpretation, and duration of the Restriction:

- a. Any rule of strict construction designed to limit the breadth of restrictions on alienation or use of Building shall not apply in the construction or interpretation of this Restriction and with respect to preservation of the Building thereunder, this instrument shall be interpreted broadly to affect its Purpose and the transfer of rights and the restrictions on use herein contained.
- b. This instrument is executed in two counterparts, one of which is to be retained by Grantor and the other, after recording, to be retained by Grantee. In the event of any disparity between the counterparts produced, the counterpart retained by Grantee shall in all cases govern. Except as provided in the preceding sentence, each counterpart shall constitute the agreement of the parties.
- c. This instrument is made by the parties, it being the intent of the parties to agree and to bind themselves, their heirs, successors and their assigns in perpetuity to each term of this instrument whether this instrument be enforceable by reason of any statute, common law or private agreement either in existence now or at any time subsequent hereto.
- d. Nothing contained herein shall be interpreted to authorize or permit Grantor to violate any by-law or regulation relating to building materials, construction methods or use. In the event of any conflict between any such by-law or regulation and the terms hereof, Grantor promptly shall notify Grantee of such conflict and shall co-operate with Grantee and the applicable governmental entity to accommodate the purposes of both this Restriction and such by-law or regulation.

## **24. AMENDMENT**

If circumstances arise under which an amendment to or modification of this Restriction would be appropriate, Grantor and Grantee may by mutual written agreement jointly amend this Restriction, provided that no amendment shall be made that will adversely affect the qualification of this Restriction or the rights of Grantee under any applicable laws, including the laws of the Commonwealth of Massachusetts. Any such amendment shall be consistent with the protection of the conservation and preservation values of the Building and the Purpose of this Restriction; shall be approved as required under the Act; shall not affect its perpetual duration; shall not permit additional development on the building; shall not permit any private inurement to any person or entity; and shall not adversely impact the overall architectural, historic, and cultural values protected by this Agreement. Any such amendment shall be recorded with Middlesex South District Registry of Deeds. Nothing in this Paragraph shall require Grantor or Grantee to agree to any amendment or to consult or negotiate regarding any amendment.

**26. ARCHAEOLOGICAL ACTIVITIES**

The conduct of archaeological activities on the Building, including without limitation, survey, excavation and artifact retrieval, may occur only following the submission of an archaeological field investigation plan prepared by the Grantor and approved in writing by the Grantee and the State Archaeologist of the Massachusetts Historical Commission (M.G.L. Ch.9. Section 27C, 950 CMR 70.00).

TO HAVE AND TO HOLD, the said Historic Preservation Restriction, unto the said Grantee and its successors and permitted assigns forever. This HISTORIC PRESERVATION RESTRICTION AGREEMENT may be executed in two counterparts and by each party on a separate counterpart, each of which when so executed and delivered shall be an original, but both of which together shall constitute one instrument.



IN WITNESS WHEREOF, Grantor and Grantee have set their hands under seal on the days and year set forth below.

GRANTOR:

\_\_\_\_\_  
Trinitarian Congregational Board Chairman

\_\_\_\_\_

\_\_\_\_\_, ss.

On this \_\_\_\_\_ day of \_\_\_\_\_, 2017, before me, the undersigned Notary Public, personally appeared \_\_\_\_\_, as aforesaid, who proved to me through satisfactory evidence of identification, which was \_\_\_\_\_, to be the person whose names are signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose.

\_\_\_\_\_  
Notary Public  
My Commission Expires:

\_\_\_\_\_, ss.

On this \_\_\_\_\_ day of \_\_\_\_\_, 2015, before me, the undersigned Notary Public, personally appeared \_\_\_\_\_, as aforesaid, who proved to me through satisfactory evidence of identification, which was \_\_\_\_\_, to be the person whose names are signed on the preceding or attached document, and acknowledged to me that she signed it voluntarily for its stated purpose.

\_\_\_\_\_  
Notary Public  
My Commission Expires:

**ACCEPTANCE OF PRESERVATION RESTRICTION**

The Wayland Historical Commission (“Grantee”) hereby accepts the foregoing Preservation Restriction, pursuant to a vote of acceptance taken on \_\_\_\_\_, \_\_\_\_\_, 2017 (a certified copy of which is attached hereto).

**Wayland Historical Commission**

\_\_\_\_\_  
Elisa Scola, Chair

\_\_\_\_\_  
Amanda Ciaccio

\_\_\_\_\_  
Ann B. Gordon

\_\_\_\_\_  
Richard Conrad

\_\_\_\_\_  
Tonya Largy

\_\_\_\_\_  
John Dyer

\_\_\_\_\_  
Katharine Gardner-Westcott

**COMMONWEALTH OF MASSACHUSETTS**

Middlesex, ss.

On this \_\_\_\_\_ day of \_\_\_\_\_, 2017, before me, the undersigned Notary Public, personally appeared Elisa Scola, as aforesaid, who proved to me through satisfactory evidence of identification, which was \_\_\_\_\_, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that she signed it voluntarily for its stated purpose on behalf of the Wayland Historical Society.

\_\_\_\_\_  
Notary Public  
My Commission Expires:

**COMMONWEALTH OF MASSACHUSETTS**

Middlesex, ss.

On this \_\_\_\_\_ day of \_\_\_\_\_, 2017, before me, the undersigned Notary Public, personally appeared Amanda Ciaccio, as aforesaid, who proved to me through satisfactory evidence of identification, which was \_\_\_\_\_, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose on behalf of the Wayland Historical Society.

\_\_\_\_\_  
Notary Public  
My Commission Expires:

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

On this \_\_\_\_\_ day of \_\_\_\_\_, 2017, before me, the undersigned Notary Public, personally appeared Richard Conard, as aforesaid, who proved to me through satisfactory evidence of identification, which was \_\_\_\_\_, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that she signed it voluntarily for its stated purpose on behalf of the Wayland Historical Society.

\_\_\_\_\_  
Notary Public  
My Commission Expires:

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

On this \_\_\_\_\_ day of \_\_\_\_\_, 2017, before me, the undersigned Notary Public, personally appeared John Dyer, as aforesaid, who proved to me through satisfactory evidence of identification, which was \_\_\_\_\_, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that she signed it voluntarily for its stated purpose on behalf of the Wayland Historical Society.

\_\_\_\_\_  
Notary Public  
My Commission Expires:

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

On this \_\_\_\_\_ day of \_\_\_\_\_, 2017, before me, the undersigned Notary Public, personally appeared Katherine Gardner-Westcott, as aforesaid, who proved to me through satisfactory evidence of identification, which was \_\_\_\_\_, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that she signed it voluntarily for its stated purpose on behalf of the Wayland Historical Society.

\_\_\_\_\_  
Notary Public  
My Commission Expires:

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

On this \_\_\_\_\_ day of \_\_\_\_\_, 2017, before me, the undersigned Notary Public, personally appeared Ann B. Gordon, as aforesaid, who proved to me through satisfactory evidence of identification, which was \_\_\_\_\_, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that she signed it voluntarily for its stated purpose on behalf of the Wayland Historical Society.

\_\_\_\_\_  
Notary Public  
My Commission Expires:

My Commission Expires:

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

On this \_\_\_\_\_ day of \_\_\_\_\_, 2015, before me, the undersigned Notary Public, personally appeared Tonya Largy, as aforesaid, who proved to me through satisfactory evidence of identification, which was \_\_\_\_\_, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose on behalf of the Wayland Historical Society.

\_\_\_\_\_  
Notary Public  
My Commission Expires:

APPROVAL OF PRESERVATION RESTRICTIONS

**First Wayland High School  
55 Cochituate Road  
Wayland, Massachusetts**

The TOWN OF WAYLAND, by and through its BOARD OF SELECTMEN,

Approved the foregoing preservation restrictions in a vote taken at a public meeting held on \_\_\_\_\_ 2017, a certified copy of which is attached hereto.

In approving these restrictions, the Town of Wayland assumes no responsibility, nor accepts any liability for enforcement.

\_\_\_\_\_  
Lea Anderson, Chair

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

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

\_\_\_\_\_  
Cherry Karlson

\_\_\_\_\_  
Douglas Levine

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

On this \_\_\_\_\_ day of \_\_\_\_\_, 2017, before me, the undersigned Notary Public, personally appeared Lea Anderson, Selectman of the Town of Wayland, as aforesaid, who proved to me through satisfactory evidence of identification, which was \_\_\_\_\_, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that she signed it voluntarily for its stated purpose on behalf of the Town of Wayland.

\_\_\_\_\_  
Notary Public  
My Commission Expires

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

On this \_\_\_\_\_ day of \_\_\_\_\_, 2017, before me, the undersigned Notary Public, personally appeared Mary Antes, Selectman of the Town of Wayland, as aforesaid, who proved to me through satisfactory evidence of identification, which was \_\_\_\_\_, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that she signed it voluntarily for its stated purpose on behalf of the Town of Wayland.

\_\_\_\_\_  
Notary Public  
My Commission Expires

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

On this \_\_\_\_\_ day of \_\_\_\_\_, 2017 before me, the undersigned Notary Public, personally appeared Louis Jurist, Selectman of the Town of Wayland, as aforesaid, who proved to me through satisfactory evidence of identification, which was \_\_\_\_\_, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that she signed it voluntarily for its stated purpose on behalf of the Town of Wayland.

\_\_\_\_\_  
Notary Public  
My Commission Expires

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

On this \_\_\_\_\_ day of \_\_\_\_\_, 2017, before me, the undersigned Notary Public, personally appeared Cherry Karlson, Selectman of the Town of Wayland, as aforesaid, who proved to me through satisfactory evidence of identification, which was \_\_\_\_\_, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose on behalf of the Town of Wayland.

\_\_\_\_\_  
Notary Public  
My Commission Expires

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

On this \_\_\_\_\_ day of \_\_\_\_\_, 2017, before me, the undersigned Notary Public, personally appeared Douglas Levine, Selectman of the Town of Wayland, as aforesaid, who proved to me through satisfactory evidence of identification, which was \_\_\_\_\_, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose on behalf of the Town of Wayland.

\_\_\_\_\_  
Notary Public  
My Commission Expires

**Certificate of Vote – Selectmen**

At a regularly scheduled meeting of the Board of Selectmen of the Town of Wayland, held at \_\_\_\_\_ PM on \_\_\_\_, 2017 at the Wayland Town Building, Wayland, Massachusetts, at which meeting a quorum voted in person (\_\_\_\_\_) it was:

VOTED:

That the Wayland Board of Selectmen approved the preservation restriction agreement between the Wayland Historical Commission (Grantees) and the owner of the First High School (the Grantor), situated at 55 Cochituate Road, Wayland, MA.

\_\_\_\_\_  
Nan Balmer, Town Administrator

**Exhibit A-1**  
**Legal Property Description**  
**Deed Book 13604, Page 069 dated December 1, 1978**  
**Middlesex South District Registry of Deeds**

BK13604 PG069

110  
1  
11-15

RECORDED IN DEED BOOK 13604 PAGE 069

PEQUOD LODGE, No. 229, Independent Order of Odd Fellows, a Massachusetts non-profit corporation of Wayland, Middlesex County, Massachusetts

for consideration paid in the amount of Forty-Four Thousand and No/100 (\$44,000.00) Dollars

grant to TRINITARIAN CONGREGATIONAL CHURCH, a Massachusetts religious corporation, having a usual meeting place at Cochituate Road, Wayland, Middlesex County, Massachusetts

**with QUITCLAIM COVENANTS**

A certain parcel of land with the building thereon located adjacent to 33 Cochituate Road, in said Wayland described on "Plan of Land in Wayland, Mass. Scale: 1 IN. = 20 FT. NOV. 21, 1978 EVERRETT M. BROOKS CO. CIVIL ENG'RS. NEWTONVILLE MASS." to be recorded herewith and more particularly bounded and described as follows:

Beginning at a drill hole on said Cochituate Road and at land of Trinitarian Congregation Church of Wayland; thence running in a Westerly direction one hundred fifty and no/100 (150.00') feet by said Trinitarian Church land to an iron pipe at land of Town of Wayland; thence turning and running Southerly by said Wayland land, seventy-five and no/100 (75.00') feet to a spike at other land of Town of Wayland; thence turning and running Easterly by said other land of Town of Wayland, one hundred fifty and no/100 (150.00') feet to a belt at said Cochituate Road; thence turning and running Northerly by said Cochituate Road, seventy-five and no/100 (75.00') to a drill hole at the point of beginning. Containing 11,250 square feet according to said plan.

For our title see deed of Hannah W. Pousland to said lodge dated November 6, 1895, recorded in Middlesex South District Deeds, Book 2425, Page 383, and deed from Town of Wayland to said lodge dated May 21, 1896, recorded in said deeds, Book 2463, Page 357.

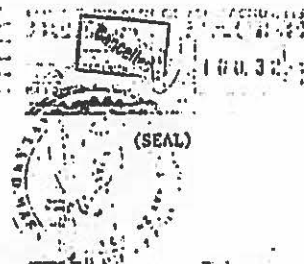
In witness whereof, said Pequod Lodge, No. 229, Independent Order of Odd Fellows, by its Noble Grand, its Vice Grand and Secretary, hereby signs the foregoing instrument and affixes its seal hereto, this first day of December, 1978.

PEQUOD LODGE, No. 229  
Independent Order of Odd Fellows

by: James M. Ellis  
James M. Ellis, Noble Grand  
46 Cutler Drive, Ashland, Mass.

Byron O. Johnson  
Byron O. Johnson, Vice Grand  
6 Meadow Lane, Framingham, Mass.

William E. Hodgson  
William E. Hodgson, Secretary  
34 Simpson Drive, Framingham, MA



COMMONWEALTH OF MASSACHUSETTS

MIDDLESEX, SS.

December 1, 1978

Then personally appeared the above-named James M. Ellis, Noble Grand and acknowledged the foregoing instrument to be the free act and deed of PEQUOD LODGE, No. 229, Independent Order of Odd Fellows, before me

Nathaniel Ellis  
Notary Public, Nathaniel Ellis  
My commission expires: 10/29/82





Exhibit A-2



Wayland Center – 55 Cochituate Road

**Exhibit B-1**  
**FORM B – BUILDING**

MASSACHUSETTS HISTORICAL COMMISSION  
MASSACHUSETTS ARCHIVES BUILDING  
220 MORRISSEY BOULEVARD  
BOSTON, MASSACHUSETTS 02125

Date (month / year): October 2012

Assessor's Number USGS Quad Area(s) Form Number

23-109

Natick

WAY.89

**Photograph**



Town: WAYLAND

Place: (neighborhood or village)  
Wayland Center

Address: 55 Cochituate Road  
(was 49 Cochituate Road)

Historic Name: First Wayland High School/Odd Fellows Hall

Uses: Present: educational/religious

Original: educational

Date of Construction 1855

Source: town histories

Style/Form: Italianate

Architect/Builder: unknown

**Exterior Material:**

Foundation: granite block

Wall/Trim: wood clapboards

Roof: slate shingles

**Outbuildings/Secondary Structures:** other buildings on same lot have been documented on B-Forms also, playground fenced in at rear of building.

**Major Alterations (with dates):** window infill; rear ell with rear entry – mid to late 20<sup>th</sup> C.

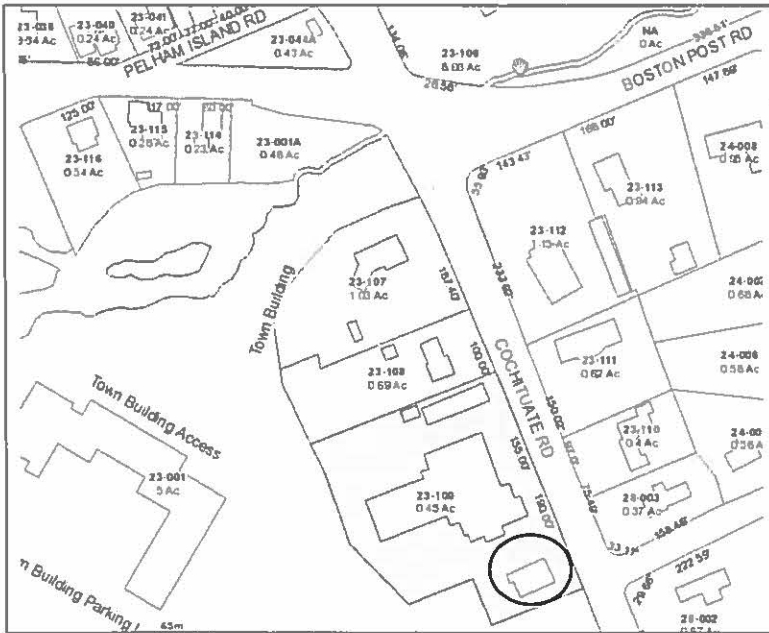
Condition: fair-good

Moved: no | | yes  | Date 1896 (slightly north)

Acreage: 1.66 acres

**Setting:** Residential/institutional neighborhood at town center, among early 20<sup>th</sup> C. dwellings. Town Building and athletic fields behind parking.

**Topographic or Assessor's Map**



Recorded by: Gretchen G. Schuler

Organization: for Wayland Historical Commission

**INVENTORY FORM B CONTINUATION SHEET** WAYLAND 55 COCHITUATE RDMASSACHUSETTS HISTORICAL COMMISSION  
220 MORRISSEY BOULEVARD, BOSTON, MASSACHUSETTS 02125

Area(s) Form No.

WAY.89

Recommended for listing in the National Register of Historic Places.  
If checked, you must attach a completed National Register Criteria Statement form.

Use as much space as necessary to complete the following entries, allowing text to flow onto additional continuation sheets.

**ARCHITECTURAL DESCRIPTION:** Describe architectural features. Evaluate the characteristics of this building in terms of other buildings within the community.

Situated on the west side of Cochituate Road on a parcel that now contains three Trinitarian Church buildings, this large hipped-roof, two-story, former High School rests on a granite block foundation, has wood clapboard siding, and a slate-shingled roof. The Italianate building is nearly square although three bays wide and four deep. The middle bay of the three-bay façade is substantially wider than the end bays. The building is divided: horizontally by a water table above the foundation, a cornice molding wrapping around the four sides of the building dividing the two stories, and the bracketed eave cornice that wraps around the whole building; and vertically by tall pilasters between each bay. These pilasters are articulated by quoins at the first-story level and narrow vertical boards forming a wide square pilaster at the second story. Windows are set into ovolo casings with slightly projecting unadorned sills. First-story windows are rectangular with 6/6 sash; second-story windows have 9/9 sash with segmental arched openings. There is one exception on the south side where the first window has casement sash (8-by-8). On the façade the windows in the end bays are blind, having been filled with clapboards, retaining the molded casings. (Historic photographs show glazed windows in these spaces.) The middle bay of the façade has a pair of narrow segmental-arched windows each with 6/6 sash (vertically stacked 2/2/2 for each half of the sash) and each window is set into a segmental-arched casing. The first-story middle bay has a pair of tall narrow three-light (vertically stacked) windows each set deeply into a casing with the same ovolo molding found around other windows. Six-paneled doors flank this pair of windows. The flat-roofed, open entry porch spans the middle bay and consists of round-headed arched openings formed by bold square columns on square with recessed panels resting on square bases and having wide molded caps from which the arches spring. This porch is one arch deep and three wide. Flush board siding fills in tops of the columns and around the arches. Corner posts are similar to the other vertical dividers – quoined first story and flush board second story. The roof cornice is carried by many closely spaced carved brackets. A broad brick chimney with a corbelled top rises from the middle front of the hipped roof. Across the rear elevation/west there is a single-story rear ell, which is low for 2/3 of its length and about 1 ½ stories at the northwest corner. A steeply pitched shed-roof covers this ell. Two small multi-light windows are in the low part and a multi-light segmental-arched window is in the taller part.

**HISTORICAL NARRATIVE** Discuss the history of the building. Explain its associations with local (or state) history. Include uses of the building, and the role(s) the owners/occupants played within the community.

The history of Wayland's schools is linked to that of Sudbury for the first century. Up until the 1720s classes were held in residents' homes, after which Town Meeting voted to build a schoolhouse in each of the two precincts. Thus one of similar size was built in the East Precinct (east side of the Sudbury River) to that built in the West Precinct. By the mid-1700s five grammar schools were scattered throughout Sudbury – two in the East Precinct (now Wayland) and three in the West Precinct (now Sudbury). At the time of separate incorporation in 1780, East Sudbury's newly established Town Meeting voted to have six schoolhouses, which by then was only one more than James Sumner Draper (1811-1896) had reported to have existed in 1775, the year for which he drew a map showing buildings that were in situ at that time.

In 1854 Wayland's Town Meeting voted to build its first **High School** which was completed here in the following year. Within a few years the new High School was underused so that grammar school met here. By

**INVENTORY FORM B CONTINUATION SHEET** WAYLAND 55 COCHITUATE RDMASSACHUSETTS HISTORICAL COMMISSION  
220 MORRISSEY BOULEVARD, BOSTON, MASSACHUSETTS 02125

Area(s) Form No.

WAY.89

the 1880s high school students were sent out of town rather than hire a teacher for the full year. This arrangement lasted only a few years; however at about the same time in the late 1880s this building had fallen into poor repair. In 1892 Wayland schools were inspected by the state inspector of public buildings and the High School was found to be inadequate requiring costly repairs in addition to repairs necessary at four one-room schoolhouses. The 1893 Town Meeting considered repair of this building or construction of a new building. The school issue came up several times over the next three years often creating animosity among residents of Cochituate and North Wayland. In the end money was appropriated to add to a donation made by Francis Shaw to build a new High and Grammar School which cost \$25,000 to construct. Part of the plan to pay for the new building was to sell this building. The Independent Order of Odd Fellows had formed a chapter in Wayland in early 1894 and had acquired land just south of the First High School in hopes of being able to move the building there. In the end it proved more prudent to move this building farther north on the same town-owned lot and to exchange the town-owned lot for the one that the Pequod Lodge had purchased to the south. Thus this property became the home of Wayland's chapter of the Independent Order known as **Pequod Lodge of Odd Fellows**. And the new school was built on the parcel to the south (now Center Park since the 1897 Wayland Center High and Grammar School was demolished in 1978).

The Independent Order of Odd Fellows, a fraternal organization, has at its core: Friendship, Love and Truth. The basic commandment for members of the IOOF is to "visit the sick, relieve, the distressed, bury the dead and educate the orphan." Odd Fellows originated in England and first met in the United States in Baltimore, Maryland in 1819. By the 1840s, the American version became the IOOF and chapters were formed all over the country. Wayland's IOOF first met in 1894 and had members from Wayland Center and from Cochituate. Once this building was moved slightly north on the same lot, it became the home of Pequod Lodge #229 of Odd Fellows and remained as such until 1978 when the building was sold to the **Trinitarian Church**. Since that time it has been used for administrative purposes and for youth group and other Trinitarian Church meetings.

Old photographs from the turn of the last century show that the building was painted in three colors – white or cream trim, a light colored body, and dark (green or black) window sash, shutters and doors.

**BIBLIOGRAPHY and/or REFERENCES**

- Atlas/Maps: 1856 Walling (High School), 1866 (High School), 1875 (School), 1889, 1908 Walker (I.O.O.F.), Brooks (Pequod Lodge #229).  
Emery, Helen. *The Puritan Village Evolves*. Canaan, NH: Phoenix Publishing. 1981.  
Wayland Historical Society. Program Video – Wayland High School Then (1855) and Now (2011).  
[http://en.wikipedia.org/wiki/Independent\\_Order\\_of\\_Odd\\_Fellows](http://en.wikipedia.org/wiki/Independent_Order_of_Odd_Fellows)

MASSACHUSETTS HISTORICAL COMMISSION  
MASSACHUSETTS ARCHIVES BUILDING  
220 MORRISSEY BOULEVARD  
BOSTON, MASSACHUSETTS 02125

WAYLAND 55 Cochituate Road

Area(s) Form No.

	WAY.89
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### National Register of Historic Places Criteria Statement Form

Check all that apply:

- Individually eligible       Eligible **only** in a historic district  
 Contributing to a potential historic district       Potential historic district

Criteria:     A     B     C     D

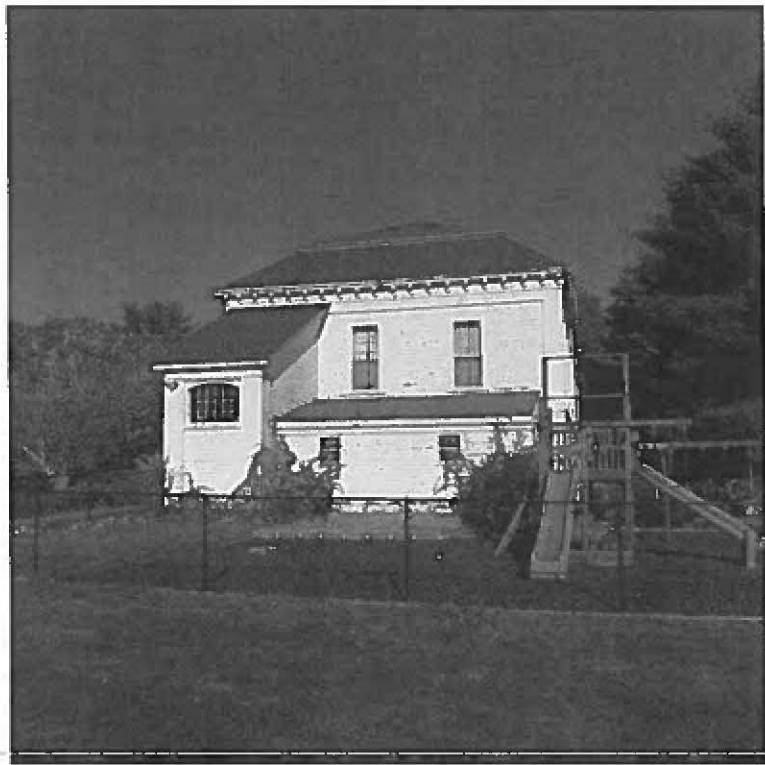
Criteria Considerations:     A     B     C     D     E     F     G

Statement of Significance by \_\_\_\_\_ Gretchen G.  
Schuler \_\_\_\_\_

*The criteria that are checked in the above sections must be justified here.*

The First Wayland High School is eligible for listing in the National Register of Historic Places individually or as part of a Wayland Center Historic District. The building is one of only a couple of 19<sup>th</sup> century schools remaining in Wayland and is the most prominent for location and architecture. It retains integrity of location, setting, design, materials, craftsmanship, feeling and association.

**Exhibit B-2**  
**Photographs of the Building,**



## **Exhibit C**

### **Restriction Guidelines and Procedures for Maintenance and Improvements**

#### **1. PREAMBLE**

The purpose of these Guidelines is to assist the Building Owner (the Owner) and the Wayland Historical Commission in retaining the substance and character of the historic substance of the First High School, Wayland, Middlesex County, Massachusetts (the Building), by establishing standards and procedures for maintenance and improvements in accordance with the principles established in the Preservation Restriction to which this is appended.

#### **2. GENERAL PROVISIONS**

In view of the importance to the Town of preserving the Building's character and integrity, both with respect to the Building and in context with its surroundings, the following general guidelines shall apply:

**2.1** The exterior of the east, north and south elevations of the Building shall be maintained and not altered in scale, materials and design to the overall architectural character of the Building, except subject to prior Wayland Historical Commission review and approval. The rear/ west elevation has two small single-story additions both of which can be removed and a new addition may be constructed provided it conforms in scale, materials and design to the overall architectural character of the Building, subject to prior Wayland Historical Commission review and approval.

**2.2** Necessary reconstruction or replacement of any portion of the Building shall reproduce the existing exterior features and components, except as specifically indicated in these Guidelines. The Building may not be elevated from its original foundation height, or have its roofline raised.

#### **3. GENERAL REQUIREMENTS AND REVIEW PROCEDURES**

##### **3.1 Work Subject to Review**

**3.1.1** Approval by the Wayland Historical Commission is not required for ordinary maintenance and repair of existing fabric in accordance with the Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings (36 CFR 67 and 68, hereinafter the "Secretary's Standards") and these Guidelines. The right to maintain and repair shall mean the use by the Owner of in-kind materials, applied with workmanship comparable to that which was used in the construction or application of those materials being repaired or maintained, for the purpose of retaining in good condition the appearance and construction of the Building. The right to maintain and repair shall not include the right to make changes in appearance, materials, and workmanship from that existing prior to the maintenance and repair without the prior approval of the Wayland Historical Commission. Large-scale repair or replacement of cladding or roofing is not considered ordinary maintenance and requires prior review and approval.

**3.1.2** All other non-maintenance changes and additions to the Building are subject to review by the Wayland Historical Commission. Approval of any proposed work must be granted in writing by the Wayland Historical Commission in advance of the commencement of construction.

---

### **3.2 Review Standards and Procedures**

**3.2.1** Review procedures, including those conducted for emergency repair and replacement shall generally be conducted in accordance with applicable provisions of the following:

**3.2.2** The Secretary's Standards.

**3.2.3** Determinations by the Wayland Historical Commission relating to work subject to review shall be based on the primary objective of retaining the substance and character of the Building, in accordance with the provisions of Paragraph 2 of these Guidelines.

### **3.3 Submittal and Documentation Requirements**

Material required for review may include such documentation as scale drawings, renderings, specifications, and product descriptions and samples.

### **3.4 Qualifications of Consultants and Contractors**

**3.4.1** All design work shall be performed by an architect currently licensed in Massachusetts, preferably with historical renovation and reconstruction experience.

**3.4.2** Any construction that takes place in the Main Block, except simple maintenance projects, shall be performed by contractors currently licensed in Massachusetts, preferably with a minimum of five years' experience in historical renovation and reconstruction.

## **4. BUILDING RENOVATION AND CONSTRUCTION STANDARDS**

### **4.1 General Standards**

**4.1.1** All products, components, and materials shall be of the best quality.

**4.1.2** Reconstruction of existing portions of the Building shall reproduce existing construction.

**4.1.3** New construction shall maintain the scale, proportions, detailing and general character of the existing Building.

### **4.2 Specific Standards for the Exterior of Main Block**

The following standards are included to establish a general level of quality for all work, and are considered essential to achieve the primary objective for the Building.

**4.2.1 Paint:** Changes in exterior paint colors are allowed. Colors should be historically appropriate and storms should match window sash color.

**4.2.2 Siding:** Maintain all original or historically significant siding on Building, as determined by the Wayland Historical Commission. Replacement siding, if needed, must be wood and match the existing clapboard in width and profile.

**4.2.3 Roof material:** New roofing must use slate shingles similar in size to existing.

**4.2.4 Chimneys:** The chimney must be maintained in its entirety. If repointing is needed, the mortar must match the joint profile and color of existing mortar, and be of a composition that is similar or compatible to the existing mortar. If replacement bricks are required, they must match the existing in color and size.

---

**4.2.5 Foundation:** Maintain stone foundation.



**4.2.6 Dormers and Skylights:** New dormers and skylights are not permitted.

**4.2.7 Trim and Decoration:** Maintain original trim as possible, replace-in-kind if necessary.

**4.2.8 Windows:** All of the windows must retain configuration of double hung sash with lights corresponding to existing. Window replacements must be reviewed and approved by the Wayland Historical Society. New windows used must be good quality, historically appropriate single-glazed true-divided windows that maintain the muntin pattern of other windows on the Building. Location of new windows must conform to the overall pattern of window spacing on the Building and be inserted where historically accurate and appropriate.

**4.2.9 Storm windows:** Storm windows are allowed without approval. Storm windows should match the color of the underlying window surround and the meeting rails should align with the meeting rails of the window sash.

**4.2.10 Shutters:** There have been no shutters on this Building and it is not recommended to add shutters.

**4.2.11 Doors and storm doors:** Original doors must be restored if possible and if not, must be replaced-in-kind; design to be approved by the Wayland Historical Commission. Replacement of non-original doors must be wood, and be compatible in design, and finish of existing historic doors, as approved by the Wayland Historical Commission. Storm doors are not permitted on the front (east) elevation, but are otherwise allowed provided they are as visually minimal as possible, including use of full-light panels to maximize visibility of the underlying doors, as approved by the Wayland Historical Commission.

**4.2.12 Building-Attached Lighting Fixtures:** Light fixtures may be used but must be minimal in appearance, appropriate to the Building.

---

# THE COMMONWEALTH OF MASSACHUSETTS

EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



## Department of Agricultural Resources

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



CHARLES D. BAKER  
Governor

KARYN E. POLITO  
Lt. Governor

MATTHEW A. BEATON  
Secretary

JOHN LEBEAUX  
Commissioner

May 26, 2017

Rick Rousseau  
Mill River Winery  
41 Railroad Ave.  
Rowley, MA 01969

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

Dear Mr. Rousseau:

Please be advised that your application for certification of the Wayland Summer Farmers' Market, on Wednesdays from June 28<sup>th</sup> 2017 to October 11<sup>th</sup> 2017 from 12:00 pm to 5:00 pm as an agricultural event pursuant to M.G.L. c. 138, Section 15F has been approved.

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

Sincerely,

A handwritten signature in black ink, appearing to read "John Lebeaux". The signature is fluid and cursive, with a large initial "J" and "L".

John Lebeaux, Commissioner

THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



Department of Agricultural Resources

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



**Application for Certification of an Agricultural Event for the Sale of Wine**  
Pursuant to M.G.L. c. 138, Section 15F

\*To be completed by the licensed farm-winery and returned to:  
By Mail: Agricultural Event Certification Program, 251 Causeway Street, Suite 500, Boston, MA 02114  
By Email: [Rebecca.Davidson@State.ma.us](mailto:Rebecca.Davidson@State.ma.us) with the subject line "Agricultural Event Certification"  
(A separate application must be completed for each event)

In order for your application to be considered complete, you must include the following documents. Incomplete applications will not be accepted.

- Signed and dated application with farm-winery license number
- List of vendors with brief descriptions of products for current year/season
- Event operational guidelines or rules for current year/season
- Resume of event manager or description of experience
- Plan depicting the premises and specific location where the license will be exercised. See Template 1.
- Approval letter from event management including the name of the licensed farm-winery and the day(s), month and year of event. See Template 2.

**1. Applicant Information**

Name of Licensed Farm-Winery	Mill River Winery		
Farm-Winery License Number	FW 69	State of Issue	MA
Contact Person	Rick Rousseau		
Address	41 RAILROAD AVE		
City	Rowley	State	MA
Phone Number	978 495 2403	Email	RICK@MILLRIVERWINES.COM
Correspondence preference	<input type="checkbox"/> Regular Mail		<input checked="" type="checkbox"/> Email MILLRIVERWINES.COM
<i>Note: Approval/denial letters will be sent regular mail.</i>			
Do you intend to sell, sample, or both? Check all that apply.			
<input checked="" type="checkbox"/> Sell		<input checked="" type="checkbox"/> Sample	

**2. Event Information**

Name of Agricultural Event	Wayland Summer Farmers' Market		
Type of Event	<input type="checkbox"/> Agricultural Fair (as defined by MDAR policy)	<input checked="" type="checkbox"/> Farmers Market (as defined by MDAR policy)	<input type="checkbox"/> Other Agricultural Event
If you selected "Other Agricultural Event", how does this event promote local agriculture?			
Event Address	397 Boston Post Road		
City	Wayland	State	MA
Event Phone Number	508-358-2283 ext.336	Event Website	<a href="http://www.sunsetgardencenter.com/htm/FarmersMarket.html">http://www.sunsetgardencenter.com/htm/FarmersMarket.html</a>



# THE COMMONWEALTH OF MASSACHUSETTS

EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



## Department of Agricultural Resources

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



CHARLES D. BAKER  
Governor

KARYN E. POLITO  
Lt. Governor

MATTHEW A. BEATON  
Secretary

JOHN LEBEAUX  
Commissioner

May 25, 2017

Michael Lamontagne  
Stoneybrook Cider, LLC  
284 Morgan St.  
South Hadley, MA 01075

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

Dear Mr. Lamontagne:

Please be advised that your application for certification of Wayland Summer Farmers' Market, on Wednesdays from June 28<sup>th</sup> 2017 to October 11<sup>th</sup> 2017 from 12:00 pm to 5:00 pm as an agricultural event pursuant to M.G.L. c. 138, Section 15F has been approved.

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

Sincerely,

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

John Lebeaux, Commissioner

THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



Department of Agricultural Resources

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



Application for Certification of an Agricultural Event for the Sale of Wine

Pursuant to M.G.L. c. 138, Section 15F

\*To be completed by the licensed farm-winery and returned to:

By Mail: Agricultural Event Certification Program, 251 Causeway Street, Suite 500, Boston, MA 02114

By Email: [Rebecca.Davidson@State.ma.us](mailto:Rebecca.Davidson@State.ma.us) with the subject line "Agricultural Event Certification"

(A separate application must be completed for each event)

In order for your application to be considered complete, you must include the following documents. Incomplete applications will not be accepted.

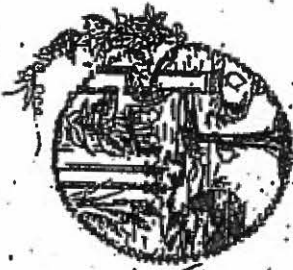
- Signed and dated application with farm-winery license number
- List of vendors with brief descriptions of products for current year/season
- Event operational guidelines or rules for current year/season
- Resume of event manager or description of experience
- Plan depicting the premises and specific location where the license will be exercised. See Template 1.
- Approval letter from event management including the name of the licensed farm-winery and the day(s), month and year of event. See Template 2.

<b>1. Applicant Information</b>					
Name of Licensed Farm-Winery	Stoneybrook Cider, LLC				
Farm-Winery License Number	FW-LIC-000111	State of Issue	MA		
Contact Person	Michael Lamontagne				
Address	284 Morgan St.				
City	South Hadley	State	MA	Zip	01075
Phone Number	413-896-9474	Email	StoneybrookCider@gmail.com		
Correspondence preference	<input type="checkbox"/> Regular Mail		<input checked="" type="checkbox"/> Email		
<i>Note: Approval/denial letters will be sent regular mail.</i>					
Do you intend to sell, sample, or both? Check all that apply.					
<input checked="" type="checkbox"/> Sell		<input checked="" type="checkbox"/> Sample			

<b>2. Event Information</b>					
Name of Agricultural Event	Wayland Summer Farmers' Market				
Type of Event	<input type="checkbox"/> Agricultural Fair (as defined by MDAR policy)	<input checked="" type="checkbox"/> Farmers Market (as defined by MDAR policy)	<input type="checkbox"/> Other Agricultural Event		
If you selected "Other Agricultural Event", how does this event promote local agriculture?					
Event Address	397 Boston Post Road				
City	Wayland	State	MA	Zip	01778
Event Phone Number	508-358-2283 ext.338	Event Website	<a href="http://www.russells-gardencenter.com/html/farmersMarket.html">http://www.russells-gardencenter.com/html/farmersMarket.html</a>		



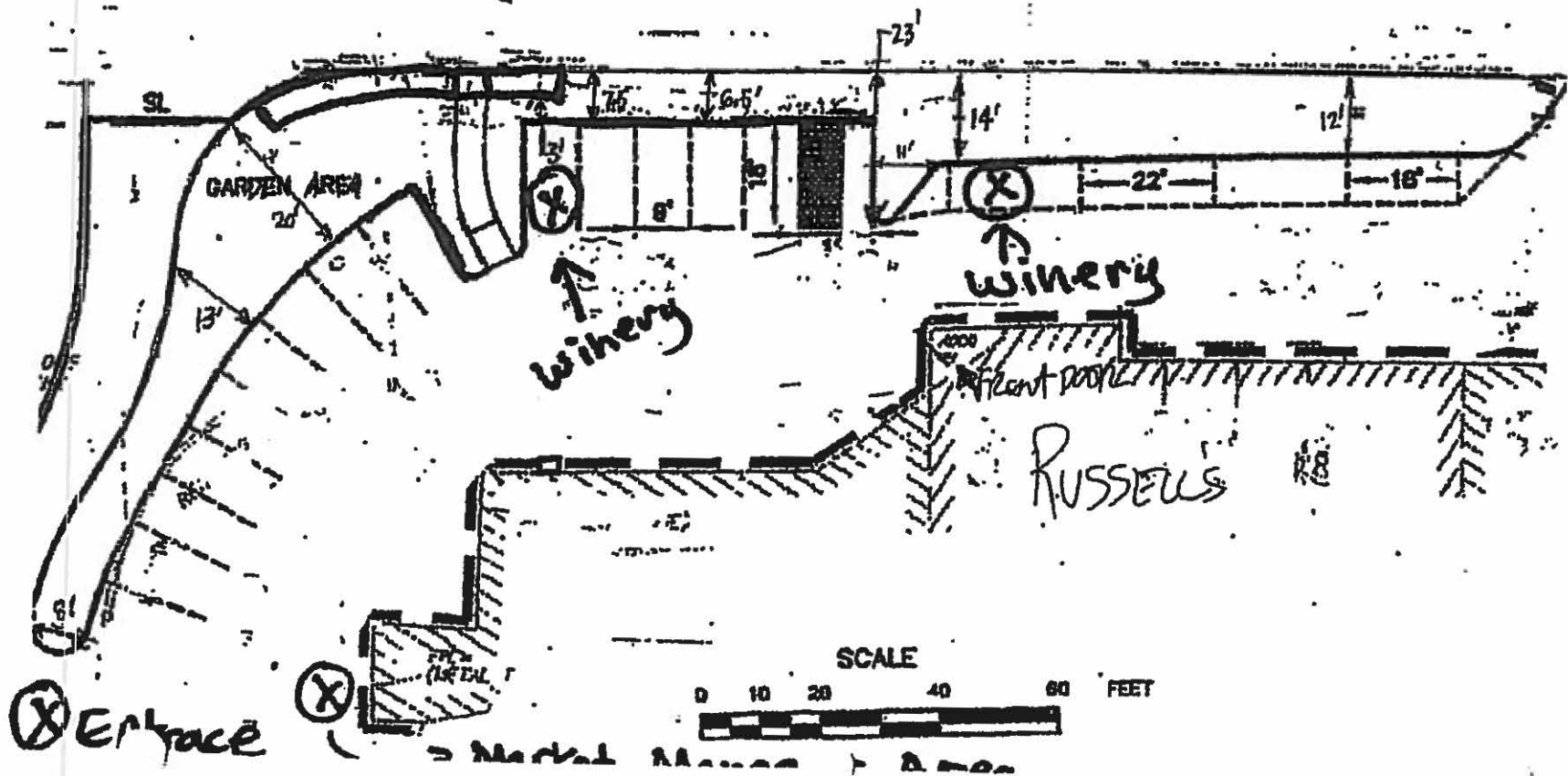
357 BOSTON POST ROAD • ROUTE 28  
WAYLAND, MASSACHUSETTS, 01778  
508-336-2283 • FAX 508-336-2473  
www.russellsgardencentre.com



Est. 1978  
**Russell's**  
GARDEN CENTER

Rt 20  
→

↑ North







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

**PUBLIC DOCUMENTS PROVIDED TO THE BOARD  
OF SELECTMEN FROM JUNE 3, 2017, THROUGH  
AND INCLUDING JUNE 16, 2017, OTHERWISE NOT  
LISTED AND INCLUDED IN THE  
CORRESPONDENCE PACKET FOR JUNE 19, 2017**

**Items Distributed To the Board of Selectmen – June 3-16, 2017**

1. None

**Items Distributed for Information and Use by the Board of Selectmen at the  
Meeting of June 5, 2017**

1. Draft Meeting Schedule for Board of Selectmen, June to November 2017
2. Draft Special Town Meeting Schedule, November 14, 2017
3. Petition from Residents to Remove Wayland Middle School and Claypit Hill School as Sites for School Bus Parking and to Locate the Bus Parking Lots Away from Wayland's Schools and Neighborhoods, and Comments from Signatories
4. Map of Weston Aqueduct Public Access Path in Wayland, Old Connecticut Path, Pinebrook Road, and Route 27/126 Intersection

**Items Included as Part of Agenda Packet for Discussion During the June 19, 2017  
Board of Selectmen's Meeting**

1. Draft Town Administrator Evaluation: Background Information and Process, September 2016-August 2017, and Opinion on Process, 6/6/17, from Town Counsel Carolyn Murray
2. Draft Minutes of June 5, 2017
3. Draft Executive Session Minutes of March 27, 2017, and March 31, 2017
4. Information Technology Department Update, June 5, 2017
5. Memorandum, 6/16/17, re: Annual Reappointments and Appointments to Conservation Commission, Finance Committee, and Zoning Board of Appeals, and Résumés of Steve Correia and Bill Steinberg, Candidate for Finance Committee
6. Memorandum, 6/16/17, re: Appointment as a Non-Voting Associate Member of the Energy and Climate Committee
7. Memorandum of 6/13/17 from Fire Chief David Houghton to Board of Selectmen re: Ambulance Fee Structure
8. Memorandum of 6/5/17 from Nan Balmer, Town Administrator, to Board of Selectmen, re: Discussion on Spring 2018 Annual Town Meeting Date, and Email from Clergy Association regarding Religious Dates of Note
9. Report of the Town Administrator for the Week Ending June 16, 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, June 19, 2017**  
**Wayland Town Building**  
**Selectmen's Meeting Room**

## CORRESPONDENCE

### Selectmen

1. Letter of 5/31/17 from KP Law to Gordon Schulz, Schulz & Company, re: Town of Wayland – Spencer Circle – Acceptance as a Public Way
2. Letter of 6/1/17 from Nan Balmer, Town Administrator, to Wood Partners, re: 484-390 Boston Post Road, Extension of Date for Execution of a Final Land Development Agreement
3. Letter of 6/6/17 from KP Law to Zoe Pierce, Treasurer/Collector, re: Petitioner to Foreclose and Notices for Tax Title Matters
4. Memorandum of 6/7/17 from Beth Klein, Town Clerk, to Board of Selectmen, re: Resignation of Jerry Heller from the River's Edge Advisory Committee
5. Letter of 6/8/17 from Renee Bryant, President, WayCAM, to Board of Selectmen, re Appointment of Cable Advisory Committee
6. Memorandum of 6/19/17 from John Senchyshyn, Assistant Town Administrator/ Human Resources Director, re: Notice of Intent to Retire
7. Monthly Report, Animal Control, May 2017
8. Director of Public Health Report, June 5, 2017
9. Monthly Report, Police Department, May 2017

### Minutes

10. Cultural Council, April 24, 2017
11. Economic Development Committee, March 17, 2017
12. Historical Commission, March 13, 2017, April 11, 2017
13. Historical Commission, North Cemetery Subcommittee, May 8, 2017
14. Public Ceremonies Committee, May 24, 2017
15. Surface Water Quality Committee, January 10, 2017, March 9, 2017, April 4, 2017, April 27, 2017, May 30, 2017

2/8  
1

# KP LAW

The Leader in Public Sector Law

RECEIVED

JUN - 5 2017

Board of Selectmen  
Town of Wayland

101 Arch Street, Boston, MA 02110  
Tel: 617.556.0007 | Fax: 617.654.1735  
www.k-plaw.com

Amy E. Kwesell  
akwesell@k-plaw.com

May 31, 2017

Mr. Gordon N. Schultz  
Schultz & Company  
225 Franklin Street, Suite 2600  
Boston, MA 02110

Re: Town of Wayland - Spencer Circle – Acceptance as a Public Way

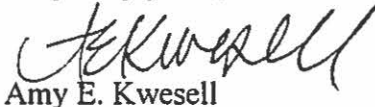
Dear Mr. Schultz:

This firm serves as Town Counsel to the Town of Wayland (the “Town”). I am in receipt of your letter dated April 25, 2017 addressed to the Town Planner whereby you assert that the Town has an “unqualified obligation” to accept Spencer Circle as a public way. The Town categorically denies any obligation to accept Spencer Circle as a public way, as no such obligation exists. Pursuant to Massachusetts General Laws Chapter 82, §§17-24, a Town may accept a road layout after certain statutory procedures are met which include a Town Meeting vote. Due to a Town Meeting vote being required, it is not possible that a Town employee or board can guarantee that Spencer Circle will be accepted as a public way.

Further, neither the Decision of Definitive Subdivision Approval, Spencer Circle Subdivision dated June 23, 2000 (the “Decision”) nor the release of the performance guarantee requires that the Town accept Spencer Circle as a public way. In fact, the Decision contemplates that the Town may or may not accept Spencer Circle as a public way by stating at paragraph (f.) “If the Town of Wayland accepts Spencer Circle as a public way at any time ...” (emphasis added). Additionally, despite your allegations of what Town staff has promised, a town employee cannot bind the Town with regard to the acceptance of a town way. Reed v. Inhabitants of Scituate, 87 Mass. 120 (1862) (Highway surveyors have no authority to accept a way on behalf of the town.).

With regard to accepting a road, the first step is for the Board of Public Works, acting as Road Commissioners, to vote its intention to lay out the road, and refer the layout to the Planning Board for its report. Therefore, I suggest that you work cooperatively with the Town for the purposes of allowing the Department of Public Works periodic unimpeded access to maintain the subject drainage system as described in the system’s Operations & Maintenance procedures by making the host property ready for this necessary access associated with the intended easement or that you work cooperatively with the Department to determine if there is a possibility that the Town may seek to accept Spencer Circle excluding the drainage infrastructure located outside of the Town Right of Way.

Very truly yours,



Amy E. Kwesell

AEK/smm

cc: Board of Selectmen  
Department of Public Works  
Planning Board

582895/WAYL/0001



# 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

June 1, 2017

James Lambert  
Wood Partners  
91 Hartwell Avenue, 3<sup>rd</sup> 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 fourth 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 Monday, June 5, 2017, to Monday, June 26, 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 June 26<sup>th</sup> as a matter of record.

Thank you.

Sincerely,

Nan Balmer  
Town Administrator

cc: Board of Selectmen

WYB  
3

June 6, 2017

**Melissa P. McCarthy**  
mmccarthy@k-plaw.com

Ms. Zoe Pierce  
Treasurer/Collector  
Wayland Town Hall  
41 Cochituate Road  
Wayland, MA 01778

Re: Town of Wayland v. Laurence Moloney and Leslie Moloney  
Town of Wayland v. Gail M. Wynkoop and David F. Saviano  
Town of Wayland v. Hayes Development Corp.

Dear Ms. Pierce:

Enclosed for your signature are Petitions to Foreclose and Notices for the above-referenced tax title matters. Please sign and notarize the Petitions in duplicate original form and return the originals to me for filing with the Land Court. Additionally, please sign and return the Notices, which will be recorded with the Middlesex South Registry of Deeds.

If you have any questions, please do not hesitate to contact me. Thank you for your assistance in this matter.

Very truly yours,

*Melissa P. McCarthy*

Melissa P. McCarthy

MPM/ekh  
Enc.

cc: Board of Selectmen (w/o enc.)

584579/WAYX.0102

**RECEIVED**

**JUN - 8 2017**

Board of Selectmen  
Town of Wayland

4



# TOWN OF WAYLAND

MASSACHUSETTS  
01778

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

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

**RECEIVED**

**JUN - 7 2017**

**Board of Selectmen  
Town of Wayland**

TOWN BUILDING  
41 COCHITUATE ROAD  
Wayland, MA 01778

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

Date: June 7, 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 July 30, 2017:

Jerry Heller River's Edge Advisory Committee  
Term Expires: final disposition of land

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  
Rebecca Stanizzi, member  
Jerry Heller

**Gorham, Diane**

---

**From:** JEROME HELLER <heller.j@comcast.net>  
**Sent:** Monday, May 22, 2017 8:59 AM  
**To:** Klein, Beth; Gorham, Diane  
**Subject:** Fwd: Resignation

Beth and Diane:

Attached is my resignation from the Rivers Edge Advisory Committee. It has been a pleasure to work with you.

Jerry

----- Original Message -----

**From:** JEROME HELLER <heller.j@comcast.net>  
**To:** Nan Balmer <nbalmer@wayland.ma.us>  
**Cc:** Christine DiBona <chrisdibona@verizon.net>, Michael Ellenbogen <mellenbogen88@gmail.com>, Daniel Hill <dhill@danhilllaw.com>, Rebecca Stanizzi <rstanizzi@comcast.net>, Bill Steinberg <bills@saxeinvestments.com>, Bill Sterling <bill@sterlingarchitects.com>, Michael Wegerbauer <mwegerbauer@yahoo.com>  
**Date:** May 22, 2017 at 8:07 AM  
**Subject:** Resignation

Nan:

Please inform the Board of Selectmen that I am regretfully resigning my membership on the Rivers Edge Advisory Committee effective July 1. I sold my house in Wayland and will be moving to South Dartmouth on June 30. It has been an honor to serve on this committee for such a worthy project. I wish the Town all the best as the project is built and provides benefits to its citizens for many years to come.

Jerry

2017 MAY 22 AM 10:04

TOWN OF WAYLAND  
TOWN CLERK

June 8, 2017

5

Board of Selectmen  
Town of Wayland  
Town Building

Wayland, MA 01778

Re: Appointment of Cable Advisory Committee

Dear Board of Selectmen;

The current cable renewal license between the Town and Comcast is due to expire on 9/15/2020. Accordingly, Comcast is expected to notify the Board of Selectmen this month of its interest in opening the formal cable license renewal process.

On June 8, 2017, the Board of Directors of WAYCAM ("WAYCAM") voted to request that the Board of Selectmen, acting as the cable license Issuing Authority, begin the process of appointing a Cable Advisory Committee ("CAC"). Under Massachusetts Department of Telecommunications and Cable Rule 207 CMR Section 3.01(3), the Issuing Authority may appoint a CAC and define its duties. In carrying out these duties, CAC members shall not participate in any matters in a way which would violate the Massachusetts conflict of interest law, M.G.L.c. 268A. A CAC's duties may include, but are not limited to, aiding in the assessment of the cable-related needs of the Town, the cable operator's compliance with the terms of its current license and responding to resident questions about the cable system. WAYCAM stands ready to work with the Board of Selectman and a CAC in order to assure that the projected needs and interests of WAYCAM for capital funds and operating revenues are documented and quantified.

WAYCAM would be glad to further discuss with the Board the appointment of a CAC and the scope of its duties.

Thank you for your consideration.

Very truly yours,



Renee Bryant  
President

cc: Nan Ballmer-Town Administrator  
Jim Mullane-WAYCAM Executive Director



NYB (6)



# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

**DATE:** June 19, 2017

**TO:** Nan Balmer, Town Administrator  
Board of Selectmen  
Personnel Board

**FROM:** John Senchyshyn, Asst. Town Administrator/HR Director

**RE:** Notice of Intent to Retire

Please accept this memo as notice of my intent to retire. While I have not identified a specific date, I expect to be retiring no later than the end of February 2018.

I joined Wayland in December 2002 and have enjoyed 15 years working for the Town. During my time in Wayland I have had the opportunity to meet and work with many residents, Town employees and municipal colleagues. My thanks to all those who have helped me learn about municipal government, and more specifically, the Town.

The coming months will pass quickly. I'm happy to assist in any way you deem appropriate in transitioning to my successor.

Thanks for the 15 years !

TOWN OF WAYLAND  
ANIMAL CONTROL SUMMARY REPORT  
MAY, 2017

7

**TOTAL NUMBER CALLS HANDLED**

**62**

---

# Complaint Calls	5
# Lost Dog Calls	5
# Lost Cat Calls	3
# Other Cat related calls	
# Animal / Wildlife Calls	10
# Miscellaneous Calls	31
	1

**TOTAL # ANIMALS PICKED UP**

**(out of state owner)**

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

**TOTAL # HUMAN BITE CALLS**

1

**TOTAL # ANIMAL -> ANIMAL BITE**

1

10 Day Quarantine Order -Human Bite	<b>Issued 1 / Released 0</b>
10 Day Quarantine Order -Animal Bite	<b>Issued 1 / Released 1</b>
45 Day/6 Month Quarantine Orders	<b>Issued 1 / Released 1</b>

**TOTAL # CITATIONS ISSUED**

**NONE**

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

# KENNEL INSPECTIONS DONE/SUBMITTED



# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

BOS 8  
RECEIVED

JUN - 6 2017

Board of Selectmen  
Town of Wayland

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

## Wayland Board of Health Director's Report June 5, 2017

**File alley project update:** We have been continuing to work on cleaning up file alley. Progress is being made each week with consolidating large files and disposing of unnecessary paper copies through the required process of request for disposal if applicable. At the same time we are planning to eventually reorganize the files for easier access and improved organization.

**Septic work and building approvals-** we are very busy with building approvals, septic design reviews and soil testing appointments. There are also many visits to our office by residents, builders/engineers, and for project submittals. We also continue to have numerous meetings with residents to provide guidance for potential home renovations/septic projects.

**Camps-**We are gathering required documentation & applications for camps. There are several new camps this year.

**Pools-**all seasonal pools have been inspected and are now permitted and open except for Camp Chickami (which will take place later this month).

**Department meeting-**We held a meeting with department staff to go over end of year budgets, supply ordering, projects, vacation schedules & coverage, and other miscellaneous items.

**MRC meeting-**May 18th evening we held a meeting with MRC Volunteers. Fire Chief Houghton provided a presentation and shared a movie on active shooter situations for emergency personnel. After the movie we had discussion regarding how MRC volunteers could possibly assist the town in emergency situations. Volunteers also had pictures taken for town identification badges. We will be working with Chief Houghton on a plan for future MRC training potentially in the fall/winter of 2017.

**Misc.-** Investigated a concern for blue-green algae at Dudley Pond. We did not see anything of concern, only pond weeds. Investigated a concern for someone constructing an outhouse. We conducted a site visit, owner was not answering, and then spoke with the owner who said they have not constructed an outhouse. We received a report of possible sewerage bubbles breaking out through the pavement over the tank at Donelan's in the back. Office staff investigated and it was determined that an excess of soap had been mistakenly dumped down the drain creating the bubbles (through the White Knight aeration process).

Legal Orders-septic breakout was reported and we verified this. House is currently tenant occupied. We issued a legal order to the owner of the property to repair the system and pump as needed until it is repaired.

Town Beach-the town beach has been inspected and permitted by the Health Dept.

Land Use meeting/Vacant buildings/round table-Coordinated and facilitated this meeting. Items discussed: Verizon letter, Eversource letter, update on Recreational Marijuana, Update on River's Edge and other 40B's, School bus parking update, Update on a potential site visit to see another town's permit tracking system, viewpoint, (probably Lexington), Permitting workflow, round table and vacant buildings updates.

188 Commonwealth Road-Royal Wayland Nursing Home-we have witnessed additional soil testing to verify the elevation of the ground water table. The soil testing results show that the ground water table is approximately 3 ft +/- from the bottom of the leaching system. The Engineer who represents the owner is asking for some guidance from BoH regarding next steps as they would like to move forward using the "Soil Air" system as an enhancement.

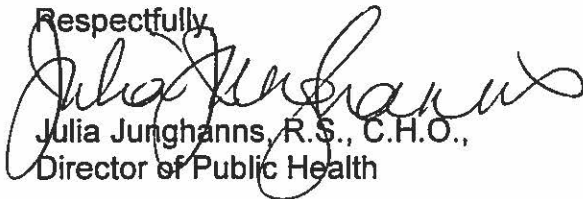
Workflow diagram-Diane Ledwell of the Health Dept. has updated our workflow diagram and it is posted on our pin board to assist our customers with understanding the approval process for a building project. We are typically the first department that a customer will visit and there are often many questions about the process. We hope to continue to improve our pin board with more information to assist our customers.

Mosquito Control-We have received our shipment of Altocid XR briquettes for larvicide treatment. Once the catch basins in town are cleaned EMMCP will start applying the briquettes to the catch basins. We have received an update from DPW that catch basin cleaning will begin sometime next week.

Dudley Pond letter to abutters-The letter has been completed and it is in the process of determining method of distribution.

FY17 Budget- Department Assistant Patti White and I have been reviewing the budget to see where we are at for FY17 and end of year. We will be identifying any potential turn-backs and reporting this information back to the Finance Department as they have requested. During this process we will also identify the potential shortfall for the substitute nursing line item (if any), as we had expected.

Respectfully,



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



# WAYLAND POLICE DEPARTMENT

WAYLAND, MASSACHUSETTS 01778



ROBERT IRVING  
CHIEF OF POLICE

## Monthly Update

### May 2017

On May 23<sup>rd</sup>, the police department received three 911 calls reporting an erratic operator on Concord Road. Officers Fitzpatrick and Sloan located the vehicle as it was headed northbound on Concord Road towards the Town of Lincoln. The officers attempted to stop the vehicle but the operator refused and at one point struck two police vehicles that were attempting to block the car. Believing that the vehicle had finally stopped, officers approached the vehicle when the operator reversed into the police vehicle behind and fled again, nearly striking an officer as he continued into the Town of Lincoln. The Wayland officers were joined by Lincoln officers as the vehicle left the roadway and began driving through backyards in a Lincoln neighborhood before finally coming to a stop in a wooded area. The operator then led police on a short foot pursuit before being taken into custody. The man resisted officers and was subdued after a Lincoln officer deployed a Taser. The subject was identified as a 25 year old Manchester New Hampshire man. He was charged with Speeding, Marked Lanes Violation, Leaving the Scene of a Property Damage Accident, Failure to Stop for a Police Officer, Assault with a Dangerous Weapon and Negligent Operation of a Motor Vehicle. He was later transported to a nearby hospital and was arraigned at his bedside on May 24<sup>th</sup>.

One person was arrested for Operating Under the Influence of Alcohol during the month. On May 22<sup>nd</sup>, police received a call for an erratic operator. Officer Custodie located and stopped the vehicle which he had observed to be speeding. After administering field sobriety tests, he arrested the 41 year old Sudbury man for O.U.I and Speeding. The man was booked and later released to appear in Framingham District Court.

On May 18<sup>th</sup>, Officer Henderson arrested a man for Unlicensed Operation and Larceny of a Motor Vehicle. The 24 year old Framingham man was stopped after a query of the vehicle registration revealed that the vehicle had been reported stolen. The man was booked and released to appear in Framingham District Court on a later date.

The police department participated in the Memorial Day Parade on May 29<sup>th</sup> by providing traffic detours and crowd control. Members of the Wayland Police

Auxiliary and the Bike Patrol assisted. The parade was led by the Wayland Police Honor Guard.

On Saturday May 20<sup>th</sup>, a breakfast sponsored by the Wayland Police Association for Wayland seniors was held at the Wayland High School Cafeteria. Middlesex District Attorney Marian Ryan was the guest speaker and gave a presentation on Keeping Seniors Safe and Financial Exploitation. Georgia Christakis an Assistant Bank Manager at the Middlesex Bank spoke about Safe Banking Practices. About 30 Wayland seniors attended.”



Photo Left to Right: Officer Chris Custodie, Detective Chris Cohen, Officer Lynnet Sloan, Selectwoman Mary Antes, Chief Robert Irving, District Attorney Marian Ryan, Chairman of the Board of Selectmen Lea Anderson, Georgia Christakis and Lieutenant Pat Swanick

  
Robert Irving  
Chief of Police

## Wayland Police Department Detective Division Report for May 2017

### INVESTIGATIONS

Illegal Dumping – Old Sudbury Road  
Check Fraud/Larceny over \$250 – Andrew Avenue  
Commercial Burglary – Boston Post Road  
Commercial Burglary/Larceny over \$250 – Commonwealth Road  
Drug Investigation  
Threats – Wayland High School  
Residential Burglary – Old Connecticut Path  
Suspicious Activity – Launcher Way  
Suspicious Activity – Boston Post Road  
Larceny over \$250 – Cochituate Road  
Larceny over \$250 – Dairy Farm Road  
Larceny over \$250 – Rich Valley Road

### MEETINGS/TRAININGS

Youth Advisory Committee  
Juvenile Diversion Meeting

### MISCELLANEOUS

RAD – Wayland High School  
Diversion – Bicycle theft – Stop & Shop  
Framingham District Court – MV/Criminal Hearings

### COMMUNITY SERVICES

Council on Aging – Luncheon, Prescription drug take back  
Memorial Day Parade  
Wayland High School Senior Breakfast  
Adult RAD Program  
8<sup>th</sup> Grade Washington DC trip  
7<sup>th</sup> Grade Cape Cod trip

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

Officers of the Wayland Police Department attended the following training programs during the month of May 2017:

***In-Service***

MPTC

Reading Academy

Colin Fitzpatrick

May1-4, 2017

***Search and rescue electronic systems***

Safety Net Tracking Systems

Wayland Public Safety Building

Chris Custodie

Sean Gibbons (recertified)

May 10, 2017

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# **CERTIFICATE OF APPRECIATION**

**1st Annual 22Kill Motorcycle Run to Benefit Our Veterans**

**American Legion 156 Riders  
American Legion Post 156  
215 Waverly Oaks Road  
Waltham, Massachusetts**

## **Thank you for your generous support**

**Richard Biegun  
President**

**Richard Young  
Treasurer**

**Coach Westcott  
Road Captain**

**From:** Chris Maietta [mailto: [REDACTED]]  
**Sent:** Tuesday, May 16, 2017 6:22 AM  
**To:** 'chief@wayland.ma.us'  
**Subject:** Thank you!

Greetings, Chief Irving. Many thanks to Jamie Berger for his help on Sunday, May 7, with the Wayland-Weston Invitational Regatta at Town Beach. He was tremendously cordial and informative in interacting with student-athletes, coaches, and parents, many of whom were first-time visitors to Wayland, and is a fine ambassador for the Town. I don't have his e-mail address, but if you wouldn't mind relaying my appreciation to him, I'd be grateful. I'd be happy to process an invoice for the detail when it's convenient to send it along.

Regards,

Chris Maietta

Chairman

Wayland-Weston Crew

<image001.jpg>

**Join a great team. Make great friends. Accomplish great things.**

*Wayland-Weston Rowing Association, Inc.*

*A not-for-profit 501(c)(3) educational organization*

[wwcrew.org](http://wwcrew.org)

[REDACTED]

Wayland, MA 01778-1032

Weekdays [REDACTED] Fax [REDACTED]

Eves./Weekend [REDACTED]

May 15, 2017  
5 Glen Road  
Wayland

Dear Wayland Police & Firemen,

When a Washington DC politician suggested on television last week that we thank our local law enforcement agents by baking something +/or writing a note, we thought it was a great idea.

Thank you for the times our family needed you, + you were there! For example, we keenly remember when Fred's dad died on Christmas afternoon in his chair after opening all of our gifts. It was 2003, + your people were so very efficient + kind to the family.

It truly is a dangerous world today but we worry less knowing what capable + dedicated people are there.

Thank you, + we appreciate the risks you take to keep Wayland safe.

May God bless + ~~prot~~ protect you is our prayer. Sincerely,  
Fred + Kay Harrington



## **Keeping Seniors Safe: A Forum & Discussion**

Wayland High School

264 Old Connecticut Path

Saturday, May 20<sup>th</sup> | 9:00 a.m.-11:00 a.m.

9:00 a.m.

**Arrival/Breakfast**

9:15 a.m.

**Welcome**

*Chief Robert Irving, Wayland Police Department*

9:30 a.m.

**Remarks**

*Middlesex District Attorney Marian Ryan*

10:10 a.m.

**Financial Exploitation & Safe Banking Practices**

*Georgia Christakis, Assistant Branch Manager,  
Middlesex Bank, Sudbury*

10:20 a.m.

**Q&A**

Wayland Cultural Council  
Meeting Minutes  
April 24, 2017  
7:00 pm  
Wayland Town Building  
Minutes Approves at WCC Meeting, June 1, 2017

In attendance: Jon Saxton, Barbara Hoffman, Barbara Holtz, Kara Brewton, Matt Ludwig; Absent: Brenda Ross  
The council welcomed guest, Kathy Trogolo.

Meeting Commenced at 7:10 pm

Meeting minutes from November 7, 2016 were unanimously approved.

The group discussed creating and conducting a community arts and culture survey. Chairman, Jon Saxton, presented an outline of considerations and topics to discuss, which is appended to the minutes as Appendix 1.

The group discussed the items on the outline and there was general agreement that these were important considerations. Suggested changes or additions to that outline are indicated in the appendix, in blue.

Jon also provided a copy of a sample community input survey that is provided by the Mass Cultural Council. There was discussion of each of the suggested questions, with various suggestions made for addition, subtraction or editing.

The discussion turned to action items. The following people assumed the following responsibilities:

- Kara will look into whether we can utilize the Arts Boston Calendar to create a subsection for Wayland arts listings.
- Kara will look into the possibility of utilizing a texting service in the community survey.
- Kara will arrange to have a WCC banner made that can be displayed at tables at community events.
- Matt will contact Wayland school class about helping to build a website for the WCC.
- Matt will investigate July meeting times.
- Jon will draft a proposed community survey.

With no further business, the meeting was adjourned at 9:05pm

Minutes taken by Jon Saxton.

## April 24, 2017 Minutes Appendix 1

### Designing the Wayland Community Arts and Culture Survey

Created for WCC meeting, 4/24/17 by Jon S.

#### **Overall considerations:**

Are you familiar with all of the cultural organizations in your area?

Are you aware of the types of programs offered through local schools, senior centers, libraries, or other community centers?

Are you acquainted with the individual artists working locally?

For example, is there a strong interest in education-related projects in your city/town?

#### **Community Interests**

1. Are you a member of a cultural organization?
2. In what cultural traditions do you participate?
3. What cultural events do you participate in?
4. What cultural activities do you participate in?
5. Others.

#### **Community Needs**

1. What types of arts programming are residents interested in seeing more of?
2. Is there a need for programs that serve certain groups such as seniors, youth, or individual artists?
3. Do the current cultural offerings reflect the diversity of people in our community?
4. Do people with disabilities or special needs participate in local programs?
5. Others

#### **Possible Survey Venues:**

1. Town Crier and Patch article with directions on how to participate in the survey.
  2. Paper forms left at the Library, Town Building(?)
  3. Online Survey Monkey
    - a. – Send link to all grantees, arts orgs, art teachers, Town website, FB page.
  4. Others
  5. Waycam
-

6. text to response service
7. yard signs
8. Wayland Dads
9. WaylandNews
10. "Next Door"
11. Wayland Voters Network

**Proposed TimeLine:**

- 1. Develop proposed survey instruments:**
    - a. **By June 1, 2017**
  - 2. Meet to approve survey:**
    - a. **Week of June 5-9, 12-15, 2017 June 1**
  - 3. Post and distribute survey:**
    - a. **By June 12, 2017**
  - 4. Hold Public Meeting:**
    - a. ~~By June 15, 2017~~ **Sometime in July – Matt will investigate**
  - 5. Publicize survey:**
    - a. **Article to Town Crier and Patch by June 19, 2017**
  - 6. Close Survey:**
    - a. **August 4, 2017**
  - 7. Meet and Analyze results:**
    - a. **By August 15, 2017**
  - 8. Revise and post online LLC guidelines:**
    - a. **Before September 1, 2017**
-

**Minutes  
Economic Development Committee  
Town of Wayland MA  
Planning Office  
March 17, 2017**

**Present:** Becky Stanizzi, Seth Roman, Doug Levine, Frank Panaccio

**Guests:** Sarkis Sarkisian, Town Planner; Dan Hill, Chair of the Planning Board

Becky Stanizzi called the meeting to order at 8:23 a.m. in the Planning Office of the Town Building.

**River's Edge**

- Award Letter went out to Wood Partners and was accepted
- The land disposition agreement is expected in 30 days, and a 90 day due diligence period will follow where Wood Partners will further validate their estimates
- Permitting would then be expected to take 6 to 9 months
- If completed, it is estimated that Wayland will be just 33 units short of the 40B target of 10% affordable housing
- Additional units are being contemplated at the Mahoney's site and on School St.

**Town Center**

- **Waste Water**
  - o Martingale Engineering was hired to review the sewer capacity at Town Center
  - o There is a meeting scheduled for March 24th to further discuss the project
  - o Town center was designed for 45k gallons of flow; actual flow today is approximately 24k-25k gallons
  - o Using the Title 5 allocations (not actual flows) puts Town Center over the 45k gallons
- **Town Branding**
  - o Town will be sharing the cost for new signage in Town Center and Whole Foods Plaza with local business owners
  - o Work will begin in April

**Fresh Market (Whole Foods)**

- Fresh Market still on track to open for Fall 2017

**Rail Trail**

- State funding has been allocated for the build-out

The next EDC meeting will be held on Thursday, April 13th at 8am.

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**Meeting adjourned at 9:21am, 4-0 vote**

**Respectfully submitted, Frank Panaccio**

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**Wayland Historical Commission Meeting Minutes – March 13, 2017**

Attendees: Members: Elisa Scola (Chair), Tonya Largy, John Dyer, Kay Westcott, Ann Gordon, Rick Conard, Amanda Ciaccio; Guests: Mike Lowery

Chair Elisa Scola called the meeting to order at 7:35 pm in the Selectmen’s Hearing Room in the Town Building.

**1. Public Comment:** Mike Lowery requested that the Historical Commission consider taking a position against the article coming before Town Meeting endorsing a state grant for a new library. Lowery reported that according to its deed, the existing library cannot be used except for a public library. Lowery further reported that Wayland’s new town counsel believes that the only way the current library building and land can be used for another purpose is to get the probate court to agree to it. He expressed his concern that the current library building might be abandoned.

The Commission discussed these concerns, acknowledging that the current library building is important to the town and its history. While the Commission has already expressed these concerns to Library Trustees, it was agreed to invite some representatives to an upcoming meeting for an update and further discussion.

**2. CPA Projects: First High School (Bradford Hall):** The CPC is requiring a preservation restriction as a condition of granting funding for replacement windows. The restriction would cover the building’s exterior, not just the windows. A restriction of less than 30 years is straightforward; restrictions beyond 30 years trigger the Massachusetts Historical Commission’s involvement. This requires a lawyer to write the restriction, with associated fees. The Commission discussed whether or not to adjust the current restriction time period to less than 30 years. It was agreed for the time being to continue with the current restriction of 40 to 50 years.

**3. Proposed Demolition Delay By-Law:** Elisa Scola was interviewed on the Wayland Buzz local cable show, and made a presentation at the League of Women Voters event. A Q&A about the proposal is available in the lobby of Town Building and at the library. Elisa will encourage people in favor of the delay to write letters to the Town Crier.

**4. Railtrail:** Eversource is not expected to present plans until the Conservation Commission meeting scheduled for April 18. During the weekend of May 6-7 we would like to organize another annual brush clearing to keep the weeds down off the tracks. Rick will contact the Boy Scouts and Larry Kiernan to get the word out to his Rail Trail mailing list.

**5. North Cemetery:** We have signed the contract with the preservation company and will discuss a start date. When the date is set we will notify Tom Holder, DPW director, to alert him and to discuss new methods of grounds management and equipment that can minimize the impact on the gravestones.

**6. Archaeology:** An archaeological assessment is needed at the Oxbow project; Gretchen Schuler had earlier provided documentation that showed no archeological work had been done there. Tom Holder, DPW director, will tour the lab soon to understand more about the work. Ben Gary, landscape architect designing trails at Oxbow and Dudley, reports there will be six test

pits at Dudley, along where the trails will be, going down up to six feet. Tonya will monitor this work. We will also need to supply monitoring of the trail work.

**7. Gardescu Memorial:** Focus is on selecting a bench from a catalog that Town Planner Sarkis Sarkisian has, and selecting a location. Suggestions include somewhere near Town Building, Mill Pond, or Dudley Woods. Once both bench and location are selected, we will make a request from DPW to install it.

**8. Minutes:** The January and February 2017 minutes were reviewed, amended and approved.

**9. New Business:** A question was raised about whether signs were being planned for Blacksmith Green.

The meeting was adjourned at 9pm.

Respectfully submitted,

Ann Gordon

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## Wayland Historical Commission Meeting Minutes – April 11, 2017

Attendees: Elisa Scola (Chair), Amanda Ciaccio, Rick Conard, John Dyer, Ann Gordon, Tonya Largy, Kay Westcott; Guests: Irving Slavid, Mike Lowery, Gretchen Schuler

Chair Elisa Scola called the meeting to order at 7:35 pm in the Large Hearing Room in the Town Building.

**1. Discussion of North Cemetery Project with Monument Conservation Collaborative:** Irving Slavid presented a proposal for conserving the gravestones in North Cemetery that need attention. There are 98 stones that need treatment. The more severe problems include tipped stones, broken stones, and hazardous stones (easy to push over). We will receive before and after photos and a final report describing all the work.

Mr. Slavid led a discussion about the pros and cons of cleaning stones; his bid includes cleaning each stone he repairs, as requested in the RFP. Mr. Slavid feels that cleaning gravestones is not historically correct, does not necessarily preserve the stones, and the cleaned stones stand out in comparison to their neighbors that are not cleaned. He would advise not to clean the stones, and instead to use the time and money that would have gone into cleaning to repair more stones, specifically those listed in the proposal as “extras” in the Stoney section that need work. These extras are not currently in his scope of work.

After discussion, and a request for a cost-estimate on adding the extra stones to the bid, a motion was made to pursue a change order that would ask Monument Conservation Collaborative to use their professional judgment regarding cleaning, and to use any savings toward repairing stones not currently in the scope of work.

**Vote:** Six in favor, one abstention

It was further decided to explore the possibility of adding several broken stones in the South Cemetery to the scope, if funding can be secured. Mr. Slavid said he would submit a proposal for the additional work, as well as provide information about a regular maintenance schedule for historic cemeteries.

**2. Update on TM results:** Articles at Town Meeting having to do with the Town Clock, Mellon Law Office, Dudley Woods, and Oxbow Meadows all passed.

**First High School Preservation Restriction:** The HC and the CPC agree on the need for a preservation restriction on the windows at the old High School/Bradford Hall. Gretchen Schuler proposes to write the preservation restriction and ask Wayland’s Town Counsel to review it. Restrictions for longer than 30 years must involve the Massachusetts Historical Commission. The guarantee on the windows being purchased and installed in Bradford Hall is for 20 years. The Commission agreed to seek a preservation restriction of 30 years on the windows.

**Demolition Delay By-Law:** The article at Town Meeting failed by one vote. Those HC members who had attended Town Meeting said the primary objections from opponents were that the definition of “historically significant” was not sufficiently clear, nor the process for determining it. Also at issue was lack of clarity about a possible appeals process. A discussion about whether

or when the HC will bring a revised version of the article to Town Meeting again will continue in the coming months.

**3. Rail Trail:** Rick Conard is planning for public brush clearing the weekend of May 6 and 7. The idea is to clear the brush off the tracks so they are more visible and can be appreciated by those who use the Rail Trail. Rick has drafted a flyer and talked with Transfer Station staff about getting containers for brush, and with State Road Autobody about putting containers temporarily behind their site. He has also rented a brush clearer. To recruit volunteers, he will contact the high school about listing it in the community service opportunities, and put it in the Wayland e-news and Patch. The Friends of the Wayland Rail Trail may also be there.

In Phase 2 of the Rail Trail project, the Conservation Commission is meeting on April 27 and VHB David Halliwell are expected to present new plans. The Weston Historical Commission wrote a letter in support of preserving our cattle pass, just as we wrote one for Weston.

**4. Archaeology:** Tonya and Royce have been working hard on the Sandhill report and it is nearly complete. The HC budget of \$1,000 will cover use of the Large Hearing Room from a previous event (~ \$100), an atlatl purchased by Tonya (\$60), and the work that John Pretola is doing on the ceramics (\$600). On October 21 John Pretola will give a talk about the ceramics from Sandhill, co-sponsored by the Historical Society.

The Dorey House at 107 Sudbury Road is schedule to be demolished. Tonya and Amanda will do some archaeological screening there.

**5. Update on Castlegate Pillars:** Mike Lowery reported on the status of the Castlegate Pillars, on the corner of Castlegate Road and West Plain Street, which once marked the back entrance to the Mansion Inn. These are on Town property, so they are in the custody of the Board of Public Works. The pillars are starting to deteriorate, and were examined by Tom Holder and Joe Doucette, who feel the repair work should not be done by DPW but rather by someone with specific expertise. Mr. Lowery says the Board of Public Works plans to get some estimates on the restoration work, and will ask for CPC funding. He will keep the HC updated, and asked for the HC's support.

**6. Update on Gardescu service and memorial bench:** The memorial service is scheduled for April 22 at 2pm at the Friends Meeting House in Framingham, 841 Edmonds Road. John Dyer has gotten some catalogs of benches, and recommends the bench that is currently behind the Veterans' Memorial. It is recycled plastic, which is appropriate for Paul. The group will take a field trip during an upcoming meeting when it is not dark.

The meeting was adjourned at 9pm.

Respectfully submitted,

Ann Gordon

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Historical Commission  
Meeting of North Cemetery Subcommittee  
May 8, 2017, noon  
Selectmen’s Hearing Room, Town Building

Present: Elisa Scola, chair; Amanda Ciaccio, Ann Gordon, Kay Westcott

The meeting was brought to order at 12:04pm.

The group reviewed some of the recent history of work done in the North Cemetery, as well as recommendations in a comprehensive report written by Barbara Donohue et. al. in 2015.

- The North Cemetery is the site of the first meetinghouse and burial ground
- Ground penetrating radar was used to locate the first and second meetinghouses
- Oral history tells us that there were native American burial sites there
- The report gives us a broader view of what’s going on in our cemetery and also the American habits around death
- In 2003-2006, markers in the older section, primarily dating to the 18<sup>th</sup> century, were repaired and restored; also in the South Cemetery. Later, similar work is being planned in the North Cemetery’s Stoney Section, primarily 19<sup>th</sup> century graves.
- The report makes recommendations for continued preservation.
- We reviewed the recommendations, as well as suggested priorities compiled by Kay Westcott, to identify those we think are reasonable and attainable, such as:
  - Address mowing techniques, caretaking of the grass in ways that are consistent with preservation
  - Erect signage with rules
  - Enforce the rules about what people can plant in the cemetery
  - Make sure trash receptacle is well located and not distracting from landscape
  - Create a landscaping plan based on an arborist’s recommendations, particularly for trees – both removing current trees and planting new ones
  - Orphan stones should be documented using a form and collected for short-term safe keeping until their appropriate location is identified through research
  - Ask DPW if the vaults are inspected for structural integrity
  - Ask if there is a disaster plan

We discussed forming a Friends of the North Cemetery group. Among other things, these volunteers could be trained by a professional to clean/maintain the gravestones. Perhaps the DPW’s perpetual care fund could pay for this training. Kay Westcott said

she might agree to co-chair an effort to form the Friends group. Elisa Scola said she would raise the idea at a meeting of the Wayland Historical Society board.

Elisa Scola and Kay Westcott went to a recent DPW meeting to request \$4400 for South Cemetery restoration from their fund for perpetual care. The DPW agreed to the request.

The meeting was adjourned at 1:05pm.

Respectfully submitted,

Ann Gordon

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**PUBLIC CEREMONIES COMMITTEE**  
**Minutes of meeting on May 24, 2017**

- 1) The committee meeting was called to order at 7:00 p.m.  
In attendance: Richard Turner (RT), George Bernard (GB), Carl Bernardo (CB) and John Dyer (JD) and Stephen Streeter (SS). Not Present: Dennis Berry (DB)
- 2) Public Comment: No Public Comment
- 3) Old Business: Approved minutes from May 3 and April 12, 2017.
- 4) New Business: All the new business had to do with the Memorial Day parade and program on Monday, May 29, 2017 except for Purple Heart signs.
  - RT to read and review Project 351 State Government proclamation to be read by Junior Middle High School student at Lakeview Cemetery program. Richard to make sure length is appropriate.
  - JD has found a WWII Veteran to be the grand marshal for Memorial Day. Grand marshal Mathias Leupold to ride in Ford 1978 LTD State Police Cruiser.
  - CB has found WWII weapons carrier - military vehicle to have in the parade. Cost is \$150.00 for two hours. Committee unanimously approved the cost.
  - RT contacted three Assisted Living Facilities of Wayland to have their vans with Veterans be in the green section of the parade.
  - GB to correct SS Excel spreadsheets with the twenty or so participants in the parade. The order of the vehicles and some of the groups has changed.
  - RT showed SS where podium and speaker system will be set up at Lakeview Cemetery on Memorial Day. SS to run sound system at Lakeview Cemetery on Memorial Day.
  - Parade applications will be accepted even though application date of May 21 has passed. Parade to have a green section for Veterans and a Yellow section for Non-Veterans. CB to line up green section and GB to line up yellow section at Wayland Middle School at 10:30 on Memorial Day.
  - GB and JD worked on Freedom Prize and gave RT the name of the winner who receives \$500.00. His name is Nathan Zhao and his essay was on the "Constitutionality and consequences of the Voter ID laws".
  - Jaylen Wang to read the "Gettysburg Address" at the Lakeview Cemetery program.



- Chaplain Major Woodford, Natick Soldier Systems Center (NSSC) has agreed to perform the Invocation and Benediction for the Lakeview Cemetery program and COL Charles H. May (NSSC) will be the guest speaker.
- American Legion Post #133 Wayland to provide a two-man firing squad for days events.
- RT stated that Lynch Tree Service provided bucket truck to finish putting American flags on flag poles. Wayland DPW to have their bucket truck hydraulic lines replaced so truck will be useable in the future.
- RT to send thank you note to Lynch for bucket truck. Also send note to DPW for bucket truck and all the landscaping work done at all Wayland cemeteries and parks in preparation for Memorial Day. Cemeteries and parks look beautiful.
- Jewish cemetery - Beit Olam East has been added to the list of cemeteries that will be visited by Wayland Veterans on the morning of May 29.
- GB to work with MaryAnn DiNapoli on three books for Freedom Prize to be located at the Library, Wayland Middle School and Town Hall.
- RT stated that Dept. of Transportation has approved Purple Heart signs.
- Next meeting is Wednesday June 14.

Meeting adjourned at 8:00 P.M.

Respectfully submitted  
George Bernard 6/12/2017

## Letter to the Editor

The Wayland Public Ceremonies Committee wishes to thank Lynch Landscaping and Tree service for assisting the department of public works with installation of the flags on the utility poles along the Memorial Day Parade route due to the Department of Public Works bucket Truck being out of service due to a hydraulic malfunction . Thank you from the Members of The Wayland Public Ceremonies Committee and the Veterans Graves Officer sends Sincere Thank You.

Richard P Turner, Chair

Steven Streeter, Vice Chair

Carl Bernardo, Member

George Bernard, Member

John Dyer, Member

Sarada Kalpee, Veterans Services Officer

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# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

TOWN BUILDING  
41 COCHITUATE ROAD  
TEL (508) 358-7701  
[www.wayland.ma.us](http://www.wayland.ma.us)

## Public Ceremonies Committee

Ms. Charlie Alejandro, Director  
Massachusetts State Police Museum and Learning Center  
P.O. Box 319  
44 Worcester Street  
Grafton, MA 01519-0319

June 1, 2017

Dear Ms. Alejandro:

The Wayland Public Ceremonies Committee extends our Organization's sincere thanks for providing vintage Boston Police, MDC Police, and Massachusetts State Police vehicles for the Town of Wayland's Memorial Day Parade and Ceremony.

Thanks also to the Volunteers who operated these vehicles; Tracy Clauss, Phil Masso, and Michael Slepetz. Also, Special Mention to Thomas Turner for meeting with our Committee and presenting this opportunity to us.

The vehicles were very well received by those in attendance, and we extend a cordial invitation for you to join us in 2018.

Respectfully,

*Richard P Turner*

Richard P. Turner  
Chairman

NAME OF BOARD/COMM: Wayland Surface Water Quality Committee (WSWQC)  
 FILED BY: Jack Carr, WSWQC Committee Member  
 DATE OF MEETING: Tuesday January 10, 2017  
 TIME OF MEETING: 7:30 PM (scheduled)  
 PLACE OF MEETING: Wayland Town Building  
 ATTENDING: Toni Moores (chair), Tom Largy, Lisa Newton, Jack Carr (mike Lowery absent due to conflict with DPW meeting.)

NOTE: All votes conducted by roll call of individual members.

**WSWQC MINUTES 2017/01/10**

The meeting came to order at 7:30 PM.

1. Approval of Minutes - approved
2. Public Comments – Town of Wayland residents Paul Dale and Janot Mendler from Transition Wayland attended meeting to discuss item 7 below.
3. Dudley Pond – Mike Lowery – Mike was absent
4. Heard Pond – Tom Largy – Solitude is overdue on two reports. Tom has a draft but intends to request a modification whereby Solitude acknowledges that overall results could have been improved had it begun harvesting plants when they first appeared rather than waiting until late summer. Tom also mentioned that 2016 was a banner year for chestnut as conditions (low water, high temps) exacerbated difficulties with the efforts to harvest. By early august the plants had matured with seeds and there was not enough time to get all the plants harvested before the seeds were dropped. Tom also will push Solitude to separate the aquatic survey study from the 2016 year end status report.
5. Lake Cochituate – Jack Carr – Nothing to report. Jack Will attend the MA Dept. of Transportation design public hearing regarding Cochituate Rail trail on January 11<sup>th</sup>. This construction will impact Middle and North ponds of Lake Cochituate in that the trail passes over DCR property including the keyhole bridge. Later in 2017 DOT will file NOI with Town of Natick ConCom.
6. Mill Pond – Tom Largy – nothing to report. Tom will present a white paper at next meeting re: future management of the pond.
7. Committee member’s reports and concerns  
 Tom Largy motioned for committee to approve his attendance at the NEAPMS meeting in NH tomorrow Jan 11th. Approved. Voted 4 support; 0 against

Lisa Newton, member – requests the endorsement of WSWQC in support of two proposed bylaws being presented to TM.

1. Plastic Bag Reduction Bylaw
2. Takeout Food Container Bylaw

Presenting to the WSWQC this evening were supporters Paul Dale and Janot Mendler. Presentation materials were shared with WSWQC and are available electronically upon request. Paul Dale participated on the Wellesley committee that successfully banned plastic bags. Janot Mendler has spent career in water resource management. She is focused on climate change impact on low income countries. Also focuses on disaster risk reduction. She believes our water resources are at great risk and considering all the challenges we face as a society, water quality is low hanging fruit with lots of opportunity to positively impact.

**Plastic Bag Reduction Bylaw.** Goal: eliminate use of single use plastic checkout bags in Wayland. The production and use of thin-film single-use plastic checkout bags have significant impacts on the environment, including, but not limited to: contributing to the potential death of aquatic and land animals through ingestion and entanglement; contributing to pollution of the land environment; creating a burden to solid waste collection and recycling facilities; clogging storm drainage systems; and requiring the use of millions of barrels of crude oil nationally for their manufacture. The purpose of this bylaw is to protect the Town's unique natural beauty and natural resources by eliminating single-use plastic check-out bags that are distributed in the Town of Wayland and to promote the use of reusable bags.

Promote the use of reusable shopping bags. Preserves the ability to use plastic bags for dry cleaning, newspapers, produce, meat, bulk foods, wet items and other similar merchandise. In Wayland, the proposal is to ban bags of 4 mil (4/1000 inch) or less. Over this thickness they are reusable. The goal is not to prohibit plastic bags but instead incentivize BYOB. The common bag at CVS or similar would be no longer available. Potential alternative to this bylaw is to recycle these bags. Paul indicates that there is no viable recycling stream at this time. These bags are not recyclable. Casella picks up the bags, but claims that recycling is not a profitable process for the town and what Casella does with them is not clear. Alternative is paper bags. Based on national averages Wayland uses at least 4 million bags per year (300 per person per year). The big box stores are ready to switch because the trend is continuing. Concord already has banned plastic bags and Framingham has adopted this ban starting 1 Jan 2018. Goal is for Wayland also to adopt 1 Jan 2018. When communities began this initiative it was a novelty but now that many towns (42 in MA) have adopted this ban, big box stores have a supply chain and can readily address the bylaw. The argument in favor of the merchant is that if majority of customers come in with or purchase reusable bags, this bylaw is financially sustainable. One merchant indicated that he is supportive so long as it is uniform so that every point of sale in Wayland must comply.

Toni Moores, Chair, asked if Wayland and surrounding towns adopt bylaw what numerical data would support this. Toni Moores asks what the alternative to plastic and reusable is. Paul Dale indicated it would be paper.

Janot Mendler indicated that Korea is one of the few places that recycles single use plastic bags and that the 'recycling process is very crude'.

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Tom Largy indicated that bacteria is an issue with reusable bags. Tom also mentioned that North America's contribution to the total accumulated plastic waste in the world is minimal and that most of the plastic waste comes from third world countries with little or no waste management

Paul Dale's objective is to gain endorsement. Paul concluded presentation by asking committee "why are we taking fossil fuels from the ground that have taken millions of years to develop, convert this into a product we use for a 30 minute drive from food store only to discard into a landfill where they remain for another million years to decompose."

VOTE: Lisa Newton makes motion to endorse the proposal to eliminate use of single-use plastic shopping bags. Vote: 3 in favor (Moores, Newton, Carr) 1 against (Largy)

**Polystyrene Food Container Bylaw.** Goal: Eliminate use of polystyrene food and beverage container containers in Wayland. Polystyrene contains dangerous substances which when heated release toxic chemicals that may be carcinogenic. Eliminating polystyrene food and beverage containers is in the best interest of the health and welfare of the inhabitants of the Town of Wayland. Expanded polystyrene food containers form a significant portion of the solid waste going into our landfills. Polystyrene is not biodegradable; once buried in a landfill it will remain there for centuries.

VOTE: Lisa Newton makes motion to endorse the proposal to eliminate use of polystyrene food containers. 4 in favor (Moores, Newton, Carr, Largy)

8. Septic System O&M Mailing date – Mike absent – to be continued
9. Next meeting date – Tuesday February 28, 2017
10. Invoice Approval. Two invoices were approved. \$1440.00 Solitude, \$1539 Nashoba analytic
11. Adjournment – A motion for adjournment approved unanimously. Meeting adjourned at 8:50 pm.

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*Revised Meeting Notice/June 23, 2010*

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NAME OF BOARD/COMM: Wayland Surface Water Quality Committee (WSWQC)  
FILED BY: Jack Carr, WSWQC Committee Member  
DATE OF MEETING: Thursday March 9, 2017  
TIME OF MEETING: 7:30 PM (scheduled)  
PLACE OF MEETING: Wayland Town Building  
ATTENDING: Toni Moores (chair), Tom Largy, Mike Lowery, Lisa Newton

NOTE: All votes conducted by roll call of individual members.

### Memo of Minutes

The meeting came to order at 7:30 PM (Mike Lowery arrived 7:50 due to conflict with other town meeting)

1. Public Comments - none
  2. Dudley Pond – Mike Lowery - (note agenda items 2 and 3 switched as Mike arrived 7:50)
    - Sand bags need to be removed. No other info to report.
    - Fluridone levels still above 1 ppb when last tested 12/2016
    - School bus parking – town awarded Rivers Edge to developer so school buses must vacate the Rivers Edge lot. Mike suggests that it would be wise for WSWQ to recommend to Selectman that we don't believe relocation to the Wayland Middle School lot is in the best interest Wayland's natural resources because of the outfall, the natural drainage and other ecologically sensitive surroundings. This is in a zone II well-head protection district
    - Curbing – There is plan to pave Lakeshore Drive and the plan includes curbing to direct runoff to sewer. Toni feels that WSWQ should share perspective to DPW that the goal ought to be that runoff be directed to catch basins using the existing infiltration basins adjacent Mansion Rd. Mike stated that he would have DPW contact Toni to review paving plan.
    - Right now clams do not seem to be a problem in Dudley Pond.
  3. Heard Pond – Tom Largy
    - Tom presents presentation on Heard Pond. Slide presentation file.
    - Tom hoped to try Procellacor as a novel, low rate systemic herbicide to treat milfoil on Heard Pond. Because it is not registered for use in MA, Mike disagreed and suggested using diquat as soon as possible after it starts growing. Mike suggests rather than detritus removal from Mill pond that the money ought to be used on Heard pond to treat milfoil early this season while we have FY2017 the money. Tom pointed out that we would have to submit an NOI and receive an Order of Conditions.
    - Mike also shared the following:
      - Diquat is inexpensive and fast and can be used selectively.
      - Fluridone is not as selective and has a half life of many months
      - Triclopyr is a systemic herbicide that has Multi-year effects,
-



- Mike motions for WSWQ authorize \$7300.00 to contract with Solitude for water chestnut management on Heard pond and further authorize an additional \$2400 at project manager's discretion for additional harvesting days. Toni Moores seconds motion. Unanimous agreement.
  - Tom will invite Dominic at Solitude to speak at the next WSWQC meeting.
4. Lake Cochituate – Jack Carr -
- Lake cleanup will be early – mid June
  - Jack attended Department of Transportation public hearing regarding extension of the Cochituate Rail Trail . The proposed Rail Trail travels along parts of all three ponds of Lake Cochituate and passes over the keyhole tunnel. DOT will be required to file a NOI with both Natick and Wayland ConCom. DCR is working with DOT to address how this area will be graded, safety concerns , etc.
5. Mill Pond – Tom Largy – Discuss possible hydro-raking project
- Tom presented bathymetric survey done by Lycott Environmental 1/19/2015. (Study is on file). Study recommended lower and upper (shown in green) areas of the pond as critical areas to remove detritus. Tom suggests that the WSWQC vote to perform additional hydro-raking. The Hydro-raking cost about \$13,000 and would occur over a five day span. In past, the hydro-rake (paddlewheel device) was not suitable in upper area because of the fine silt. The lower area was successful proceeding along the shoreline to remove detritus. Recommendation at the time of report was to revisit the upper part using suction harvesting. Alternatively Jeff at Solitude tells Tom that he now has a hydro-rake that is improved at removing fine silt.
  - Hydro-raking may involve EPA permitting in addition to State and local if more than 100 cubic yards are removed.. Dredging is anything over 100 cubic yards . While we have the funds to rake or suction harvest again, Tom is ambivalent because of the permits involved. The OOC will expire sometime in 2018. WSWQC will revisit this topic during next meeting but with limited funds and need to address various issues at Heard Pond, hydro-raking Mill Pond is unlikely this coming season.
  - Tom made a motion for WSWQ to request DPW to remove a tree that has fallen into the pond. Lisa inquires if DPW can take responsibility of the dredging also. Tom indicates that DPW ultimately owns responsibility of the Mill Pond park. Mike Lowery indicates that DPW may not agree that this is a priority.

Committee member's reports and concerns –

- Mike reports that DPW is exploring using land on south side of route 20 for material storage.
  - Tom shares poster created by Emily Walsh and Brea Arvidson Northeast Aquatic management in Wentworth Aquatic management .
  - Other data shared re: companies that provide Aquatic management and services.
  - Lisa Newton will ask 'Brian Keveny for balance on the account for WSWQC available to spend.
7. Septic System O&M Mailing date – Mike working on this
- 8 MA-COLAP Attendance - Tom moves to authorize WSWQC members to attend COLAP with unanimous approval from the Committee.
-

9 Next meeting date 4 April 2017

10 Invoice Approval - none

11 Adjournment Motion to adjourn by Toni Moores. Unanimous vote at 9:22pm

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NAME OF BOARD/COMM: Wayland Surface Water Quality Committee (WSWQC)  
FILED BY: Jack Carr, WSWQ Committee Member  
DATE OF MEETING: Tuesday 04 April 2017  
TIME OF MEETING: 7:30 PM (scheduled)  
PLACE OF MEETING: Wayland Town Building  
ATTENDING: Toni Moores (chair), Tom Largy, Mike Lowery, Lisa Newton, Jack Carr

NOTE: All votes conducted by roll call of individual members.

### Memo of Minutes

The meeting came to order at 7:30 PM. In interest of guest speaker (Solitude)we agreed to start meeting at #4 to hear Solitude presentation.

1. Approval of Minutes – Unanimously approved
  2. Public Comments - none
  3. Dudley Pond – Mike Lowery
    - Phosphorus pamphlet - Mike has composed a pamphlet to discuss the impact of phosphorus on our resources in Wayland and proposes distribution to the neighborhoods around Dudley and Lake Cochituate....ideally all residents impacting the watershed. Mike Lowery proposes the WSWQ board submit this pamphlet to ConCom as fulfillment of the OOC on file for tmt of Dudley pond last year . Lisa Newton motions to pass mikes proposal. All members vote in favor of mike proposal.
    - School bus parking - Mike Lowery presented a map showing School Committees plan to locate school busses on Middle school property. The letter from Dudley Pond Association details the issues shared by WSWQ. Mike Lowery is recommending that WSWQ speak with Linda Hansen at ConCom to share concerns as expressed in the letter from Dudley Pond Association. Mike presented a letter and proposed that chairpersons of both WSWQ and ConCom sign this letter and send to the school committee. All members voted in favor of Mikes proposal
    - Julia Junghanns – Director wayland Board of Health - wrote Mike Lowery asking if WSWQ and Board of Health collaborate on a letter to abutters of Dudley Pond . WSWQ board feels this is worthwhile. Allison LeClair (diver on Dudley pond) is present at tonights meeting and Ms LeClair initiated this discussion between WSWQ and BOH. Lisa Newton will work with Board of Health on behalf of WSWQ
  4. Heard Pond – Tom Largy
    - Water chestnut treatment strategy is as follows
      - Get NOI now.
      - Wait and observe growth in June
-

- Mike Lowery moves to authorize up to \$4000 for the preparation of NOI for Heard pond. To be done at discretion of Tom Lary – custodian of Heard Pond. All members voted in favor of Mike Lowery motion.

Chemical treatment options for Milfoil – Keith Gazelle (Solitude) - Dialogue Q&A with Solitude – Keith Gazelle and Brea - review History and also discuss 2017 Contract for management of both Water Chestnut and Millfoil

Tom shares a brief overview of the 14 years of treatment by WSWQ. 2002 Chemical application to Heard pond to treat Water chestnuts. Millions harvested first year however this number decreased and hand pulling was done in subsequent years. Millfoil was not an issue when harvesting for Water chestnut was first started 14 years ago but Millfoil has obviously become a big issue for Heard Pond

Heard pond is directly connected to Sudbury river. Currently the water level is quite high. In 2010 the Sudbury river had overflowed its banks. This past year the water levels were historically low. Tom theorizes that 2016 represented a 'perfect storm' of sorts (low water levels in spring and summer, hot summer) resulted in early germination and continued germination of seeds through the summer start yet ultimately banner year for water chestnut occurring late summer of 2016.

2017 high water level may result in a better year this year for both milfoil and water chestnut control.

Great meadows Wildlife Reserve is abutter to the Heard pond and Sudbury River. This is a great resource for wildlife and should be considered when reviewing tmt of the pond with chemical.

Keith from Solitude inquires if the board has goals with regard to use of Solitude for weed management. Tom indicated that Dudley is a "residential pond" and tmt is managed with chemical means for most part. Mike Lowery indicates that Heard Pond is used for fishing primarily. WSWQ would like to keep the surface of the pond accessible and maintains its bucolic nature – an asset to the town. Keith indicates that Diquat is most cost effective solution to treat submersed milfoil. Diquat is a contact herbicide, fast acting and inexpensive. Will not however provide much benefit to subsequent year's growth. Diquat will have no impact on water chestnut. Mike Lowery believes Diquat does seem to have some residual impact to subsequent year.

Floridone and 2,4,D require longer contact time to be effective

Lisa inquires that since the two bodies of water mix at time does this impact which herbicides can be used. Keith indicates that Clearcast (imazamox) is being used in saxonville (Framingham) which is upstream of Heard pond - to treat water chestnut. Clearcast is fairly

transient and is systemic. Diquat is liquid product sprayed via tube under surface. It has half life is 3 -4 days. Diquat remains Solitudes recommendation.

Dense milfoil is estimated to be an area of about 10 – 12 acres in the north part of the pond and follows contour of pond from edge toward center . Toni asks if it makes sense to treat just these 10 – 12 acres or even less. Keith shares that Diquat is not an option for long term tmt. Mike Lowery asks what is cost to treat all the rest 20 acres of milfoil. Keith indicates \$10,000 to 12,000 to treat this. Brea indicates that Diquat will not effect fanwort or lillypads. In fact, suppressing milfoil will actually provide native species a fighting chance. Mike Lowery feels that new herbicides such as procellacor are not an option currently for several reasons. Lisa mentioned that WSWQ does currently have about \$25,000 in funds available which gives us options. Application would be in June.

Mike Lowery makes motion for WSWQ to Request proposal from solitude for application of diquat for 15 -2 0 acre area in Heard Pond in early June. Toni seconds motion. All five board members voted in favor. Mike asks that quote include a couple of rounds of samples at day 7 and day 14.

Tom requests that WSWQC vote to authorize him to sign an NOI contract from Solitude if one is received and a WSWQC meeting is not imminent. Vote seconded and unanimously voted in favor.

Tom proposes to thank the Nyanza trustees for grant money. Tom motions the board send this letter. All members voted in favor

5. Lake Cochituate – Jack Carr

- Water levels back to normal range
- Mike Lowery mentions also that Lake Cochituate watershed council won a \$25,000 grant to come up with ways to treat invasive without the use of chemicals. Mike indicates that anyone interested with ideas should speak with Carol Berkowitz.

6. Mill Pond – Tom Lary – Discuss additional hydroraking project .

Tom will get opinion from Tom Holder DPW director on possible hydroraking of Detritus and removal of trees. Mike Lowery suggested to Tom Holder at DPW to look into actions DPW can take to clean up Mill Pond (trees, etc)

7. Committee member's reports and concerns

EPA MS4 Permit -MS4 regulates stormwater and how it flows in towns. It requires specific monitoring and reporting of outfalls & catchbasins. The upfront costs to comply will be significant. Other towns have spent \$300,000 to comply requiring taxes to be increased. DPW will be hiring a specialist to train town on compliance. Mike has contacted Jennifer Steele ConCom director in Newton. Overall this permit compliance will improve water quality in ponds

Lisa has concerns about lack of trash containers provided by DPW to manage trash at Mansion beach. Mike Lowery indicates that Recreation committee would need to initiate this request. Lisa moves that wsWQ vote to ask Recreation to ask DPW to provide recycling container. Motion approved by board unanimous

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8. Septic System O&M Mailing date – not yet set
  9. Next meeting date- Next meeting Tuesday 18 April 2017
  10. Invoice Approval – CW Moores – sampling Dudley pond \$53.76
  11. Adjournment – 9:03 Toni motions for adjournment – All in favor.
-

**TOWN OF WAYLAND - TOWN CLERK'S OFFICE**  
**NOTICE OF MEETINGS OF TOWN BOARDS/COMMITTEES/COMMISSIONS**

Posted in accordance with the provisions of the Open Meeting Law  
PLEASE TYPE OR PRINT LEGIBLY

NAME OF BOARD/COMM: Wayland Surface Water Quality Committee (WSWQC)  
FILED BY: Jack Carr, WSWQ Committee Member  
DATE OF MEETING: Thursday 27 April 2017  
TIME OF MEETING: 7:30 PM (scheduled)  
PLACE OF MEETING: Wayland Town Building  
ATTENDING: Toni Moores (chair), Tom Largy, Mike Lowery, Lisa Newton, Jack Carr

NOTE: All votes conducted by roll call of individual members.

**Memo of Minutes**

The meeting came to order at 7:30 PM..

1. Approval of Minutes – Unanimously approved
2. Public Comments - none
3. Dudley Pond – Mike Lowery

Water levels remain high at Dudley pond.

sandbags were removed Sunday April 9th. Pond level is up one half inch since that time.. Concern is that high levels of water on Dudley pond increase risk of flooding and water damage on abutter's property. Mike Lowery called MWRA. MWRA removed debris and sludge near culvert - clearing out area before fence. Mike lowery removed other debris. Toni points out the drainage is an inverted syphon which makes flow more difficult. Dudley brook was cleaned out. While water does flow out of Dudley pond near WHS to Sudbury River, Mike believes the high water level at Sudbury River slows the flow rate out of Dudley pond.

- Trash cans at Mansion beach are in place
- School Bus Parking. – Mike Lowery delivered OOC, Bioswale details and letter from WSWQ. DPA also delivered a similar message to Wayland School Committee
- Lisa has spoken with Julia Junghanns – Director of Public Health

4. Heard Pond – Tom Largy
-

Tom has received quotation from Solitude and presents this to WSWQ. Tom tried to meet with Sherre Greenbaum – Con Com Committee head. Was unsuccessful. Tom reiterates his plan to spend \$3000.00 which was approved last meeting to cover the permitting work related to Heard Pond 2017 treatment.

5. Lake Cochituate – Jack Carr

- Town of Natick received a \$35,000 grant to map the stormwater outfall to Lk Cochituate. Mike attended a meeting today to discuss how best to monitor stormwater. Goal is a map layer to show for every outfall what area it collects. Every town is responsible for building a model that creates mini water shed and measures outfall. Mike mentions that two areas of Wayland have vulnerable runoff. They are at the Town Beach and at intersection of 27/30. These areas use are hydrodynamic separators designed to take advantage of the motion of the water to separate solid from water. Mr. Doucette at DPW confirms that these are cleaned once annually.
- There are 6 outfalls in Wayland that flow into Lake Cochituate
- Keyhole bridge will be maintained during the rail trail construction.
- Jack & Mike attended a “meet & greet” at Lake Cochituate Beach on 26<sup>th</sup> April. Tom Walsh – DCR Regional Supervisor Lakes and Pond was in attendance. Reviewed general timeline for improvements on Lake Cochituate. Also addressed Concern that Framingham plans to turn on its Birch St wells and this may adversely impact the Wayland Dudley Pond and Lake Cochituate.

6. Mill Pond – Tom Largy – Discuss additional hydro raking project. Tom presents a quotation from Solitude for 2017 aquatic management program for Mill pond. Tom will be on vacation in June when Solitude will be hydroraking. Mike and Jack will monitor 2X daily the progress of the removal. Mike motions to adopt Solitude proposal dated 24 April 2017 to spend \$12,000 for 2017 management. All members vote in favor of Mike’s motion.

7. Tom praises Tom Holder DPW director for his quick work to remove the fallen trees in the pond. Tom also indicates that DPW willingness to remove the waste will save us thousands of dollars.

8. Committee member’s reports and concerns

M. Lowery: EPA MS4 Permit -MS4 regulates storm water and how it flows in towns. It requires specific monitoring and reporting of outfalls & catch basins. The upfront costs to comply will be significant. Other towns have spent \$300,000 to comply requiring taxes to be increased. Mike reiterates that as a Town, Wayland needs to keep it in the radar.

9. Septic System O&M Mailing date – brochure shortened and edited by Julia and Darren. Will be finalized and sent soon.

10. Next meeting date- Next meeting Tuesday 16 May 2017

11. Invoice Approval —

- a. Analytical service for Dudley pond 172548 \$1539.00
- b. \$58.54 for WSWQ member Tom Largy to attend conference.

12. Adjournment – 8:48 Toni motions for adjournment – All in favor.

**NOTE:** Per changes to the Open Meeting Law, notice of any meeting of a public body shall include “A listing of topics that the chair reasonably anticipates will be discussed at the meeting”. AG’s Office guidelines state that the list of topics shall have sufficient specificity to reasonably advise the public of the issue to be discussed. Please list those topics on the above agenda.



**TOWN OF WAYLAND - TOWN CLERK'S OFFICE**  
**NOTICE OF MEETINGS OF TOWN BOARDS/COMMITTEES/COMMISSIONS**

Posted in accordance with the provisions of the Open Meeting Law  
PLEASE TYPE OR PRINT LEGIBLY

NAME OF BOARD/COMM: Wayland Surface Water Quality Committee (WSWQC)  
FILED BY: Jack Carr, WSWQ Committee Member  
DATE OF MEETING: Tuesday 30 May 2017  
TIME OF MEETING: 7:30 PM (scheduled)  
PLACE OF MEETING: Wayland Town Building  
ATTENDING: Toni Moores (chair), Tom Largy, Mike Lowery, Lisa Newton, Jack Carr

Toni Moores - Attending remotely by phone due to geographic limitations.

NOTE: All votes conducted by roll call of individual members.

**Memo of Minutes**

The meeting came to order at 7:30 PM.

1. Approval of Minutes – Unanimously approved
  2. Public Comments – Carol Plumb of Bald Rock Road attended meeting and shared a concern. She was in the process of certifying vernal pools and is here tonight to report that in course of certifying a vernal pool at 357 Commonwealth Road she noticed a 3" high X 10 foot wide X 10 foot long area of white soapy film on snake brook. Water was rising after several days of rain. Tom points out that even pristine streams can have foam present. Mike Lowery also has maps that detail drainage & outfall that DPW could make available to Ms. Plumb. WSWQ suggested that a sample be collected if it persists and testing may be considered.
  3. Dudley Pond – Mike Lowery
    - Trash cans at Mansion beach are in place
    - School Bus Parking. – Mike Lowery delivered OOC, Bioswale details and letter from WSWQ to Wayland School Committee. DPA also delivered a similar message to School Committee. Currently Claypit Hill and Middle school are still under consideration.
    - Mike has distributed the Dudley pond annual report required by OOC for comment. Mike will publish this next week
    - Mike suggests sending the septic mailing and the pesticide/herbicide mailing simultaneously to pond abutters to save postage.
    - Lisa shared a picture of suspected algae bloom with Julia Junghanns DPH. BOH is investigating this.
-

4. Heard Pond – Tom Largy

Tom reports that milfoil is evident already in May on Heard pond. Tom suggests treatment. There are two concerns Tom shares. First - Timing may be an issue. Solitude indicates that a July treatment may not be as effective as a June treatment. Mike Lowery indicates that diquat is a contact herbicide that works on the growth and not the roots. Mike also indicated that in past Dudley pond was treated with diquat in early June and he believes this was too late and therefore application of diquat on Heard pond in July will not be effective. Mike also mentioned that Sonar, another herbicide, takes longer to act but does kill systemically because it is sucked down into the roots. Overall Mike favors an approach of using less diquat earlier in season. Mike mentions that DCR has had good luck with diquat in North pond. Mike suggests we vote to expand the scope of the milfoil treatment to include the bid process and the treatment into a single procurement. Cost would be \$7250+\$990. Mike suggests that the balance remaining in 2017 be used as a partial payment toward the total \$8240. Funding is a second issue. Beth Doucette says the work must begin in 2017 to use this money. Mike proposes we vote to use balance of 2017 funds for a weed assessment. Mike moves that Tom ask solitude to conduct a surface assessment to commence no later than 30 June 2017. Price not to exceed \$3000.00. All members voted by roll call in support of Mike's proposal.

In addition Mike proposes that WSWQ spend no more than \$500 to hire diver to assess cost to remove milfoil either by hand pulling or by suction harvesting. Work to begin by June 30<sup>th</sup>.

5. Lake Cochituate – Jack Carr

- Jack attended Town of Natick Rail Trail meeting to discuss with MA DOT project planning. Jack expressed concerns about access and also about the keyhole tunnel, its age and condition and its importance relative to wildlife, water quality and park use – since without this tunnel the lakes would no longer function as one body of water. Town of Natick Rail Trail committee suggested these concerns be addressed in 2018 once the design phase is completed. Jack will follow up with Friends of Cochituate committee.
- Mike Lowery and Jack Carr attended a meeting at CSP HQ to observe a meeting between Town of Natick ConCom and Vanessa Current – DCR, Andrea Braga PE and Brandon Streets PE – both Principals at Geosyntec.
  - WSWQ seeks partner funding to begin comprehensive study of the Lake Cochituate watershed by developing micro-watershed mapping to characterize, rank and retrofit as needed. Specifically this grant money would be used to purchase engineering consulting to use state-funded modelling tools with existing town data to create a 9 – element WBP as required by USEPA and MassDEP for future grant projects funded under Section 319 Nonpoint Source Pollution Program
  - These methodologies will also be able to provide site-specific BMP load reductions for each alternative retrofit design proposed at no additional cost to the project. Using the WBP tool will enable DCR and Town of Wayland in collaboration with Natick and Framingham, who both also about Lake Cochituate's three ponds, to implement a coordinated approach to managing and monitoring the Lake Cochituate watershed, and support the MS4 compliance process.
- There are 6 outfalls in Wayland that flow into Lake Cochituate

6. Mill Pond – Tom Largy – Hydroraking will occur in June 26<sup>th</sup> and end on June 29<sup>th</sup>. Mike and Jack will monitor progress. Bathymetric survey of pond shows detritus heavy concentrate in southern pond.

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The plan is to start in southern portion and work upward to center. The northern part of the pond is no longer dredged or raked because of the density.

7. Committee member's reports and concerns

M. Lowery: EPA MS4 Permit -MS4 regulates storm water and how it flows in towns. DPW director is looking for \$30,000 to identify ways to address Wayland's obligations.

8. Next meeting date. Next meeting 12:00 pm Friday 23 June 2017 site visit Mansion Beach Dudley Pond. Public parking and handicapped access available.

9. Invoice Approval — NONE

10. Adjournment – 9:23 Toni motions for adjournment – All in favor.

NOTE: Per changes to the Open Meeting Law, notice of any meeting of a public body shall include "A listing of topics that the chair reasonably anticipates will be discussed at the meeting". AG's Office guidelines state that the list of topics shall have sufficient specificity to reasonably advise the public of the issue to be discussed. Please list those topics on the above agenda.

Revised Meeting Notice/June 23, 2010

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