

PACKET

JULY 10

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, July 10, 2017
7:00 p.m.
Wayland Town Building
Selectmen's Meeting Room
41 Cochituate Road Wayland

Proposed Agenda

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

- 7:00 pm 1.) Call to Order by Chair
- Review Agenda for the Public; Announcements
- 7:02 pm 2.) Public Comment
- 7:10 pm 3.) Review and Distribute Town Administrator Evaluation Form
- 7:20 pm 4.) Meet with Finance Director on Change to Outsourced Payroll Processing
- 7:35 pm 5.) Discuss Acquisition of Public Safety Drone with Police and Fire Chiefs
- 7:45 pm 6.) Review Special Town Meeting Articles:
- Circuit Breaker – Director of Assessing
 - Marijuana Moratorium – Youth Advisory Director
- 8:05 pm 7.) Interview and Potential Vote to Appoint and Reappoint to Boards and Committees
1. Economic Development Committee (two 3-year vacancies)
 - Interview - Kamal Namou, Andy Oppenheim
 - Vote – Kamal Namou, Andy Oppenheim, Seth Roman
 2. Finance Committee (three 3-year vacancies and one 1-year vacancy)
 - Interview - Jay Sherry
 - Vote – Steve Correia, Jay Sherry, Bruce Smith, Bill Steinberg, George Uveges, Dave Watkins
 3. Zoning Board of Appeals (two 3-year vacancies)
 - Vote – Aida Gennis, Shaunt Sarian
 4. Conservation Commission (three 3-year vacancies)
 - Vote – Joanne Barnett, John Sullivan
 5. Personnel Board (one 5-year vacancy)
 - Vote – Maryanne Peabody

BOARD OF SELECTMEN

Monday, July 10, 2017

7:00 p.m.

Wayland Town Building

Selectmen's Meeting Room

41 Cochituate Road Wayland

Proposed Agenda Page Two

- 8:35 pm 8.) Joint Meeting with the Wayland Housing Authority to Interview and Potential Vote to Appoint to the Wayland Housing Authority to Fill a Term to Expire Upon the 2018 Annual Town Election
- Miriam Andrews
- 8:45 pm 9.) Consideration of Board and Committee Vacancies and Potential Vote for all Remaining Reappointments (attached)
- 8:55 pm 10.) Discuss Implementation of Plastic Bag Bylaw with Paul Dale
- 9:10 pm 12.) Minutes: Review and Vote to Approve Minutes of June 19, 2017
- 9:15 pm 13.) Consent Calendar: Review and Vote to Approve (See Separate Sheet)
- 9:20 pm 14.) Review Correspondence (See Separate Index Sheet)
- 9:30 pm 15.) Report of the Town Administrator
1. Communications Plan
 2. Housing Consultant Options
 3. 40B Update
 4. Mass Works Grant Application
 5. ICMA TV Proposal
 6. Mainstone Farm; Construction of Greenhouses
- 9:40 pm 16.) Selectmen's Reports and Concerns
- 9:50 pm 17.) Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any
- 9:55 pm 17.) Adjourn

Wayland Town Administrator Evaluation – DRAFT 7-10-2017

Please rate the Town Administrator using the following scale:

<u>Rating</u>	<u>Description</u>
1	Unacceptable - Unsatisfactory performance
2	Conditional - Requires Improvement
3	Satisfactory - Meets BoS expectations
4	Noteworthy - Generally exceeds BoS expectations
5	Outstanding - Substantially exceeds BoS expectations

Please bring your completed evaluation form to the BoS meeting on July 24. Do not email.

Vision of the Role of TA		
Does the Town Administrator	Rating	Comments:
<ul style="list-style-type: none"> • Provide administrative leadership? • Provide available facts and information to the Board; make policy recommendations? • Support the work of town boards and committees? • Show responsiveness to inquiries from the public and promote a culture of respect for the public? • With other staff, manage the operations of the town? 		

Goal 1: Assure that local government resources are used responsibly and efficiently		
Does the Town Administrator	Rating	Comments:
<ul style="list-style-type: none"> A. Create a cohesive financial management group that is in compliance with MA General Law and serves the needs of the town? B. Develop a management structure that improves town decision-making and management? C. Develop and improve town financial policies and procedures? D. Continuously improve the effectiveness of town services to the public? 		

Goal 2: Improve the responsiveness of Wayland Town Government

Does the Town Administrator	Rating	Comments:
<ul style="list-style-type: none"> A. Create public awareness about the actions of the BoS and the activities of town departments? B. Provide efficient permitting processes that are user friendly for the public? C. Create a culture of open government within all town departments? D. Improve Town Building working environment for staff and residents? 		

Goal 3: Increase the availability of affordable housing in Wayland

Does the Town Administrator	Rating	Comments:
<ul style="list-style-type: none"> A. Provide well-designed market rate affordable rental housing at River's Edge at reasonable cost to the Town? B. Provide new affordable housing? 		

Additional Comments:

Name of Evaluator: _____ Date: _____

(4) OUTSOURCE PAYROLL

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778



BRIAN KEVENY
FINANCE DIRECTOR
TEL. (508) 358-3610
www.wayland.ma.us

TO: Nan Balmer, Town Administrator
FROM: Brian Keveny, Finance Director
DATE: July 7, 2017
SUBJECT: Outsourcing Payroll - DRAFT

During the past few months town and school management personnel have participated in preparing and reviewing a Request of Proposal-(RFP) for payroll services. After a review of all the vendor proposals we collectively agreed to support and recommend Harpers Payroll Services as the best candidate to provide a comprehensive payroll and employee benefits service to both town and school employees.

Currently the town processes payroll and manages employee benefits within the town's Munis operating system. Munis provides a payroll and associated modules as well as support. Payroll is processed on a bi weekly basis within both the Finance Office and the School Business Office. The town budgets approximately twenty eight hours per week within the Finance Office to complete all payroll requirements. Once a bi weekly payroll is processed in the Finance Office, the Treasury Department transfers the funds to Unibank to support the total payroll for both wage payments and withholding obligations. Other associated payroll processes include employee accrual, employee deductions, benefit administration and IRS W-2 and Affordable Care Act filings, quarterly 941 IRS Reports and unemployment reports. All of the aforementioned functions that are currently being provided by Munis will be provided by Harper's Payroll. Processing payroll and administrating benefits is time consuming and complex as both Federal and State agencies continuously mandate new compliance requirements.

In striving to become more efficient and reducing risk we developed the (RFP) to better understand the benefits of outsourcing payroll. In order to determine the advantages of outsourcing payroll, we visited other communities who are currently outsourcing payroll and reviewed with them the advantages of such a service.

The town currently appropriates approximately \$59,216 to process bi weekly payroll. This amount includes employee wages, benefits, Medicare payroll tax, Munis payroll module costs and tax forms. The monetary savings in this transition will be achieved in these specific categories. Additional support is provided by the Finance Office, Selectmen's Office, Treasury Department and School Business Office. Most of the payroll functions provided by these departments will transition to Harper's Payroll. It is expected that the monetary savings in Fiscal 2018 will be approximately \$14,916 and in Fiscal 2019 approximately \$19,216. The following table depicts the estimated expenses and savings in Fiscal 2018 with and without Harpers Payroll and with Harpers Payroll in Fiscal 2019.

SCENARIOS	1 With MUNIS Fiscal 2018	2 With Harpers Fiscal 2018	3 With Harpers Fiscal 2019
Estimated Expense			
Employee Wages	\$42,285.00	\$10,571.00	\$0.00
Benefits / Retirement	\$4,316.00	\$1,079.00	\$0.00
Medicare Tax	\$615.00	\$150.00	\$0.00
Munis Payroll Module	\$12,000.00	\$5,500.00	\$4,000.00
Harpers	\$0.00	\$27,000.00	\$36,000.00
	\$59,216.00	\$44,300.00	\$40,000.00
Est. dollar savings:		\$14,916.00	\$19,216.00

Currently the town does not have a disaster recovery program with Munis in the event a payroll for whatever reason could not be generated. One of the attractive benefits of outsourcing payroll is for the vendor to provide disaster recovery. For your review I have provided Attachment 1 which details the benefits of outsourcing payroll.

Harper's Payroll was highly rated by the towns we visited and in particular their customer service department was noted for being outstanding. Harper's Payroll processes payroll for 150 municipalities in Massachusetts I feel confident that this opportunity will be beneficial and successful. We hope to start the transition, training and implementation during July and August and convert to Harper's Payroll in early October. It is anticipated that the town will reassign the payroll functions that will not transition to Harper's Payroll to existing positions at no additional cost.

My recommendation to fund the Harper's Payroll contract in Fiscal 2018 would be the Town Treasury Non Contractual appropriation. This appropriation includes funding for annual debt borrowing costs. On the advice of our new Financial Advisor, Clark Rowell of Unibank, the town is now using the bond premium to pay all borrowing costs. This change results in surplus funds sufficient enough to fund the Harper's Payroll Fiscal 2018 expenses.

The next step in transitioning to the outsourcing of the payroll would be to further discuss feasibility with Harper's Payroll after which a contract may be awarded by the Town Administrator. The estimated date of transition to outsourced payroll is October 1, 2017. The Harper's contract provides an opportunity for change in the town's staffing of its payroll and benefits administration functions. The Town Administrator will return to the Board of Selectmen with recommendations on these changes prior to transitioning to outsourced payroll. It is anticipated that the School Department will not have any staffing changes.

cc: Town of Wayland Board of Selectmen
Town of Wayland Finance Committee

ATTACHMENT 1

Compliance

- Harpers assumes liability for timely & accurate calculation, depositing & filing of Payroll Taxes
- ACA monitoring of average hours worked, alerts to administrator of change in average hours worked status, ACA reporting, filing and support
- New Hire Reporting
- Garnishments, tax levies & lien processing
- Maintain compliance with 403b & Social Security limit changes
- County & Teachers Retirement reporting

Production & Efficiencies

- Printing of all payroll checks, direct deposit and reports off-site
- Signing & insertion of checks into envelopes
- Direct deposit origination
- Automate check reconciliation
- MTRB, County Retirement & 403b reporting
- Remittance to 403b vendors
- Calculate PTO & print balances on stub
- W2 production
- ACA 1095c production
- Union tracking & reporting
- Ease of reporting
- Human Resource tracking and reporting
- Entry of payroll can be delegated to departments while maintaining confidentiality (blocking rates of pay and other employee info)
- Employee's ability to access check stubs, W2s, PTO balances, demographic info (address, phone #'s etc.), direct deposit info and more. The Town can decide if employees are able to make changes and updates to this information.

Business Continuity Plan

- All data is backed up
- Harpers provides:
 - Diesel generator
 - Off-site back up
 - Redundant servers
 - Multiple internet carries (above & below ground)
- Help is just a phone call away

Hard savings to be realized

- Wayland will not pay annual support fee for payroll module to MUNIS
 - Paper
 - Envelops
 - Printer toner
 - Printer maintenance
 - No IT support
 - No upgrade costs
 - Training done at no charge
-

Harpers as a responsible and reliable partner

- 50 years of experience
 - Municipality expertise: Harpers currently services almost ½ of the municipalities in Massachusetts
 - SAE 16 type II annual SOC audit
 - Harpers' senior leadership team responsible for all day-to-day operations includes: Jay Hanson, EVP of Client Services, Steve Grip, EVP of Sales, Rich Norton, EVP of IT, Tina Marrier, EVP of Operations and Cheryl Chamberlain, Director of Tax. Together we bring more than 100 years of experience in the payroll industry.
 - Personalized customer service with an assigned customer service representative
 - Harpers is profitable and financially strong (references available)
 - Harpers carries a multi-million dollar insurance policy against employee theft, forgery
-

(5) DRONE

Wayland Fire Department

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 1st 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.



Town of Wayland
41 COCHITUATE ROAD
WAYLAND MASSACHUSETTS 01778
www.wayland.ma.us TEL. 508-358-3788

(6) STM - CIRCUIT
BREAKER

OFFICE STAFF

Ellen M. Brideau, MAA Director of Assessing
Donald Clarke, MAA Assistant Assessor
Jessica Marchant, MAA Administrative Assessor
Savitri Ramgoolam, Department Assistant

BOARD OF ASSESSORS

Susan M. Rufo, Chair
Jayson Brodie, Vice Chair
Zachariah L. Ventress
Steven M. Glovsky

MEMO

TO: BOARD OF SELECTMEN
FROM: ELLEN BRIDEAU, DIRECTOR OF ASSESSING
SUBJECT: STM ARTICLE – CIRCUIT BREAKER MATCH FILING DEADLINE
DATE: 7/6/2017

I would like the Board of Selectmen's consideration and sponsorship of an article amending section 19-8 of the Code of the Town of Wayland to modify the deadline for filing applications for the local Circuit Breaker program to be co-terminus with all exemption program filing deadlines.

The current Town By-Law extends the application filing deadline to December 31st annually for the Circuit Breaker Match program. This deadline has had unintended consequences and has created additional work on behalf of town departments.

Massachusetts law requires that tax credits be applied to the fiscal year in which the credit is received. Therefore, we are processing credits six months into the next fiscal year. In addition, applications received after the final tax bill is due receive a refund check versus a tax credit. Refund checks generate additional work on behalf of the Tax Collectors office and the Accounting office.

(6) STM -
MARIJUANA
MORATORIUM

Date: July 6, 2017

To: Board of Selectmen

From: Sarah Greenaway, Chair of the Youth Advisory Committee
Lynn Dowd, Director of Youth & Family Services

Re: Potential Article for Special Town Meeting: "Non-Medical/Recreational Marijuana
Moratorium – Zoning Bylaw Amendment

In your packet you will find a copy of Article 9 from the Annual Town Meeting 2017, with the errata included. It is the desire of the Youth Advisory Committee to submit a modified version of this article for consideration at the Special Fall Town Meeting in November. Modifications will include:

- 1) Updated information about legislation and regulation on the state level.
- 2) Updated information about relevant municipal actions taken by nearby cities and towns.
- 3) Updated actions taken by relevant Wayland boards and committees.

No modifications of the suggested bylaw amendment are planned unless suggested by Town Counsel in collaboration with the Planning Board.



**TOWN OF WAYLAND
2017 ANNUAL TOWN MEETING**

ARTICLE 9 WITH ALL ERRATA INCORPORATED

**ARTICLE 9: NON-MEDICAL/RECREATIONAL MARIJUANA
MORATORIUM - ZONING BYLAW AMENDMENT**

Sponsored by: Youth Advisory Committee

To determine whether the Town will vote to amend Chapter 198 of the Town Code, the Town's Zoning Bylaw, by adding a new definition for "Marijuana Establishment" and establishing a temporary moratorium on the use of land, buildings or structures for said Marijuana Establishments in all zoning districts in the Town of Wayland, as follows:

I. Section One

Amend Section 104.2 by adding the following new definition:

Marijuana Establishment – as defined in Section 1 of Chapter 94G of the General Laws, meaning a "marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana-related business."

II. Section Two

Amend Section 803.5 by adding the following new subsection:

Section 803.5.8. There shall be a temporary moratorium on Marijuana Establishments until January 1, 2019, or six months from the date that final regulations are issued by the state Cannabis Control Commission under Chapter 94G of the General Laws, whichever date is later.

PLANNING BOARD REPORT: On November 8, 2016, the voters of the Commonwealth approved a law regulating the cultivation, processing, distribution, possession and use of marijuana for recreational purposes. The law, which allows certain personal use and possession of marijuana, begins to take effect on December 15, 2016 and as amended on December 30, 2016 via Chapter 351 of the Acts of 2016, requires a Cannabis Control Commission to issue regulations regarding the licensing of commercial activities by March 15, 2018 and to begin accepting applications for licenses on April 1, 2018. Currently, a Non-Medical or Recreational Marijuana Establishment (hereafter, a "Recreational Marijuana Establishment"), as defined in G.L. c. 94G, § 1, is not specifically addressed in the Town's Zoning Bylaw. Regulations to be promulgated by the Cannabis Control Commission may provide guidance on certain aspects of local regulation of Recreational Marijuana Establishments. The regulation of recreational marijuana raises novel legal, planning, and public safety issues and the Town needs time to study and consider the regulation of Recreational Marijuana Establishments and address such issues, as well as to address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Zoning Bylaw regarding regulation of Recreational Marijuana Establishments. The Town intends to adopt a temporary moratorium on the use of land and structures in the Town for Non-Medical/Recreational Marijuana Establishments so as to allow the Town sufficient time to address the effects of such structures and uses in the Town and to enact bylaws in a consistent manner.

Pursuant to Massachusetts General Laws Chapter 40A, Section 5, the Planning Board held a public hearing to discuss the proposed amendments to the Town's Zoning Bylaws on February 7, 2017 and closed the public hearing the same night.

The Planning Board voted 4-0 in favor of Article 9.

FINANCE COMMITTEE COMMENTS: By offering the citizens of Wayland the opportunity to vote to extend the moratorium until January 1, 2019 it allows Wayland the opportunity to weigh all options, look to develop best practices and insure that Wayland would be prepared in the event that a commercial marijuana business applies to open in Wayland. The Ballot issue to legalize non-medical marijuana passed in Wayland by 33 votes (4,215 to 4,182). There are many unanswered questions that State and local officials are struggling with and the State passed a measure in December 2016 delaying the opening of recreational marijuana stores for 6 months to July 2018. The objective of this article is to provide sufficient time for the Town to develop appropriate zoning regulations and bylaws to effectively manage the sale and use of non-medical / recreational marijuana. The Attorney General's Office issued a ruling that a local zoning bylaw that imposes a temporary moratorium on recreation marijuana is consistent with the Town's authority to impose reasonable time limitations on development so that the Town can engage in a legitimate planning study.

The Planning Board voted 4-0 in favor of Article 9.

The Board of Selectmen voted to recommend approval of this article 4 to 0.

The Youth Advisory Committee voted to recommend approval of this article 5 to 0.

The Board of Public Health voted to recommend approval of this article 4 to 0.

ARGUMENTS IN FAVOR: An extension of time will enable the Town and its various Boards and Committees to research and understand the impact of stores selling recreational marijuana on the (1) physical and mental health of town residents; (2) medical services in town; (3) social impact in Wayland.

There are conflicts between state and federal law regarding this issue that need to be understood considering the federal conservation land in Wayland.

The legalization of marijuana in Massachusetts introduced a new commercial industry to the state. Infrastructure and policies must be developed as well as implementation strategies.

Location and permitting of retail stores near schools and recreational areas needs to be understood and then appropriate zoning bylaws need to be developed similar to those dealing with alcohol sales. The moratorium will allow time for these to be developed and presented at the 2018 Town Meeting.

The moratorium will provide time for the State to pass legislation dealing with the sale and use of recreational marijuana.

The moratorium will allow the Town to work with neighboring communities to have a consistent legal framework to manage the sale and use of medical marijuana.

ARGUMENTS OPPOSED: Recreational use of Marijuana is legal in Massachusetts, and Wayland can play a part in the initial implementation of the law. Some voters may believe that Wayland can handle the impacts without any further delay as many other states, cities, and towns across the country have gone through this process in recent years.

A moratorium delays financial and other benefits to potential individual business owners and users of recreational marijuana.

RECOMENDATION: The Finance Committee recommends approval. Vote 6-0-1.

QUANTUM OF VOTE: Two-thirds vote per Massachusetts General Laws Chapter 40A, Section 5.

CONSISTENCY WITH LAW: The proposed bylaw amendment is not repugnant to federal or Massachusetts law.

For more information about this article, contact Lynn Dowd, Director of Youth and Family Services, at 508-358-4293 or ldowd@wayland.ma.us.

(7) ANNUAL APPOINTMENTS - REAPPOINTMENTS

DATE: JULY 7, 2017
TO: BOARD OF SELECTMEN
RE: ANNUAL REAPPOINTMENTS AND APPOINTMENTS TO THE ECONOMIC DEVELOPMENT COMMITTEE, FINANCE COMMITTEE, ZONING BOARD OF APPEALS, CONSERVATION COMMISSION, AND PERSONNEL BOARD

ECONOMIC DEVELOPMENT COMMITTEE: There are two vacancies, for three-year terms, on the Economic Development Committee. Seth Roman is currently a member and would like to be reappointed. The other vacancy is due to the fact that current member Phyllis Jean Milburn declined to be reappointed. Both vacancies were posted and advertised.

Kamal Namou and Andy Oppenheim have expressed an interest in serving on the Economic Development Committee. Both letters of interest and résumés are attached.

VOTE: TO APPOINT/REAPPOINT _____ TO THE ECONOMIC DEVELOPMENT COMMITTEE, EFFECTIVE IMMEDIATELY, FOR A THREE-YEAR TERM TO EXPIRE ON JUNE 30, 2020.

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. There is also one vacancy for a partial term, to expire on June 30, 2018, due to the resignation of Thomas Abdella.

Steve Correia and Bruce Smith have expressed interest in serving the three-year term. Bill Steinberg and Jay Sherry are interested in the one-year term.

Bill Steinberg and Steve Correia were interviewed on June 19. I have attached the résumés of Jay Sherry and Bruce Smith. Jay Sherry will come before the Board tonight for an interview. Bruce Smith was not available.

VOTE: TO APPOINT/REAPPOINT _____ TO THE FINANCE COMMITTEE, EFFECTIVE IMMEDIATELY, FOR A THREE-YEAR TERM TO EXPIRE ON JUNE 30, 2020.

VOTE: TO APPOINT _____ TO THE FINANCE COMMITTEE, EFFECTIVE IMMEDIATELY, TO FILL A TERM THAT WILL EXPIRE ON JUNE 30, 2018.

ZONING BOARD OF APPEALS: There are three vacancies on the Zoning Board of Appeals for three-year terms. 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.

VOTE: TO REAPPOINT AIDA GENNIS TO THE ZONING BOARD OF APPEALS, EFFECTIVE IMMEDIATELY, FOR A THREE-YEAR TERM TO EXPIRE ON JUNE 30, 2020.

VOTE: TO REAPPOINT SHAUNT SARIAN AS AN ASSOCIATE MEMBER OF THE ZONING BOARD OF APPEALS, EFFECTIVE IMMEDIATELY, FOR A THREE-YEAR TERM TO EXPIRE ON JUNE 30, 2020.

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.

VOTE: TO REAPPOINT JOANNE BARNETT AND JOHN SULLIVAN TO THE CONSERVATION COMMISSION, EFFECTIVE IMMEDIATELY, FOR THREE-YEAR TERMS TO EXPIRE ON JUNE 30, 2020.

PERSONNEL BOARD: There is one vacancy on the Personnel Board for a five-year term. Maryanne Peabody is seeking reappointment.

VOTE: TO REAPPOINT MARYANNE PEABODY TO THE PERSONNEL BOARD, EFFECTIVE IMMEDIATELY, FOR A FIVE-YEAR TERM TO EXPIRE ON JUNE 30, 2022.

DiNapoli, MaryAnn

From: Kamal Namou <kmnpro@gmail.com>
Sent: Wednesday, June 07, 2017 7:33 AM
To: DiNapoli, MaryAnn
Cc: Karlson, Cherry
Subject: Economic Development Committee Opening
Attachments: KAMAL NAMOU resume9.docx

Dear MaryAnn,

I hope my email finds you well. My name is Kamal Namou and I am interested in the open position for the Economic Development Board. I have been a lifelong resident here in Wayland and I have always been interested in how democratic economies work.

I studied economics in college, and I have always considered myself to be a critical thinker in the aspect of commerce. The way local economies effect every one of our residents is an intriguing subject to me because I want to devote my life to helping people. I see this as an opportunity to do so while gaining a broad overview of how our town works.

After recently running for the Wayland Board of Selectmen, I had the opportunity to meet great people who work everyday of their lives to make sure they can continue living in our very special community. I believe that this committee should respect that effort by our residents. We need to make sure developments are smart for our town and it's residents.

I can bring a fresh outlook on the newly surfacing economic landscape in our local community. Small local economies play a vital role in our democracy and I'm ready to help in any way I can.

I have attached my resume below for consideration of the Economic Development Committee position.

Thank You,
Kamal Namou

EDUCATION:
2016 Graduate

Bachelor of Arts in Political Science & Minor in Economics - University of Massachusetts Amherst
 Relevant Courses: Political Science - Nationalism, ethnicity & identity politics. Political Economy. Money & Banking. Legal Studies. Constitutional Law. Civil Liberties.
 Skills: Well versed in Microsoft Word, Excel, Power Point, and Social Media.

EXPERIENCE:

March-Present
2017

Paralegal,**Fragomen Immigration Law Firm, Boston, MA**

- Assisted attorney's by updating PP upgrade forms for immigrant employees of Amazon Co. LLC
- Reviewed & drafted H-1B/H4 extensions - filed cases & created checks/billing invoices
- Reviewed (CAP) work visa files

January-March,
2017

Candidate,**Campaigned for the Board of Selectmen, Wayland, MA**

- Managed my own campaign, by organizing volunteers and funding (grassroots)
- Energizing the youth of my town to get more involved in their community
- Collected required number of signatures to become certified nominee
- Interviewed by MetroWest Daily News/Wicked Local and set up campaign website
- Participated in live debate hosted by League of Women's Voters
- Received 435 votes in first run for public office

June - August,
2016

Intern,**Suffolk County District Attorney's Office, Boston, MA**

- Drafted parole letters for Assistant District Attorney.
- Assisted in bail hearings status updates for Superior Court 1st session.
- Attended court trials in Superior Courthouse including murder, assault and battery, human trafficking, and rape cases. Observed jury selection process, as well as witness cross examinations.
- Volunteered with Child Abuse Awareness program helping with social media and reaching out to other possible volunteers (Now You See Project).
- Created time line taken from Statute of Limitation cases for Child Abuse division.

June - September,
2015

Sales Associate,**Men's Department Macy's, Natick, MA**

- Assisted Management with marketing displays for the holiday seasons.
- Managed department cash register money every day during opening & closing hours

May - September,
2014

Intern,**Fellowship at Steve Grossman's Campaign for Governor, Somerville, MA**

- Developed strong grassroots networking across Massachusetts, organized voters from strongest supporters to undecided voters.
- Campaign responsibilities in high profile race i.e. answer phone and send out mail/flyers.
- Engaged with communities on common issues around state and worked to show how candidate can transform neighborhoods for better.

January -
December,
2014

Intern, Canvasser,**MassPirg, UMass Amherst, Boston, MA**

- Set up tables across campus, explained bottle bill and stamp money out of politics campaign/ask for signatures of support.
- Organized a day to dedicate and volunteer cleanup around campus while recruiting students.
- Canvas door-to-door to raise awareness and recruit members that will support updated bottle bill legislation and collected 130,000 signatures with teammates to bring before the legislature.

February - May,
2013

Sales Representative,**Cutco Co., Vector Marketing, Bridgewater, MA**

- Developed sales techniques to target new customers and achieved over \$2,500 in personal sales.

EXTRA-CURRICULAR:

- Elected Wayland town delegate to the Massachusetts Democratic state convention (2017)
- Active member of the Wayland town Democratic Committee
- Pi Kappa Alpha Fraternity. Exemplify being a Scholar, Leader, Athlete, and Gentleman. Involved in community service such as philanthropy events, street cleanups, and blood cancer drives. Held officer roles in fraternal organization including alumni relations board gaining donations, and recruitment board.
- Black Belt in Chinese Martial Arts (Changquan/Fanziquan styles). Won two silver medals in martial arts competition. Rugby player at UMass.

DiNapoli, MaryAnn

From: Andrew Oppenheim <aoppen@inbox.com>
Sent: Thursday, July 06, 2017 10:53 AM
To: DiNapoli, MaryAnn; Balmer, Nan
Subject: Consideration to be nominated for the EDC
Attachments: Resume_AndrewOppenheim.doc

Hi Mary Ann and Nan,

I met with Becky Stanizzi this morning about the Economic Development Committee member openings and would like to be considered to be nominated for the Wayland Economic Development Committee.

Attached is a copy of my resume.

Please let me know what else you need from me for the nomination process.

Thanks,
Andy

Andy Oppenheim
13 Bow Rd
Wayland MA 01778
M 617 504 5885
aoppen@inbox.com

ANDREW OPPENHEIM

13 Bow Road, Wayland, Massachusetts 01778
617-504-5885 • aoppen@inbox.com

PROJECT MANAGEMENT, PMP CERTIFIED

Accomplished professional with solid background reflecting strong technical and project management skills.

Experienced project manager with excellent communication and leadership skills. Ability to think strategically and simultaneously manage collective projects, set priorities, and meet deadlines with accountability and accuracy. Expert in Agile and waterfall project management methodologies.

- **CORE COMPETENCIES:**

- Full Lifecycle Project Management
- Agile Methodology – Scrum Master
- Strategic Planning / Implementation
- Consistently meet customer requirements
- Problem Resolution / Troubleshooting
- Vendor and Client Relations

PROFESSIONAL EXPERIENCE

NEWSBANK, CHESTER, VT

01/2016 - present

Senior Project Manager

Leading projects in the Newsbank Project Services Group

- Manage development, design, back end setup for company web sites.
- Implementation of data mining environments for research institutions.
- Creation of new products for the academic, research market from company's extensive archive of newspaper and historical content.

PTC, NEEDHAM, MA

12/2013 – 12/2015

(09/2014 – 12/2015)

Senior Project Manager

Manage infrastructure, process improvement projects for PTC Technical Support

- Transition acquired companies to PTC systems including CRM Integration, historical data migration, telephony, web sites.
- Implemented new issue tracking solution for improved collaboration between tech support and R&D.
- Manage simultaneous cross functional projects with IT, R&D, Sales and other groups.

(12/2013 – 09/2014)

IT Project Manager

Implemented new search engine for tech support customers of the e-support website and internal enterprise systems

- Managed client business requirements and functional specifications for the project.
- Facilitated communication between client and IT development team to achieve project objectives.
- Consulted with business and IT to prioritize user needs and deliver product solutions.

HARVARD BUSINESS PUBLISHING, WATERTOWN, MA

03/2012 – 12/2013

Project Manager

Technology Project Manager for the Harvard Business Review Website.

Manage all website projects, maintenance requests and bugs. Responsible for all technical activity within the Harvard Business Review Group.

- Coordinate projects with Development Team, Editorial, Marketing and other business units.
- Implement agile or waterfall project management techniques based on project requirements.
- Successfully manage multiple projects and tasks simultaneously.
- Managed implementation of new to market iPad and Android apps and back end projects including selling ebooks on the website and improvements to the search functionality.

CENGAGE LEARNING, BOSTON, MA

01/2007 – 03/2012

Senior Digital Production Project Manager (03/2009 – 03/2012)

Manager of digital team producing websites, ebooks and learning management systems.

Oversee the entire project life cycle from receiving statement of work through product release.

Main point of contact for cross functional groups for status and all project related information.

- Scrum Master for project status updates, ensuring effective communication between all stakeholders.
- Create PowerPoint documents to outline implementation processes for producers and updates for stakeholders.
- Work closely with editorial to clarify their requirements and foster a process that leads to products delivered on time and of the highest quality.

Vendor Project Manager (01/2007 - 03/2009)

Oversaw technology products from conception through product release. Managed budgets and schedules for products. Built partner and vendor relationships and other outside resources necessary for the development of products. Led products through the Technology Project Management Life Cycle.

- Primary contact for all quality assurance of College Math Web Services Project.
- Met all deadlines and budgets while managing multiple vendor projects simultaneously.

Prior experience as Project Manager – docHarbor, Wilmington, MA

EDUCATION AND CREDENTIALS

Bachelor of Science in Business Administration (1991)
NEW HAMPSHIRE COLLEGE, Manchester, New Hampshire

Certifications

Project Management Professional

Professional Associations

Project Management Institute

TECHNICAL PROFICIENCIES

Applications/Skills: MS Project, Jira, Salesforce, Integrity, PowerPoint, SharePoint, html, xml, Word, Excel, Access, Oracle

SHERRY

Jay Sherry
18 Pine Needle Road
Wayland, MA 01778

July 5, 2017

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

Re: Open Position on Finance Committee

Dear Ms. Anderson:

I would appreciate your consideration for the open one year term position on the Finance Committee.

As you may recall I served on the OPEB Committee from June 2013 to September 2015, and I enjoyed making an impact on this Committee, which made a tangible financial difference to the Town in defusing an expensive and politically controversial issue.

I think a role on the Finance Committee would allow me to again use my **analytical capability** in a way that can make a difference to the Town in terms of fiscal responsibility. I believe I can be an **effective communicator** to townspeople and an advocate on complex financial issues when required, as I demonstrated during the OPEB Committee's two Public Hearings on the subject of OPEB, in the detailed drafting of annual warrant articles, and articulating our recommendations to the press. Finally, I think my **collaborative style** means that I will be a productive team player and contributor to FinCom.

While I'm sure there is much I need to learn about municipal finance and the DOR, I think my bachelors degree in applied mathematics and MBA gives me a reasonable facility with finance topics. So too does my work over the past four years as an Adjunct Professor of Accounting, and my recent re-election as the Vice President & Treasurer of a local non-profit organization, with the attendant budgeting and control responsibilities, along with reporting requirements of the IRS and the Attorney General.

I attach a current resume for your review, and I thank you in advance for the Board's consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Sherry III". The signature is stylized with a large initial "J" and a long horizontal stroke.

Jay

JAY SHERRY

18 PINE NEEDLE ROAD, WAYLAND, MASSACHUSETTS 01778
508.308.3422 MOBILE | sherry.jay@gmail.com

SUMMARY

Senior executive and general manager with demonstrated success at growing software businesses and building world-class brands and teams. Strong background in business-to-business software, software analytics and technology companies ranging in revenue size from \$30M to \$2B. Harvard MBA. Expertise includes:

- Marketing Strategy
- Demand Creation via web marketing
- International Operations
- M&A Due Diligence
- Press/Analyst Relations
- Strategic Alliances
- Industry Marketing
- Product Management/Product Marketing
- Brand Building

BUSINESS EXPERIENCE

- SHOWA BOSTON INSTITUTE, Boston, MA 2014 – present
Adjunct Professor of Accounting
Regularly teach Japanese undergraduate students the introductory Principles of Financial Accounting.
- SHERRY & ASSOCIATES, Wayland, MA 2008 – 2013
Managing Director
Marketing consultant for variety of technology clients including Microsoft and Hewlett-Packard.
- FRAMINGHAM STATE UNIVERSITY, Framingham, MA 2013 – 2014
Adjunct Professor of Economics & Business Administration
Visiting professor teaching courses in business policy and strategy based on career in business & management.
- EKA SOFTWARE SOLUTIONS, Bangalore, India 2010 –2011
Chief Marketing Officer
Reported to CEO of this \$20M Indian provider of commodity trading and risk management software to commodity buyers and sellers in North America & Europe. Revamped branding & positioning to accommodate growth in agricultural and metals commodities markets; launched new vertical market offering for commodity energy markets; drove pipeline and sales volume 32% year over year via online marketing.
- PEGASYSTEMS, Cambridge, MA 2004-2008
Vice President, Marketing & Solution Frameworks 2005-2008
Reported to CEO of this public software company, now the leading global provider of Business Process Management (BPM) software. Recruited team of 50 total staff in North America and Europe for product management, field marketing programs, application solution engineering, web marketing, industry analyst relations, and corporate communications. \$17M budget for marketing & development.
- Key member of team that increased revenue 123% from \$95M in 2003 to a record \$212M in 2008, increasing company's market cap to over \$900M.
 - Lead generation programs drove record pipeline and bookings
 - Orchestrated campaign leading to multiple analyst designations as "BPM Leader" by Gartner and Forrester.
- Vice President & General Manager, BPM Business Unit** 2004-2005
Recruited to lead the formation of new Business Process Management business unit. Created focused team of engineering, sales and marketing professionals that launched radical new BPM software product incorporating unique software technology. Product far exceeded revenue and profit targets and provided a new platform for company growth into several new vertical markets in banking, insurance, healthcare payers and government.

GEAC, Southborough, MA (Now a division of Infor Global)

2002-2004

Senior Vice President, Marketing & Strategic Alliances – Chief Marketing Officer

Reported to CEO of this \$405M public software company, a worldwide provider of ERP, supply chain, business performance management and other financial software.

- Key member of executive team that returned Geac to consistent profitability and boosted new license revenue for first time in several years. Geac was acquired by Infor for \$1.0B.
- Led marketing strategy and competitive due diligence effort resulting in acquisition of two public companies (Extensity and Comshare) for \$96M

VIRYANET CORPORATION, Southborough, MA

2001

Senior Vice President, Marketing & Business Development

Top marketing officer for this provider of wireless workforce management software for field service operations. Formalized alliance partnerships with PricewaterhouseCoopers, Cap Gemini, Ernst & Young and other systems integration partners

EXCELERGY CORPORATION, Lexington, MA

1999-2001

Vice President, Marketing

Top marketing executive for this VC-backed provider of infrastructure software for the deregulating energy industry. Helped grow revenue from \$2M to \$26M. Established marketing and product management team and processes. Established relationships with systems integration partners. Led company's entry sales into Europe.

LUCENT TECHNOLOGIES / KENAN SYSTEMS CORPORATION, Cambridge, MA

1996-1999

Executive Director of Marketing

Worldwide marketing leader for this \$329M provider of telecom billing, provisioning and other OSS/BSS software and consulting services to wireline and mobile carriers. Key contributor to company's eighteen-fold growth in four years, from \$18M to \$329M. Recruited and led worldwide team of 55, with budget of \$10.7M and lead generation of \$450M. In March 1999, Kenan Systems was acquired by Lucent Technologies for \$1.4B.

Early career at IBM CORPORATION in a number of management assignments.

PUBLIC SECTOR & NON-PROFIT LEADERSHIP**Member At Large, OPEB Advisory Committee, TOWN OF WAYLAND**

2013 - 2015

Developed innovative approach that reduced Wayland's retiree healthcare funding expense by ~\$24M.

Past President, Treasurer, HARVARD BUSINESS SCHOOL ASSOCIATION OF BOSTON

2007 – present

Active leader of this non-profit organization for 6,500+ HBS alumni in the Boston metropolitan area. Budget of \$300K. Board member 2007 – 2013, 2014 - present. Chaired Events Committee 2009 – 2010 providing 35 guest speakers at events for the Association. President 2010 – 2011. VP & Treasurer, 2015 – present.

EDUCATION

MBA in General Management, HARVARD BUSINESS SCHOOL, Cambridge, MA

B. S. in Applied Mathematics, BROWN UNIVERSITY, Providence, RI

SMITH

DiNapoli, MaryAnn

From: Bruce Smith <bruce14w@yahoo.com>
Sent: Tuesday, June 20, 2017 2:29 PM
To: DiNapoli, MaryAnn
Cc: Dave Watkins; Klaus Shigley
Subject: open position on finance committee
Attachments: resume bsmith 20jun2017.doc

I would like to be considered for one of the open positions on the Wayland Finance Committee. I have spoken with Dave Watkins, the chairman of the committee, as well as Klaus Shigley, a member of the committee. I have attached a resume.

-- Bruce Smith
--14 Winthrop Terrace, Wayland MA 01778

Bruce D. Smith

14 Winthrop Ter
Wayland, MA 01778

Tel: (508) 358-2935
Email: bruce14w@yahoo.com

EXPERIENCE:

S.B. Associates Consulting (Lease-vs-Buy.com)
Founder

1997-Present

Providing consulting and software services to financial institutions. The company's software products include LeaseMan, a widely used lease analysis program. S.B. Associates Consulting has provided financial consulting and software services to more than 50 U.S. banks and finance companies, including the financial services subsidiaries of several Fortune 500 companies.

BTM Capital Corporation
Vice President (1985-1997)

1979-1997

Responsible for all financial product valuation and pricing, portfolio planning, and financial analysis activities. During this period BTM Capital arranged over \$4 billion annually in financings, and was ranked #1 among U.S. investment banks in lease related private equity placements. BTM Capital Corp., a subsidiary of Bank of Tokyo-Mitsubishi, is a leasing and financial services firm, headquartered in Boston, MA, with offices in the U.S. and Europe.

Hobart and William Smith College
Asst. Professor of Mathematics

1975-1979

PUBLICATIONS:

Numerous publications in both financial and mathematical journals, including the following:

Financial Management
Omega: The International Journal of Management Science
Journal of Commercial Bank Lending
The American Banker
Journal of Algebra
Communications in Algebra
Bulletin of the Association of Computing Machinery
Proceedings of the American Mathematical Society
Journal of Equipment Lease Financing
Proceedings of the Southern Economic Association

EDUCATION:

University of Virginia
Ph.D. in mathematics

1975

Dartmouth College
B.A., magna cum laude
Phi Beta Kappa

1971

PROFESSIONAL AWARDS:

Finalist for 1982 Franz Edelman Award for Achievement in Operations Research and the Management Sciences, given by INFORMS (Institute for Operations Research and the Management Sciences)

(8) HOUSING
AUTHORITY APPOINTMENT

DATE: JULY 7, 2017

TO: BOARD OF SELECTMEN

RE: APPOINTMENT TO THE HOUSING AUTHORITY

VOTE: TO APPOINT MIRIAM ANDREWS TO THE WAYLAND HOUSING AUTHORITY, EFFECTIVE IMMEDIATELY, FOR A TERM TO EXPIRE UPON THE 2018 TOWN ELECTION.

Miriam Andrews has expressed an interest in serving on the Wayland Housing Authority. Her letter of interest is attached. This vacancy was created by the resignation of Jacqueline Ducharme on May 3, 2017. The vacancy has been posted and advertised since that date.

As this is an elected position, the term of her appointment will expire upon the next town election in the spring of 2018.

According to Massachusetts General Laws Chapter 41, Section 11, "Appointment to Fill Vacancy in Town Office," if there is a vacancy in a board, the remaining members give notice to the Board of Selectmen, and the Board of Selectmen, together with the remaining members of such board, fill the vacancy by roll call vote.



TOWN OF WAYLAND

MASSACHUSETTS
01778

TOWN CLERK

Beth R. Klein

bklein@wayland.ma.us

ASSISTANT TOWN CLERK

Diane M. Gorham

dgorham@wayland.ma.us

TOWN BUILDING
41 COCHITUATE ROAD
Wayland, MA 01778

TEL: 508-358-3630
508-358-3631

FAX: 508-358-1683
www.wayland.ma.us

Date: May 3, 2017
To: Board of Selectmen
From: Beth R. Klein, Town Clerk
Re: RESIGNATION OF ELECTED OFFICIAL

Please be informed that the attached letter of resignation was received in the Town Clerk's Office effective May 3, 2017

Jacqueline C. Ducharme Housing Authority Term Expires: April 2018

Following the posting of the vacancy for one week, the Board of Selectmen together with the Housing Authority meet and form one committee to interview and then appoint a qualified person to fill the vacancy until the next annual town election.

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 or such later time certain as may be specified in such resignation.


Beth R. Klein, Town Clerk

cc: Nan Balmer, Town Administrator
Brian Boggia, Director
Susan Weinstein, Chair
Jacqueline C. Ducharme

TO: Kevin Goodwin, Chair, Wayland Housing Authority
CC: Brian Boggia
FROM: Jacqueline Ducharme
DATE: April 20, 2017
RE: Resignation as a Wayland Housing Authority Commissioner

Recently, I have been given additional responsibilities at work, and I am no longer able to provide the time and needed effort to this Board. I am submitting my resignation as a Wayland Housing Authority Commissioner, and the April 20, 2017 Board of Commissioners meeting will be my last. I have learned a great deal from my participation in the committee, and hope that we all gained an appreciation for diverse viewpoints, understanding that our common goals outweigh our differences, and that together we can make a difference. These are challenging times, and I wish you all the best in your continued dedication to increase the number of affordable housing to those in need.


RECEIVED
TOWN OF WAYLAND
TOWN CLERK
2017 MAY -3 AM 10:18

Wayland Housing Authority

106 Main Street
Wayland, MA 01778

Memo

To: Nan Balmer, Wayland Town Administrator

From: Brian Boggia 
WHA Board

cc: Miriam Andrews

Date: June 20, 2017

Re: Vacancy on WHA Board of Commissioners

On behalf of the WHA Board of Commissioners, I am requesting a joint meeting between the WHA Board of Commissioners and Board of Selectmen to fill a recent vacancy on the WHA Board. Miriam Andrews has submitted a letter of interest to serve on the WHA Board until the next election. The WHA Board has recently met with Ms. Andrews and are requesting a joint meeting with the Selectmen to review this request.

I have included the following documents to assist in this review:

1. Miriam Andrew's 6/16/17 letter of interest to serve on the WHA Board.
2. MGL Chapter 121B Section 5 Membership; Appointment; Election Term of Office.
3. MGL Chapter 41 Section 11 Appointment to Fill Vacancy in Town Office.
4. PHA Board of Commissioner Training (describes the role of a Commissioner).

Thank you for your consideration in this matter.

**Miriam Andrews
106 Main Street
Wayland, MA 01778**

WAYLAND
HOUSING AUTHORITY
WAYLAND, MA.
2017 JUN 20 PM 12:58

June 16, 2017

Wayland Board of Selectmen
Wayland Town Building
41 Cochituate Road
Wayland, MA 017789

Dear Board of Selectmen,

I am writing this letter expressing interest in the opening on the Housing Authority Board of Commissioners.

Having retired from the Town of Wayland Park, Recreation and Cemetery Department for 18 years, and living in CVA for 7 years, generates my desire to sit on the WHA Board. As a WHA tenant, I feel that I can offer a unique perspective in the decision making of the Board. I am also a lifelong resident of Wayland. I am prepared to attend meetings and participate in the discussions to the best of my ability.

I understand that the appointment must be done at a joint meeting between the Board of Selectmen and the WHA. I am available to meet at your convenience.

Thank you for your attention to my request.

Sincerely


Miriam Andrews

Part I ADMINISTRATION OF THE GOVERNMENT**Title XVII** PUBLIC WELFARE**Chapter** HOUSING AND URBAN RENEWAL
121B**Section 5** MEMBERSHIP; APPOINTMENT; ELECTION; TERM OF OFFICE

Section 5. Every housing and redevelopment authority shall be managed, controlled and governed by five members, appointed or elected as provided in this section, of whom three shall constitute a quorum. Every member of a housing or redevelopment authority shall be a fiduciary of the housing or redevelopment authority.

In a city, four members of a housing or redevelopment authority shall be appointed by the mayor subject to confirmation by the city council; provided, that, the members shall be appointed to serve for initial terms of one, two, four and five years, respectively.

In a town, 3 members shall be elected by the town; provided, that of the members originally elected at an annual town meeting, the one receiving the highest number of votes shall serve for five

years, the one receiving the next highest number of votes, for four years and the one receiving the next highest number of votes, for two years; provided, that upon the initial organization of a housing or redevelopment authority, if a town so votes at an annual or special town meeting called for the purpose, four members of such an authority shall be appointed forthwith by the selectmen to serve only until the qualification of their successors, who shall be elected at the next annual town meeting as provided above.

[Fourth paragraph effective until November 7, 2016. For text effective November 7, 2016, see below.]

In a city or town, one member of a housing or redevelopment authority shall be appointed by the department for an initial term of three years.

[Fourth paragraph as amended by 2016, 218, Sec. 216 effective November 7, 2016. For text effective until November 7, 2016, see above.]

In a city or town, one member of a housing or redevelopment authority shall be appointed by the department for an initial term of three years. If the department does not fill a vacancy in the position of that member within 120 days from the date that the vacancy is created, the board of selectmen shall appoint, in writing, a person by a majority vote to fill such vacancy for the unexpired term. In a city, the mayor shall appoint a person subject to confirmation by the city council for the unexpired term.

Thereafter, as the term of a member of any housing or redevelopment authority expires, his successor shall be appointed or elected, in the same manner and by the same body, for a term of five years from such expiration. Membership in a housing or redevelopment authority shall be restricted to residents of the city or town.

In a city, one of the four members of a housing authority appointed by the mayor shall be a resident of that city and shall be a representative of organized labor who shall be appointed by the mayor from a list of not less than two nor more than five names, representing different unions submitted by the Central Labor Council, AFL-CIO and the International Brotherhood of Teamsters, Chauffeurs, Warehousemen and Helpers of America of the city or of the district within which the city is included. If no such list of names is submitted within sixty days after a vacancy occurs, the mayor may appoint any representative of organized labor of his own choosing to the authority. In a city, one of the four members of a housing authority appointed by the mayor shall be a tenant in a building owned and operated by or on behalf of the local housing authority who shall be appointed by the mayor from lists of names submitted by each duly recognized city-wide and project-wide tenants' organization in the city. A tenants' organization may submit a list which contains not less than two nor more than five names to the mayor who shall make his selection from among the names so submitted; provided that, where no public housing units are owned and operated by the local

housing authority and no such units are owned and operated on behalf of the local housing authority, the mayor shall appoint any tenant of the housing authority from lists submitted in accordance with this section. If no list of names is submitted within sixty days after a vacancy occurs, the mayor shall appoint any tenant of his choosing to the authority. The mayor shall notify in writing tenant organizations as specified herein not less than ninety days prior to the expiration of the term of a tenant member. Whenever a vacancy occurs in the term of a tenant member for any reason other than the expiration of a term, the mayor shall notify in writing the tenant organizations specified herein within ten working days after the vacancy occurs. The mayor shall make an appointment within a reasonable time after the expiration of sixty days after said notice.

Vacancies, other than by reason of expiration of terms, shall be filled for the balance of the unexpired term, in the same manner and by the same body, except elected members in towns whose terms shall be filled in accordance with the provisions of section eleven of chapter forty-one. Every member, unless sooner removed, shall serve until the qualification of his successor.

As soon as possible after the qualification of the members of a housing or redevelopment authority the city or town clerk, as the case may be, shall file a certificate of such appointment, or of such appointment and election, as the case may be, with the department, and a duplicate thereof, in either case, in the office of the state secretary. If the state secretary finds that the housing or

redevelopment authority has been organized and the members thereof elected or appointed according to law, he shall issue to it a certificate of organization and such certificate shall be conclusive evidence of the lawful organization of the authority and of the election or appointment of the members thereof.

Whenever the membership of an authority is changed by appointment, election, resignation or removal, a certificate and duplicate certificate to that effect shall be promptly so filed. A certificate so filed shall be conclusive evidence of the change in membership of the authority referred to therein.

The General Laws of Massachusetts

Search the Laws

PART I. ADMINISTRATION OF THE GOVERNMENT

TITLE VII. CITIES, TOWNS AND DISTRICTS

CHAPTER 41. OFFICERS AND EMPLOYEES OF CITIES, TOWNS AND DISTRICTS

ELECTION OF TOWN OFFICERS

Chapter 41: Section 11. Appointment to fill vacancy in town office

Section 11. As used in this section, the term "vacancy" includes a failure to elect. If a vacancy occurs in any town office, other than the office of selectman, town clerk, treasurer, collector of taxes or auditor, the selectmen shall in writing appoint a person to fill such vacancy. If there is a vacancy in a board consisting of two or more members, except a board whose members have been elected by proportional representation under chapter fifty-four A, the remaining members shall give written notice thereof, within one month of said vacancy, to the selectmen, who, with the remaining member or members of such board, shall, after one week's notice, fill such vacancy by roll call vote. The selectmen shall fill such vacancy if such board fails to give said notice within the time herein specified. A majority of the votes of the officers entitled to vote shall be necessary to such election. The person so appointed or elected shall be a registered voter of the town and shall perform the duties of the office until the next annual meeting or until another is qualified.

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General Court Home
Mass.gov

PHA Board Commissioner Training

Back to the Basics

"Putting up buildings is really easy. Changing lives--lives that have been stuck in persistent poverty, generation after generation--remains hard." Chris Farrell After the Projects - The uncertain future of public housing The Real Face of Poverty, American RadioWorks' series on poverty and opportunity in the United States.

U.S. Housing Act of 1937

- **Allows for creation of municipal housing organizations/corporations (aka Public Housing Authorities) to undertake federal housing programs and apply for federal funds.**
- **Goal is to provide decent and affordable housing for all citizens.**
- **Creation of the Public and Indian Housing program.**
- **These programs now provide affordable housing to over 2.9 million households nationwide. The average yearly income of families is \$12,500.**

What is a PHA?

Public Housing Authorities are created by local governments. Any State, county, municipality, or other governmental entity or public body, or agency or instrumentality of these entities, that is authorized to engage or assist in the development or operation of low-income housing under the 1937 Act.

- **The PHA is a legally created governmental entity.**
- **A PHA may sue, and be sued.**
- **Assure that the PHA operates legally and within the established requirements, and with integrity in its daily operations.**

As a public body, the PHA is subject to State and local laws governing open meetings and records. A PHA must also protect information obtained and covered under the federal Privacy Act.

To foster greater economy and efficiency, PHAs are encouraged to enter into State and local intergovernmental agreements for procurement of common goods and services.

PHAs may also undertake other housing related programs:

- **Financing, planning, undertaking, constructing or operating a housing project(s)**
- **Homeownership programs;**

- Property Management;
- Security and crime prevention programs;
- Supportive service and tenant opportunities
- Economic and self-sufficiency programs

Note: Use of HUD funds has limitations. PHAs may also form partnerships with governmental agencies, non-profits, and private organizations to mutually achieve goals.

Public Housing

PHAs assist eligible low-income families (under 80th percentile of median family income) in renting PHA owned housing covered under an Annual Contributions Contract with HUD.

Financial assistance from HUD includes operating subsidy, capital funds, and other special purpose grants awarded to the PHA.

The PHA operates the program through dwelling rent income, operating subsidy from HUD, and other income generated by the PHA or property.

High or long-term vacancies, high turnover rates, poor management and maintenance, and competition with other affordable housing options all impact the ability of the PHA to achieve its mission.

PHAs own and operate the public housing units and properties in their collective communities. Title to all property is vested in the PHA. The PHA is prohibited from leasing, selling or mortgaging property under the ACC without HUD approval. As owners of the property, the board must ensure its assets are adequately protected through insurance, sound and quality business practices for managing, maintaining and modernizing its property, and by complying with regulatory requirements of the program, and applicable State or local requirements.

The PHA's staff or agents manage the property and act as the landlord for the PHA. The terms of the rental lease are subject to federal regulations at 24 CFR Part 966, your State's Tenant/Landlord laws for residential leases, and other locally adopted rules or policies (i.e., Pets, Grievance, House rules, etc.) incorporated into the lease by reference.

Families who are eligible for Public Housing may choose to pay either an income-based rent, or a flat rent amount.

A PHA with less than 250 units may remove units from the rent roll in order to rent to over-income (i.e., non-eligible) families, subject to requirements at 24 CFR 960.503.U.S. Housing Act of 1937, as amended

Congressional strategy shifts over the years towards private housing sector subsidy. Section 8 project-based and tenant-based voucher programs created. In 1998, the certificate and voucher programs were merged into the Housing Choice Voucher (HCV) program.

- Housing Act of 1968;
- Housing and Community Development Act of 1974;
- Housing and Community Development Act of 1987;
- Quality Housing and Work Responsibility Act (QHWRA) of 1998
 - required community service for public housing residents (exemptions for some)
 - flat rent option in public housing
 - screening and eligibility criteria related to criminal background
 - requirement for the Five-Year and Annual Plan, including Resident Advisory Board
 - requirement for a resident appointment to the governing board of PHAs

Section 8 Housing Choice Voucher (HCV) Program

PHAs assist eligible very low-income families (under 50th percentile of median family income) in renting privately owned housing in the community. The PHA is not a party to the lease, but separately has contracts with both the family and owner of property.

Financial assistance from HUD includes the housing assistance payments (HAP) paid on behalf of families, and administrative fees provided to the PHA for administration of the program.

Eligible families are issued a Housing Choice Voucher (HCV) and search for housing in the community, or in some cases, anywhere in the United States.

The PHA executes a Housing Assistance Payment (HAP) contract with the property owner and makes monthly payments to the owner on behalf of the family. The family must contribute towards their rent & utilities (i.e., Total Tenant Payment), plus pay any amount which is above the payment standard set by the PHA for the unit.

Minimum Property Standards

- Public Housing: The PHA must inspect its units, site, and buildings to the Uniform Physical Conditions Standards.
- Vouchers: The PHA must inspect the dwelling unit to ensure it meets the housing quality standards (HQS), which are minimum property standards. With HUD approval, a PHA may adopt variances to HQS.

State Municipal Housing Authority Law

Massachusetts General Law Chapter 121B: Section 3. "There is hereby created in each city and town in the commonwealth, a public body politic and corporate to be known as the 'Housing Authority' of such city or town..." This law describes:

- Powers and authority of the PHA;
- Purpose and responsibilities of the PHA;
- Board member qualifications;
 - Appointments to, and removal from, the board; terms of office;
 - Other PHA requirements.
i.e, the annual report to the local governing bodies on the state of the PHA.

Organizational Transcripts

- Authorizing resolutions from municipality creating the Housing Authority and conferring the power and authority to transact business
- Area of operation established
- Cooperation Agreements/Interagency Agreements
- Bylaws of PHA
- Authority name and if applicable, seal
- Office location and hours of operation
- PHA Meetings (types, time/location)
- Officer positions/duties and elections
- Provisions for amending bylaws

Annual Contributions Contract

- HUD and the PHA's authorized official enter into a Consolidated Annual Contributions Contract
- Public Housing-Forms HUD-53012A and 53012B
- Section 8-Forms HUD-52520 and 52520A

Provides the terms and conditions between the PHA and the United States of America, by the Department of Housing and Urban Development (HUD), including:

- Civil Rights Requirements
- Conflict of Interest
 - Public Housing (section 19 of ACC)
 - Section 8 (24 CFR 982.161)

HUD requirements are outlined in the ACC and the Federal regulations, along with various handbooks and notices published by HUD. Most documents can be

obtained from www.hudclips.org

Electronic form of regulations (24 CFR): www.gpoaccess.gov

The PHA Board of Commissioners

The local governing board is the council or other legislative body charged with governing the municipality. The powers of a municipal housing authority shall be exercised by the commissioners/officers of the PHA. It is the board's responsibility to act in the best interest of the PHA.

The Board's Role

Provide for proper management and oversight of PHA operations

The Board is responsible for securing the management of the PHA, and ensuring that PHA operations are undertaken in accordance with the laws and program requirements, and the board's priorities and policies.

- Securing Management for the PHA
- Fully consider and evaluate all available options (hire staff, contract for management, intergovernmental agency agreement, consortia, etc.) for efficient operation of PHA.
- Select a qualified Director or administrator. Have a clear understanding of the skills and qualifications needed, duties to be performed, compensation to be provided, and other terms and conditions of employment or contract.
- Monitor and evaluate performance. Remember that the Director/Administrator works for the board and not the other way around.
- Authorize new contracts, budgets, payments, and Applications for Funding.
- Approve, review and monitor budgets, contracts and other financial documents to ensure expenditures are in compliance with Federal and local laws or other requirements, and otherwise follow good business practices for safeguarding the financial integrity of the PHA and preventing fraud, waste, mismanagement and abuse.

Develop the PHA's Mission, Goals, and Plan

- PHAs must develop an Annual Plan and Five-Year Plan in consultation with its Resident Advisory Board, State and public.
- Housing Needs (waiting lists, including site-based);
- Policies for deconcentration, eligibility and rent determinations, grievance, pets, community service and self-sufficiency;
- Homeownership programs;
- Designated Housing;

- Project-based assistance;
- Conversion of public housing to tenant-based assistance;
- Capital improvement funding, including demolition and disposition.

Developing the PHA's Mission, Goals and Plan

- What is your organization's mission?
- What goals does it have?
- Does it have a plan to achieve its goals?
- and meet its mission?
- How do you know whether you are on target?
 - Utilize local housing needs data and reports in HUD systems to assess your resident characteristics and key management indicators

Establish local discretionary policy

- Policies are board adopted and spell out expectations with respect to operation of the PHA and its programs. Internal procedures may be developed which spells out how staff will accomplish.
- Consider local needs and conditions, priorities, goals and resources.
- As laws or program requirements change, or as PHA circumstances warrant, policies, plans and goals should be reviewed, and if necessary, revised.
- Example -Essential Components of a Personnel Policy:

- family medical leave	- comp/OT use
- security of files Amer.	- terms of employment
- Disability Act	- vacation & benefits
- license/certification	- dismissal
- sexual harassment	- nepotism
- grievance procedures	- confidentiality
retirement	- conflict of interest
- employee complaints	
disciplinary procedures	

Liability of Commissioners

Both the board and the housing authority exist as legal entities. M.G.L. c.121B, section 13 deals with contract and tort liability and a board member's personal liability. This section indicates that a housing authority is liable as a private corporation, however, board members enjoy a significant degree of protection from personal liability when acting within their capacity as PHA board members on agency business. Board members are not exempt from liability when they are acting illegally or in a negligent manner

Commissioners must take action in good faith and within the scope of their official function, and must not cause damage for willful or wanton misconduct. Commissioners should maintain directors and officers' insurance, make policies clear and not arbitrary or capricious, and monitor and evaluate the Executive Director and the housing authority to ensure that policies are carried out. Housing Authority Commissioners and staff are subject to potential liability suits in several areas. These include, but are not limited to:

- Breach of contract.
- Torts – intentional or negligent wrongful acts.
- Constitutional or civil rights violations.
- Acts in excess of authority.
- Discrimination against any of the protected classes.

The Executive Director

The Executive Director's Role is:

- The day-to-day administration of the PHA and its programs;
- The Executive Director's Role;
- Hiring, training, supervision and termination of PHA staff;
- Procurement of goods and services and oversight of all contract work;
- Preparation of PHA budgets, supervision
- of cash management, and bank reconciliation;
- Enforcing the lease (Public Housing) and family and landlord obligations (Section 8);
- Monitoring operations for fraud and abuse;
- Maintaining overall compliance with Federal, State and local laws, as well as board- adopted policies and procedures;
- Keeping the PHA Commissioners informed of any problems such as audit concerns, legal issues, major resident issues, financial status, changes to laws, and other important issues.

Grievance/Informal Hearings

Assure that the policies and procedures provide families with fair and impartial review of PHA decisions having an adverse affect (i.e., denial of application, rent determinations, lease or program violations leading to termination of lease/assistance), where required.

- Public Housing – Informal Hearing (applicants)
- Grievance Policy & Procedures (tenants)
- Section 8 - Informal Reviews & Hearings
- HUD Assessment of PHA
- Performance and Compliance
- Section 8 Management Assessment Program (SEMAP)

Public Housing Assessment System (PHAS)

- MASS - Management Assessment
- FASS - Financial Assessment
- PASS - Physical Assessment
- Evaluating PHA Performance and Compliance

HUD Monitoring Reviews & Assessments

- Inspections
- Communication with clients, municipality, community members and partners
- Independent Audit Reports
- Internal or Quality Control Reviews
- Occupancy and Financial Reports

Board Meetings

- It's a business meeting – conduct in a businesslike manner
- Most PHAs use parliamentary procedures
- Meetings should be productive (exchanging ideas, deliberation and taking action) and not used for gathering information
- Each board member was appointed for their perspective – be respectful

Ensure board meetings are open to the public and create an atmosphere that is inviting to residents and the general public. note: The public does not have a right to speak, however they do have the right to be there and see and hear (give copy of agenda). Understand your State open meetings law.

Board Business

Notice of board meetings, agendas, board minutes, and resolutions are official records of the board's proceedings, and as such, should clearly and accurately reflect the board's undertakings. Care must be taken to safeguard the official records of the board's actions.

- Voting on resolutions or other actions is only permitted when a quorum (majority of board members) is established
- A majority vote is required to pass a resolution

Meeting Planning

- Meeting schedule should be known well in advance (1 year)
- Schedule election of officers, director's evaluation, housing conferences, budget review, etc.

- Agenda should be established in advance
- Meeting packets should be provided in advance to allow review prior to the meeting (i.e., Director's report, financial, committee reports, etc.)

PHA Bylaws

Bylaws establish:

- How often board meets Location of meetings Date and time
- Meeting attendance policy Regular agenda
- Consider the use of technology (e-mail, fax) for more efficient communications between members and the Executive Director

Chairperson's Role

- Chairperson approves agenda (although each board member has input);
- Exercises control over the meeting;
- Establishes whether a quorum is met;
- Recognizes visitors/welcomes them;
- Ensure meeting are started on time, called to order, and adjourned after conclusion of all business; follow the approved agenda; provide opportunity for each board member's input.
- Previews next meeting Agenda Etc.
- Clean up unfinished (not "old") business
- Identify new business (determine if it's the board's business vs. management's business)
- Include Board development topics (attorney, accountant, auditor, PHA staff, municipal organizations, community organizations, etc.)

The Board Minutes

- Date/Time
- Type of meeting (regular, special, annual)
- Identify members present & absent; who's presiding over meeting
- Executive Director's report (the issues, background information and recommendations)
- Motions and their disposition
- Notations (references to supporting materials in packet)
- General Notes
- Minutes from previous meeting
- Financials & financial notes (statistics, explanation of budget variances, other information as appropriate)
- Committee reports (brief report, with recommendation to full board)

Resources

- PIH website: www.hud.gov/offices/pih
- Guidebooks:
 - Section 8 HCV (7420.10G) www.hudclips.org
 - Public Housing www.hud.gov/offices/pih/programs/ph/rhiip/phguidebook.cfm
- Network with other PHA staff and officials, and develop partnerships with other governmental and community organizations.

Housing Associations and Training Organizations

- National Association of Housing and Redevelopment Officials (NAHRO)
- Public Housing Association of Executive Directors (PHADA)
- Citizens Planning And Planning Association (CHAPA)
- Mass Union of Public Housing Tenants

Local HUD Offices

Region 1 Boston Office
Office of Public Housing
Thomas P. O'Neil Federal Building
10 Causeway Street
Boston, MA

Thank you for your commitment and service to the PHA in providing decent, safe and affordable housing for your community.

(9) REMAINING REAPPOINTMENTS

DATE: JULY 7, 2017

TO: BOARD OF SELECTMEN

RE: CONSIDERATION OF BOARD AND COMMITTEE VACANCIES AND POTENTIAL VOTE FOR ALL REMAINING REAPPOINTMENTS

Attached is the full list of the remaining reappointments.

The candidates who are reappointed by the Board of Selectmen, but represent other boards and committees, have all been confirmed.

VOTE: TO APPROVE THE ATTACHED LIST OF REAPPOINTMENTS TO THE DESIGNATED TERMS. THE BOARD THANKS ALL THE VOLUNTEERS FOR THEIR SERVICE TO THE TOWN.

<u>Name</u>	<u>Appointing Authority</u>	<u>Board/Committee</u>	<u>Term</u>
Carolyn Bargoot	Selectmen	Audit Committee (representing Finance Committee)	three
John Sullivan	Selectmen	Community Preservation Committee (representing Conservation Commission)	three
Maureen Cavanaugh	Selectmen	Community Preservation Committee	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
Brenda Stevens Ross	Selectmen	Cultural Council	three
Jonathan Saxton	Selectmen	Cultural Council	three
Tom Sciacca	Selectmen	Energy Initiatives Advisory Committee	three
Ellen Tohn	Selectmen	Energy Initiatives Advisory Committee	three
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

<u>Name</u>	<u>Appointing Authority</u>	<u>Board/Committee</u>	<u>Term</u>
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
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
Sarah Greenaway	Selectmen	Youth Advisory Committee	two

Balmer, Nan

Subject: FW: RE: Plastic bag ban letter

PLASTIC BAG BY-LAW LETTER, AS EDITED BY SELECTMAN ANTES AND PAUL DALE

7/10/17

PLASTIC CHECKOUT BAG REDUCTION BYLAW IN WAYLAND

Date, 2017

Dear Wayland Business Owner or Manager,

On April 3, 2017 the Town of Wayland adopted a bylaw that bans the use of thin film plastic checkout bags that are less than 4.0 Mills in thickness. These plastic bags are commonly offered by retail stores and restaurants. In the unlikely case that you offer thick plastic bags please check the packaging or ask your supplier about the thickness. The full text of the bylaw is online at [<put URL here>](#). The bylaw applies only to plastic checkout bags. Other uses of plastic bags are not affected, such as bags for dry cleaning, newspapers, produce, meat, bulk foods, wet items, and similar merchandise.

All bylaw changes must be approved by the Massachusetts Attorney General's (AG) office and Wayland's plastic checkout bag reduction bylaw is currently under review. Similar bylaws or ordinances have already been approved in over 40 municipalities; therefore we feel that approval of Wayland's ban is likely. We expect notification of the AG's decision in late June or July. Once we receive formal notification, it will be posted on the Wayland Board of Health website: www.wayland.ma.us/health.

The bylaw will go into effect six months after approval by the AG. [Paul Dale observes: Since approval was not received by June 30, the effective date will be later than Jan. 1 2018 and the following paragraph should be removed.]

~~Until then we cannot provide a firm date when the bylaw becomes effective; however the expected effective date is January 1, 2018. If approval comes later than June 30th, the effective date will be 6 months following the approval date. (Why not just say, "The bylaw will go into effect six months after approval by the AG.")~~

The purpose of this letter is to communicate with identified (only identified businesses or all Wayland businesses?) businesses that thin film plastic checkout bags will be banned from use by retail and grocery stores and restaurants in Wayland. We want to give you as much notice as possible to make the necessary changes by the effective date. If you have difficulty meeting the deadline, the bylaw contains a hardship provision under which you can apply for a six month extension. Please contact the Wayland Health Department if you need to apply for an extension. [This bylaw is assigned to the BoS. Is it proper that the business contact the BoH?]

Once the ban is in place, thin film plastic bags will not be allowed and an identified representative of the Board of Selectmen (the enforcing authority) will conduct compliance checks to ensure the banned products are not in use (or in stock--necessary?) [not a necessary check in my opinion]. Penalties for non-compliance are as follows: 1st offense--warning; 2nd offense--\$50 per day; 3rd and each subsequent offense--\$100 per day. We look forward to a smooth transition with your establishment and appreciate your cooperation.

The bylaw allows two alternatives to thin film plastic bags:

- Paper bags that are 100 percent recyclable and display the words "recyclable" and "made from 40% post-consumer recycled content" in a visible manner on the outside of the bag.
- Reusable checkout bags that are specifically designed and manufactured for multiple reuses. These bags may be made of polyester, polypropylene, cotton, or other durable material and are washable. Reusable bags can be offered for sale and allow you to advertise your business. They also reduce your costs, are stronger than either plastic or paper, and are better for the environment as they reduce plastic pollution.
- For extra protection, meat and produce can be placed in bags designed to hold these products with either paper or reusable bags.

We appreciate your (proactive?) [I don't think "proactive" needs to be said.] compliance with this bylaw. The Board of Health (BoH) will provide information on its website as soon as it is available (Is there other helpful information?) [I don't know of other useful information. Instead I might once again refer to the bylaw language, for example, say, "For more detailed information please refer to the text of the bylaw".] If you have any questions please feel free to contact the BoH at [508 358-3617](tel:5083583617). [Once again, is the BoH the proper contact point?]

Sincerely,

The Wayland Board of Health (or Director of Public Health?) [Is the BoH the proper signatory?]

(Chair ?)



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
Meeting Minutes
June 19, 2017
6:45 p.m.**

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

Attendance: Lea T. Anderson, Mary M. Antes, Cherry C. Karlson, Louis M. Jurist, Douglas A. Levine
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 6:45 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.

D. Levine said he went to the State House today where Wayland received a \$250,000 grant for being a Green Community. C. Karlson said the grant will be used for many things including electric cars, charging stations, lighting upgrades, and general community touch ups.

A2. Public Comment There was no public comment.

A3. Appoint Member to Coordinate Town Administrator Evaluation Process C. Karlson moved, seconded by L. Jurist, that L. Anderson coordinate the evaluation process. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

L. Anderson said she will have an evaluation form at the July 10th meeting. N. Balmer noted that she checked with Town Counsel and there is no waiver required to have her evaluation in open session. C. Karlson made a note of a mistake in the second sentence in the second paragraph where there could be a misunderstanding of the protocol.

A4. Appoint Member to Draft Annual Report C. Karlson volunteered to draft the Board's report.

A5. Minutes: Review and Vote to Approve Minutes of June 5, 2017 M. Antes moved, seconded by L. Jurist to approve the minutes of June 5, 2017, as amended. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A6. 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 L. Jurist moved, seconded by D. Levine to approve and release the executive session minutes of March 27, 2017, and March 31, 2017, as amended. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0. C. Karlson moved, seconded by M. Antes, to approve and hold the executive session minutes of April 24, 2017, and May 1, 2017, as amended. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A7. Consent Calendar: Review and Vote to Approve (See Separate Sheet) M. Antes moved, seconded by L. Jurist, to approve the Consent Calendar. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A14. Review Correspondence (See Separate Index Sheet) The Board reviewed the week's correspondence. The Board agreed it was sad to see the resignation of J. Heller from the River's Edge Advisory Committee and the notice of intent of retirement from Assistant Town Administrator/Human Resources Director John Senchyshyn. The Board noted that some of the committees have caught up on minutes, which is good. N. Balmer said that the town will need to go ahead and appoint a Cable Advisory Committee.

A15. Report of the Town Administrator

- 1. Correspondence** N. Balmer stated that there will be an extension of the date for execution of a final Land Development Agreement with Wood Partners until June 26, with the possibility to extend an additional time. She said she met with WayCAM's Executive Director and it's now time to appoint the Cable Advisory Committee. During their meeting, they came up with a draft position and a path for WayCAM to follow to begin discussion about improvements to the building. She said she will revisit the old charge and see if it's adequate today. She also said she needs to consider how the attorney fees will be paid.
- 2. Emergency Management Initiative: Drone** N. Balmer said the Fire Chief would like to consider getting a drone using Emergency Management funds to be used for searches, brush fires, and pre-planning responses. She said drones can be somewhat controversial and State legislators are looking into rules and regulations. D. Levine said he attended the Emergency Planning Committee meeting for this discussion and it was very robust. He thought it would be helpful to have the Fire Chief come in when the Board takes up the issue.
- 3. Renewal of ClearGov Contract** N. Balmer stated that the contract for ClearGov will end in August 2017 and the Town will need to decide on renewal. N. Balmer said the business model of ClearGov is based on Department of Revenue (Department of Revenue) data and the most recent DOR data available is from 2015, which reduces its usefulness. C. Karlson said it can also be used as a budget data tool and it can be quite informative if fully populated. She said the Town was hoping it would help answer resident's questions and help them compare Wayland to other communities. N. Balmer said she will refer this on to the Finance Committee and see what they would like to do.
- 4. Request from Wayland Real Asset Planning (WRAP) Committee for Legal Assistance Regarding Town Property** N. Balmer said she will forward the Wayland Real Asset Planning (WRAP) Committee's request to Town Counsel for their opinion on usefulness and a cost estimate and then come back to the Board of Selectmen.
- 5. Communications Plan** N. Balmer said she's spoken with David Porter, who has prepared a survey for department heads to complete about communications within the Town. They will be meeting next week on June 28 at 1:30 p.m. to discuss the survey. She said she hopes a member of the Board can make it.
- 6. Revised Meeting Schedule** N. Balmer referred the Board to the slightly revised meeting schedule.

A13. Vote to Approve Annual Town Meeting Date The Board discussed at length the pros and cons of all the options. L. Anderson said the last Annual Town Meeting was around seven hours, which was the one of the shortest meetings the town has had in a while. If the meeting lasts three weeknights, that will be around ten hours to be scheduled. Some of the scheduling conflicts are due to the AP exams,

school sports, April vacation, and school concerts and events. L. Anderson said she slightly prefers option 2 but could go with any options. C. Karlson said she has a slight preference for option 2, although it does interfere with the school concert. L. Jurist said he prefers option 1 since it doesn't conflict with the school concert.

M. Antes moved, seconded by L. Jurist, to hold the Town Election on March 27, 2018, and the Annual Town Meeting starting on April 2, 2018. C. Karlson asked if a weekend option was discussed at the last meeting, or if the Board could possibly work with option 3. L. Jurist said there really is no good option. D. Levine said it's a drawback for him to have an election so early. D. Levine asked what the major issue would be of having it after spring break. C. Karlson said sometimes it's hard to motivate people to come out so late in the spring but it has been done before and it is possible. Roll call vote: YEA: L. Anderson, M. Antes, L. Jurist. NAY: C. Karlson, D. Levine. ABSENT: none. ABSTAIN: none. Adopted 3-2

L. Anderson said it's still early and it is possible to come back to this if needed.

A8. 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 At 7:30 p.m., L. Anderson moved, seconded by C. Karlson, to enter into executive session pursuant to Massachusetts General Laws Chapter 30A, 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, and Teamsters unions, representing town employees. 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. Roll call vote: YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0. Chair L. Anderson invites attendance by Town Administrator Nan Balmer, Assistant Town Administrator/Human Resources Director John Senchyshyn via remote participation, Town Engineer Paul Brinkman, and Personnel Board Members Deborah Sue Cohen, Jessica Green, Miranda Jones, Maryanne Peabody and Philip Schneider.

The Board returned to open session at 7:33 p.m. L. Anderson moved, seconded by M. Antes, the same motion to enter into executive session but amended it to also include attendance by Anderson & Kreiger Attorney David L. Wiener and River's Edge Advisory Committee member Rebecca Stanizzi. Roll call vote: YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

The Board returned to open session at 8:32 p.m.

A9. Update with Information Technology Director Jorge Pazos IT Director J. Pazos came before the Board to give an update on the items addressed in the RSM report that he and his department have been working on over the last 8 months. He discussed patch management, firewalls, VMware Environment and VDI, server infrastructure, network infrastructure, the town website, document management system, financial systems improvements, and payment processing procedures.

C. Karlson asked J. Pazos if the document management system will allow better information sharing among staff. J. Pazos said it can be used to improve workflow and to share documents. L. Anderson said there has been tremendous progress in the IT department within the last year. J. Pazos said the Town is doing much better with privacy, but it's a process. He said the Town had to address more of the foundational issues first. M. Antes asked about the process of the website upgrade. J. Pazos said the first meeting is Wednesday, so he will know more information then. He said he has gone through the process of upgrading a website before. He said the new VTH platform allows for more users so multiple people in departments will be able to upload information and update their department web pages.

A10. Interview Candidates for Appointment and Reappointment to the Finance Committee, Conservation Commission, and Zoning Board of Appeals

1. The Board was joined by Joanne Barnett and John Sullivan to be interviewed for reappointment to the Conservation Commission. J. Barnett and J. Sullivan both discussed their backgrounds and why they are interested in continuing to serve on the Conservation Commission. J. Barnett said she has learned a lot from her time on the Commission and feels she has brought positivity; she described some of the projects she has worked on. C. Karlson asked J. Sullivan what the Commission needs in the third empty spot. He said it would be nice to have someone who could bring technical skills to the commission. L. Anderson reminded everyone that they are not appointing anyone tonight, they are only interviewing and will appoint at the next meeting.
2. The Board was joined by Steve Correia and Bill Steinberg to be interviewed for appointment to the Finance Committee, and by George Uveges and David Watkins to be interviewed for reappointment to the Finance Committee. S. Correia, B. Steinberg, G. Uveges, and D. Watkins all briefly described their backgrounds and interest in serving and continuing to serve on the Finance Committee.

C. Karlson asked G. Uveges what he's learned throughout the last year on the Finance Committee. He said he's learned a lot about how things come together and how departments work, how costs run, and how revenue flows. B. Steinberg said he could bring more history to the committee at this point in time, since all the members are fairly new. S. Correia also said he would share his history and experience with the Finance Committee and Board of Selectmen and feels he has a lot to bring to the table.

D. Levine asked the candidates how they balance future capital projects while holding the highest bond rating. D. Watkins said those decisions are mutually exclusive, and each should be looked at as a guiding principle. G. Uveges said it's the job of the Finance Committee to look at projects and help boards and committees manage the time and potential cost of them, and if it's possible to even afford them. He said those are the tough decisions. L. Anderson asked current Finance Committee Chair D. Watkins what he thinks the benefit would be of having more experience on the Committee. D. Watkins said he feels the Finance Committee would benefit greatly from new members with experience.

3. Aida Gennis was not available to be interviewed for reappointment to the Zoning Board of Appeals and will be re-scheduled.
4. The Board was joined by Shaunt Sarian to be interviewed for reappointment to the Zoning Board of Appeals as an Associate Member. S. Sarian briefly described his work on the Board and said he really enjoys it. He said he's been an Associate Member since 2002, and he brings his positive attitude and willingness to help his Wayland neighbors to the Zoning Board of Appeals.

A11. Interviews and Potential Vote to Appoint to Boards and Committees The Board was joined by Dr. Kaat Vander Straeten to interview for appointment to the Energy and Climate Committee as a non-voting Associate Member. K. V. Straeten reviewed her background and interest in serving on the committee, as well as the extensive work she's already done with the committee. Chair Anne Harris also came before the Board and voiced her support of K. V. Straeten's appointment. C. Karlson said she likes how the Committee uses associate member positions to bring in expertise, and she's very supportive of the appointment of K. V. Straeten. M. Antes moved, seconded by D. Levine, to appoint K. V. Straeten to the Energy and Climate Committee as a non-voting Associate Member. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A12. Meet with Fire Chief to Discuss and Vote to Approve Ambulance Fees Fire Chief David Houghton discussed with the Board his recent discovery that the department has been incorrectly billing ambulance fees for years. He explained the advantages of switching to a flat fee-based system, which should result in fewer questions and an increased revenue stream. The Board inquired about the current ambulance fee bill at the State level. He said it currently looks favorable that the bill will pass at the state level and encouraged the Board to reach out to Legislators to voice their support of the bill.

L. Jurist moved, seconded by L. Jurist, to accept the proposed ambulance fee structure changes as presented by Chief Houghton tonight. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A16. Selectmen's Reports and Concerns M. Antes asked if there have been any updates about Sherman's Bridge. D. Levine said he discussed this with M. Lowery, and it's a perennial issue with an ongoing need for repairs. He said he needs to reach out to the DPW for more information. L. Anderson said she attended the MetroWest Regional Collaborative meeting, and the big takeaway message from the legislative update was that the state budget is potentially facing big cuts due to low revenues. She said they also discussed the ongoing marijuana bill debate at the State House.

A17. Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any The Chair said, "I know of none."

A18. Adjourn There being no further business before the Board, C. Karlson moved, seconded by D. Levine to adjourn the meeting of the Board of Selectmen at 10:05 p.m. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of June 19, 2017

1. Handout, Recommendations and Roadmap for Fiscal Year 2016 from RSM US LLP

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

**TOWN ADMINISTRATOR'S REPORT
WEEK ENDING JULY 7, 2017**

CORRESPONDENCE:

Item 27: Please note that the Attorney General found a procedural problem (advertising) with regard to ATM Article 14 – Limited Site Plan Review. The defect will be cured by notices issued by the Town Clerk.

Much of the correspondence reflects the day to day operation of the Town and the practice of new Town Counsel to copy the Board of Selectmen on all matters that are a matter of public record and which may be brought back to the Selectmen for further discussion as work progresses. Individual Selectmen may wish to ask the Chair to consider the inclusion of specific matters on a future agenda.

COMMUNICATIONS PLAN AND RELATED PROJECTS

DAVID PORTER COMMUNICATIONS PROJECT: To get started with development of a Communications Plan, David met with department heads as a group and is now meeting with individuals with an expected project deliverable by early September.

ICMA – TV OFFER: The International City Managers Association selected Wayland as one of 8 small towns nationally to offer the opportunity for the production of an 8 minute public relations film about Wayland at a cost of \$17,500 to the Town. The offer is part of ICMA's small communities program. In the case of Wayland, the film could focus on "Pride of Place" and be used by the Town to showcase the town's schools, historic preservation, conservation / Mainstone Farm and economic development / Town Center. Wayland would be one of eight small communities for which films are broadcast at the ICMA conference in San Antonio in October and the film would be posted on the ICMA website. Please see example film below (Will be forwarded via e-mail so links are operational)

Sevierville, TN:

http://www.websedge.com/videos/government/a_small_city_with_big_city_demands

Grain Valley, MO:

http://www.websedge.com/videos/government/a_rich_history_amp_continued_legacy

Indianola, IA: http://www.websedge.com/videos/government/a_smart_growth_approach

In order to take advantage of this offer, the Selectmen would need to make a preliminary commitment during the week of July 10 with filming to begin in late August.

If the Selectmen are interested, I suggest we mobilize a work group including representation from the Schools, Economic Development Committee and Historic Preservation to piece together a funding plan and to discuss components of the film's message.

VOLUNTEER EMAILS: The emails for 150 Town board members will be created in July. We will then begin to contact members one Board/group at a time and on-board them into the new email system. The on-boarding process involves providing the users with credentials for access, providing some training on how to use the Office 365 environment and acceptable use of the Town email system. Once we have brought on the first 150 users into the email system we will roll out accounts to the remaining 150 volunteers and Board members.

WEBSITE: Work toward the new website begins in September.

LAND USE: A workshop will be conducted next week by the IT Business Systems Analyst to move the land use permit integration project from the conceptual stage to a customized plan for Wayland. This is a complex project which often takes towns many months to plan. The timeline is to have the project funded at Annual Town Meeting with roll-out in FY 19. The project's goal is to streamline customer service by providing up to date information to departments as customers are served. A near term goal is to cross train existing staff in the Building Department to provide direction to all residents and applicants needing help. The permitting integration project has been underway for 18 months and can now move forward because of the hiring of the Business Systems Analyst.

HOUSING CONSULTANT OPTIONS

A work group composed of the Chair of the Board of Selectmen, Housing Consultant Karen Sunnarborg and me with staff of the Housing Authority to determine what work the Housing Authority would be willing to do to provide Housing Consultant services to the Town Administrator / Board of Selectmen. All agreed that the WHA is not now in a position to offer the full scope of housing support needed. The next step will be for the work group to meet with the Regional Housing Services Office to consider what level of support RHSO can offer. After that meeting, the work group would discuss a recommended approach to provide housing support with a representative of the Housing Partnership, Housing Authority and Affordable Housing Trust.

MASS HOUSING GRANT APPLICATION'

The Town Planner intends to apply for a MassWorks Grant. The Town Planner must have the approval of the Board of Public Works, Wastewater Management District

Commission, Planning Board and Board of Selectmen to proceed and meet an August 4th submission deadline.

MAINSTONE FARM - CONSTRUCTION OF GREEN HOUSES

For your information, the Conservation Commission and SVT recently approved a request by Loring Hamlen, a Grantor of Mainstone Farm, to construct two greenhouses on the Mainstone property near the existing farmstand. New greenhouses are allowed under III.B Section 7 of the Conservation Restriction (CR) provided they do not materially impair the purposes of the Conservation Restriction. After several meetings onsite and a discussion at a Commission meeting, the Commission and SVT agreed that the greenhouses met a specified need for a successful farming operation so as to further the CR purpose of Agricultural Preservation (II.E), while not negatively impacting the CR purpose of Scenic Protection, the scenic landscape and views from Old Connecticut Path (II.C)

40 B UPDATE

On July 5, 2017 the Town of Wayland's Zoning Board of Appeals received an application submitted by Windsor Place LLC for a Comprehensive Permit that proposes the development at 24 School Street of 12 Townhouse rental units, which not less than 25% (3) of such units shall be restricted as affordable. Timely information related to this Comprehensive Permit application and process will be shared on the Town's Zoning Board of Appeals' webpage. A community training session will be conducted and broadcast by Joseph Peznola on Tuesday July 11th at 7:30 pm in the Large Hearing Room at the Wayland Town Building. Mr. Peznola was recommended by Mass Housing and funded under a grant approved last meeting by the Selectmen. Residents may submit their comments on the application by email using the "CONTACT THE ZBA" link found on the Zoning Board of Appeals' webpage.

INFORMATION ONLY / NOT ON AGENDA - WILL BE DISCUSSED AT FUTURE MEETING AS NEEDED:

RIVERS EDGE – SUDBURY: WORK TOWARD AGREEMENT TO PROVIDE REDUNDANCY

The Town Engineer met with the Sudbury District Director about advancing the Inter-Municipal Agreement (IMA) to provide water service redundancy to Rivers Edge. The Town Engineer is working with the Sudbury Engineering Division to gain knowledge of Sudbury's hydraulics to craft the details of the IMA which will then be presented for review to by Town Counsel.

POLICE CHIEF HIRING PROCESS

Nine candidates with the required command experience and MA policing experience were identified. In the first week of August, the Assessment Panel, composed of police professionals, will work to identify 3 finalists. The Town Administrator will appoint a review panel to do the final interviews during the week of August 14th. The Board can advise me on July 24th about the proposed members of the panel --- In the past, such panels include representation from the Board of Selectmen, Town Administrator, Personnel Board and the School Department. Chief Irving's retirement date is set for September 19th.

YOU'RE INVITED TO ATTEND AN EVENING WITH

JOSEPH PEZNOLA, PE

FOR A 40B TRAINING SESSION

TUESDAY JULY 11TH, 2017

7:30PM

THE LARGE HEARING ROOM

WAYLAND TOWN BUILDING, 41 Cochituate Road, Wayland

BROADCAST LIVE ON WAYCAM

**MR. PEZNOLA IS A 40B CONSULTANT WITH THE
MASSACHUSETTS HOUSING PARTNERSHIP**

ABOUT THE CONSULTANT:

Joseph Peznola has 28 years of experience in land development and of that, 20 years working with Chapter 408 developments in his many capacities: Project Manager, member of Hudson Zoning Board of Appeals, and a member of the CHAPA 40B Training Subcommittee and Massachusetts CPTC. As an engineer, Joe has performed technical peer reviews for many communities throughout Massachusetts. These services included technical review of engineering issues, providing assistance in interpretation of regulatory requirements, assistance in drafting conditions of approval, review of construction documents prior to Building Permit for adherence to permit conditions and assistance in overseeing construction.

As a member of the Hudson Zoning Board of Appeals for 20 years (retired November 2014), Mr. Peznola was involved in the approval of six Comprehensive Permits, which brought Hudson over the 10% threshold twice. As a member of CHAPA and CPTC, Mr. Peznola assisted in the designing, organizing, and implementing training sessions for municipal boards and other interested parties in the administering of successful affordable housing projects.

In all instances, Joe brought an in-depth knowledge of the regulations and policies, a sense of diplomacy, and decorum to the proceedings.



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, July 10, 2017
Wayland Town Building
Selectmen's Meeting Room
41 Cochituate Road Wayland

CONSENT CALENDAR

1. Vote the Question of Approving and Signing the Weekly Payroll and Expense Warrants
2. Vote the Question of Approving the Invoice from KP Law, P.C., June 16, 2017, Invoice No. 112411, for Services Through May 31, 2017: \$13,204.56
3. Vote the Question of Approving the Invoice from KP Law, P.C., June 22, 2017, Invoice No. 112458, for Services Through June 16, 2017: \$5,430.39
4. Vote the Question of Approving the Invoice for River's Edge Special Counsel Anderson & Krieger LLP, dated June 28, 2017, for Legal Services Rendered through June 28, 2017, Reference # 121705/5415-001: \$6,024.00
5. Vote the Question of Approving the Invoice dated June 30, 2017, for Special Town Counsel Mark J. Lanza for Services through June 30, 2017: \$2,406.08
6. Vote the Question of Approving the Appointment of Sam Breslin, Assistant Football Coach, as Special Municipal Employee
7. Vote the Question of Approving the Expenditure of Gift Funds for Conservation Costs Related to the Town Center
8. Vote the Question of Approving and Executing the HUD Annual Contributions Amendment for 2016 Capital Fund Programming
9. 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 1634 Meadery, Dan Clapp, Manager, on Wednesdays, July 19, 2017, August 16, 2017, September 13, 2017, from 12:00 p.m. to 5:00 p.m.
10. 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 Coastal Vineyard, David Neilson, Manager, on Wednesdays, August 9, 2017, September 6, 2017, and October 4, 2017, from 12:00 p.m. to 5:00 p.m.
11. Vote the Question of Approving Letters of Commendation for Eagle Scouts:
 - Samuel Edward Cahaly, for leading volunteers to construct a sign kiosk at Claypit Hill Elementary School
 - William Harrison Obar, whose team built a similar kiosk at Wayland High School. Both kiosks display maps to identify playing field numbers and location, as well as other information about the playing fields
 - Dylan Scott Rader, for leading a group of volunteers to build a raised garden bed for disabled residents at Bent Park
 - Steven Matthew Russo, who built two wooden benches for the entrance area at St. Theresa Church in Sherborn.

RECEIVED

JUN 26 2017

Board of Selectmen
Town of Wayland

KP LAW, P.C.

KP LAW, P.C.
101 ARCH STREET
BOSTON, MA 02110

(617) 556-0007

INVOICE NO. 112411

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

IN REFERENCE TO: PROFESSIONAL SERVICES THROUGH MAY 31, 2017
JUNE 16, 2017

TOTAL FEES: 12,173.00

TOTAL COSTS: 1,031.56

BALANCE DUE: 13,204.56

KP LAW, P.C.

KP LAW, P.C.
101 ARCH STREET
BOSTON, MA 02110

(617) 556-0007

RECEIVED

JUN 26 2017

Board of Selectmen
Town of Wayland

INVOICE NO. 112458

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

IN REFERENCE TO: PROFESSIONAL SERVICES THROUGH JUNE 16, 2017
JUNE 22, 2017

TOTAL FEES:	5,328.00
TOTAL COSTS:	<u>102.39</u>
BALANCE DUE:	<u>5,430.39</u>

ANDERSON KREIGER

Anderson & Kreiger LLP
50 Milk Street, 21st Floor
Boston, MA 02109
(617) 621-6500
EIN: 04-2988950

June 28, 2017

Town of Wayland
Attn: Nan Balmer
Town Administrator
1st Floor, Selectmen's Office
41 Cochituate Road, Wayland, MA 01778

Reference # 121705 / 5415-001

In Reference To: River's Edge Special Counsel

Total Current Billing:	6,024.00
Previous Balance Due:	5,922.07
Total Now Due:	11,946.07

PLEASE NOTE: ALL BALANCES DUE WITHIN 30 DAYS

Mark J. Lanza
Attorney at Law
9 Damonmill Square - Suite 4A4
Concord, MA 01742
Tel. # (978) 369-9100
Fax # (978) 369-9916
e-mail: mjlanza@comcast.net

RECEIVED

JUL -3 2017

Board of Selectmen
Town of Wayland

INVOICE - TOWN OF WAYLAND - 6/30/2017

SUMMARY

FEE CALCULATION: 11.8 HOURS X \$175.00 PER HOUR =	\$ 2,065.50
DISBURSEMENTS (See below for detail)	341.08
TOTAL 6/30/17 INVOICE.....	<u>\$2,406.08</u>

DISBURSEMENTS

Postage	0.00
Copying	6.50
Ct. Rprtr. Fee - WR&GC ATB Case Hearing Trans.	291.50
Mileage 6/23/17 - 52 @ \$.54 =	28.08
Parking 6/23/17	15.00
Total Disbursements	<u>\$ 341.08</u>

DATE: JULY 10, 2017
TO: BOARD OF SELECTMEN
FROM: NAN BALMER, TOWN ADMINISTRATOR
RE: SPECIAL MUNICIPAL EMPLOYEE

**REQUESTED ACTION:
APPOINT SAM BRESLIN, ASSISTANT FOOTBALL COACH, AS SPECIAL MUNICIPAL EMPLOYEE**

BACKGROUND:

Sam Breslin, Assistant Football Coach, requests that the Selectmen appoint his position to be a Special Municipal Employee. Mr. Breslin's request is attached. Special Municipal Employee status allows certain employees greater latitude under the MA Ethics statute.

In determining whether the Selectmen should grant the request, Town Counsel, the Ethics Commission and the School Superintendent were consulted:

- **LEGAL OPINION:** The legal opinion below says there is no reason for the Selectmen not to grant Mr. Breslin's request. Please note that granting Mr. Breslin's request will generally designate the position of Assistant Football Coach a Special Municipal Employee. Employees in positions so designated must still complete Chapter 268 A 20 C disclosure form to enjoy the additional privileges under the law.
- **ETHICS COMMISSION:** The Ethics Commission provided a list of all positions in Wayland that have been designated as special municipal employees. The positions will continue to be special municipal employees unless the designation is revoked by the Board of Selectmen, or if the position no longer qualifies as a special under the statute. For your information, for towns with a population greater than 10,000, Selectmen are not special municipal employees.
- **SCHOOL SUPERINTENDENT:** Dr. Stein considered and supports Mr. Breslin's request.

LEGAL OPINION ON SPECIAL MUNICIPAL EMPLOYEE DESIGNATION:

The decision to designate an eligible Town office or board position as a special municipal employee is a discretionary policy decision for the Board of Selectmen. The Board may so designate a position if (a) it is unpaid, (b) it is classified by contract or conditions of employment to allow private employment during normal working hours, or (c) the position does not in fact provide compensation for more than 800 hours per year (approximately 15 hours per week). **G.L. c.268A, §1(n)**. Such a designation applies to all equivalent positions.

Special municipal employees enjoy certain broader exemptions from the prohibitions of §17 and §20 of Chapter 268A, the state ethics law. For example, G.L. c.268A, §17 prohibits "general" municipal employees from accepting compensation from, or acting as agent for, anyone other than the Town with regard to a particular matter in which the Town is a party or has a direct and substantial interest. For special municipal employees, however, such prohibition generally applies only to matters in which the

employee has acted in his capacity as a Town official, or which are pending before his own agency. For example, an attorney who sits on a Town board would be prohibited from serving as counsel to a private individual in any matter in which the Town is a party or has a direct interest. If his board is designated as special municipal employees, however, the attorney could serve as counsel in such a case, provided his own board had not acted and will not be required to act on the matter.

Section 20, which is relevant to Mr. Breslin's situation, also applies less restrictively to special municipal employees. Section 20 greatly restricts a municipal employee's ability to have a financial interest in a contract with the Town, whether it is a contract for goods and services or a second position or office with the Town (if at least one of the positions is paid). Special municipal employees may have an interest in such a contract, however, by filing a written disclosure with the Town Clerk, or by obtaining an exemption from the Board of Selectmen if the contract is with the employee's own agency or department. In general, an individual is more likely to be able to hold more than one office or position, or having an interest in a contract with the Town, without violating Chapter 268A if his or her first position is designated as a special municipal employee.

As stated above, whether or not to designate a particular office as a special municipal employee is a discretionary decision for the Board of Selectmen, and municipalities vary in the number of positions so designated. One policy reason in support of the designation is that, by reducing the potential for conflicts of interest for a given board or office, there may be more residents able to volunteer to serve in unpaid or part-time positions. The State Ethics Commission actually encourages the designation as well, for the same reason. The designation has no legal distinction or effect outside of the specific provisions of Chapter 268A, in my opinion.

In this case, if Mr. Breslin's company donated the program to the Town, directly or through the Boosters, he may not have received a personal financial interest, but there is no legal reason for the Board of Selectmen not to designate the Assistant Football Coach position as a special municipal employee. This only requires a majority vote of the Board to do so. Mr. Breslin would then be eligible for the §20(c) exemption, which is complete upon filing the completed disclosure.

Balmer, Nan

Subject:

FW: FW: Request for Special Municipal employee status

My name is Sam Breslin and I am a Co-Founder of PLT4M. We are a company that provides fitness software to high schools across the country (over 250 currently), allowing them to provide professionally-built athletic development programs and fitness curriculums to their students, as well as manage, engage, track data, etc. I am also an assistant football coach in the fall. Last May, Wayland Boosters (they may be legally private, but are still visually associated with the town) voted to purchase this software for the entire Wayland student body, grades 6-12. It is currently used by almost 1000 girls and boys of varying ages, sports, and PE classes. I was not the sales person or point of contact and I believe they were given a sizable discount, and again, they may not even be officially affiliated with the town. Even so, due to recent history in Wayland and a desire to avoid any issues whatsoever, PLT4M has decided to gift all future PLT4M use to Wayland students in an effort to eliminate even the perception of a conflict of interest. In an effort to be proactive, I reached out to the State Ethics Commission to explain the circumstance and request guidance moving forward. In so many words, they basically said the situation is not a violation or warrants any action (I have a confidential review & statement saying such), and so long as certain legal paperwork is filled moving forward, it is no problem in their eyes. I have already filed a number of "Appearance of COI" disclosures in the past couple of months, with both Central Office and the High school itself and that may very well cover it, but I'd like to make the whole relationship ironclad and put it to bed by filling a 20d Exemption (again, per the State Ethics Commission's suggestion). This exemption would legally allow me to "work in 2 different contracts with the same municipal agency" (even though one is actually a gift/"contract" for OS to Boosters, just covering every possible avenue). This exemption form, though, first requires my position as an assistant coach to be designated as an SME. These types of exemptions are apparently quite prevalent across the state, and the Ethics Commission actually told me that recommend towns utilize SMEs frequently, in order to avoid any issues like this in the first place. Thus, I would request that the position be designated so I can formally file all possible paperwork in order to best cover all possible legal grounds.

Long story short, I love coaching football every fall and want to continue doing so without taking away our training platform. Kids and teachers alike really seem to enjoy it, and our company's entire mission is to help kids become the best version of themselves. We want them to use it to the fullest extent, at no charge. I will pursue any course of action that will make the town most comfortable regarding the unique relationship!

Sam Breslin, CSCS
Head of Performance
(855) 862-5502 Ext 701
www.PLT4M.com

DATE: July 10, 2017
TO: NAN BALMER
FROM: ELIZABETH DOUCETTE, FINANCIAL ADMINISTRATOR
RE: GIFT ACCOUNT FUNDING REQUEST FOR CONSERVATION COSTS AT TOWN CENTER

ACTION REQUESTED:

Vote to approve to expend gift funds for Conservation costs related to Town Center

ACCOUNT BALANCE AND FUNDING RECOMMENDATION:

Engineering services, by McClure Engineering, related to Conservation at the Town Center have incurred \$1,258.69 in Fiscal Year 2017.

Use of Gift Account funds requires Board of Selectmen approval under MGL Chapter 44, Section 53A. An action to approve the expenditure is included on the Consent Agenda.

Town Center Residential Dwelling Gift Account is recommended to fund these costs.

McCLURE

ENGINEERING, INC
119 Worcester Road
Charlton, MA 015071317

RECEIVED
JUN 26 2017
WAYLAND CONSERVATION COMMISSION

INVOICE





T. 508.248.2005
F. 508.248.4887
www.mcclureengineers.com

Linda Hansen
Town of Wayland
41 Cochituate Road
Wayland, MA 01778

Invoice Date: Jun 22, 2017
Invoice Num: 12797
Billing Through: Jun 17, 2017

Terms: NET 30

Please make checks payable to: McClure Engineering, Inc.

We also accept the following credit cards for purchases
of less than \$2,000.00:    

Town of Wayland_Town Center_Initial Phase: (315-1580-I:IP) - Managed by (DF)

Professional Services:

WAYLAND TOWN CENTER - 2017 STORMWATER REVIEW

6/6/17

SITE VISIT: Meeting w/ Linda Hansen and Inspection of Stormwater Basin #2 & #3 during rain event.

6/09/17 - 6/15/17

LETTER REPORT - JUNE 6, 2017 SITE VISIT & PEER REVIEW FOLLOW UP

Review follow up of 2014 Griffin Engineering letter reports and provide summary of findings and detention basin inspection observations. Final letter to Client on 6/15/17.

Professional Engineer = 9.00 hrs @ \$130 / hr
Administrative = 1.75 hrs @ \$ 50 / hr

Total Service Amount: \$1,257.50

Reimbursable Expenses:

<u>Date</u>	<u>Vendor</u>	<u>Description</u>
6/15/2017	CM	General Postage Fees

\$1.19

Total Expense Amount: \$1.19


Amount Due This Job: \$1,258.69

Amount Due This Invoice: \$1,258.69

This invoice is due on 7/22/2017

Wayland Housing Authority
106 Main Street
Wayland, MA 01778

Memo

To: Nan Balmer, Wayland Town Administrator
From: Brian Boggia, WHA Executive Director
Date: July 5, 2017 
Re: HUD Capital Fund Program Annual Contributions Amendment

REQUESTED ACTION:

EXECUTE THE HUD ANNUAL CONTRIBUTIONS AMENDMENT FOR 2016 CAPITAL FUND PROGRAM FUNDING.

BACKGROUND

The WHA has received a grant in the amount \$162,778 from the HUD Capital Fund Program (CFP) for fiscal year 2017. These funds will be used for capital improvements at WHA federal properties as per the WHA five-year plan.

Under Massachusetts State Law (M.G.L.c.121B Sec.11), Housing Authorities (HA) are required to obtain the signature of the local approving official and the seal of their town when executing an Annual Contributions Contract (ACC) Amendment.

Next Steps

The endorsement by the local approving official and seal is necessary to receive these funds. Enclosed are three original Annual Contribution Contracts (ACC). Please sign, seal and attest three original documents. The local approving official should retain a copy for their records and two (2) signed and sealed copies must be returned to the HUD field office.

Please process these contracts at your earliest convenience. All ACC documents must be executed by the Town Administrator and received by HUD by **August 2, 2017**. Please call if you have questions or require further clarification.

2017 Capital Fund

**Capital Fund Program
(CFP) Amendment
To The Consolidated Annual Contributions
Contract (form HUD-53012)**

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

Whereas, (Public Housing Authority) Wayland Housing Authority MA101 (herein called the "PHA") and the United States of America, Secretary of Housing and Urban Development (herein called "HUD") entered into Consolidated Annual Contributions Contract(s) ACC(s) Numbers(s) B-1445 dated 10/18/1995

Whereas, HUD has agreed to provide CFP assistance, upon execution of this Amendment, to the PHA in the amount to be specified below for the purpose of assisting the PHA in carrying out development, capital and management activities at existing public housing projects in order to ensure that such projects continue to be available to serve low-income families. HUD reserves the right to provide additional CFP assistance in this FY to the PHA. HUD will provide a revised ACC Amendment authorizing such additional amounts.

\$ \$162,778.00 for Fiscal Year 2017 to be referred to under Capital Fund Grant Number MA01P10150117
PHA Tax Identification Number (TIN): On File DUNS Number: On File

Whereas, HUD and the PHA are entering into the CFP Amendment Number _____

Now Therefore, the ACC(s) is (are) amended as follows:

1. The ACC(s) is (are) amended to provide CFP assistance in the amount specified above for development, capital and management activities of PHA projects. This CFP Amendment is a part of the ACC(s).
2. The PHA must carry out all development, capital and management activities in accordance with the United States Housing Act of 1937 (the Act), 24 CFR Part 905 (the Capital Fund Final rule) published at 78 Fed. Reg. 63748 (October 24, 2013), as well as other applicable HUD requirements, except that the limitation in section 9(g)(1) of the Act is increased such that of the amount of CFP assistance provided for under this CFP amendment only, the PHA may use no more than 25 percent for activities that are eligible under section 9(e) of the Act only if the PHA's HUD-approved Five Year Action Plan provides for such use; however, if the PHA owns or operates less than 250 public housing dwelling units, such PHA may continue to use the full flexibility in section 9(g)(2) of the Act.
3. The PHA has a HUD-approved Capital Fund Five Year Action Plan and has complied with the requirements for reporting on open grants through the Performance and Evaluation Report. The PHA must comply with 24 CFR 905.300 of the Capital Fund Final rule regarding amendment of the Five Year Action Plan where the PHA proposes a Significant Amendment to the Capital Fund Five Year Action Plan.
4. For cases where HUD has approved a Capital Fund Financing Amendment to the ACC, HUD will deduct the payment for amortization scheduled payments from the grant immediately on the effective date of this CFP Amendment. The payment of CFP funds due per the amortization scheduled will be made directly to a designated trustee within 3 days of the due date.
5. Unless otherwise provided, the 24 month time period in which the PHA must obligate this CFP assistance pursuant to section 9(j)(1) of the Act and 48 month time period in which the PHA must expend this CFP assistance pursuant to section 9(j)(5) of the Act starts with the effective date of this CFP amendment (the date on which CFP assistance becomes available to the PHA for obligation). Any additional CFP assistance this FY will start with the same effective date.
6. Subject to the provisions of the ACC(s) and paragraph 3, and to assist in development, capital and management activities, HUD agrees to disburse to the PHA or the designated trustee from time to time as needed up to the amount of the funding assistance specified herein.
7. The PHA shall continue to operate each public housing project as low-income housing in compliance with the ACC(s), as amended, the Act and all HUD regulations for a period of twenty years after the last disbursement of CFP assistance for modernization activities for each public housing project or portion thereof and for a period of forty years after the last distribution of CFP

assistance for development activities for each public housing project and for a period of ten years following the last payment of assistance from the Operating Fund to each public housing project. However, the provisions of Section 7 of the ACC shall remain in effect for so long as HUD determines there is any outstanding indebtedness of the PHA to HUD which arose in connection with any public housing project(s) under the ACC(s) and which is not eligible for forgiveness, and provided further that, no disposition of any project covered by this amendment shall occur unless approved by HUD.

8. The PHA will accept all CFP assistance provided for this FY. If the PHA does not comply with any of its obligations under this CFP Amendment and does not have its Annual PHA Plan approved within the period specified by HUD, HUD shall impose such penalties or take such remedial action as provided by law. HUD may direct the PHA to terminate all work described in the Capital Fund Annual Statement of the Annual PHA Plan. In such case, the PHA shall only incur additional costs with HUD approval.

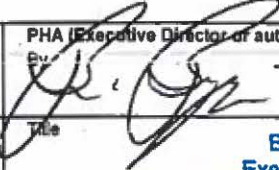
9. Implementation or use of funding assistance provided under this CFP Amendment is subject to the attached corrective action order(s).
(mark one): Yes No

10. The PHA is required to report in the format and frequency established by HUD on all open Capital Fund grants awarded, including information on the installation of energy conservation measures.

11. If CFP assistance is provided for activities authorized pursuant to agreements between HUD and the PHA under the Rental Assistance Demonstration Program, the PHA shall follow such applicable statutory authorities and all applicable HUD regulations and requirements. For total conversion of public housing projects, the provisions of Section 7 of the ACC shall remain in effect for so long as HUD determines there is any outstanding indebtedness of the PHA to HUD which arose in connection with any public housing projects(s) under the ACC(s) and which is not eligible for forgiveness, and provided further that, no disposition or conversion of any public housing project covered by these terms and conditions shall occur unless approved by HUD. For partial conversion, the PHA shall continue to operate each non-converted public housing project as low-income housing in accordance with paragraph 7.

12. CFP assistance provided as an Emergency grant or a Safety and Security grant shall be subject to a 12 month obligation and 24 month expenditure time period. CFP assistance provided as a Natural Disaster grant shall be subject to a 24 month obligation and 48 month expenditure time period. The start date shall be the date on which such funding becomes available to the PHA for obligation. The PHA must record the Declaration(s) of Trust within 60 days of the effective date or HUD will recapture the funds.

The parties have executed this CFP Amendment, and it will be effective on 8/16/2017. This is the date on which CFP assistance becomes available to the PHA for obligation.

U.S. Department of Housing and Urban Development	PHA (Executive Director or authorized agent)
By _____ Date: _____	By  Date: <u>7/5/17</u>
Title _____	Title Brian Boggia Executive Director

**Capital Fund Program
(CFP) Amendment—page 2**
To The Consolidated Annual Contributions Contract
(form HUD-53012)

(SEAL)
Attest:

TOWN/CITY _____

BY: _____

TITLE:

DATE: _____

THE COMMONWEALTH OF MASSACHUSETTS

EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



Department of Agricultural Resources

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



CHARLES D. BAKER
Governor

KARYN E. POLITO
Lt. Governor

MATTHEW A. BEATON
Secretary

JOHN LEBEAUX
Commissioner

June 20, 2017

Dan Clapp
1634 Meadery
3 Short St.
Ipswich, MA 01938

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

Dear Mr. Clapp:

Please be advised that your application for certification of the Wayland Summer Farmers' Market, on Wednesdays from June 28th 2017 to October 11th 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.

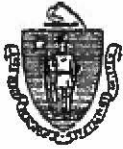
Please remember that, upon certification of an agricultural event by MDAR, the farm-winery must submit a copy of the approved application to the local licensing authority along with the application for obtaining a special license from the city or town in which the event will be held. Upon issuance of 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 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		1634 Meadery			
Farm-Winery License Number		LIC-FW-104	State of Issue		MA
Contact Person	Dan Clapp				
Address	3 Short St				
City	Ipswich	State	MA	Zip	01938
Phone Number	978-325-6215	Email	dclapp@1634Meadery.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			

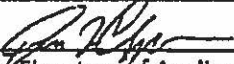
2. Event information					
Name of Agricultural Event		Wayland Summer Farmers' Market			
Type of Event	<input type="checkbox"/> Agricultural Fair (as defined by MDAR policy)	<input checked="" type="checkbox"/> Farmers Market (as defined by MDAR policy)	<input type="checkbox"/> Other Agricultural Event		
If you selected "Other Agricultural Event", how does this event promote local agriculture?					
Event Address	397 Boston Post Road				
City	Wayland	State	MA	Zip	01778
Event Phone Number	508-358-2283 ext.336	Event Website	http://www.russe@sgerdencenter.com/html/farmersMarket.html		

3. Event Description			
What are the date(s) and time(s) of the event?			
Start date	06 / 28 / 17	End date	10 / 11 / 17 Time 12 - 5 PM
	Month Day Year	Month Day Year	
If this is a weekly event, on what day of the week does the event occur? Wednesday			
If the event is an agricultural fair, does the event include competitive agriculture?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
Is the event sponsored or run by an agricultural/horticultural society, grange, agricultural commission or association whose primary purpose is the promotion of agriculture and its allied industries?	<input type="checkbox"/> Yes		<input checked="" type="checkbox"/> No
	If yes, identify:		
4. Event Management			
Name of Event Manager	Peg Mallett		
Email Address	mailtpeg@gmail.com	Phone Number	508-358-2283 ext.336
Is this person the on-site manager?	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No
If no, identify on-site manager (include contact information):			
If there are multiple managers, list them and include contact information:			
Attach on-site manager(s) resume(s) or list any credentials or training of the on-site manager(s): <i>Relevant credentials include, but are not limited to, experience as a market manager, attendance at any market manager workshops, and experience with other agricultural events.</i> Market Manager, Wayland Summer Farmers' Market (2005-2016) Market Manager, Wayland Winter Farmers' Market (2010-2017)			

5. General

Attach or provide in the space below a plan depicting the premises and the specific location where the license will be exercised. See template for necessary elements to include.

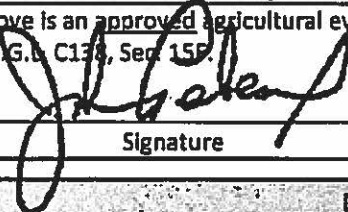
See attached.

 _____ Signature of Applicant	<u>6/2/2017</u> _____ Date
Daniel Clapp _____ Name (please print)	Owner _____ Title (please print)
LIC-FW-104 _____ Farm-Winery License Number	MA _____ State

FOR DEPARTMENT USE ONLY

APPROVAL

The event listed above is an approved agricultural event by the Massachusetts Department of Agricultural Resources under M.G.L. C130, Sec. 15F.

 _____ Signature	<u>6/20/2017</u> _____ Date
---	-----------------------------------

DENIAL

The event listed above is not approved as an agricultural event by the Massachusetts Department of Agricultural Resources for the following reason(s):

_____ Signature	_____ Date
--------------------	---------------

THE COMMONWEALTH OF MASSACHUSETTS

EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



Department of Agricultural Resources

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



CHARLES D. BAKER
Governor

KARYN E. POLITO
Lt. Governor

MATTHEW A. BEATON
Secretary

JOHN LEBEAUX
Commissioner

June 23rd, 2017

David Neilson
Coastal Vineyards
61 Pardon Hill Rd.
South Dartmouth, MA 02748

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

Dear Mr. Neilson:

Please be advised that your application for certification of Wayland Farmers' Market, on Wednesdays from June 28th 2017 to October 11th 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 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 2.
- 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	Coastal Vinoyanas				
Farm-Winery License Number	FW-63	State of Issue	MA		
Contact Person	David Nelson				
Address	61 Pardon Hill Rd.				
City	S. DARTMOUTH	State	MA	Zip	02748
Phone Number	508-642-3866	Email	INFO@COASTAL-VINOYNAS.COM		
Correspondence preference	<input type="checkbox"/> Regular Mail		<input checked="" type="checkbox"/> Email		
Note: Approval/denial letters will be sent regular mail.					
Do you intend to sell, sample, or both? Check all that apply.					
<input checked="" type="checkbox"/> Sell		<input checked="" type="checkbox"/> Sample			

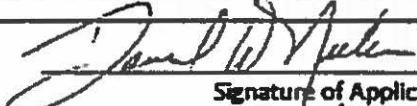
2. Event Information					
Name of Agricultural Event	Wayland Summer Farmers' Market				
Type of Event	<input type="checkbox"/> Agricultural Fair (as defined by MDAR policy)	<input checked="" type="checkbox"/> Farmers Market (as defined by MDAR policy)	<input type="checkbox"/> Other Agricultural Event		
If you selected "Other Agricultural Event", how does this event promote local agriculture?					
Event Address	397 Boston Post Road				
City	Wayland	State	MA	Zip	01778
Event Phone Number	508-358-2283 ext.336	Event Website	http://www.massagcenter.com/forfarmers/market.htm		

3. Event Description			
What are the date(s) and time(s) of the event?			
Start date	06 / 28 / 17	End date	10 / 11 / 17 Time 12 - 5 PM
	<small>Month Day Year</small>		<small>Month Day Year</small>
If this is a weekly event, on what day of the week does the event occur? Wednesday			
If the event is an agricultural fair, does the event include competitive agriculture?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
Is the event sponsored or run by an agricultural/horticultural society, grange, agricultural commission or association whose primary purpose is the promotion of agriculture and its allied industries?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
	If yes, identify:		
4. Event Management			
Name of Event Manager	Peg Mallett		
Email Address	mallettpeg@gmail.com	Phone Number	508-358-2283 ext.336
Is this person the on-site manager?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
If no, identify on-site manager (include contact information):			
If there are multiple managers, list them and include contact information:			
<p>Attach on-site manager(s) resume(s) or list any credentials or training of the on-site manager(s): <i>Relevant credentials include, but are not limited to, experience as a market manager, attendance at any market manager workshops, and experience with other agricultural events.</i></p> <p>Market Manager, Wayland Summer Farmers' Market (2005-2016) Market Manager, Wayland Winter Farmers' Market (2010-2017)</p>			

5. General

Attach or provide in the space below a plan depicting the premises and the specific location where the license will be exercised. See template for necessary elements to include.

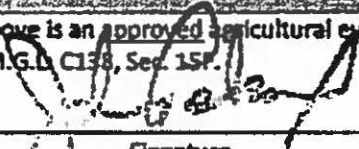
See attached.

 Signature of Applicant	<u>5/10/17</u> Date
<u>DAVID W. NELSON</u> Name (please print)	<u>OWNER</u> Title (please print)
<u>FW-63</u> Farm-Winery License Number	<u>MA</u> State

FOR DEPARTMENT USE ONLY

APPROVAL

The event listed above is an approved agricultural event by the Massachusetts Department of Agricultural Resources under M.G.L. C133, Sec. 15F.

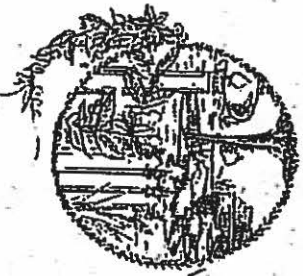
 Signature	<u>6/23/2017</u> Date
--	--------------------------

DENIAL

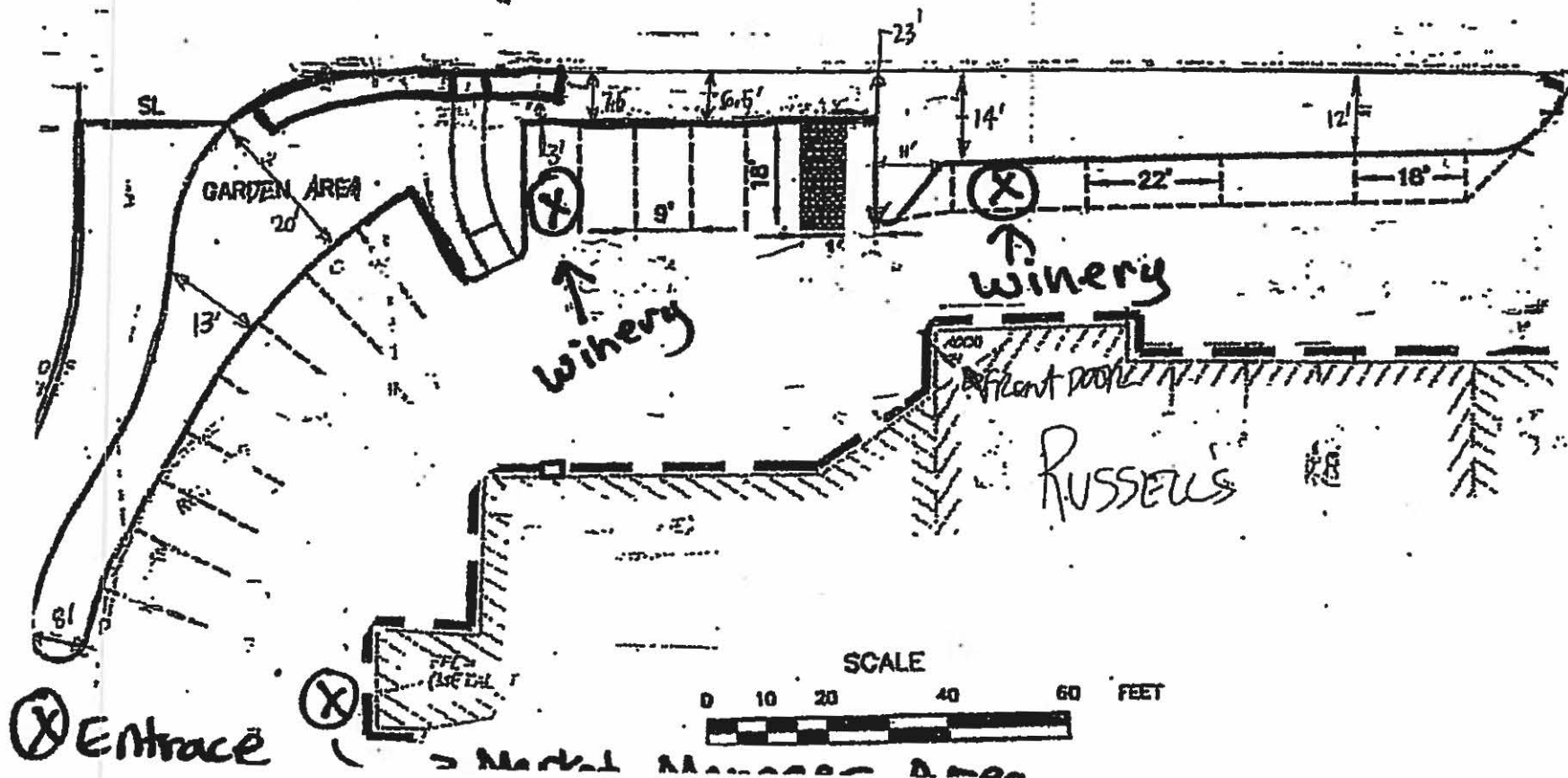
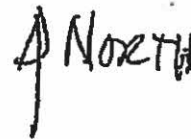
The event listed above is not approved as an agricultural event by the Massachusetts Department of Agricultural Resources for the following reason(s):

_____ Signature	_____ Date
--------------------	---------------

387 BOSTON POST ROAD • ROUTE 20
WAYLAND, MASSACHUSETTS, 01778
508-358-2283 • FAX 508-358-2473
WWW.RUSSELLSGARDENCENTER.COM



EST. 1878
Russell's
GARDEN CENTER



DiNapoli, MaryAnn

From: Laurel Whitehouse <laurel.whitehouse@gmail.com>
Sent: Sunday, July 02, 2017 12:11 PM
To: DiNapoli, MaryAnn
Subject: Request for letters of commendation

Troop 1 has four more scouts earning Eagle rank!

I am requesting letters of commendation from the town for:

- Samuel Edward Cahaly
- William Harrison Obar
- Dylan Scott Rader
- Steven Matthew Russo

Sam led many volunteers to construct a sign kiosk at Claypitt Elementary School and Will's team built a similar kiosk at Wayland High School. Both kiosks display maps to identify playing field numbers and location, as well as other information about the playing fields. Dylan and a group of volunteers built a raised garden bed for disabled residents at Bent Park. Steven built two wooden benches for the entrance area at St. Theresa Church in Sherborn.

Thank you for your help on this,

Laurel Whitehouse



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 17, 2017, THROUGH
AND INCLUDING JUNE 30, 2017, OTHERWISE NOT
LISTED AND INCLUDED IN THE
CORRESPONDENCE PACKET FOR JULY 10, 2017**

Items Distributed To the Board of Selectmen – June 17-30, 2017

1. None

**Items Distributed for Information and Use by the Board of Selectmen at the
Meeting of June 19, 2017**

1. Handout, Recommendations and Roadmap for Fiscal Year 2016 from RSM US LLP

**Items Included as Part of Agenda Packet for Discussion During the July 10, 2017
Board of Selectmen's Meeting**

1. Wayland Town Administrator Evaluation Form, DRAFT, July 10, 2017
2. Memorandum of 7/7/17 from Brian Keveny, Finance Director, to Board of Selectmen, re: Change to Outsourced Payroll Processing
3. Memorandum of 6/13/17 from Fire Chief David Houghton to the Board of Selectmen, re: Drone
4. Memorandum of 7/6/17 from Ellen Brideau, Director of Assessing, to Board of Selectmen re: Special Town Meeting Article, Circuit Breaker Match Filing Deadline
5. Memorandum of 7/7/17 to Board of Selectmen re: Annual Reappointments and Appointments to the Economic Development Committee, Finance Committee, Zoning Board of Appeals, Conservation Commission, and Personnel Board, with Résumés of Kamal Namou, Andy Oppenheim, Jay Sharry, and Bruce Smith
6. Memorandum of 7/7/17 to Board of Selectmen re: Appointment to the Housing Authority
7. Memorandum of 7/7/17 to Board of Selectmen re: Consideration of Board and Committee Vacancies and Potential Vote for All Remaining Reappointments
8. Draft Plastic Bag Bylaw Letter as Edited by Selectman Mary Antes and Petitioner Paul Dale
9. Draft Minutes of June 19, 2017
10. Report of the Town Administrator for the Week Ending June 30, 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, July 10, 2017
Wayland Town Building
Selectmen's Meeting Room

CORRESPONDENCE

Selectmen

1. Public Comment, Appointments
2. Public Comment, 113-119 Boston Post Road
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 6/12/17 from State Senator Richard Ross and State Representatives Alice Peisch and Carmine Gentile to Massachusetts Highway Department re: Route 20 Resurfacing in Wayland
6. Letter of 6/12/17 from Town Counsel Amy Kwesell, KP Law, to Law Offices of Jeffrey Roelofs PC, re: Bernstein et al v. Wayland Planning Board, Defendants' Opposition to Plaintiffs' Motion for Reconsideration
7. Letter of 6/12/17 from Town Counsel Amy Kwesell, KP Law, to Law Offices of Jeffrey Roelofs PC, re: Bernstein et al v. Wayland Planning Board, Clarification
8. Memorandum of 6/13/17 from Ellen Brideau, Director of Assessing, to Nan Balmer, Town Administrator, re: Release of Excess Overlay
9. Letter of 6/13/17 from Town Counsel Katharine Lord Klein, KP Law, to Marsh, Moriarty, Ontell & Golder PC re: Covenant Relative to 213 Willow Brook Drive
10. Letter of 6/13/17 from Town Counsel Melissa P. McCarthy, KP Law, to Land Court, re: Town of Wayland v. Hayes Development, Laurence Moloney and Leslie Moloney, and Gail M. Wynkoop and David F. Saviano
11. Email of 6/20/17 from Lauren Stahl re: Biography of Wayland Resident Herman F. Allen
12. Email of 6/21/17 from Asa Foster, Chair, Recreation Commission, to Nan Balmer, Town Administrator, re: Spread Sheet for Review, Updated Five-Year Capital Improvement Program
13. Letter of 6/21/17 from Town Counsel Katharine Lord Klein, KP Law, to Ellen Brideau, Director of Assessing, re: Covenant Relative to 213 Willow Brook Drive
14. Memorandum of 6/22/17 from Beth Klein, Town Clerk, to Board of Selectmen re: Resignation of Anne B. Heller from the Board of Library Trustees
15. Letter of 6/24/17 from Wayland Dads to Board of Selectmen re: Thank You to the Recreation Department for the First "Dad and Me" Camp Out
16. Emails from Asa Foster, Recreation Commission, to Tim Higgins, Lincoln Town Administrator, on 6/28/17, and to Jean Gosselin, President, Farrar Pond Village, on 7/3/17, re: Oxbow Meadows Field Development

BOARD OF SELECTMEN

**Monday, July 10, 2017
Wayland Town Building
Selectmen's Meeting Room**

CORRESPONDENCE PAGE TWO

Selectmen (continued)

17. Letter of 6/29/17 from Nan Balmer, Town Administrator, to Wood Partners, re: 484-490 Boston Post Road, Extension of Date for Execution of Final Land Development Agreement
18. Letter of 6/30/17 from Sudbury Valley Trustees and Wayland Conservation Commission to Loring Hamlen re: Mainstone Farm Conservation Restriction dated 4/12/2017, Response to Notice to Install Two Greenhouses
19. Email of 7/1/17 from Anette Lewis, Wayland Real Asset Planning (WRAP) Committee, to Nan Balmer, Town Administrator, re: Final Report June 2017
20. Letter of 7/6/17 from Neil Phelan to Board of Selectmen re: Registered Marijuana Dispensary
21. Monthly Report, Fire Department, June 2017
22. Director of Public Health Report, June 26, 2017

Minutes

23. Community Preservation Committee, January 11, 2017, February 15, 2017
24. Historical Commission, May 16, 2017
25. Personnel Board, May 15, 2017

Region

26. Letter of 6/30/17 from MetroWest Economic Research Center to Board of Selectmen re: Complimentary Copy of the *Greater MetroWest Economic Profile 2017*

State

27. Letter of 6/30/17 from Office of the Attorney General to Beth R. Klein, Town Clerk, re: Annual Town Meeting of April 3, 2017, Warrant Articles #14 (Zoning) and Articles #5, 23 and 24 (General)
28. Letter of 6/29/17 from State Representative Alice Peisch to Department of Public Utilities re: Eversource Proposal to Replace the Rate T-1 Credits with Rate G-1 Credits
29. Letter of 6/23/17 from Department of Public Utilities re: Second Notice of Filing and Public Hearings, Eversource Approval of General Increased in Base Distribution Rates

mjb (1)

DiNapoli, MaryAnn

From: molly upton <23mupton@gmail.com>
Sent: Saturday, June 17, 2017 5:49 PM
To: Selectmen; Anderson, Lea; Karlson, Cherry
Subject: appointments

Did you notice how smoothly this town meeting went? How the budget wasn't challenged? In contrast to past years.

I think that was in large part due to public trust in the fincom.

I understand the board is interviewing 2 candidates Monday and I hope that the board will postpone decision on appointment of fincom members until its next meeting. This gives the positions the due consideration they merit.

There may, may be other candidates, eminently qualified, who will provide the needed fresh perspective to this important committee.

Thank you

Molly Upton

--
Please note my new email

23mupton@gmail.com

2

DiNapoli, MaryAnn

From: Balmer, Nan
Sent: Tuesday, June 27, 2017 11:30 AM
To: DiNapoli, MaryAnn
Subject: FW: To Our Wayland Customers | 50% Off Clearance

Please include as correspondence
Nan

From: Our Members [mailto:protectwayland@gmail.com]
Sent: Tuesday, June 27, 2017 11:11 AM
To: Anderson, Lea; Karlson, Cherry; Antes, Mary; Jurist, Louis; Levine, Doug; Balmer, Nan; Sarkisian, Sarkis; Hansen, Linda; Larsen, Geoffrey; Harris, Brian; Nicole Thomson; Reef, Elizabeth; Rachel Bratt; MacCaughey, Darren; ggschuler@verizon.net
Subject: Fwd: To Our Wayland Customers | 50% Off Clearance

To Wayland Board Members and Town Departments:

We just received the following email from Mahoney's Garden Center, so it appears that the large apartment house proposal from Steven Zieff, AKA Eden Management, will be going forward.

This is clearly the wrong place for a large apartment building which will harm Pine Brook and Great Meadows National Wildlife Refuge, create even more traffic in the worst possible place on Route 20, and damage Wayland neighborhoods and home values.

Please join us in opposing this project.

From: "Mahoney's Garden Centers" <ecovino@mahoneysgarden.com>
Date: June 26, 2017 at 6:10:59 PM EDT
Subject: To Our Wayland Customers | 50% Off Clearance
Reply-To: ecovino@mahoneysgarden.com

If you are having problems viewing this email, view it as a [webpage](#)
To ensure you receive Mahoney's Garden Centers emails, please add ecovino@mahoneysgarden.com to your address book. [Here's How...](#)



SEE STORE LOCATIONS & HOURS



To Our Mahoney's Wayland Customers,

Mahoney's Wayland will be closing July 16th. We can't thank you enough for your loyal patronage over the years! It has been a joy to serve you in your gardening and holiday decorating endeavors. We invite you to shop at our Concord location just over the Sudbury line for the same quality, selection and customer service that you have come to expect from Mahoney's. We're excited to announce we will be expanding our Concord store this year to offer even more plants, gardening products and holiday decor!

Come visit us in Concord at the corner of Rte 117!

1625 Sudbury Road | [\(978\) 371-1214](tel:9783711214)

---- The Mahoney Family & Staff

From: Our Members [<mailto:protectwayland@gmail.com>]

Sent: Wednesday, July 05, 2017 10:13 AM

To: Rachel Bratt; Brian Boggia; lpoisson@waylandhousing.com; Sarkisian, Sarkis; Larsen, Geoffrey; Reef, Elizabeth; Karlson, Cherry; Anderson, Lea; Antes, Mary; Jurist, Louis; Levine, Doug; Balmer, Nan; Hansen, Linda

Subject: Second letter to the Mahoney family - copy attached

The original Purchase & Sale agreement between the Mahoney family and Steven Zieff expires in a few days. Attached is a copy of our second letter to the Mahoney's, asking them to consider a positive not-for-profit alternative.

Based on our discussions with a not-for-profit developer, this option could include:

- ~24 apartments which would be 100% affordable. We could prioritize units for Wayland teachers, public safety personnel, etc. This would also help Wayland meet the 10% threshold to avoid more aggressive 40B projects.
- A playground for small children, which is needed in this area.
- A path to connect the Aqueduct Trail on the south side of Route 20 with the Rail Trail on the north side, with a pedestrian light in between. This would also help members of the ICB and Temple Shir Tikva when they park on the opposite side of Route 20, and have to scurry through traffic to cross the street.

We hope the Mahoneys will respond favorably to this proposal.

To: Thomas E. Mahoney
Mahoney Group LLC
242 Cambridge St.
Winchester, MA 01890

From: ProtectWayland.org

RE: Wayland site: please work with us on a positive not-for-profit option

Date: 5 July, 2017

Dear Mr. Mahoney and members of the Mahoney family:

Your purchase and sale agreement with Steven Zieff expires in a few days and we hope you will consider our proposal for a positive alternative that would fit the limitations of this site -- and be acceptable to Wayland residents, MassDEP and the Mahoney family.

Here is an outline:

- A for-profit development would be very difficult at this site, given the limitations created by Pine Brook. It would be hard for a developer to make a reasonable profit. A not-for-profit project could work, however – e.g. a small group of apartments or townhouses for low-income residents.
 - This smaller project would satisfy MassDEP and neighborhood residents, and permit the sale of the land by the Mahoney family at a reasonable price.
 - The Town of Wayland has funds available that are dedicated to affordable housing development.
 - We found a not-for-profit developer that will work with the Wayland community, Town Planning Board and Conservation Commission to craft a plan that will meet Commonwealth and MassDEP regulations, Town zoning regulations and neighborhood concerns.
 - This could ensure the successful sale of your property. Any discount in the full 'retail' price of the land could create a helpful tax deduction for the Mahoney family, given the not-for-profit nature of this development.
-

We hope to work with you and the Mahoney family to turn this into a positive outcome for all. Please let us know when we can schedule a meeting.

We look forward to your reply. Please email: ProtectWayland@Gmail.com

ProtectWayland.org

- Kerry-Ann & Brent Kendall
 - Stewart Smith & Kim Woods
 - Tom Nuspl
 - Kevin & Kristen FitzPatrick
 - Marie Winter
 - Rita & Richard Tse
 - Mark & Nadine Hays
 - Peter & Sue Keller
 - Tonya & Rick Peck
 - Michelle Leinbach & Rob Travis
 - Jasmine & Jim Newland
 - Janet Kutner
 - Malcolm Astley
 - Ron & Pami Terren
 - Marisol Tabares & Jorge Alzate
 - Jane Shulman-Griffin
 - Lisa & Stephen Breit
 - Amelie Gubbels
 - Lucille Nava
 - Nancy Boyle
 - Kathy Heckscher
 - David & Emily Weinschel
 - Tom & Lee Raymond
 - Christopher & Katie Riffle
 - John & Susan Kadzis
 - Joseph & Laura Schwendt
 - Garrett Larivee
 - Aina Lagor
 - Colin & Ginny Steel
 - Angela & Leon Zachery
 - Susan and Emory Ford
 - Deborah Stubeda & Whitney Wolff
 - Richard Shapiro & Penelope Wayne-Shapiro
 - Rabbi Katy Z. Allen & Gabi Mezger
 - Janot Mendler de Suarez
 - Cindy Leonard
 - Richard & Barbara Stanley
 - Alison Zetterquist
 - Elizabeth Gifford
 - Mai-Lan & Hendrik Broekman
 - Robert and Michelle Shields
-

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

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

ASSISTANT TOWN CLERK

Diane M. Gorham
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

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
MAY 22 2017



The Commonwealth of Massachusetts
MASSACHUSETTS SENATE

nrj (5)

SENATOR RICHARD J. ROSS
Norfolk, Bristol and Middlesex District

STATE HOUSE, ROOM 419
BOSTON, MA 02133-1053
TEL. (617) 722-1555
FAX (617) 722-1054
RICHARD.ROSS@MASENATE.GOV
WWW.MASENATE.GOV

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

RECEIVED

JUN 19 2017

Board of Selectmen
Town of Wayland

June 12, 2017

RE: Route 20 Resurfacing in Wayland

Dear Mr. Gulliver,

We write to you in regards to the current state of repairs for the resurfacing of Route 20 in Wayland. The Board of Selectmen, as well as several constituents, have written to us expressing their concern for the unsatisfactory condition of the road. We request that the Massachusetts Highway Department fulfill its intention from almost two years ago to resurface Route 20 in Wayland.

In a letter to the Board of Selectmen in August 2015, it was indicated that a full resurfacing of Route 20 in Wayland could be completed in the spring of 2016, provided that funds were available. The work was not initiated in 2016, and over the last two years the need for repairs and resurfacing work on Route 20 through Wayland has increased.

We, along with the Board of Selectmen, remain very concerned about the deteriorating condition of a significant portion of Route 20 through Wayland. We ask that the project be scheduled and completed as soon as possible.

Thank you for your assistance. Please do not hesitate to contact us if you have further questions on this or any other matter.

Sincerely,

Richard J. Ross
RICHARD J. ROSS
State Senator

Alice H. Peisch
ALICE PEISCH
State Representative

Carmine Gentile
CARMINE GENTILE
State Representative

CC: Lea T. Anderson, Wayland Board of Selectmen Chair

WJS (6)

June 12, 2017

Amy E. Kwesell
akwesell@k-plaw.com

Jeffrey L. Roelofs, Esq.
Law Offices of Jeffrey L. Roelofs, P.C.
44 Merrimac Street
Newburyport, MA 01950

RECEIVED

JUN 14 2017

**Board of Selectmen
Town of Wayland**

Re: David Bernstein, et al. v. Wayland Planning Board, et al.
Middlesex Superior Court, C.A. No. 0881CV00552

Dear Mr. Roelofs:

Enclosed for filing pursuant to Superior Court Rule 9A, please find an original and one copy of Defendants' Opposition to Plaintiffs' Motion for Reconsideration in the above-referenced matter.

Thank you for your attention to this matter.

Very truly yours,


Amy E. Kwesell

AEK/jmp

Enc.

cc: Town Administrator
Board of Selectmen
Planning Board
Mark J. Lanza, Esq.
John Harkavy, Esq.

585009/WAYL/0040

COMMONWEALTH OF MASSACHUSETTS

MIDDLESEX, ss.

SUPERIOR COURT DEPARTMENT
CIVIL ACTION NO. 2008-00552

DAVID BERNSTEN, ET AL.,

Plaintiffs,

v.

WAYLAND PLANNING BOARD, ET AL.,

Defendants.

HELEN N SKEEN and
DOUGLAS SCARA,

Intervenors.

DEFENDANT TOWN OF
WAYLAND'S OPPOSITION TO
PLAINTIFFS' MOTION FOR
RECONSIDERATION

Defendants, Wayland Planning Board, William Steinberg, Albert I. Montague, Jr., Daniel Mesnick, Kevin Murphy, and Lynne Dunbrack, as members of the Wayland Planning Board, and Annette Lewis as associate member of the Wayland Planning Board ("Defendants" or "Town"), hereby oppose Plaintiffs' Motion for Reconsideration.

On May 29, 2015, the Town filed a Motion for Temporary Relief from Judgment on Count II of Plaintiffs' Amended Complaint. The Judgment from which the Town was seeking relief, was agreed to by the parties and entered by the Court in 2008 ("Consent Judgment"). On March 14, 2016, the Town filed a Motion to Dismiss Plaintiffs' Complaint and a Motion for Further Temporary Relief from Judgment and for Permanent Relief from Judgment ("Motion for Permanent Relief"). In their Motion for Permanent Relief, the Town specifically sought relief from Section I(G)(4) of the Consent Judgment that required the implementation of final traffic mitigation measures. By Memorandum of Decision dated March 27, 2017, the Court granted the Towns' Motion for Permanent Relief as to Section I(G)(4).

Plaintiffs, David and Kathleen Bernstein and Jeffrey and Jill Porter (“Plaintiffs”), subsequently filed a Motion for Award of Attorneys’ Fees and Costs, claiming that they were entitled to their attorneys’ fees under Section II.B. of the Consent Judgment for having to defend against Defendants’ Motion for Temporary Relief from Judgment, Motion to Dismiss and Motion for Permanent Relief. On May 22, 2017, the Court, denied Plaintiffs’ Motion for Award of Attorneys’ Fees and Costs. Specifically, the Court wrote, “The posture of this case does not trigger the provision of the consent judgment allowing for attorneys fees & costs. This Court has not found the [Defendants] in breach of the agreement and the [Plaintiffs] did not prevail on the remaining issue of the validity & enforceability of Section I(G)(4) of the Judgment.” Plaintiffs have now filed a Motion for Reconsideration of the Court’s denial of their Motions for Award of Attorney’s Fees and Costs pursuant to Superior Court Rule 9D.¹

Plaintiffs’ Motion for Reconsideration should be denied. Plaintiffs have failed to set forth any newly discovered evidence, or change in circumstances, or change in law, or a plain error of law or fact in the original ruling that would warrant the Court’s reconsideration of its ruling. Rather, Plaintiffs simply argue in essence that it is “manifestly unjust”. The same is not sufficient for Plaintiffs to prevail. Under Superior Court Rule 9D, a party seeking reconsideration of a prior ruling must show (a) newly discovered evidence, or (b) a change of circumstances, or (c) a change of law, or (d) a plain error of law or fact in the original ruling.

¹ In addition to filing their Motion for Reconsideration, Plaintiffs sent the Town a purported Notice of Default Judgment on Count II of Plaintiffs’ Amended Complaint on May 19, 2017, in which they make the very same arguments contained in Plaintiffs’ Motion for Attorneys Fees and Costs and Motion for Reconsideration. The only new assertion contained in Plaintiffs’ recent Notice of Default, is that Plaintiffs seek to have signs that had been taken down in order to conduct traffic studies replaced. The signs Plaintiffs seek to have put back up are those contained in I.F.5, 6, and 7. In addition, Plaintiffs seek to have police patrols to target speed and enforcement with the turn restrictions set forth in the signs referenced. While the Town will put back up the signs referenced in Sections I.F.5 and 6 of the Consent Judgment, putting up the signs described in Section I.F.7 contradicts the Court’s Order allowing the Town relief from Section I(G)(4). Those signs prohibit the turns to and from Glezen Lane that the Town successfully argued posed a public safety risk at the evidentiary hearing seeking relief from the enforceability of Section I(G)(4). The Town hopes to be able to resolve the issue amicably with Plaintiffs. If not, the Town will file a Motion for Clarification with the Court.

Barbosa v. Hopper Feeds, Inc., 404 Mass. 610, 622 (1989); Peterson v. Hobson, 306 Mass. 597, 600 (1940); Handrahan v. City of Boston, 53 Mass.App.Ct. 1114 (2002); Clamp-All Corporation v. Foresta, 53 Mass. App. Ct. 795, 808 (2002). In their Motion, Plaintiffs do not set forth any new evidence, change in circumstances or change in law or plain error of law or fact to justify their request that the Court reconsider its decision denying Plaintiffs' Motion for Attorneys' Fees and Costs. Rather, Plaintiffs simply reiterate the argument they made in their underlying Motion. The Plaintiffs' argument that the Court did not find that the Town did not breach the Consent Judgment while admitting that the Court did not make a finding that the Town breached the Consent Judgment is nonsensical and is also unavailing. The Court did not find the Defendants in breach of the agreement and Plaintiffs have not set forth any change in circumstances or change in law or plain error of law or fact in the Motion for Reconsideration to support their request that the Court reconsider its decision.

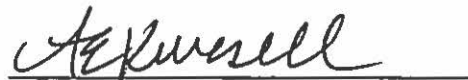
Wherefore, the Town respectfully requests that the Court deny Plaintiffs' Motion for Reconsideration.

DEFENDANTS,

WAYLAND PLANNING BOARD

By their attorney,

Date: June 12, 2017



Amy E. Kwesell (BBO# 647182)

KP Law, P.C.

Town Counsel

101 Arch Street, 12th Floor

Boston, MA 02110-1109

(617) 556-0007

akwesell@k-plaw.com

CERTIFICATE OF SERVICE

I, Amy E. Kwesell, hereby certify that on the below date, I served a copy of the foregoing Defendants' Opposition to Plaintiffs' Motion for Reconsideration by first-class mail, postage prepaid, to the following counsel of record:

Jeffrey L. Roelofs, Esq.
Law Offices of Jeffrey L. Roelofs, P.C.
30 Green Street
Newburyport, MA 01950

John Harkavy, Esq.
Law Office of John B. Harkavy
89 Woodside Avenue
Wellesley, MA 02482

Mark J. Lanza, Esq.
9 Damonmill Square
Suite 4A4
Concord, MA 01742

Dated: June 12 2017

Amy E. Kwesell
Amy E. Kwesell

WAYL/582682v1/0040

Handwritten initials and a circled number 7.

June 12, 2017

Amy E. Kwesell
akwesell@k-plaw.com

FEDERAL EXPRESS

RECEIVED

JUN 14 2017

Board of Selectmen
Town of Wayland

Jeffrey L. Roelofs, Esq.
Law Offices of Jeffrey L. Roelofs, P.C.
44 Merrimac Street
Newburyport, MA 01950

Re: David Bernstein, et al. v. Wayland Planning Board, et al.
Middlesex Superior Court, C.A. No. 0881CV00552

Dear Mr. Roelofs:

Thank you for your electronic mail responding to my May 30, 2017 letter and follow up electronic message of June 6, 2017 seeking clarification as to which signs your clients, David and Kathleen Bernstein ("Plaintiffs") are requesting be re-installed pursuant to your purported Notice of Default dated May 19, 2017 and the Consent Judgment issued in the above-referenced civil action ("Consent Judgment").¹ You have relayed that the Plaintiffs seek to have the signs referred to in sections I.F.5, I.F.6, I.F.7, and I.G.2 of the Consent Judgment re-installed along with the reinstatement of the police patrols referred to in section 1.F.8.

The Town is willing to re-install the signs referred to in sections I.F.5 and I.F.6 of the Consent Judgment. Replacement of the signs as set forth in sections I.F.7, and I.G.2 of the Consent Judgment would be inconsistent with the Court's March 27, 2017 decision granting the Town's Motion for Permanent Relief from Judgment as to Section I.G.4., which decision was based on safety concerns raised by the Town. Additionally, the police patrols referred to section 1.F.8. would be unnecessary. The signs referred to in sections I.F.7, and I.G.2 implement permanent turn restrictions which is exactly what the court granted the Town relief from and the police patrols are intended to enforce the permanent restrictions and they are therefore unnecessary.

Therefore, due to the reasons above, the Town will not be reinstalling the signs referred to in sections I.F.7, and I.G.2 of the Consent Judgment and will not be implementing the police patrols referred to in section 1.F.8. If the parties cannot agree to a resolution of the signage issue, Defendants will file a motion for clarification with the Court. It is in the best interest of all to try to

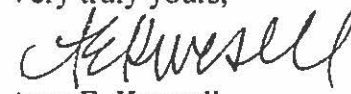
¹ As you are aware, signs were removed in order to conduct traffic monitoring studies provided for under the Consent Judgment. The removal of the signs was authorized by the Court's August 26, 2015 decision allowing the Town's Motion for Temporary Relief from Judgment.

Jeffrey L. Roelofs, Esq.
June 12, 2017
Page 2

resolve this matter amicably without having to incur additional litigation costs. In that regard, please do not hesitate to contact me if you would like to discuss this matter further.

Thank you for your attention to this matter.

Very truly yours,


Amy E. Kwesell

AEK/jmp

cc: Town Administrator
Board of Selectmen
Planning Board
Mark J. Lanza, Esq.
John Harkavy, Esq.

584977/WAYL/0040



Town of Wayland
 41 COCHITUATE ROAD
 WAYLAND MASSACHUSETTS 01778
 www.wayland.ma.us TEL. 508-358-3788

8

OFFICE STAFF
 Ellen M. Brideau, MAA Director of Assessing
 Donald Clarke, MAA Assistant Assessor
 Jessica Marchant, MAA Administrative Assessor
 Savitri Ramgoolam, Department Assistant

BOARD OF ASSESSORS
 Susan M. Rufo, Chair
 Jayson Brodie, Vice Chair
 Zachariah L. Ventress
 Steven M. Glovsky

MEMO

TO: NAN BALMER, TOWN ADMINISTRATOR
 BRIAN KEVENY, FIANANCE DIRECTOR

FROM: ELLEN BRIDEAU, DIRECTOR OF ASSESSING *EB*

SUBJECT: RELEASE OF EXCESS OVERLAY

DATE: 6/13/2017

On June 12, 2017, the Board of Assessors unanimously voted to release \$508,086.61 in Excess Overlay from the Overlay Reserve Account to Overlay Surplus Account:

The Municipal Modernization Act of 2016 establishes the Overlay Account as a single account for purposes of funding abatements or exemptions granted for any fiscal year.

The Towns Accounting system (Munis) currently has the account balances separated by Fiscal Year, therefore, the chart below represents the breakdown by fiscal year.

Fiscal Year	Amount	Date of Vote:
FY 09	\$1,775.17	6/12/17
FY 10	\$151,717.19	6/12/17
FY 11	\$141,930.51	6/12/17
FY 12	\$12,663.29	6/12/17
FY 15	\$200,000.00	6/12/17
Total	\$508,086.61	

KP | LAW

The Leader in Public Sector Law

June 13, 2017

BY HAND

Michael H. Marsh, Esq.
Marsh, Moriarty, Ontell & Golder, P.C.
18 Tremont Street
9th Floor
Boston, MA 02108

Re: 213 Willow Brook Drive - Wayland

Dear Mr. Marsh:

Enclosed please find a Covenant relative to property located at 213 Willow Brook Drive, Wayland for recording with the Middlesex South District Registry of Deeds. I further enclose our blank firm check made payable to your firm for the recording costs.

Please advise as to the recording information when available.

Thank you.

Very truly yours,



Katharine Lord Klein

KLK/jsh

Enc.

cc: Board of Selectmen

585174/WAYL/0129

WJ 9

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

Katharine Lord Klein
kklein@k-plaw.com

RECEIVED

JUN 15 2017

**Board of Selectmen
Town of Wayland**

COVENANT

I, Jennifer Jenkins-Critides, of 213 Willow Brook Drive, Wayland, Massachusetts 01778, do hereby covenant as follows:

1. I am the owner of Condominium Unit 213 in the Willow Brook Condominium, Wayland, Massachusetts, by a Condominium Unit Deed, dated October 6, 1997, recorded with the Middlesex South District Registry of Deeds in Book 27877, Page 28 (the "Unit").
2. I purchased the Unit at a discounted rate, substantially below the appraised value of the property, at a price established under the Homeownership Opportunity Program administered by the Massachusetts Executive Office of Communities and Development.
3. In consideration for the discounted price at which I acquired the Unit, I hereby covenant that, during my ownership of the Unit, I will occupy the Unit as my primary residence, and further will not rent, lease or otherwise make the Unit available to a third party.

Sworn to under the penalties of perjury this 7th day of June, 2017.


Jennifer Jenkins-Critides

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

On this 7th day of June, 2017, before me, the undersigned Notary Public, personally appeared Jennifer Jenkins-Critides, who proved to me through satisfactory evidence of identification, which was driver license, 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.


Notary Public

My Commission Expires: 8-17-23

10

June 13, 2017

Melissa P. McCarthy
mmccarthy@k-plaw.com

Ms. Deborah J. Patterson
Recorder
Land Court
Three Pemberton Square, Room 507
Boston, MA 02108

RECEIVED

JUN 15 2017

Board of Selectmen
Town of Wayland

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

Dear Ms. Patterson:

Enclosed for filing, in duplicate original forms, are the Petitions to Foreclose Rights of Redemption in the above-referenced matters. I have also enclosed copies of each Petition for the Court and the assigned title examiner.

I have enclosed three checks in the amount of \$515.00 each to cover the filing fees. Please date stamp each petition, provide the docket number, and return the date-stamped copy of the Petitions in the self-addressed, stamped envelope that I have provided.

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

Very truly yours,

Melissa P. McCarthy

Melissa P. McCarthy

MPM/ekh

Enc.

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

584981/WAYX/0102

283 (11)

DiNapoli, MaryAnn

From: Klein, Beth
Sent: Wednesday, June 21, 2017 10:54 AM
To: Balmer, Nan; Selectmen
Subject: FW: Re: FW: Herman F Allen

Nan,
I'm passing this on to you and the selectman, who I think will find it interesting. This was a research project from a Wayland student about a past Wayland Selectman. She was assisted with her research by many Wayland and Natick volunteers.

Beth R. Klein
Town Clerk
Town of Wayland
41 Cochituate Road,
Wayland, MA 01778
508-358-3631
bklein@wayland.ma.us
www.wayland.ma.us/pages/waylandma_clerk/index

From: Lauren Stahl [mailto:lkstahl22@gmail.com]
Sent: Tuesday, June 20, 2017 9:05 PM
To: Patricia O'Neil
Cc: Tonya Largy; Klein, Beth; rddancer@gmail.com; Martha White; Meena Jain; Linda Stetson; Diane Packer; Amy Mistrot; Jonathan Freedman; Michael Hickey; Rick Jennett; Sue Salamoff; Susan salamoff; kevin_delaney@wayland.k12.ma.us
Subject: Re: Re: FW: Herman F Allen

Dear all who have helped,

I know it has been a couple of months since you last heard from me. The small Herman F. Allen project that I had initially emailed you about has grown into my final project for History. Along with my fellow students and teacher Mr. Delaney, we have been able to make a local hero's story public for all to see his accomplishments. We have created a website dedicated to Herman's life. I greatly appreciate the time and effort you put into helping me find information about Herman, and the resources you were able to make available for me, such as access to genealogist Kay Gardner Westcott. What had originally been a pile of letters has extended to a 50+ paper about his life and includes various pictures as well.

Again I would like to thank you all one more time and hope you will enjoy the website that we have been creating for last month and a half.

Take care!

<http://hermanallenww1story.weebly.com/>

Lauren Stahl

On Tue, Apr 25, 2017 at 9:49 AM, Lauren Stahl <lkstahl22@gmail.com> wrote:

Dear all who have participated,

I would like to thank all of you for your hard work and for helping me with my project. I will be working along with others in my History class to create a website dedicated to Herman F Allen. All the information given by you will be integrated into this project. I will definitely email the link when the product is finished which will be by the end of the school year.

Special thanks to Kay Gardner Westcott a genealogist and member of the Historical Commission for collecting amazing and detailed information.

Thank you!

Lauren Stahl

On Thu, Apr 6, 2017 at 11:11 AM, Patricia O'Neil <poneil@natickma.org> wrote:

Wow! Thank you all so much for helping Ms. Stahl. That is quite a lot of interesting information. Thank you so much for being so helpful to this young lady!

On Thu, Apr 6, 2017 at 7:54 AM, Tonya Largy <tonya.largy@verizon.net> wrote:

Hello Beth,

I am forwarding information about Herman Allen compiled by Kay Gardner Westcott, a genealogist and member of of our Historical Commission. She has done remarkable research (in my opinion) and compiled the information for Lauren Stahl and other interested parties.

I hope this information will assist Lauren with her research.

Tonya Largy, Member
Wayland Historical Commission
Coordinator, Wayland Archaeology Group

----- Forwarded Message -----

Subject:Re: FW: Herman F Allen

Date:Thu, 06 Apr 2017 03:08:36 -0400

From:Kay Westcott <rrddancer@gmail.com>

To:Tonya Largy <tonya.largy@verizon.net>, poneil@natickma.org, selectmen@natickma.org, Klein, Beth <bklein@wayland.ma.us>, dmastroianni@minlib.net, lkstahl22@gmail.com

Tonya,

Sorry I did not see this until Monday. I worked on it but it took me longer to write it up than it did to do the research. Not sure what Lauren is looking for - class assignment or personal family research. I did not locate a photograph of Herman F. Allen but I found out about his family, growing up in an large Irish family, achieving an 8th grade education (good for the time period), living with his in-laws and not having children. This was an adventure in life in Natick during the early twentieth century. The shoe industry played an important part Natick and Cochituate and those in this family who broke away from it, yet still dependent on it by many of the other family members. Details can be found in the attachment. The second attachment has the resources I used plus what photos I could find to illustrate his story.

I do hope Lauren will let us know how she does if this is a class assignment or if it is personal, how much use it is to her.

Kay Gardner-Westcott
Wayland Historical Commission

On Fri, Mar 31, 2017 at 11:23 AM, Tonya Largy <tonya.largy@verizon.net> wrote:
Kay, would you possibly have any information about this man? See the emails below. He was a selectman in the early 40's and died in 1971. Tonya

----- Forwarded Message -----

Subject:FW: Herman F Allen

Date:Fri, 31 Mar 2017 15:00:45 +0000

From:Klein, Beth <bklein@wayland.ma.us>

To:lkstahl22@gmail.com <lkstahl22@gmail.com>, Tonya Largy <tonya.largy@verizon.net>

CC:Mastroianni, Dana <dmastroianni@minlib.net>

Lauren,

I also forwarded your request to Tonya at the Historical society and the Library director.

Beth R. Klein

Town Clerk

Town of Wayland

41 Cochituate Road,

Wayland, MA 01778

[508-358-3631](tel:508-358-3631)

bklein@wayland.ma.us

www.wayland.ma.us/pages/waylandma_clerk/index

From: Patricia O'Neil [<mailto:poneil@natickma.org>]
Sent: Friday, March 31, 2017 10:02 AM
To: Lauren Stahl
Cc: selectmen@natickma.org; Diane Packer; Linda Stetson; Meena Jain; Klein, Beth
Subject: Re: Herman F Allen

Hello Lauren. I tried to do a little Google research myself but this is all I could come up with, and it really won't be very helpful to you:

https://archive.org/stream/officialreportso1939wayl/officialreportso1939wayl_djvu.txt

and this doesn't really provide much information.

I found a set of Town Meeting minutes from 1943: <http://ecode360.com/documents/WA1635/public/76733.pdf>

I am going to forward your email to our Town Clerk, Diane Packer, and to our two Library Directors, Linda Stetson and Meena Jain. Perhaps they will be able to come up with something to help.

I've also copied Beth Klein, the Wayland Town Clerk, on your email. Her office may be more likely to have photos since Mr. Allen served as a selectman there.

Good luck!

On Fri, Mar 31, 2017 at 8:21 AM, Lauren Stahl <lkstahl22@gmail.com> wrote:

Dear Natick Selectman,

I am a student at Wayland High School and have been researching Herman F Allen. Herman was born and lived in your town for the beginning of his life. He also was a selectman for Wayland from 1936 to 1940. He was born 1893 and died 1971. I was wondering if you could help me find either pictures of information about him. If possible it would be amazing. Thank you!

Lauren Stahl

--

Trish O'Neil

Executive Assistant

Town of Natick

13 East Central Street

Natick, MA 01760

P: [508-647-6410](tel:508-647-6410)

F: [508-647-6401](tel:508-647-6401)

poneil@natickma.gov

www.natickma.gov



Virus-free. www.avast.com



Virus-free. www.avast.com

--

Trish O'Neil

Begin forwarded message:

From: Asa Foster <asabfoster@gmail.com>
Date: June 21, 2017 at 1:47:26 PM PDT
To: Nan Balmer <nbalmer@wayland.ma.us>
Subject: Spread Sheet for Review 6/26/17

Hi Nan,

Please see attached. Please advise if this works for our discussion. Also we will discuss WHS Master Plan as well as The Town Wide Study currently being discussed. In addition WRAP may come up. Did or have you heard any discussion about School Committee continuing to look at Loker Recreation area (Old Dow facility) as a place for School Bus parking.

Look forward to hearing back.

Thanks,

Asa

508-397-9130

Update of 2017 Annual Town Meeting Warrant 5 year Capital Improvement Program (in Thousands)

Recreation - Major Projects	2018	2019	2020	2021	2022	Comment
Loker Recreation		2,000				
Middle School Field Construction						
Land Acquisition			500			
Greenways		130	500			
Town Beach		40			200	Splash pad
Field and Playground Design		285	55		50	Includes Alpine Field; paid for with user fees, CIP, and/or CPC
Vehicle					50	Truck or van for transportation
Other						Town has expressed appetite for Recreation/Senior Center
Recreation 53E 1/2 Revolving Funds						
1. Beach						
2. Fields						
3. Recreation Programs						

KP | LAW

The Leader in Public Sector Law

June 21, 2017

Ms. Ellen M. Brideau
Director of Assessing
Wayland Town Hall
41 Cochituate Road
Wayland, MA 01778

Re: 213 Willow Brook Drive Covenant

Dear Ms. Brideau:

Enclosed please find original Covenant of Jennifer Jenkins-Critides regarding occupancy of Unit 213 in the Willow Brook Condominium, dated June 7, 2017, recorded with the Middlesex South District Registry of Deeds in Book 69444, Page 170.

Please contact me with any questions.

Very truly yours,



Katharine Lord Klein

KLK/jsh

Enc.

cc: Board of Selectmen

585711/WAYL/0129

cc: BRIAN BOGGIA

RECEIVED

JUN 23 2017

Board of Selectmen
Town of Wayland

Middlesex South Registry of Deeds
Electronically Recorded Document

This is the first page of the document - Do not remove

Recording Information

Document Number	: 91060
Document Type	: COV
Recorded Date	: June 16, 2017
Recorded Time	: 11:13:01 AM
Recorded Book and Page	: 69444 / 170
Number of Pages(including cover sheet)	: 2
Receipt Number	: 2094655
Recording Fee	: \$75.00

Middlesex South Registry of Deeds
Maria C. Curtatone, Register
208 Cambridge Street
Cambridge, MA 02141
617-679-6300
www.middlesexsouthregistry.com

Unit 213, 213 Willow Brook Drive, Wayland, MA

COVENANT

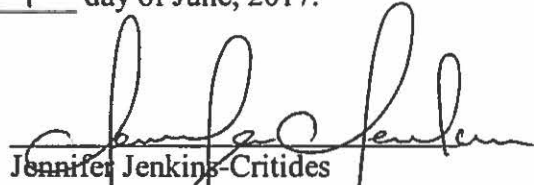
I, Jennifer Jenkins-Critides, of 213 Willow Brook Drive, Wayland, Massachusetts 01778, do hereby covenant as follows:

1. I am the owner of Condominium Unit 213 in the Willow Brook Condominium, Wayland, Massachusetts, by a Condominium Unit Deed, dated October 6, 1997, recorded with the Middlesex South District Registry of Deeds in Book 27877, Page 28 (the "Unit").

2. I purchased the Unit at a discounted rate, substantially below the appraised value of the property, at a price established under the Homeownership Opportunity Program administered by the Massachusetts Executive Office of Communities and Development.

3. In consideration for the discounted price at which I acquired the Unit, I hereby covenant that, during my ownership of the Unit, I will occupy the Unit as my primary residence, and further will not rent, lease or otherwise make the Unit available to a third party.

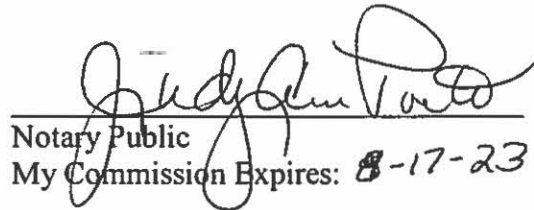
Sworn to under the penalties of perjury this 7th day of June, 2017.


Jennifer Jenkins-Critides

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

On this 7th day of June, 2017, before me, the undersigned Notary Public, personally appeared Jennifer Jenkins-Critides, who proveyd to me through satisfactory evidence of identification, which was driven license, 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.


Notary Public
My Commission Expires: 8-17-23

14



TOWN OF WAYLAND

MASSACHUSETTS
01778

RECEIVED

JUN 22 2017

**Board of Selectmen
Town of Wayland**

TOWN CLERK
Beth R. Klein, CMC
bklein@wayland.ma.us

ASSISTANT TOWN CLERK
Diane M. Gorham
dgorham@wayland.ma.us

TOWN BUILDING
41 COCHITUATE ROAD
Wayland, MA 01778

TEL: 508-358-3630
508-358-3631
FAX: 508-358-1683
www.wayland.ma.us

Date: June 22, 2017
To: Board of Selectmen ✓
From: Beth R. Klein, Town Clerk
Re: RESIGNATION OF ELECTED OFFICIAL

Please be informed that the attached letter of resignation was received in the Town Clerk's Office on June 22, 2017 effective June 30, 2017

Anne B. Heller Trustee of the Public Library Term Expires: April 2019

Following the posting of the vacancy for one week, the Board of Selectmen together with the Trustees of the Public Library meet and form one committee to interview and then appoint a qualified person to fill the vacancy until the next annual town election.

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 or such later time certain as may be specified in such resignation.


Beth R. Klein, Town Clerk

cc: Nan Balmer, Town Administrator
Dana Mastroianni, Library Director
Aida A. Gennis, Chair Bd. of Library Trustees
Anne B. Heller

24 Hickory Hill Road
Wayland, MA 01778

June 22, 2017

RECEIVED
TOWN OF WAYLAND
TOWN CLERK
2017 JUN 22 AM 10:26

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

Dear Beth,

I am writing to notify you of my intention to resign from the Board of Library Trustees and the Library Planning Committee effective June 30, 2017.

It has been my privilege to serve on the Library Board. I regret that I will be leaving before the decision about the library construction grant is announced. However, I am confident that Wayland will be awarded a grant and hope that the Town takes advantage of this funding opportunity and approves the new library.

If you have any questions, please contact me. It's been a pleasure to work with you.

Sincerely,



Anne Heller

WAYLAND
DADS

June 24, 2017

Dear Wayland Board of Selectman,

On June 17th and 18th, Wayland Dads and Wayland Recreation Department held the first "Dad & Me" Camp Out on the Wayland High School fields. We are writing to share with you what an amazing job the Recreation Department did executing this event. Specifically, we want to highlight the efforts of Katherine Brenna and Paul McCarthy. Their attention to detail, energy and creativity made our Camp Out an amazing event.

With so many highlights and memories created, we are not sure where to start. Although this was our first year, the Dad & Me Camp Out had more than 70 Dads and close to 200 total attendees. We started the day with fun kid's activities run by Recreation Department's counselors. Even after four hours, it was hard to pull the kids away from the activities and counselors. Next we had an outstanding cookout compliments of b.good, grilled by our very own Dads. That led to s'mores, a bonfire and eventually a drive-in size movie on a 40-foot screen. The next morning was not too shabby with outstanding Wayland Deli breakfast sandwiches and Karma Coffee.

The event was a HUGE hit. Dads couldn't stop talking about the tradition we started and planning for next year's Camp Out. None of this would have happened without the Recreation Department's willingness to step-up and work with Wayland Dads to bring this event to life. The normal "red tape" you'd expect never materialized. Rather, quite the opposite occurred. The attitude, passion, and trust displayed by Katherine and Paul was perfect.

Seth and I have planned or been involved with many community and charity events. Our Dad & Me Camp Out was run as smoothly and professionally as any event we've ever been a part of organizing. We were proud to put the Wayland Dads name next to this event. That credit goes to Wayland Recreation Dept. and Katherine and Paul.

Thank you,

Scott Walters and Seth Roman
Wayland Dads

From: Asa Foster <asabfoster@gmail.com>
Subject: Oxbow Meadows Field Development
Date: June 28, 2017 at 3:42:56 PM EDT
To: Tim Higgins <higginst@lincolntown.org>

Hi Tim,
Nan Balmer, Wayland Town Administrator forwarded your email regarding the Oxbow Meadows Field Development project. There will be a site visit on 7/7/17 beginning at 8am. There will also be a continuation of the Wayland Planning Board Hearing on 7/11/17 beginning at 7:35. This will be held at the Wayland Town Building. The concerns you raised in your letter will be addressed at either or both of these events. I look forward to having the opportunity to meet you. in the interim if you wish to talk with me about this project please call at the phone # below.

Best regards,
Asa

Asa Foster
Chair Wayland Recreation Commission
508-397-9130

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

From: Asa Foster [<mailto:asabfoster@gmail.com>]

Sent: Monday, July 03, 2017 3:23 PM

To: Gosselin Jean; Balmer, Nan

Subject: Oxbow Meadows Field Development

Hi Jean,

Nan Balmer, Wayland Town Administrator forwarded your correspondence to me regarding the above project. The Wayland Planning Board is conducting a Hearing on this topic. There will be a site visit on 7/7/17 beginning at 8am. There will also be a continuation of the Planning Board meeting commencing at 7:35 pm on 7/11/17 at the Wayland Town Building. You are welcome to attend either or both of these events. In the interim if you wish to discuss this personally please feel free to contact me at the number below.

Best regards,

Asa

Asa Foster

Chair Wayland Recreation Commission

508-397-9130



FARRAR ASSOCIATES
KETTLE HOLE DRIVE · LINCOLN, MASSACHUSETTS 01773

781-259-8661

To: Board of Selectmen, Town of Wayland
Planning Board
Conservation Board

From: Farrar Pond Village Board of Managers

Re: Oxbow Meadow proposed athletic field

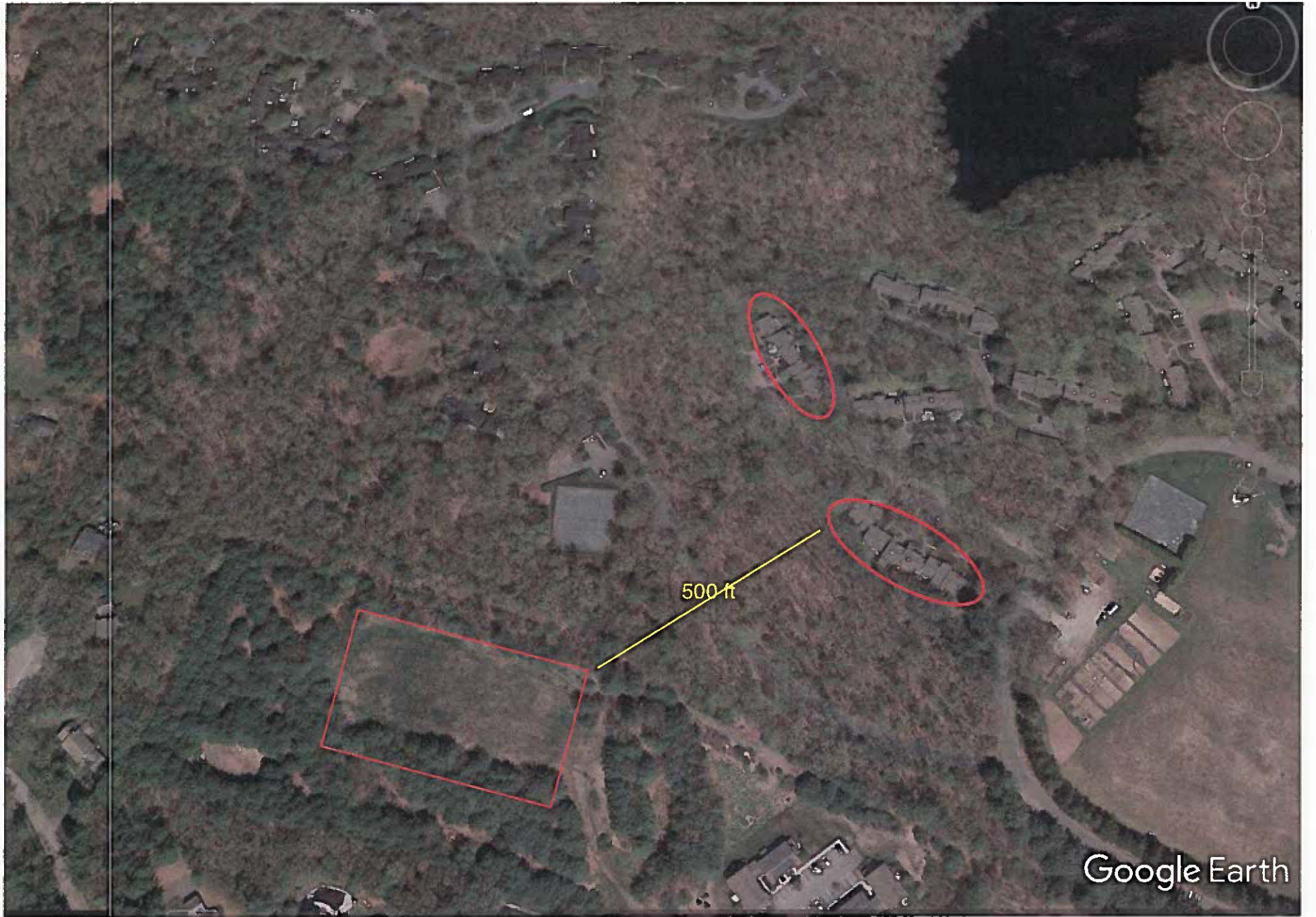
July 1, 2017

Farrar Pond Village is an 80-unit condominium complex that lies just north of the Wayland border near Oxbow Rd. We are writing to make you aware of the deep concern our residents have about the recreation field that has been proposed for Oxbow Meadows. Some of our units are only about 500 feet from the proposed field - within shouting distance. Our residents feel that this development would profoundly change the conservation character of the neighborhood and impact the quiet enjoyment of their homes.

Farrar Pond Village has always been a good neighbor to our Wayland friends. In addition to hosting dog-walkers and hikers through our fields and forests, we have also welcomed Wayland residents to share our community gardens and our dock and boat launch on Farrar Pond. We hope you will respond in kind, and reconsider your decision to build an intrusive sports venue in a quiet and conservation-oriented neighborhood.

Sincerely,
Farrar Pond Village Board of Managers

Jean Gosselin, President,
jeanpgosselin@hotmail.com
978-369-9818



Google Earth

17



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 29, 2017

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

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

Dear Mr. Lambert,

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

To issue a sixth 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, July 3, 2017, to Tuesday, July 25, 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 July 25th as a matter of record.

Thank you.

Sincerely,

Nan Balmer
Town Administrator

cc: Board of Selectmen



Sudbury Valley Trustees

RECEIVED
JUL 05 2017
WAYLAND CONSERVATION COMMISSION



June 30, 2017

Ms. Loring Hamlen
136 Rice Road
Wayland, MA 01778

RE: Mainstone Farm Conservation Restriction dated 4/12/2017
Response to Notice to Install Two Greenhouses

Dear Loring,

Sudbury Valley Trustees (SVT) and the Town of Wayland, as co-holders of a Conservation Restriction (CR) at Mainstone Farm, are in receipt of a written request from you pursuant to III.D of the CR to install two greenhouses (A and B) as part of the establishment of The Neighborhood Farm at Mainstone Farm. The detailed specifications for this proposal are included in two emails, the first dated May 31, 2017 from you, and the second, dated June 13, 2017 from The Neighborhood Farm (attached). Also included with the request are images of the greenhouse style and a diagram of their placement with respect to Old Connecticut Path (attached).

You have requested to place two greenhouses; one that measures 30 x 100 ft and the other will be up to 30 x 100 ft, for a total square footage not to exceed 6,000 sq ft. They will be located to the south of the existing farmstand as depicted on the diagram. The greenhouses will be situated parallel and 25 feet apart from each other and will be used for growing and storage purposes. We understand that these types of greenhouses are essential for modern crop farming and are recommended by the USDA Natural Resources Conservation Service.

This request falls under III. B, Section 7 of the CR, concerning the placement of permanent structures within 900 feet of Old Connecticut Path. Even though the greenhouses will not be on a concrete or other stone foundation, they will be anchored with pipes that are set into the ground and they will be connected to electrical lines. It is reasonable to consider this type of anchoring to be a permanent foundation, even though it is not a traditional foundation. Furthermore, even if it does not qualify as a permanent foundation, the greenhouses will be in place for more than 12 months and for many more years according to the request.

In evaluating this request, we considered the specified need for these structures for a successful farming operation so as to ensure that they meet the CR Purpose of Agricultural Preservation (II.E). In addition and in relation to the need for these structures, we considered if and how the structures would impact

170531 Email Loring Hamlen

From: Loring Hamlen <loring.hamlen@yahoo.com>
Date: Wed, May 31, 2017 at 12:49 PM
Subject: Greenhouse structures
To: Laura Mattei <lmattei@svtweb.org>

Laura:

Here is a summary of our greenhouse construction plan. Please see the attached pdf for an illustration of placement.

We would like to put up a 30 by 100 foot greenhouse in the area slightly uphill and behind the farm stand (greenhouse A in the diagram) . It would be a gothic style plastic tunnel from Ledgewood Greenhouses. This greenhouse would be used primarily for seedling propagation. You can see a picture of the style here:

<http://www.ledgewoodfarm.com/home.html>

In general, this model greenhouse is roughly 14 to 16 feet tall at the peak.

We would also like to put up a second greenhouse structure right behind the farm stand (greenhouse B on the diagram). There would be approximately 25 feet between the two greenhouses to allow us to clear them of snow in the winter. In addition to housing plants, we would like to put our walk in coolers and pack/wash area inside this greenhouse. This will eliminate the need for separate shade structures and will keep some of our equipment and working areas out of sight. We think containing work spaces and equipment this way this will improve the overall view. This second greenhouse would be the same size and style as the first, or possibly a bit smaller.

Best,
Loring Hamlen
Mainstone Farm



Laura Mattei <lmattei@svtweb.org>

greenhouse follow up information

1 message

The Neighborhood Farm <theneighborhoodfarm@gmail.com>

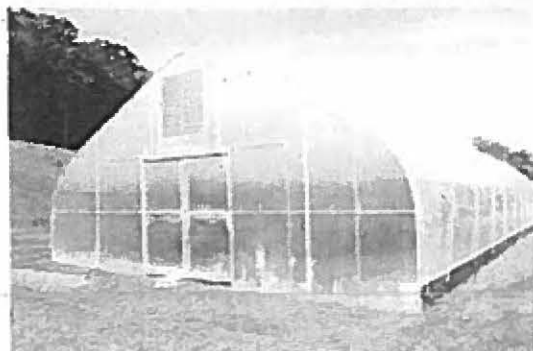
Tue, Jun 13, 2017 at 8:56 AM

To: Laura Mattei <lmattei@svtweb.org>, Loring Hamlen <loring.hamlen@yahoo.com>, Dev Hamlen <dev@hamlen.net>, "Hansen, Linda" <LHansen@wayland.ma.us>, sherregreenbaum@gmail.com, theneighborhoodfarm@gmail.com

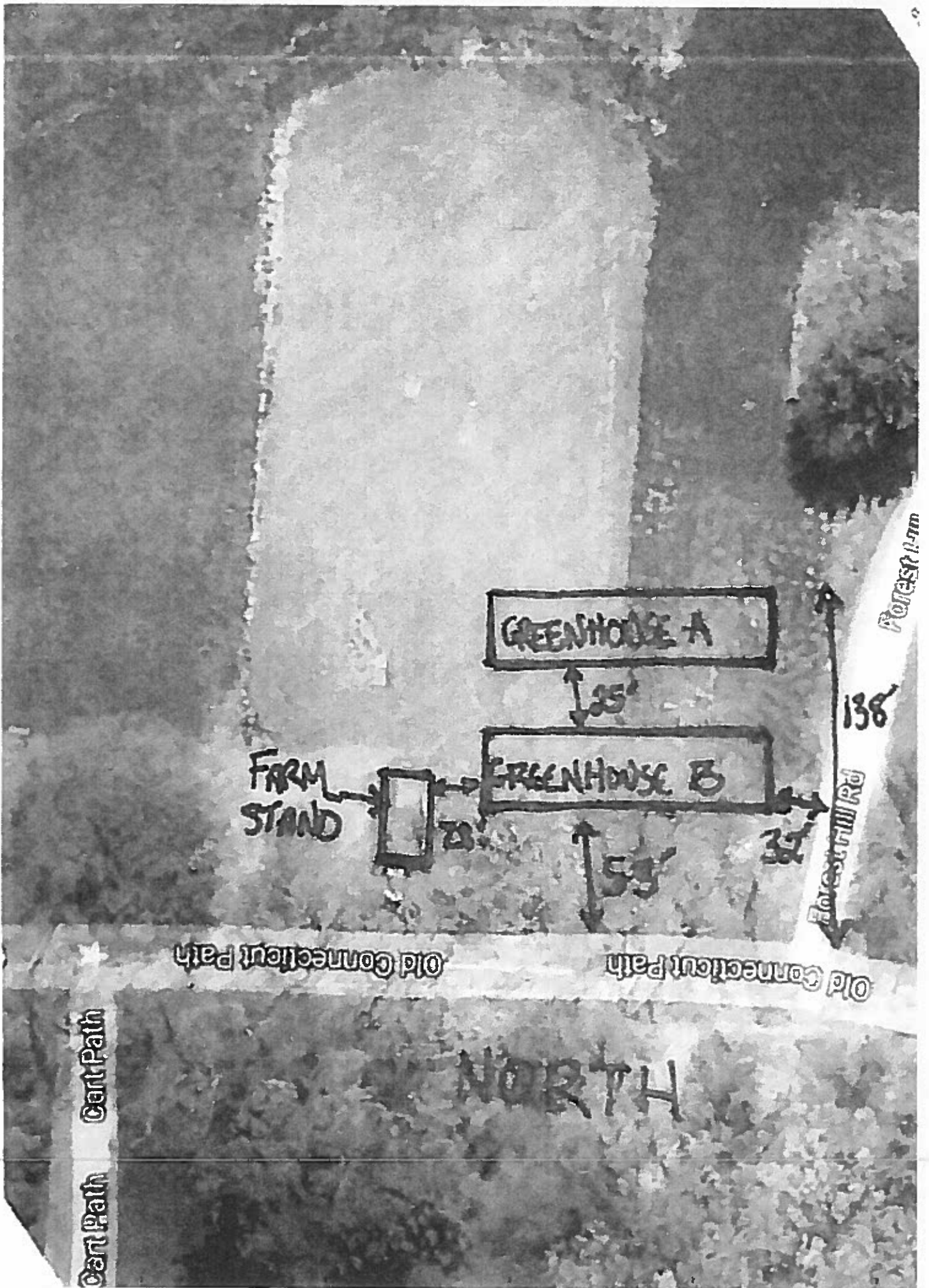
Hi all,

Here is some additional information about the greenhouses we are requesting behind the Farm Stand at Mainstone Farm.

Here are few images of the greenhouse style. These are gothic roofed tunnel, which are the best choice for our climate as they shed snow more easily and are structurally better suited for the stormy northeast. They can be built with plywood endwalls or plastic endwalls. Plywood endwalls disguise the contents more thoroughly and can be painted a neutral color.



Both greenhouses will be close enough to the farm stand that an electric extension can be run from the farm stand's power. The greenhouses are heated with propane and tanks can be tucked to the side.



GREENHOUSE A

25'

GREENHOUSE B

FARM STAND

23'

53'

32'

Forest Hill Rd

138'

Forest Hill Rd

Old Connecticut Path

Old Connecticut Path

Cart Path

Cart Path

NORTH

The final Wayland Real Asset Planning (WRAP) Committee Report is posted online at

http://www.wayland.ma.us/Pages/WaylandMA_BComm/WRAP/WRAPFinalJune2017.pdf

From: Anette Lewis [<mailto:aslewis33@gmail.com>]

Sent: Saturday, July 01, 2017 11:05 PM

To: Balmer, Nan

Cc: DiNapoli, MaryAnn; aida gennis; Anne Harris; Betsy Soule (bsoule@mwlegal.org); Bill Steinberg (bills@saxeinvestments.com); Christopher T Cullen; sheehan Colleen; Dave Bernstein; Susan Koffman; David D'Orlando (ddorlando@comcast.net); David Watkins; Deb Cohen; Dennis J. Berry; Douglas Leard; Elisa Scola; Ellen Grieco; Ellen Tohn (etohn@comcast.net); Eric B. Goldberg (egoldberg@wcfllp.com); Knight, Fred; Jonathan Saxton (jonsax@comcast.net); Kevin Goodwin; Larry Kiernan; Rachel Bratt; Rebecca MacGregor (becca.macgregor@gmail.com); Rebecca R. MacGregor (rmacgregor@wcfllp.com); Rebecca Stanizzi; Richard Turner (rickypt@verizon.net); Sanderson, Edward; Sarah Greenaway (sarah.m.greenaway@gmail.com); Susan Rufo; Susan Weinstein (sweinstein@alum.wellesley.edu); Brud Wright; Toni Moores (1073tonimoores@gmail.com); William Sterling (bill@sterlingarchitects.com); Berry, Alfred; Boggia, Brian; Bottan, Susan; Capasso, Jane; Doucette, Elizabeth; Doucette, Joe; Dowd, Lynn; Gwendolyn Sams-Lynch; Hansen, Linda; Holder, Thomas; Houghton, David; Irving, Robert; Junghanns, Julia; Larsen, Geoffrey; Pazos, Jorge; Secord, Julie; asabfoster@gmail.com

Subject: WRAP Final Report June 2017

Attached is a pdf version of the "Wayland Real Asset Planning Committee Final Report June 2017" with recommendations. It will also be available on the WRAP web page at http://www.wayland.ma.us/Pages/WaylandMA_BComm/WRAP/index and a hard copy is being delivered to the Planning Board Office, the Selectmen's Office and the Library. We thank all of the boards, town staff and members of the public who have provided assistance and input along the way. Based on comments received during the public comment period, the WRAP Committee made several revisions to the draft report, most notably:

- 1) Deleted school bus parking as a recommendation originally under Parcel 47D-058C (Middle School Parcel at 207 Main Street) in Exhibit II-A;
- 2) Added a cluster of parcels on Mayflower & Puritan Paths to Exhibit II-A and a detailed "site consideration" sheet (see new Exhibit II-B9);
- 3) Added more detail to Exhibit III-A "Synthesis of Commonalities & Space Needs" under the COA/CC for programs and times;
- 4) Added language to Exhibit V-A "Planning for Capital Facilities & Expenditures of Greater than \$500,000" and to text of the report to explain that public input is an integral piece at each step of the planning process.

The final report also includes a "Bibliography" (Appendix 5) of reports and other documents concerning town-wide planning efforts and information on specific parcels of land.

What has become quite clear from the WRAP Committee's work is that Wayland needs a more coordinated, town-wide comprehensive capital planning process in order to be better prepared to fund needed improvements while stabilizing the relative amount of tax dollars required year over year. Of all of our recommendations, the most pressing need is for the creation of a Capital Planning Committee and establishment of a long-term funding plan for annual routine maintenance, capital replacements and new facilities.

The Wayland Real Asset Planning Committee

Neil Phelan
140 Neal Street
Malden, MA 02148

July 6, 2017

Wayland Board of Selectmen
41 Cochituate Road
Wayland, MA 01778

To the Wayland Board of Selectmen,

By way of introduction I am Neil Phelan and I am reaching out to discuss the possibility of opening a registered marijuana dispensary in the town. Just Healthy is a passionate group of patient advocates and experienced professionals that have come together to improve the quality of patients' lives through personalised care.

Our group has been issued a PCR for cultivation and retail in Randolph, MA. We are interested in exploring a retail location in Wayland. Our distribution strategy focuses on a wellness center and an online delivery system to maximize the access to care while minimizing the retail "footprint" and its impact on the traffic, and community partners.

We are interested in providing medical services to patients and hope to be able to join such a wonderful community. We envision a partnership built on transparency as we will be a solid corporate citizen in your community.

Our group has a long-term plan and strategy built upon direct lessons learned from 10 years of experience in the development and maturity of the Colorado cannabis market. There is an opportunity to realize economic benefits derived from a business that provides medical services to patients across the Commonwealth of Massachusetts. We aim to develop an agreement that provides economic benefits to the Town of Wayland in line with your leadership's' goals. Please let me know if you have time to discuss this opportunity as well as any requirements that the town may have.

Thank you,



Neil Phelan
neilphelan@gmail.com
518-369-0542



HOUGHTY'S HEROES



Monthly News from the Wayland Fire Department

Volume Seven

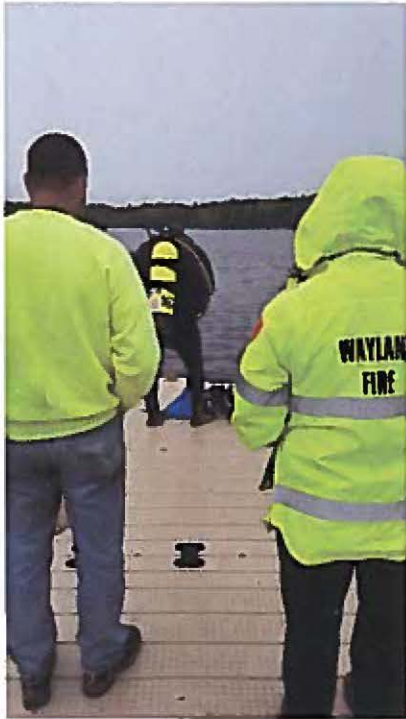
July 2017

Hazardous Materials Response: Around 11am on May 16th the duty officer received a call from a resident who stated a contractor that was cleaning out their house to sell, knocked over a bottle in the basement, and a strong odor and cloud were coming out of the bulkhead. The fire department responded with an engine, ambulance, duty officer and Chief who arrived to find that the cloud was produced from a container of 100% Nitric Acid. The area around the house was made safe, the occupants were all checked by EMS, and the State Hazardous Materials Response Team was called to neutralize the spill and make the product safe for disposal. This is something the Fire Department does not have the protective equipment or tools to do. This was a several hour project that involved a response from DEP since the site was close to the water, and eventually the State Police Explosive Unit who removed a quantity of black powder from the dwelling as well. After consulting with the Health Director the house was deemed safe to re-occupy the next day. This is the second time that we have had this type of incident at residential structures in the past two years, and both times it was family members cleaning out the house for the older parents that had passed away or moved to an assisted living center.



Diver Dan: The opening of the Town Beach on Memorial Day weekend (even though it rained) almost did not happen. As part of the inspection of the beach, the Health Department was notified of an

“anchor” that was used to hold the docks in place was somewhere in the water and could injure people who came upon it or dived into the water. The anchor broke off last fall when the docks were moved. Although the Fire Department does not have a dive team and this was not something for which we could activate the district dive team, Lt. Dan Buentello (a certified recreational diver) was contacted to see if he wanted to help out. Dan arrived with gear in tow in the rain on Friday afternoon and located the missing anchor. The anchor was removed and the beach was declared safe to open. Kudos to Diver Dan for going above and beyond for Wayland Residents.



Dispatch Upgrade: The equipment and furnishings in dispatch are utilized 24 hours a day and have been in place for more than 16 years. Working with grant money, we are upgrading the work spaces for our dispatchers with more enhanced ergonomic individual work stations, and will be adding a third work station to be used for during storms, critical incidents, etc. The biggest challenge is to accomplish this while the center is still operating. It is our intention to have the vast majority of the work complete in August when the call volume is typically down. The coordination of the needed vendors during the summer months further adds to the challenge. With the help of firefighters and dispatchers we are already well on our way to moving around equipment and will be working with the vendor in early August to install the furniture.

Mulch Fires: We are seeing an increase in smoldering mulch this year. The mulch in and around flower and shrub beds is very dry, and the major cause seems to be careless disposal of smoking materials. Luckily, since the passing of a code two years ago not allowing mulch up against combustible materials, we have not seen any structural damage to buildings.

We Are Hiring: Well, not really, but we are preparing a list of potential candidates as we are anticipating losing two staff members before the end of the year. There are several local communities that are looking to hire paramedics to fill new roles within their departments, and they are having a hard time finding qualified certified paramedics to hire. Unlike other towns, we have worked with Human Resources to cast a wide net to look for people in various stages of fire and ems qualifications so we are ready when the need arises.

Dad and Me: The Fire Department was happy to work with the Wayland Dads and the Recreation Department on their first “Dad and Me” overnight campout at the high school Fathers’ Day weekend. Lt. Williams and the Chief were on hand with an engine to be sure the “bonfire” was safe so the participants were able to safely melt their marshmallows for their s’mores and to provide lighting as needed overnight. Both groups did a great job on this event.



Canine Rescue Masks: Canine Companions donated three sets of animal oxygen masks for the department to carry on the first line fire apparatus. The kit has various size masks to fit a wide range of animals, and allows us to give them 100% oxygen when they need it. Although we cannot transport the animals to a vet or a hospital, we can at least assist their breathing until arrangements can be made.



Ride to school with C2: Every year as part of their fundraising efforts, each elementary school auctions off a ride to school with the Chief. This year three families got to ride to school with Assistant Chief Neil and received some hats and shirts, too. It's still not clear who had more fun, the Assistant Chief or the kids!

It Arrived: On June 28th the new Engine 2 was delivered to the station by our local dealer. Once the truck was inspected to make sure it met our specifications, we swapped paperwork, and the old Engine 2 was taken back in trade. It will take a few weeks to get the new Engine equipped and the staff trained, but it is our hope to have it in service at Station 2 in Cochrane by the end of July.



Extinguished: On May 20th Assistant Chief McPherson gave a class to the staff at the Carriage House on the proper use of fire extinguishers. This class had twelve participants who all were able to successfully put out a small fire and follow the proper procedures.



Way-Secure: We are proud of the collaboration between the Council on Aging staff and the Fire Department on the new Way-Secure program. We have met with several families and have been able to educate them and offer services to help keep them safe, and information provided assists fire and EMS staff when they are called upon. We know the program will grow in the coming months as the word gets out of the services available, most of which are free to residents. Anyone with questions is encouraged to call the Council on Aging or the Fire Chief's office.



Pictured: Chief Houghton, Administrative Assistant Sharon Maloney, COA Director Julie Secord, Outreach Coordinator Sue Hatton, Firefighter Todd Winner and Assistant Chief McPherson

Hazardous Waste Update: On June 21st Clean Harbors met the Fire Department to remove drums of hazardous waste that had been safely stored after being illegally disposed of on conservation property earlier this year. The police detectives are working with DEP and the District Attorney's Office on charges for this illegal dumping. Costs are currently being paid for by the Fire Department with hopes of restitution.

Biker Down: On May 17th a biker called 911 from his cell phone after he fell off his bike along the railroad tracks between Plain Road and the Weston town line. The ambulance and engine crew and the "Off Road Utility Vehicle" responded and found the male patient on the ground with an injured hip. The utility vehicle was driven down the tracks, however, the condition of the patient warranted a smooth carry out by the duty shift not over the bumpy railroad ties. Once the rail trial is complete, accidents like this will be much easier to respond to and will allow safer and smoother removal the potential patients to an ambulance.

Parade: As always the firefighters were proud to volunteer to march in the annual Memorial Day Parade. It is with great honor that we show our support for all those who are currently serving and those who gave their lives in all branches of the military.



Pictured: Lt. Ken McGuire, Assistant Chief McPherson, Captain Dan Buentello, Deputy Chief Andy Holland, Lt. Greg Halfpenny, Firefighter Dean Casali, and Firefighter Deb Durant

And The Roof Fell In: In the very early morning hours on May 25th the Fire Department responded to a house on Edgewood Road that had a tree fall into it. The house was unoccupied at the time, and the on duty shift had the power and gas shut off at the street to prevent a fire. The Building Commissioner met the Fire Department on site and deemed the house unsafe. The house will require a great deal of work before it can be safely lived in.



KOS

22



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

RECEIVED

JUN 28 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 26, 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, as well as conducting inspections. There are several new camps this year. Inspections are also in the process of being conducted.

Misc.-Darren was on vacation last week and I covered inspections while he was out.

Legal Orders-258 Commonwealth Road, update on failing septic with tenant occupancy. An engineer has advised us that he has provided a proposal to the owner and is waiting to hear back. There were no signs of septic breakout recently. 356 Boston Post Road is currently hoping to tie in to town sewer. They have a failed system and WWMD is working with the owner. I have spoken to the owner and Jane from Wastewater.

Beach and pond testing-water samples are gathered weekly and tested for bacteria by a lab throughout the summer at the town beach, also at Dudley Pond.

Land Use meeting/Vacant buildings/round table-Coordinated and facilitated this meeting. Items discussed: Oxbow Road athletic field project request for feedback from the Town Planner (grass field), Verizon letter and information/feedback provided by Chief Houghton-discussion regarding land being looked at, update on Recreational Marijuana-the YAC will be discussing this week and more information to follow, updates on 40B's; an application is expected tomorrow for School St. and soon for Mahoney's, 45 Waltham starting interior process Monday-Sarkis must provide information, Dunkin Donuts site restrictions exiting, discussed a potential custom permit tracking system for land use departments and organizing a meeting with IT, Document management plans from IT (going forward), Rail trail 10 day appeal moving forward, round table and vacant buildings updates; Chief H. is

updating the spreadsheets for unsafe structures and buildings of concern. 10 Shore Drive- legal order was discussed and request for extension.

10 Shore Drive-I have been working with the owner, Town Counsel, other Department Directors, and potential agencies for assistance, regarding the legal order and obtaining compliance.

Mosquito Control- We have received an update from DPW that catch basin cleaning will be completed this week. The Mosquito Control Project will begin applying the Altocid briquettes at the end of this week to the cleaned catch basins.

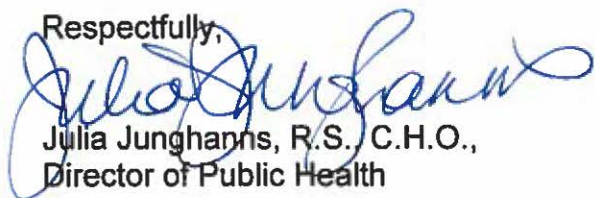
A process improvement for ordering school nursing supplies was implemented. School nurses are now able to order their supplies through an online program, a review and approval process is in place by their supervisor PHN/Nurse Leader Ruth Mori. This was a huge improvement in this process from prior years and eliminated a lot of back and forth. We thank Diane Ledwell of the Health Department staff for identifying and implementing this process.

Letter to businesses on Polystyrene ban-The letter has been distributed to all identified food establishments and the farmers market (115 letters sent). We have not had one inquiry or telephone call regarding the letter.

Tick and Lyme seminar-I attended this seminar last week, those presenting were Catherine M. Brown, Deputy State Epidemiologist/State Public Health Veterinarian and Larry Dapsis, Deer Tick Project Coordinator, Entomologist at the Cape Cod Cooperative Extension. Discussions took place regarding Lyme and other tick-borne diseases, prevention and yard maintenance practices to reduce habitats. Based on the information presented Lyme disease is very hard to diagnose and has been very under-reported. They are looking at other ways of reporting Lyme disease that would more accurately represent the disease problem in hopes of future financial support for solutions. Mr. Dapsis provided "in the field" experience and shared: Protect Your-self, Protect Your Yard and Protect Your Pet. Most of this information I was aware of however, I did learn a few tips that were presented. They are really encouraging the use of permethrin on your clothing and as a yard treatment (always read the label and follow instructions as per the label).

High School WWTF-There is a site visit planned for tomorrow with MassDep, the operator from Whitewater and the Town Engineer.

Respectfully,

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

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

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**Minutes of a Meeting of the
Wayland Community Preservation Committee
January 11, 2017**

APPROVED 2/15/17

CPC Member Attendees: Gretchen Schuler, Chairman, Woody Baston, Maureen Cavanaugh, Anna Meliones, Ira Montague, Elisa Scola, Susan Weinstein. These members represented a quorum of the Committee.

Other Attendees: Brud Wright, Recreation Commission

The meeting was called to order at 8:15 p.m.

Public Comment: None

Minutes: Ira Montague motioned for the minutes from the December 14, 2016 Community Preservation Committee (CPC) meeting be approved. Woody Baston seconded the motion. The minutes were approved (7-0-0).

Financial Review: A table summarizing the Community Preservation Act (CPA) funding of 2017 projects to be considered at 2017 Annual Town Meeting (ATM) was reviewed. Discussed grouping articles by fund (historic, affordable housing, open space, recreation, or uncommitted) or individually. A question was raised that if grouped by fund, would separate motions be needed for each project under a single article.

The CPC reviewed proposed CPA-funded 2017 ATM articles:

Set Aside and Transfer – this is a housekeeping article that is needed annually to set aside funds from uncommitted funds to the other funds (open space, historic preservation, community housing); administrative funds; Mainstone Farm debt service obligations; and transfer of funds from the community housing fund to the Municipal Affordable Housing Trust Fund.

Mellen Law Office Project – Wayland Historical Commission (WHC) requesting \$30k from historic preservation fund for exterior restoration of Mellen Law Office.

Cochituate Town Clock Face Restoration – WHC requesting \$30,200 from historic preservation fund to restore the four faces of the Town-owned clock located in the Community United Methodist Church Tower.

Affordable Housing Consultant –Town Administrator is requesting \$20k from uncommitted funds to hire a part-time Affordable Housing Consultant.

Oxbow Meadow Fields – Recreation Board requesting \$300k from uncommitted funds for the design of playing fields at Oxbow Meadow, including construction, including parking.

Dudley Woods Trail Project – Recreation Board is requesting \$50k from uncommitted funds to construct ADA-compliant trail at Dudley Woods.

Old High School (Bradford Hall) – Trinitarian Congregational Church requesting up to \$80k to renovate Bradford Hall, Wayland’s original high school. The WHC previously voted to support a \$50k allocation. CPA discussed and agreed upon recommending \$50k from historic preservation fund and \$30k from uncommitted fund for a total of \$80k in CPA funding.

Following discussion, it was determined that the two town-owned properties, Mellen Law Office and Cochrane Town Clock would be considered in one article. Susan Weinstein moved that six articles be accepted, as amended, for submittal to the 2017 ATM Town Warrant. Elisa Scola seconded the motion. The motion was approved (7-0-0).

CPA Project Signs: Discussed having signs on current projects noting “This project supported by your CPC funds.” Maureen Cavanaugh to contact Concord Town Planner to get information on the sign production. Woody Baston to reach out to the Department of Public Works for assistance with producing signs.

Other Business:

Mainstone Farm – Gretchen Schuler provided an update on Mainstone Farm. Sudbury Valley Trustees has raised the money it committed to. The purchase and sales agreement is in preparation. The conservation restriction is being reviewed by the Massachusetts Division of Conservation Services. The closing is scheduled for March 15, 2017.

Stone’s Bridge: Elisa Scola reports that the Town is not applying for a Massachusetts Preservation Projects Fund grant, administered by the Massachusetts Historical Commission due to the timing. The Permanent Municipal Building Committee does not believe that the town should wait until July 2017 to bid the project.

Next Meeting: A public hearing for the CPA-funded articles will be scheduled for February 15, 2017. A March 2017 CPC meeting will be held, only if needed. The first day of ATM is Sunday, April 2, 2017.

The meeting was adjourned at 9:45 p.m.

Respectfully submitted,

Maureen A. Cavanaugh

**Minutes of a Meeting of the
Wayland Community Preservation Committee
February 15, 2017**

APPROVED 6/07/17

CPC Member Attendees: Gretchen Schuler, Chairman, Woody Baston, Maureen Cavanaugh, Susan Green, Elisa Scola. These members represented a quorum of the Committee.

Other Attendees: Nan Balmer, Town Administrator; Heidi Seaborg, Recreation Commission, Caitlin Ahern, resident.

The meeting was called to order at 7:40 p.m.

Public Comment: None

Minutes: Woody Baston motioned for the minutes from the January 11, 2017 Community Preservation Committee (CPC) meeting be approved. Elise Scola seconded the motion. The minutes were approved (5-0-0).

Public Hearing: A public hearing was held for Community Preservation Act (CPA) Articles for Annual Town Meeting 2017. The six articles were presented:

- a) Set Aside and Transfer Community Housing Funds
- b) Town-Owned Properties: Mellen Law Office exterior renovation and Cochituate Town Clock face restoration – Historic Preservation
- c) Housing Consultant – Community Housing
- d) Oxbow Meadow Fields – athletic field construction – Recreation
- e) Dudley Woods – trail construction – Recreation
- f) First Wayland High School (Bradford Hall) – renovation – Historic Preservation and Uncommitted

Public Discussion: Nan Balmer reported that the Board of Selectmen is committed to funding maintenance of the Cochituate Town Clock, moving forward.

CPA Project Signs: Discussed having signs on current projects noting “A Town of Wayland Community Preservation Project.” Woody Baston contacted the Department of Public Works, which is amenable to producing the signs. He will follow up with DPW to develop a computer mock-up for review, prior to production. The CPC decided to have off white/ivory colored background with dark green lettering. The Town seal will be at the top.

Other Business: None

Next Meeting: To be scheduled following ATM.

The meeting was adjourned at 8:30 p.m.

Respectfully submitted,

Maureen A. Cavanaugh

Wayland Historical Commission Meeting Minutes – May 16, 2017

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

Chair Elisa Scola called the meeting to order at 7:30 pm at the Veteran’s Memorial adjacent to the Town Building to view the bench adjacent to the memorial to see if its design would be desirable as the type of bench to serve as a memorial for Paul Gardescu, formerly Chair of the Historical Commission and the long-time coordinator of the Wayland Archaeology Group. John presented information on different types of benches and prices. We walked around the outside perimeter of the Town Building to view possible sites for a bench. Other possible sites were also discussed, such as Dudley Woods/Rocky Point or Mill Pond. It was decided to table this subject for now.

We then reconvened at 7:55 pm in the Selectmen’s meeting room in the Town Building.

1. There were no public comments.
2. North and South Cemetery Monument Conservation: Elisa and others from our Commission had met with the Board of Public Works. A change order to substitute work on additional monuments instead of cleaning some monuments has been completed. The Board of Public Works approved adding \$4,400 from the cemetery endowment fund to add to our contract with Monument Conservation Collaborative for conservation of additional monuments in South Cemetery that were not included in the original scope of work. A change order with MCC for this work is still underway. Mike Lowery provided an explanation of the endowment fund.
3. Railroad Site and Rail Trail: Rick said that at our volunteer brush clearing on May 6-7 we had a total of 10 volunteers in spite of some rain on Saturday. Brush was cleared from some existing tracks and from the site of the enginehouse, and we excavated dirt from the north side of the turntable pit. Containers were provided for brush and dirt by the Wayland Transfer Station. Thank you letters on WHC letterhead have been sent to the participants. The Conservation Commission held a continuation of the public hearing on the Eversource gravel transmission line access road and DCR rail trail on May 11. New plans and a revised NOI was filed. The plans identify many of the artifacts that we had asked VHB and Eversource to preserve, such as a milepost, whistleposts, ringposts, rail rest posts and an electrical box. The cattlepass will not be filled in, but Eversource has said that the Town or DCR must pay some costs to allow it to be incorporated into the trail. Rick raised the question of whether CPA trail funding is available for this. Remaining issues are the one foot stone shoulders on the sides of the 10 foot paved trail, and the crossing of Hayward Brook. The Con Com continued the hearing until May 25 at which time they expect to vote on issuing the wetlands permit. If so Eversource could start construction this summer. Mike Lowery suggested the possibility of obtaining a railroad boxcar for the freight house siding. Rick mentioned that there is a restored boxcar at the freight house in Lakeport, N.H. that is used as display space by the local historical society there.

4. Archaeology: Tonya discussed the sifting event of soil from the Castle Hill site to take place on June 17th, the Dorey House archaeology project that is expected to take place in September, and the need to come up with a budget to cover the cost of field equipment needed for the project to be done by UMass Amherst with local volunteers. Amanda will research the cost of the equipment after a committee composed of Elisa, Amanda and Tonya meet to discuss the budget. Tonya presented an invoice from John Pretola for \$600 for ceramic analysis from a site and this was approved. There was discussion of Castle Gate Road, an abandoned road, and a historic barn built ca. 1700 at 74 Moore Road. Tonya received a phone call from Cynthia Hill regarding a galloping horse on the Training Field.
5. The minutes of March 13, April 11 and May 8 WHC meetings were approved as amended.
6. New Business and Other Items: Edward Sanderson, Interim Recreation Director, sent an email today about the Public Input Meeting for the High School Athletic Facility Master Plan Update to be held on May 23. Gretchen Schuler is working on preservation restriction for Bradford Hall. Kay and Amanda described the MHC workshop on administration of demolition delay bylaws that they attended in Acton on May 15. Chris Skelly from MHC has offered assistance to Wayland. Kay mentioned that some towns such as Arlington or Lexington have "Single House Historic Districts."

Our next meeting was scheduled for Tuesday, June 13.

The meeting was adjourned at 9:40 PM.

Respectfully submitted,

Richard Conard

Personnel Board Meeting
Wayland Town Building – Selectmen’s Office
Minutes
May 15, 2017 7:00 pm

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

Also Present: J. Senchyshyn (JS); M. Moore (MM)

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

Public Comment

None.

Review of Background Checks

JS and MM reported on their meeting with Creative Services, Inc. Members asked several questions on processing the criminal background checks. JS stated that Wayland would conduct the CORI checks and forward the information to CSI, with the candidates’ approvals. DC raised a number of issues with the proposed contract. The language appeared one-sided with Town’s security obligations vs CSI’s security obligations. JS raised the question of indemnifying CSI. He didn’t see that provision as viable. JS and MM would contact CSI regarding the contractual provisions discussed and report back to the Board at the next meeting. It was suggested that the engagement should be on a 1-year trial basis rather than a 3-year contract.

MM left the meeting

Youth & Family Services (Y&FS) Proposed Restructuring

JS reviewed his discussion with the incumbents in the Y&FS Department. There is strong interest and support for the proposed departmental structure change. JS stated that he contacted the Town’s insurer. No insurance concerns were identified due to the proposed reorganization. JS discussed next steps with the Board. He will prepare revised job descriptions and wage projections for the next meeting.

Firefighter Vacation Carryover and Payment Requests

JS presented the Firefighter requests for 2016/2017 vacation carryover and vacation payments. He noted that the requests were consistent with past requests and contract language.

MJ moved to approve the Firefighter requests for 2016/2017 vacation carryover and vacation payments. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

Executive Session Minutes of 12/19/16, 1/23/17, 2/13/17 and 3/6/17

JS noted that the Board voted the release of redacted executive session minutes at the last meeting’s executive session but did not take an open session vote.

MJ moved to release the redacted executive session minutes of 12/19/16, 1/23/17, 2/13/17 and 3/6/17. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

Minutes of 4/24/17

The minutes were amended as follows:

...settled contracts at ...

MJ moved to approve the minutes of 4/24/17 as amended. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

Executive Session

DC moved that the Personnel Board enter executive session pursuant to Massachusetts General Laws Chapter 30A, Section 21 (a)(3) to Discuss Strategy for Upcoming Collective Bargaining Negotiations for the Police, Fire, AFSCME 1, AFSCME 2, Library and Teamsters Unions; to Review a Memorandum of Agreement with Police Union regarding a Pending Arbitration; and to Potentially Vote to Approve Executive Session Minutes of 4/24/17.

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

MJ seconded the motion.

DC took a roll call vote:

Member Schneider	Aye
Member Jones	Aye
Member Green	Aye
Vice Chair Peabody	Aye
Chair Cohen	Aye

DC announced that the Board will reconvene in open session in approximately 25 minutes.

The Board entered Executive Session at approximately 7:45 pm.

The Board returned to Open Session at approximately 8:00 pm.

Topics Not Anticipated 48 Hours in Advance

JS distributed a client update from Labor Counsel regarding an SJC ruling pertaining to public employers presenting funding requests to legislative bodies for collective bargaining funding.

The Board scheduled its June meeting for 6/19/17 at 7:00 pm.

MJ moved to adjourn the meeting at 8:15 pm. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

Documents From Personnel Board Meeting

Regular Session

May 15, 2017

Document:

Creative Services Proposal and Documents

Draft Minutes of 04/24/17

DW Client Update

FF Vacation Carryover



Framingham
State University

MetroWest Economic
Research Center

msc
26

June 30, 2017

Board of Selectmen
Town of Wayland
41 Cochituate Rd
Wayland, MA 01778

RECEIVED

JUL -5 2017

Board of Selectmen
Town of Wayland

Dear Board of Selectmen:

Enclosed please find your complimentary copy of the *Greater MetroWest Economic Profile 2017*© by Dunne, Lamontagne, Lavigne, MacRitchie, Meaney, Phelan, Rosero, Sjuib, and Soriano with James Alimi, Timothy Bryan, Cameron Coburn, Matthew Diver, JP Dasilva Marinho, Dayna Marchant, John Murphy, and Cecilia Valentine. All are members of the MetroWest Economic Research Center (MERC) at Framingham State University.

This report is MERC's latest update on the state of the Greater MetroWest economy, and includes data and analysis on the state of unemployment, employment, municipal revenue, K-12 enrollment, and housing for the region as well as cost of living in MetroWest. Greater MetroWest includes the municipalities of Ashland, Framingham, Holliston, Hopkinton, Hudson, Marlborough, Natick, Northborough, Sherborn, Southborough, Sudbury, Wayland and Westborough.

We at MERC hope you find our studies informative and helpful. This publication is available on our website: www.merc-online.org.

If you have any questions, please contact us at 508-626-4033. We would be pleased to speak to you.

Sincerely,

Fahlino Sjuib
Beverly Soriano
MERC Co-Directors

Enclosure

COPY OF THE REPORT IS ONLINE AT:

<http://www.merc-online.org/pdf/ep25years2017.pdf>

27



THE COMMONWEALTH OF MASSACHUSETTS
OFFICE OF THE ATTORNEY GENERAL

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

MAURA HEALEY
ATTORNEY GENERAL

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

June 30, 2017

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

**Re: Wayland Annual Town Meeting of April 3, 2017 - Case # 8302
Warrant Article # 14 (Zoning)
Warrant Articles # 5, 23 and 24 (General)**

Dear Ms. Klein:

Articles 5, 23 and 24 – We retain these Articles for further review and will issue our decision on them on or before our deadline of July 30, 2017.

Article 14 - Because of a procedural defect in the adoption of Article 14 the Attorney General has elected to proceed under the authority conferred by G.L. c. 40, § 32, as amended by Chapter 299 of the Acts of 2000, and place this Article on “hold.”

In the materials submitted to this Office pursuant to G.L. c. 40, § 32, the Town Clerk has certified the following information: the planning board hearing notice was not published until January 26, 2017 for a hearing date of February 7, 2017 (which does not meet the 14-day publishing requirement of G.L. c. 40A, § 5). Therefore, the 90-day period prescribed for the Attorney General’s review of this Article is suspended in accordance with G.L. c. 40, § 32.

A signed copy of Form 299 is enclosed. Once the procedures outlined in Form 299 are completed, and after the expiration of the 21-day period required by Chapter 299 of the Acts of 2000, please return a copy of Form 299 to us along with your certification that a true copy has been posted and published as required by Chapter 299. Please feel free to contact this Office with any questions about this procedure.

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

date they were approved by the Town Meeting, unless a later effective date is prescribed in the by-law.

Very truly yours,

MAURA HEALEY
ATTORNEY GENERAL

Margaret J. Hurley

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

cc: Town Counsel Carolyn M. Murray

Attorney
General's Notice
*Pursuant to G.L. c. 40, § 32, as amended by
Chapter 299 of the Acts of 2000*

Town of Wayland -- Case No. 8302
Annual Town Meeting of April 3, 2017
Article # 14

Attorney General's Limited Authority to Waive Procedural Defects in the Notice of the Planning Board Hearing

Pursuant to the provisions of G.L. c. 40, § 32, as amended by Chapter 299 of the Acts of 2000, if the Attorney General finds there to be any defect in the procedure of adoption or amendment of any zoning by-law relating to the form or content of the notice of the Planning Board hearing prescribed by G.L. c. 40A, § 5, or to the manner or dates on which said notice is mailed, posted or published as required by that section, then instead of disapproving the by-law or amendment by reason of any such defect, the Attorney General may elect to proceed under the defect waiver provisions of G.L. c. 40, § 32. Under those provisions, the Attorney General is conditionally authorized to waive any such defect.

Defect Determined in Notice of Planning Board Hearing

The Attorney General has determined that one or more of the notice requirements for the planning board hearing relating to the above Articles failed to comply with the notice requirements for such hearing required by G.L. c. 40A, § 5. Section 5 provides in part (with emphasis added):

No zoning...by-law or amendment thereto shall be adopted until after the planning board in a...town has...held a public hearing thereon...at which interested persons shall be given an opportunity to be heard.... Notice of the time and place of such hearing, of the subject matter, sufficient for identification, and of the place where texts and maps thereof may be inspected shall be published in a newspaper of general circulation in the...town once in each of two successive weeks, the first publication to be not less than fourteen days before the day of said hearing, and by posting such notice in a conspicuous place in the...town hall for a period of not less than fourteen days before the day of said hearing. Notice of said hearing shall also be sent by mail, postage prepaid to the department of housing and community development, the regional planning agency, if any, and to the planning board of each abutting city and town...In cases involving boundary, density or use changes within a district, notice shall be sent to any such nonresident property owner who has filed such a request with the city or town clerk and whose property lies in the district where the change is sought.

Based on the materials submitted to this Office, we have identified the following defect: the planning board hearing notice was not published until January 26, 2017 for a hearing date February 7, 2017 (which does not meet the 14-day publishing requirement of G.L. c. 40A, § 5).

Attorney General's Election to Proceed Under the Waiver Provisions of G.L. c. 40, § 32

The Attorney General has elected to proceed under the limited defect waiver authority conferred by G.L. c. 40, § 32, as amended by Chapter 299 of the Acts of 2000.

Suspension of Review of Zoning By-Law Amendments

The 90-day period prescribed by law for the Attorney General's review of local by-laws is therefore suspended in accordance with the provisions of G.L. c. 40, § 32, as amended by Chapter 299 of the Acts of 2000.

Posting and Publication of This Notice

The Town Clerk shall post a true copy of this Notice in a conspicuous place in the Wayland Town Hall for a period of not less than 14 days and shall publish a copy once in a newspaper of general circulation in the Town of Wayland.

Filing of Claim That Defect in Notice Was Misleading or Otherwise Prejudicial

Within 21 days of the date on which this Notice is published in a newspaper of general circulation in the Town of Wayland, any resident of the Town of Wayland, or the owner of any real property in the Town of Wayland, or any other party entitled to notice of the planning board hearing may file with the Town Clerk a written statement that the notice defect was misleading or otherwise prejudicial. The statement must include the reasons supporting the claim that the defect in the Planning Board Notice was misleading or otherwise prejudicial. This statement must be actually on file with the Town Clerk not later than 21 days from the date on which this Notice is published in the newspaper.

Town Clerk's Certification of Compliance with This Notice

After the expiration of the 21-day period, the Town Clerk shall submit to the Attorney General a true copy of this Notice with a certification of compliance with the publishing and posting requirements of the preceding paragraph, and a certification that either (a) no claim was filed within the 21 day period, or (b) one or more claims were filed within the 21-day period. The Town Clerk shall submit to the Attorney General true copies of any such claim(s).

Resumption of Attorney General's Review

Upon receipt of one original copy of this Notice with the Clerk's certification, the 90 day period provided for the Attorney General's review under G.L. c. 40, § 32, shall resume. If no claim is made, the Attorney General has the discretion to waive any such defect; if any claim is made, however, the Attorney General may not waive any such defect.

Note: By not filing a claim under this provision, a person shall not be deprived of the right to assert a claim of invalidity arising out of any possible defect in the procedure of adoption or amendment, as provided in G.L. c. 40, § 32, and in G.L. c. 40A, § 5.

Date: June 30, 2017

Very truly yours,

MAURA HEALEY
ATTORNEY GENERAL

Margaret J. Hurley

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

cc: Town Counsel Carolyn Murray

Town Clerk's Certification
Wayland -- Case # 8302
Annual Town Meeting of April 3, 2017
Article # 14

I hereby certify that I have posted and published a true copy of this Attorney General's Notice, as follows:

Posting - On _____, and for a period of at least 14 days, I posted a true copy of this Notice at the following conspicuous place in the Wayland Town Hall:

Publication - I published a true copy of this Notice in _____, a newspaper of general circulation in the Town of Wayland. The date of publication was: _____. A copy of the published notice, including the date of publication, is attached.

Certification of Claims Filed - I certify that 21 days has expired from the date on which the notice was published in a newspaper and as of such date _____:

no claims were filed, or

one or more claims were filed, and copies of each are attached hereto.

Date: _____
_____ Town Clerk, Town of Wayland



The Commonwealth of Massachusetts
House of Representatives
State House, Boston 02133-1054

28

ALICE H. PEISCH
REPRESENTATIVE
14TH NORFOLK DISTRICT
WELLESLEY - WESTON - WAYLAND

CHAIR
Joint Committee on Education

Alice.Peisch@MAhouse.gov

STATE HOUSE, ROOM 473G
TEL (617) 722-2070

RECEIVED

JUL -5 2017

Board of Selectmen
Town of Wayland

June 29, 2017

Mark Marini, Secretary
Department of Public Utilities
One South Station, 5th Floor
Boston, MA 02210

Dear Secretary Marini:

I write with respect to the concerns of the Town of Weston and Wayland regarding Eversource's proposal to replace the Rate T-1 credits with Rate G-1 credits. I request that the Department allow those net metered facilities under existing contracts to continue receiving the Rate T-1 credits.

I am concerned with the severe drop in the reimbursement rate that these municipalities would receive as a result of Eversource's proposal and I believe the proposed changes will have a negative impact on the Commonwealth's ability to meet its greenhouse gas emissions requirements under the Global Warming Solutions Act. As you know, net metered facilities rely on stable projections of net metering credits when they enter into solar power purchase agreements ("PPAs"). As these projections become less reliable, we will undoubtedly see fewer new net metering projects on municipal property, which will make it that much harder for us to reach our renewable energy and greenhouse gas emission goals.

I believe that we need to do all that we can to incentivize a shift toward renewable sources of energy. Thank you for your attention to this matter and I look forward to your response.

Very truly yours,

ALICE HANLON PEISCH
State Representative
14th Norfolk District

- Cc: Governor Charles Baker
Angela M. O'Connor, Chairman, Department of Public Utilities
Robert Hayden, Commissioner, Department of Public Utilities
Cecile M, Fraser, Commissioner, Department of Public Utilities
Thomas Golden, Chair, Joint Committee on Telecommunications, Utilities, & Energy
Donna VanderClock, Town Manager, Weston
Nan Balmer, Town Administrator, Wayland ✓



The Commonwealth of Massachusetts

DEPARTMENT OF PUBLIC UTILITIES

RECEIVED

JUL -5 2017

SECOND NOTICE OF FILING AND PUBLIC HEARINGS

Board of Selectmen
Town of Wayland

D.P.U. 17-05

June 23, 2017

Petition of NSTAR Electric Company and Western Massachusetts Electric Company, each doing business as Eversource Energy, pursuant to G.L. c. 164, § 94 and 220 C.M.R. § 5.00 et seq., for Approval of General Increases in Base Distribution Rates for Electric Service and a Performance Based Ratemaking Mechanism.

On January 17, 2017, NSTAR Electric Company ("NSTAR Electric") and Western Massachusetts Electric Company ("WMECo") (referred to collectively as "Companies"), each doing business as Eversource Energy, filed a petition with the Department of Public Utilities ("Department") seeking approval of increases in base distribution rates for electric service pursuant to G.L. c. 164, § 94, as well as other proposals. NSTAR Electric proposed to increase its rates to generate \$60.2 million in additional revenues, an approximate 7.0 percent increase over current total operating revenues. WMECo proposed to increase its rates to generate \$35.7 million in additional revenues, an approximate 27 percent increase over current operating revenues. The Companies request that any new rates approved in this proceeding be implemented in two phases, with the first phase to take effect on January 1, 2018 and the second phase to take effect on January 1, 2019. The Department docketed this matter as D.P.U. 17-05, and has suspended the effective date of the proposed rate increases to investigate the propriety of the Companies' request.

On June 1, 2017, the Companies filed a revised rate design proposal that shifts revenues between NSTAR Electric and WMECo as compared to their original proposal and, as described further below, has the potential to change customer bill impacts. As part of the June 1, 2017 revised rate design proposal, the Companies maintain that they are not seeking a change to the total proposed revenue requirement or the total requested revenue increase.

Key differences between the Companies' January 17, 2017 initial filing and the June 1, 2017 revised filing include proposals to: (1) consolidate the revenue requirements of NSTAR Electric and WMECo for rates effective January 1, 2018 and January 1, 2019; (2) maintain existing rate classes, using legacy cost allocation studies, for rates effective January 1, 2018; (3) consolidate rate classes and rates for NSTAR Electric's and WMECo's residential customers effective January 1, 2019 (4) retain rate class WR in 2019; and (5) modify the proposed transmission revenue allocation and rate design, the low-income

discount, and certain components of the monthly minimum reliability contribution rate. The Companies' initial petition includes a number of additional proposals, including rate design proposals, which are not affected by the June 1, 2017 revised filing. Interested persons should refer to the Notice of Filing and Public Hearing issued on January 30, 2017 for a description of these additional proposals.

If the rate request is approved as proposed in the June 1, 2017 revised filing, the Companies state that customers can expect the following bill impacts:

NSTAR Electric – Phase I (January 1, 2018):

Residential Non-Heating Customers:

- Under the Companies' initial rate design proposal, a typical residential non-heating customer using 525 kilowatt-hours ("kWh") of electricity per month in NSTAR Electric's Greater Boston service area can expect a monthly bill increase of \$9.08 (7.9 percent). **Instead, under the revised rate design proposal, that same customer can expect a bill increase of \$10.29 (9.0 percent).**
- Under the Companies' initial rate design proposal, a typical residential non-heating customer using 343 kWh of electricity per month in NSTAR Electric's Cambridge service area can expect a monthly bill increase of \$5.05 (6.4 percent). **Instead, under the revised rate design proposal, that same customer can expect a bill increase of \$2.06 (2.6 percent).**
- Under the Companies' initial rate design proposal, a typical residential non-heating customer using 557 kWh of electricity of electricity per month in NSTAR Electric's South Shore, Cape Cod and Martha's Vineyard service areas can expect a monthly bill increase of \$6.54 (5.2 percent). **Instead, under the revised rate design proposal, that same customer can expect a bill increase of \$5.11 (4.1 percent).**

Residential Non-Heating Low-Income Customers:

- Under the Companies' initial rate design proposal, a typical residential non-heating low-income customer using 438 kWh of electricity per month in NSTAR Electric's Greater Boston service area can expect a monthly bill increase of \$2.87 (4.5 percent). **Instead, under the revised rate design proposal, that same customer can expect a bill decrease of \$2.19 (3.4 percent).**
 - Under the Companies' initial rate design proposal, a typical residential non-heating low-income customer using 348 kWh of electricity per month in NSTAR Electric's Cambridge service area can expect a monthly bill decrease of \$0.09 (0.2 percent). **Instead, under the revised rate design proposal, that same customer can expect a bill decrease of \$6.65 (12.3 percent).**
-

- Under the Companies' initial rate design proposal, a typical residential non-heating low-income customer using 502 kWh of electricity per month in NSTAR Electric's South Shore, Cape Cod and Martha's Vineyard service areas can expect a monthly bill decrease of \$3.26 (4.1 percent). **Instead, under the revised rate design proposal, that same customer can expect a bill decrease of \$10.59 percent (13.4 percent).**

Residential Heating Customers:

- Under the Companies' initial rate design proposal, a typical residential heating customer using 817 kWh of electricity per month during the winter season in NSTAR Electric's Greater Boston service area can expect a monthly bill increase of \$12.62 (7.6 percent). **Instead, under the revised rate design proposal, that same customer can expect a bill increase of \$13.93 (8.3 percent).**
- Under the Companies' initial rate design proposal, a typical residential heating customer using 590 kWh of electricity per month during the summer season in NSTAR Electric's Greater Boston service area can expect a monthly bill increase of \$5.07 (4.0 percent). **Instead, under the revised rate design proposal, that same customer can expect a bill increase of \$11.10 (8.8 percent).**
- Under the Companies' initial rate design proposal, a typical residential heating customer using 538 kWh of electricity per month in NSTAR Electric's Cambridge service area can expect a monthly bill decrease of \$4.93 (3.9 percent). **Instead, under the revised rate design proposal, that same customer can expect a bill increase of \$1.44 (1.1 percent).**
- Under the Companies' initial rate design proposal, a typical residential heating customer using 716 kWh of electricity per month in NSTAR Electric's South Shore, Cape Cod and Martha's Vineyard service areas can expect a monthly bill increase of \$9.81 (6.6 percent). **Instead, under the revised rate design proposal, that same customer can expect a bill increase of \$7.52 (5.0 percent).**

Residential Low-Income Heating Customers:

- Under the Companies' initial rate design proposal, a typical residential low-income heating customer using 889 kWh of electricity per month during the winter season in NSTAR Electric's Greater Boston service area can expect a monthly bill increase of \$2.57 (2.1 percent). **Instead, under the revised rate design proposal, that same customer can expect a bill decrease of \$7.06 (5.9 percent).**
-

- Under the Companies' initial rate design proposal, a typical residential low-income heating customer using 548 kWh of electricity per month during the summer season in NSTAR Electric's Greater Boston service area can expect a monthly bill decrease of \$1.21 (1.5 percent). **Instead, under the revised rate design proposal, that same customer can expect a bill decrease of \$4.29 (5.4 percent).**
- Under the Companies' initial rate design proposal, a typical residential low-income heating customer using 547 kWh of electricity per month in NSTAR Electric's Cambridge service area can expect a monthly bill decrease of \$9.52 (10.9 percent). **Instead, under the revised rate design proposal, that same customer can expect a bill decrease of \$12.02 (13.8 percent).**
- Under the Companies' initial rate design proposal, a typical residential low-income heating customer using 894 kWh of electricity per month in NSTAR Electric's South Shore, Cape Cod and Martha's Vineyard service areas can expect a monthly bill decrease of \$8.01 (6.1 percent). **Instead, under the revised rate design proposal, that same customer can expect a bill decrease of \$20.80 (15.7 percent).**

Commercial and Industrial Customers:

- Under the Companies' initial rate design proposal, commercial and industrial customers in NSTAR Electric's service area can expect annual bill impacts ranging from a decrease of 3.5 percent to an increase of 14.5 percent, on average, depending on the amount of their usage. **Instead, under the revised rate design proposal, commercial and industrial bill impacts will change and will vary significantly based on customer class and the amount of usage. Commercial and industrial customers should contact the Companies, as indicated below, for specific bill impacts.**

NSTAR Electric – Phase II (January 1, 2019):

Residential Non-Heating Customers:

- Under the Companies' initial rate design proposal, a typical residential non-heating customer using 525 kWh of electricity per month in NSTAR Electric's Greater Boston service area can expect a monthly bill decrease of \$1.74 (1.4 percent). **Instead, under the revised rate design proposal, that same customer can expect a monthly bill decrease of \$1.29 (1.0 percent).**
 - Under the Companies' initial rate design proposal, a typical residential non-heating customer using 343 kWh of electricity per month in NSTAR Electric's Cambridge service area can expect a monthly bill decrease of \$1.14 (1.4 percent). **Instead, under the revised rate design proposal, that same customer can expect a monthly bill increase of \$2.93 (3.6 percent).**
-

- Under the Companies' initial rate design proposal, a typical residential non-heating customer using 557 kWh of electricity per month in NSTAR Electric's South Shore, Cape Cod and Martha's Vineyard service areas can expect a monthly bill decrease of \$1.84 (1.4 percent). **Instead, under the revised rate design proposal, that same customer can expect a monthly bill increase of \$1.34 (1.0 percent).**

Residential Non-Heating Low-Income Customers:

- Under the Companies' initial rate design proposal, a typical residential non-heating low-income customer using 438 kWh of electricity per month in NSTAR Electric's Greater Boston service area can expect a monthly bill decrease of \$0.25 (0.4 percent). **Instead, under the revised rate design proposal, that same customer can expect a monthly bill increase of \$0.05 (0.1 percent).**
- Under the Companies' initial rate design proposal, a typical residential non-heating low-income customer using 348 kWh of electricity per month in NSTAR Electric's Cambridge service area can expect a monthly bill decrease of \$0.19 (0.4 percent). **Instead, under the revised rate design proposal, that same customer can expect a monthly bill increase of \$2.50 (5.3 percent).**
- Under the Companies' initial rate design proposal, a typical residential non-heating low-income customer using 502 kWh of electricity per month in NSTAR Electric's South Shore, Cape Cod and Martha's Vineyard service areas can expect a monthly bill decrease of \$0.28 (0.4 percent). **Instead, under the revised rate design proposal, that same customer can expect a monthly bill increase of \$1.62 (2.4 percent).**

Residential Heating Customers:

- Under the Companies' initial rate design proposal, a typical residential heating customer using 742 kWh of electricity per month in NSTAR Electric's Greater Boston service area can expect a monthly bill decrease of \$1.29 (0.8 percent). **Instead, under the revised rate design proposal, a typical residential heating customer using 817 kWh of electricity per month during the winter season in NSTAR Electric's Greater Boston service area can expect a monthly bill increase of \$0.72 (0.4 percent), and a typical residential hearing customer using 590 kWh of electricity per month during the summer season in NSTAR Electric's Greater Boston service area can expect a monthly bill decrease of \$4.56 (3.3 percent).**
 - Under the Companies' initial rate design proposal, a typical residential heating customer using 538 kWh of electricity per month in NSTAR Electric's Cambridge service area can expect a monthly bill decrease of \$0.94 (0.8 percent). **Instead, under the Companies' revised rate design proposal, that same customer can expect a monthly bill decrease of \$5.04 (4.0 percent).**
-

- Under the Companies' initial rate design proposal, a typical residential heating customer using 716 kWh of electricity per month in NSTAR Electric's South Shore, Cape Cod and Martha's Vineyard service areas can expect a bill decrease of \$1.24 (0.8 percent). **Instead, under the Companies' revised rate design proposal, that same customer can expect a monthly bill increase of \$4.07 (2.6 percent).**

Residential Low-Income Heating Customers:

- Under the Companies' initial rate design proposal, a typical residential low-income heating customer using 778 kWh of electricity per month in NSTAR Electric's Greater Boston service area can expect a monthly bill increase of \$0.42 (0.4 percent). **Under the revised rate design proposal, a typical residential heating customer using 889 kWh of electricity per month during the winter season in NSTAR Electric's Greater Boston service area can expect a monthly bill increase of \$2.15 (1.9 percent). Instead, under the revised rate design proposal, a typical residential hearing customer using 548 kWh of electricity per month during the summer season in NSTAR Electric's Greater Boston service area can expect a monthly bill decrease of \$1.70 (2.3 percent).**
- Under the Companies' initial rate design proposal, a typical residential low-income heating customer using 547 kWh of electricity per month in NSTAR Electric's Cambridge service area can expect a monthly bill increase of \$0.29 (0.4 percent). **Instead, under the revised rate design proposal, that same customer can expect a bill decrease of \$2.26 (3.0 percent).**
- Under the Companies' initial rate design proposal, a typical residential low-income heating customer using 894 kWh of electricity per month in NSTAR Electric's South Shore, Cape Cod and Martha's Vineyard service areas can expect a monthly bill increase of \$0.48 (0.4 percent). **Instead, under the revised rate design proposal, that same customer can expect a bill increase of \$5.23 (4.7 percent).**

Commercial and Industrial Customers:

- Under the Companies' initial rate design proposal, commercial and industrial customers in NSTAR Electric's service area can expect annual bill impacts ranging from a decrease of 53 percent to an increase of 50 percent, on average, depending on the amount of their usage. **Instead, under the revised rate design proposal, commercial and industrial bill impacts will change and will vary significantly based on customer class and the amount of usage. Commercial and industrial customers should contact the Companies, as indicated below, for specific bill impacts.**
-

WMECo – Phase I (January 1, 2018):

- Under the Companies' initial rate design proposal, a typical residential non-heating customer using 543 kWh of electricity per month can expect a monthly bill increase of \$11.51 (10.1 percent). **Instead, under the revised rate design proposal, that same customer can expect a monthly bill increase of \$9.78 (8.6 percent).**
- Under the Companies' initial rate design proposal, a typical residential non-heating low-income customer using 572 kWh of electricity per month can expect a monthly bill increase of \$3.34 (4.5 percent). **Instead, under the revised rate design proposal, that same customer can expect a monthly bill increase of \$2.18 (3.0 percent).**
- Under the Companies' initial rate design proposal, a typical residential heating customer using 790 kWh of electricity per month can expect a monthly bill increase of \$16.41 (10.5 percent). **Instead, under the revised rate design proposal, that same customer can expect a monthly bill increase of \$17.89 (11.4 percent).**
- Under the Companies' initial rate design proposal, a typical residential low-income heating customer using 981 kWh of electricity per month can expect a monthly bill increase of \$5.73 (4.8 percent). **Instead, under the revised rate design proposal, that same customer can expect a monthly bill increase of \$6.90 (5.8 percent).**
- Under the Companies' initial rate design proposal, commercial and industrial customers can expect annual monthly bill increases ranging from 0.6 percent to 18.3 percent, on average, depending on the amount of their usage. **Instead, under the revised rate design proposal, commercial and industrial bill impacts will change and will vary significantly based on customer class and the amount of usage. Commercial and industrial customers should contact the Companies, as indicated below, for specific bill impacts.**

WMECo – Phase II (January 1, 2019):

- Under the Companies' initial rate design proposal, a typical residential non-heating customer using 543 kWh of electricity per month can expect a monthly bill decrease of \$0.07 (0.1 percent). **Instead, under the revised rate design proposal, that same customer can expect a monthly bill increase of \$1.54 (1.2 percent).**
 - Under the Companies' initial rate design proposal, a typical residential non-heating low-income customer using 572 kWh of electricity per month can expect a monthly bill increase of \$1.16 (1.5 percent). **Instead, under the revised rate design proposal, that same customer can expect a monthly bill increase of \$0.92 (1.2 percent).**
-

- Under the Companies' initial rate design proposal, a typical residential heating customer using 790 kWh of electricity per month can expect a monthly bill increase of \$1.41 (0.8 percent). **Instead, under the revised rate design proposal, that same customer can expect a monthly bill decrease of \$3.54 (2.0 percent).**
- Under the Companies' initial rate design proposal, a typical residential low-income heating customer using 981 kWh of electricity per month can expect a monthly bill increase of \$3.15 (2.5 percent). **Instead, under the revised rate design proposal, that same customer can expect a monthly bill decrease of \$2.85 (2.3 percent).**
- Under the Companies' initial rate design proposal, commercial and industrial customers can expect annual bill impacts ranging from a decrease of 12.7 percent to an increase of 15 percent, on average, depending on the amount of their usage. **Instead, under the revised rate design proposal, commercial and industrial bill impacts will change and will vary significantly based on customer class and the amount of usage. Commercial and industrial customers should contact the Companies, as indicated below, for specific bill impacts.**

The Department has scheduled the following additional public hearings to receive comment on the Companies' revised rate design proposal:

**July 26, 2017 at 7:00 p.m.
Department of Public Utilities
5th Floor Hearing Room A
One South Station
Boston, Massachusetts 02110**

**August 1, 2017 at 6:00 p.m.
Berkshire Community College
Boland Theatre (Koussevitzky Building)
1350 West Street
Pittsfield, Massachusetts 01201**

**August 2, 2017 at 7:00 p.m.
Cape Cod Community College
Tilden Arts Center
Main Theater
2240 Iyannough Road
West Barnstable, MA 02668**

Persons interested in commenting on the Companies' June 1, 2017, revised rate design proposal may appear at any of the public hearings or may file written comments by the close of business (5:00 p.m.) on **August 31, 2017**.

Any person who desires to participate in the evidentiary phase of this proceeding regarding the June 1, 2017, revised rate design proposal must file a written petition for leave to intervene or to participate in the proceeding no later than the close of business (5:00 p.m.) on **July 10, 2017**. A petition filed late may be disallowed as untimely, unless good cause is shown for waiver under 220 C.M.R. § 1.01(4). To be allowed, a petition under 220 C.M.R. § 1.03(1) must satisfy the standing requirements of G.L. c. 30A, § 10.

Written comments and petitions for leave to intervene or to participate should be addressed to: Mark D. Marini, Secretary, Department of Public Utilities, One South Station, 5th Floor, Boston, Massachusetts 02110. Receipt by the Department, not mailing, constitutes filing.

In addition to the above filing requirement, one (1) copy of all materials filed with the Department should be sent to each of the following: (1) Marc J. Tassone, Hearing Officer, Department of Public Utilities, One South Station, 5th Floor, Boston, Massachusetts 02110; (2) Cheryl M. Kimball, Keegan Werlin LLP, 265 Franklin Street, Boston, Massachusetts 02110 (counsel for the Companies); and (3) Joseph W. Rogers, Assistant Attorney General, Office of Ratepayer Advocacy, One Ashburton Place, Boston, Massachusetts 02108.

Further, in addition to paper filings with the Department, all documents also must be submitted to the Department in electronic format using one of the following methods: (1) by e-mail attachment to dpu.efiling@state.ma.us and the Hearing Officer, Marc.Tassone@state.ma.us; or (2) on a CD-ROM. The text of the e-mail or CD-ROM must specify: (1) the docket number of the proceeding (D.P.U. 17-05); (2) the name of the person or company submitting the filing; and (3) a brief descriptive title of the document. The electronic filing should also include the name, title, and telephone number of a person to contact in the event of questions about the filing. Documents filed with the Department will be available for public inspection at its offices during business hours and through its website by looking up the docket by its number in the docket database at: <http://web1.env.state.ma.us/DPU/FileRoom/dockets/bynumber> (insert 17-05).

A copy of the Companies' revised rate design proposal is available for inspection during regular business hours at the following locations: (1) the Companies' offices, 247 Station Avenue, Westwood, Massachusetts 02090; (2) the Morse Institute Library, 14 E. Central St, Natick, Massachusetts 01760; (3) the Boston Public Library, 700 Boylston Street, Boston, Massachusetts 02116; (4) the Cambridge Public Library, 449 Broadway, Cambridge, Massachusetts 02138; (5) the Sturgis Library, 3090 Main Street, Barnstable, Massachusetts 02630; (6) the New Bedford Free Public Library, 613 Pleasant Street, New Bedford, Massachusetts 02740; (7) the Plymouth Public Library, 132 South Street, Plymouth, Massachusetts 02360; (8) the Berkshire Athenaeum, 1 Wendell Avenue, Pittsfield, Massachusetts 01201; (9) the Springfield City Library, 220 State Street, Springfield, Massachusetts 01103; (10) the Vineyard Haven Public Library, 200 Main St, Vineyard Haven, Massachusetts 02568; (11) the Greenfield Public Library, 402 Main Street, Greenfield, Massachusetts 01301; and (12) the Department's offices, One South Station,

5th Floor, Boston, Massachusetts 02110. In addition, the revised rate design proposal is also available on the Department's website at <http://web1.env.state.ma.us/DPU/FileRoom/dockets/bynumber> (enter "17-05").

Reasonable accommodations at public or evidentiary hearings for people with disabilities or relevant materials in accessible formats (braille, large print, electronic files, audio format) are available upon request. Contact Theresa Kelly at Theresa.Kelly@state.ma.us or (617) 305 3642 to make such request. Include a description of the accommodation you will need, including as much detail as you can. Also include a way the Department can contact you if we need more information. Please provide as much advance notice as possible. Last minute requests will be accepted, but may not be able to be accommodated.

Any person desiring further information regarding the Companies' revised rate design proposal should contact the Companies' counsel, Cheryl M. Kimball, Esq. at (617) 951-1400. Any person desiring further information regarding this notice should contact Marc J. Tassone, Hearing Officer, Department of Public Utilities, at (617) 305-3500.