

PACKET

JULY 24

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 24, 2017

6:45 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.

- 6:45 pm 1.) Call to Order by Chair
- Review Agenda for the Public; Announcements
- 6:47 pm 2.) Public Comment
- 6:50 pm 3.) Liquor Licenses: Vote to Approve Change of Manager:
- Dudley Chateau
- 7:00 pm 4.) Joint Meeting with the Wayland Housing Authority for Potential Vote to Appoint to the Wayland Housing Authority to Fill a Term to Expire Upon the 2018 Annual Town Election
- Miriam Andrews
- 7:10 pm 5.) Enter into Executive Session Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a) (6) to Consider the Purchase, Exchange, Taking, Lease or Value of Real Property in Regard to the River's Edge Project at 484-490 Boston Post Road; and Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3) to Discuss Strategy with Respect to Litigation in Pending Action regarding Bernstein, et al v. Planning Board, et al, Boelter et al v. Wayland Board of Selectmen and 20 Millbrook Road, and to Discuss Whether the Town should Pursue Legal Proceedings with Respect to the Town's Agreement with Twenty Wayland, LLC, relative to Property and Development located off 400-440 Boston Post Road; and to Discuss Strategy with Respect to and in Preparation for Collective Bargaining with Police, Fire, AFSCME 1, AFSCME 2, Library, and Teamsters, Representing Town Employees, because a Public Discussion of these Matters may have a Detrimental Effect on the Negotiating, Litigating or Bargaining Position of the Town
- 8:10 pm 6.) Potential Vote to Approve Memorandums of Agreement for Successor Collective Bargaining Agreements with the AFSCME-2 and Teamster Unions

BOARD OF SELECTMEN

Monday, July 24, 2017

6:45 p.m.

Wayland Town Building

Selectmen's Meeting Room

41 Cochituate Road Wayland

Proposed Agenda Page Two

- 8:15 pm 7.) Meet with Town Counsel and Review Report
1. Library Matters: Review Actions to Fund New Library, Re-use of 5 Concord Road
 2. Wayland Meadows: Vote to Sign Deed, Vote to Sign IRS Land Donation Form, Vote to Approve and Sign Wayland Meadows Agreement
 3. Review Special Municipal Employee Law
 4. 40B Process
- 8:50 pm 8.) Vote to Approve the River's Edge Land Development Agreement and Authorize the Town Administrator to Execute the Land Disposition Agreement, and All Related Documents on Behalf of the Board of Selectmen
- 9:00 pm 9.) Vote to Appoint Assistant Football Coaches as Special Municipal Employees
- 9:10 pm 10.) Minutes: Review and Vote to Approve Minutes of July 10, 2017
- 9:15 pm 11.) Consent Calendar: Review and Vote to Approve (See Separate Sheet)
- 9:20 pm 12.) Review Correspondence (See Separate Index Sheet)
- 9:30 pm 13.) Report of the Town Administrator
1. Correspondence
 2. Police Chief Interview Panel
 3. Open Meeting Law Training
 4. FY19 Budget Process
 5. Board of Selectmen Schedule
 6. Town Administrator's Update for Evaluation
- 9:40 pm 14.) Selectmen's Reports and Concerns
- 9:50 pm 15.) Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any
- 9:55 pm 16.) Adjourn

(3) DUDLEY CHATEAU MANAGER

DATE: JULY 21, 2017

TO: BOARD OF SELECTMEN

RE: DUDLEY CHATEAU CHANGE OF MANAGER

Attached is the Change of Manager application from the Dudley Chateau and the results of the background check from Police Chief Robert Irving.

MOTION:

MOVE TO APPROVE THE CHANGE OF MANAGER APPLICATION FOR THE DUDLEY CHATEAU OF COCHITUATE, INC., DBA DUDLEY CHATEAU.



*The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc*

AMENDMENT APPLICATION FOR A CHANGE OF MANAGER

The following documentation is required as a part of your retail license application.

ABCC investigators reserve the right to request additional documents as a part of their investigation.

- Monetary Transmittal Form with \$200 fee
You can PAY ONLINE or include a \$200 check made out to the ABCC
- Change of Manager Amendment Application (this packet)
- CORI Authorization Form
For the manager of record AND any individual with direct or indirect interest in the proposed licensee. This form must be notarized with a stamp*
- Proof of Citizenship for proposed manager of record
Passport, US Birth Certificate, Naturalization Papers, Voter Registration
- Vote of the Corporate Board
A corporate vote appointing the manager of record, signed by an authorized signatory for the proposed licensed entity
- Additional Documents Required by the Local Licensing Authority

RECEIVED

JUN 15 2017

**Board of Selectmen
Town of Wayland**

8:00 AM

Dudley Chateau of Cochituate, Inc.

Phone (508) 655-0010- Fax (508) 519-2599

mandy@kbplaw.com

20 Crest Road

Wayland, MA 01778

June 15, 2017

Office of the Board of Selectmen

Town of Wayland


41 Cochituate Road

Wayland, MA 01778

Dear Board of Selectman,

Please let this letter serve as applicant Dudley Chateau of Cochituate, Inc.'s agreement to extend the request for Change of Manager past 30 days as I am unable to attend the July 10, 2017 meeting.

Sincerely,



Mandy L. Phillips

President



WAYLAND POLICE DEPARTMENT

WAYLAND, MASSACHUSETTS 01778



Memorandum

ROBERT IRVING
CHIEF OF POLICE

6/19/2017

To: MaryAnn DiNapoli

From: Robert Irving, Chief of Police

Subject: Background Check – Mandy Phillips

A background check was conducted on Mandy Phillips in regards to the change of manager application submitted by the Dudley Chateau.

I have met with Mandy Phillips in the past and spoken to her several times regarding liquor license issues. She has also received a copy of the Rules and Regulations concerning the Provision and Consumption of Alcoholic Beverages and understands the compliance policy of the town.

I recommend Ms. Phillips for approval as a new manager of the Dudley Chateau. She has been fulfilling that role for several years now and has done a good job in keeping the servers there certified in Alcohol Intervention Methods. Problems associated with the Dudley Chateau have greatly decreased since she has been involved in the operations there.



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission

For Reconsideration

LOCAL LICENSING AUTHORITY REVIEW RECORD

00005-RS-1340
ABCC License Number

WAYLAND
City/Town

June 15 2017
Date Filed with LLA

TRANSACTION TYPE (Please check all relevant transactions):

<input type="checkbox"/> New License	<input type="checkbox"/> Change Corporate Name	<input type="checkbox"/> Pledge of Collateral (i.e. License/Stock)	<input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC)
<input type="checkbox"/> Transfer of License	<input type="checkbox"/> Change of DBA	<input type="checkbox"/> Change of Class (i.e. Annual / Seasonal)	<input type="checkbox"/> Change of Hours
<input checked="" type="checkbox"/> Change of Manager	<input type="checkbox"/> Alteration of Licensed Premises	<input type="checkbox"/> Change of License Type (i.e. club / restaurant)	<input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder
<input type="checkbox"/> Change of Beneficial Interest	<input type="checkbox"/> Change of Location	<input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt)	<input type="checkbox"/> Management/Operating Agreement

APPLICANT INFORMATION

Name of Licensee: D/B/A:

ADDRESS: CITY/TOWN: STATE: ZIP CODE:

Manager:

Granted under Special Legislation? Yes No

If Yes, Chapter of the Acts of (year)

Type (i.e. restaurant, package store) Class (Annual or Seasonal) Category (i.e. Wines and Malts / All Alcohol)

LOCAL LICENSING AUTHORITY DECISION

Please indicate the decision of the Local Licensing Authority:

Please indicate what days and hours the licensee will sell alcohol:

If **Approving With Modifications**, please indicate below what changes the LLA is making:

Please indicate if the LLA is downgrading the License Category (approving only Wines and Malts if applicant applied for All Alcohol):

Changes to the Premises Description	Indoor Area Total Square Footage <input type="text"/>	<table border="1"> <thead> <tr> <th>Floor Number</th> <th>Square Footage</th> <th>Number of Rooms</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Floor Number	Square Footage	Number of Rooms												
Floor Number	Square Footage		Number of Rooms														
Patio/Deck/Outdoor Area Total Square Footage <input type="text"/>	Number of Entrances <input type="text"/>																
Seating Capacity <input type="text"/>	Number of Exits <input type="text"/>																

Abutters Notified: Yes No Date of Abutter Notification: Date of Advertisement:

Please add any additional remarks or conditions here:

Check here if you are attaching additional documentation

The Local Licensing Authorities By:

Alcoholic Beverages Control Commission
Ralph Sacramone
Executive Director

Date APPROVED by LLA



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

AMENDMENT APPLICATION FOR A CHANGE OF MANAGER

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

1. NAME OF LICENSEE (Business Contact)	Dennis P. Sullivan		
ABCC License Number	00005-RS-1340	City/Town of Licensee	Wayland

2. APPLICATION CONTACT			
The application contact is required and is the person who will be contacted with any questions regarding this application.			
First Name:	Mandy	Middle:	L.
Last Name:	Phillips		
Title:	Member of the Board of Entity	Primary Phone:	(508) 934-6477
Email:	ken@kbplaw.com		

3. BUSINESS CONTACT			
Please complete this section <u>ONLY</u> if there are changes to the Licensee phone number, business address (corporate headquarters), or mailing address.			
Entity Name:	Dudley Chateau of Cochituate Inc.		
Primary Phone:	508-655-0010	Fax Number:	508-519-2599
Alternative Phone:	508-934-6477	Email:	mandy@kbplaw.com

Business Address (Corporate Headquarters)			
Street Number:	20	Street Name:	Crest Road
City/Town:	Wayland	State:	MA
Zip Code:	01778	Country:	United States

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

APPLICATION FOR A NEW RETAIL ALCOHOLIC BEVERAGES LICENSE

4. MANAGER CONTACT

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

Salutation First Name Middle Name Last Name Suffix

Social Security Number

Date of Birth

Primary Phone:

Email:

Mobile Phone:

Place of Employment

Alternative Phone:

Fax Number

Citizenship / Residency / Background Information of Proposed Manager

Are you a U.S. Citizen? Yes No

Do you have direct, indirect, or financial interest in this license? Yes No

Have you ever been convicted of a state, federal, or military crime? Yes No
If yes, attach an affidavit that lists your convictions with an explanation for each

If yes, percentage of interest

If yes, please indicate type of Interest (check all that apply):

Have you ever been Manager of Record of a license to sell alcoholic beverages? Yes No

- Officer Sole Proprietor
- Stockholder LLC Manager
- LLC Member Director
- Partner Landlord
- Contractual Revenue Sharing
- Management Agreement Other

If yes, please list the licenses for which you are the current or proposed manager:

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

Employment Information of Proposed Manager

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

Date(s)	Position	Employer	Address	Phone
2006-Present	Waitress	Dudley Chateau	20 Crest Road	508-655-0010

Prior Disciplinary Action of Proposed Manager

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

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

APPLICANT'S STATEMENT

I, Mandy L. Phillips the: sole proprietor; partner; corporate principal; LLC/LLP member
Authorized Signatory

of Dudley Chateau of Cochituate Inc., hereby submit this application for Change of Manager
Name of the Entity/Corporation Transaction(s) you are applying for

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

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

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

Signature: Mandy L. Phillips

Date: 6/14/17

Title: Manager

CORPORATE VOTE
OF
DUDLEY CHATEAU OF COCHITUATE, INC.

DATE: May 1, 2017

At a meeting of the Board of Directors of Dudley Chateau of Cochituate Inc., held at 20 Crest Road, Wayland, MA 01778 on May 1, 2017 it was duly voted that the Corporation apply to the Licensing Board for the Town of Wayland to appoint Mandy L. Phillips manager of the premises and for the removal of Dennis P. Sullivan as manager.

The Directors:

“VOTED: To authorize Mandy Phillips to sign the application submitted in the name of Dudley Chateau of Cochituate Inc., and to execute in the Corporation’s behalf, any necessary papers and do all things required to have the application granted.”

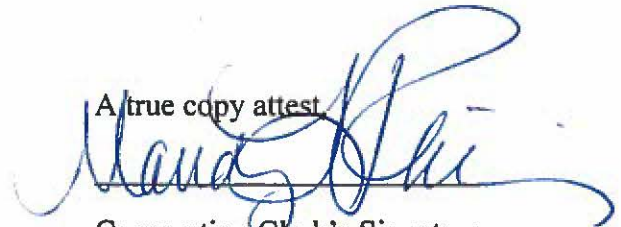
“VOTED: To appoint Mandy Phillips of Dudley Chateau of Cochituate Inc., as its manager or principle representative, and hereby grant her with full authority and control of the premises described in the license and authority and control of the conduct of all business therein as the license itself could be in any way have an exercise if it were a natural person residing in the Commonwealth of Massachusetts.”

“VOTED: That a copy of this vote duly certified by the Clerk of the Corporation and deliver to the manager appointed, or principle representative, shall constitute the written authority required by G.L. c. 138.”

It is hereby certified that all the Directors of Dudley Chateau of Cochituate Inc., a corporation duly organized under the laws of the Commonwealth of Massachusetts, are citizens of the United States and the majority are residents of the Commonwealth of Massachusetts.

This Corporation has not been dissolved.

A true copy attest

A handwritten signature in blue ink, appearing to read "Mandy Phillips", written over a horizontal line.

Corporation Clerk’s Signature

(4) HOUSING AUTHORITY APPOINTMENT

DATE: JULY 21, 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. She was interviewed at the meeting of July 10, 2017. 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.

(7) and (9) TOWN COUNSEL MATTERS

DATE: JULY 21, 2017
TO: BOARD OF SELECTMEN
RE: AGENDA ITEMS 7 AND 9

The Town Counsel will meet with the Board to discuss the following issues:

AGENDA ITEM 7:

1. Library Matters: Review Actions to Fund New Library, Re-use of 5 Concord Road
2. Wayland Meadows: Vote to Sign Deed, Vote to Sign IRS Land Donation Form, Vote to Approve and Sign Wayland Meadows Agreement (Contracts are attached)
3. Review Special Municipal Employee Law
4. 40B Process

AGENDA ITEM 9:

Vote to Appoint Assistant Football Coaches as Special Municipal Employees

From: "Katharine L. Klein" <KKlein@k-plaw.com>

Date: July 19, 2017 at 1:38:45 PM EDT

To: "Balmer, Nan" <nbalmer@wayland.ma.us>

Cc: "Carolyn M. Murray" <CMurray@k-plaw.com>, "Amy E. Kwesell" <AKwesell@k-plaw.com>

Subject: Wayland Meadows

Nan:

Attached please find documents for signature by the Board of Selectmen on July 24, 2017:

1. Agreement with Wayland Meadows, LLC. My understanding is that this document has already been signed by the Conservation Commission and the Wastewater Management District Commission, in duplicate.
2. Deed from Wayland Meadows, LLC. My understanding is that this document has already been signed by the Conservation Commission.
3. Form 8283.
4. Charitable Donation Letter.

The Board of Selectmen should authorize the Chair to sign Items 3 and 4.

Please contact me with any questions.

Katie

Katharine Lord Klein

KP | LAW

101 Arch Street, 12TH Floor
Boston, MA 02110

AGREEMENT
between
WAYLAND MEADOWS, LLC
and
TOWN OF WAYLAND

This Agreement is dated as of July __, 2017 and is entered into by and between Wayland Meadows, LLC, a Delaware limited liability company, having an address of 145 Rosemary Street, Suite E, Needham, Massachusetts 02494 (the “Owner”), and the Town of Wayland, a Massachusetts municipal corporation, acting by and through the Wayland Wastewater Management District Commission (the “WWMDC”) and the Town’s Conservation Commission (the “Commission”), both having an address of 41 Cochituate Road, Wayland, Massachusetts 01778 (collectively, the “Town”), with respect to (1) surplus unused sewer capacity relative to the connection of the Project to the Plant (as such terms are hereinafter defined); and (2) certain vacant land, shown as Lot 8 on the plan entitled “Plan of Land in Wayland, MA” dated April 15, 2010, prepared by Hancock Associates, Civil Engineers, Land Surveyors and Environmental Consultants and recorded with the Middlesex South Registry of Deeds as Plan No. 252 of 2010, also referred to as Town of Wayland Assessor’s Parcel 023-052T (“Lot 8”).

WHEREAS, on August 10, 2006, the WWMDC entered into an agreement with Wayland Meadows Development, Inc., a Massachusetts corporation, having an address of 2 Washington Street, Foxborough, Massachusetts 01778 (the “Prior Owner”) relative to the connection of the residential units in the Wayland Commons Affordable Housing Development, together with associated improvements and infrastructure (the “Project”)

on the land then shown on Assessors Map 23, as Parcels 52D, 52E, 52G, 52H, 52I, 52J, 52K, 52L and 52M on and off Old Sudbury Road (Route 27), Wayland, Massachusetts (“Locus”) to the WWMDC-owned wastewater treatment plant located off Boston Post Road and Old Sudbury Road in Wayland, Massachusetts (the “Plant”); and

WHEREAS, the Owner acquired the Locus from the Prior Owner by deed dated December 4, 2009, recorded with said Registry of Deeds in Book 54521, Page 444 and filed with the South Middlesex Land Court Registry District as Document 1529383 with Certificate of Title 246145, and also received from the Prior Owner, as transferee, all permits and approvals relative to the Project; and

WHEREAS, the Owner has completed the Project and has surplus unused design flow sewer capacity it wishes to donate to the WWMDC; and

WHEREAS, the Owner owns Lot 8 and wishes also to donate said lot to the Town.

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

1. Transfer of Sewer Capacity. Effective as of August 31, 2016, the Owner hereby agrees to relinquish and transfer to the WWMDC, and the WWMDC hereby agrees to accept from the Owner, 380 gallons per day of unused surplus design flow sewer capacity allocated to the Project (the “Surplus Capacity”).

2. Donation of Lot 8. The Owner hereby agrees to convey, for no consideration, Lot 8 to the Town, acting by and through its Conservation Commission, and the Town hereby agrees to accept such conveyance of Lot 8, subject to the following terms and conditions:

(a) Lot 8 is to be conveyed by a good and sufficient quitclaim deed or deeds (the "Deed"), and said Deed shall convey a good and clear record and marketable title thereto, free from encumbrances, except:

- i. provisions of existing building and zoning laws;
- ii. such taxes for the then current year as are not due and payable on the date of the delivery of the Deeds;
- iii. any liens for municipal betterments assessed after the date of this Agreement; and
- iv. easements, restrictions and reservations of record, if any, so long as the same do not prohibit or materially interfere with the use of Lot 8 for conservation purposes.

It is understood and agreed by the parties that Lot 8 shall not be in conformity with the foregoing provisions of this Agreement unless (i) no building, structure or improvement of any kind belonging to any other person or entity shall encroach upon or under Lot 8; and (ii) title to Lot 8 and access thereto is insurable for the benefit of the Town by a title insurance company licensed to do business in the Commonwealth of Massachusetts at normal premium rates on a standard American Land Title Association Form B (Rev. 10-17-70 and 10-17-84), subject only to those printed exceptions to title normally included in the "jacket" to such form and the encumbrances listed above. Any title or practice matter which is subject of a title or practice standard of the Real Estate Bar Association of Massachusetts shall be governed by said title or practice standard to the extent applicable, unless otherwise specifically stated in this Agreement.

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

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

thereof; provided, however, that the Town shall be solely responsible, at its sole cost and expense for any damage to Lot 8 or the Owner's adjacent property caused by the Town or its agents and for any losses incurred by the Owner as a result of the Town's activities hereunder;

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

(e) THE TOWN HEREBY ACKNOWLEDGES AND AGREES THAT LOT 8 IS BEING CONVEYED TO THE TOWN "AS IS", "WHERE IS" AND "WITH ALL FAULTS," WITHOUT ANY REPRESENTATION OR WARRANTY WHATSOEVER AS TO ITS CONDITION, INCLUDING, WITHOUT LIMITATION, ITS ENVIRONMENTAL CONDITION. NOTWITHSTANDING ANYTHING TO THE CONTRARY CONTAINED HEREIN, IN NO EVENT SHALL THE OWNER HAVE ANY OBLIGATION HEREUNDER TO UNDERTAKE ANY CURATIVE ACTION WITH RESPECT TO ANY CONDITION OF LOT 8, INCLUDING, WITHOUT LIMITATION, ITS ENVIRONMENTAL CONDITION. THE PROVISIONS OF THIS SECTION 2(e) SHALL SURVIVE THE CLOSING.

3. Closing. The conveyance of Lot 8 to the Town (the "Closing") shall take place on a date designated by the Town by five (5) business days' prior written notice to the Owner, which date shall, in any event, be no later than July 31, 2017. At the Closing, the Owner shall deliver a duly-executed deed to Lot 8 to the Town, and the Town shall deliver to the Owner Internal Revenue Form 8283, attached hereto as Exhibit A, and a

letter confirming the charitable nature of the Owner's conveyance of Lot 8 to the Town in accordance herewith, substantially in the form attached hereto as Exhibit B. Time shall be of the essence hereof.

4. Remedies. The parties agree that, there being no adequate remedy at law for breach of this Agreement, it may be specifically enforced (subject to the limitations set forth in Section 2(e) above). Notwithstanding the foregoing, the Town shall not be responsible for any incidental or consequential damages incurred by Owner in connection with this transaction.

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

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

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

8. Entire Agreement. This Agreement constitutes the entire agreement between the parties hereto with respect to the Surplus Capacity and Lot 8 and no verbal statements made by anyone with regard to the transaction which is the subject of this Agreement shall be construed as a part hereof unless the same is incorporated herein by writing.

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

(Balance of Page Intentionally Left Blank; Signatures on Next Page)

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

Wayland Meadows, LLC
a Delaware Limited Liability Company,

Wayland Wastewater Management District
Commission

By: Wayland Meadows Corporation,
Its Manager

By: _____
Donald A. Levine, President

Wayland Conservation Commission

Wayland Board of Selectmen

Lea Anderson, Chair

Cherry C. Karlson, Vice Chair

Mary M. Antes

Louis M. Jurist

Douglas A. Levine

EXHIBIT A
INTERNAL REVENUE FORM 8283
(SEE ATTACHED)

QUITCLAIM DEED

WAYLAND MEADOWS LLC, a Delaware limited liability company, having an address of 145 Rosemary Street, Suite E, Needham, MA 02494 ("Grantor") for consideration paid of One Dollar (\$1.00), does hereby grant to the TOWN OF WAYLAND, a Massachusetts municipal corporation, acting by and through its Conservation Commission, pursuant to G.L. c. 40, §8C, having an address of 41 Cochituate Road, Wayland, MA 01778 ("Grantee")

with QUITCLAIM COVENANTS

that certain real property, consisting of 7.6645 acres, more or less, situated in Wayland, Massachusetts, being more particularly described as follows:

Being shown as Lot 8 on that certain plan of Wayland Town Center, entitled "Plan of Land in Wayland, MA, being a redivision of Land of Twenty Wayland, LLC," and being registered with the Middlesex County Registry, Division of the Land Court, as Land Court Plan # 17983-I. Also being shown as Lot 8 on that certain Condominium Plan of Land in Plan Book 2010, Plan #740.

Lot 8 is a portion of Lot 2 as shown on Land Court Plan # 17983-G filed with the Office of the Land Court Engineers on November 2, 2000. See also Deregistration of Lot 2, recorded in Book 54612, Page 314.

BEING A PORTION OF the premises as was conveyed to Wayland Meadows LLC from Wayland Meadows Development, Inc. by deed dated December 4, 2009 being recorded with the Middlesex County Registry of Deeds at Book 54521, Page 444 and by virtue of Certificate of Title No. 246145, in Registration Book 1382, Page 79.

The Grantor entity is not classified as a corporation for federal tax purposes for the current taxable year.

Executed as of the _____ day of July, 2017.

WAYLAND MEADOWS LLC, a Delaware
limited liability company

By: Wayland Meadows Corporation, a
Massachusetts corporation, its Manager

By: _____
Donald Levine, President

By: _____
Lewis Heafitz, Treasurer

COMMONWEALTH OF MASSACHUSETTS)
)
COUNTY OF SUFFOLK)

Before me, on this ____ day of _____, 2017, the undersigned notary public, personally appeared Donald Levine, President of Wayland Meadows Corporation, in its capacity as manager of Wayland Meadows LLC, who proved to me through satisfactory evidence which is personal knowledge to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose, in such capacity.

Notary Public
My commission expires:

COMMONWEALTH OF MASSACHUSETTS)
)
COUNTY OF SUFFOLK)

Before me, on this ____ day of _____, 2017, the undersigned notary public, personally appeared Lewis Heafitz, Treasurer of Wayland Meadows Corporation, in its capacity as manager of Wayland Meadows LLC, who proved to me through satisfactory evidence which is personal knowledge to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose, in such capacity.

Notary Public
My commission expires:

ACCEPTANCE BY CONSERVATION COMMISSION

The Town of Wayland, acting by and through its Conservation Commission pursuant to the authority granted by G.L. c. 40, §8C, hereby accepts the care, custody, management and control of property described in a deed from Wayland Meadows LLC on this 13th day of July, 2017.

TOWN OF WAYLAND,
By its Conservation Commission

Sherre Greenbaum, Chair

Roger Backman

Joanne B. Barnett

Sean P. Fair

Barbara Howell

Thomas Davidson

John Sullivan

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

On this 13th day of July, 2017, before me, the undersigned Notary Public, personally appeared _____, member of the Wayland Conservation Commission, who proved to me through satisfactory evidence of identification, which was _____, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he/she signed it voluntarily for its stated purpose as a member of the Conservation Commission of the Town of Wayland.

Notary Public
My Commission Expires:

APPROVAL BY BOARD OF SELECTMEN

On this 24th day of July, 2017, the Town of Wayland, acting by and through its Board of Selectmen, hereby approves the acceptance by the Wayland Conservation Commission of a deed from Wayland Meadows LLC, said property to be under the care, custody, management and control of the Wayland Conservation Commission, under the provisions of G.L. c. 40, §8C.

TOWN OF WAYLAND,
By its Board of Selectmen

Lea Anderson, Chair

Cherry C. Karlson, Vice Chair

Mary M. Antes

Louis M. Jurist

Douglas A. Levine

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

On this 24th day of July, 2017, before me, the undersigned Notary Public, personally appeared _____, member of the Wayland Board of Selectmen, as aforesaid, who proved to me through satisfactory evidence of identification, which was _____, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he/she signed it voluntarily for its stated purpose on behalf of the Town of Wayland.

Notary Public
My Commission Expires:

Form **8283**

(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Noncash Charitable Contributions

▶ Attach to your tax return if you claimed a total deduction of over \$500 for all contributed property.

OMB No. 1545-0008

Attachment Sequence No. **155**

▶ Information about Form 8283 and its separate instructions is at www.irs.gov/form8283.

Name(s) shown on your income tax return

WAYLAND MEADOWS LP

Identifying number

02-0533557

Note. Figure the amount of your contribution deduction before completing this form. See your tax return instructions.

Section A. Donated Property of \$5,000 or Less and Publicly Traded Securities—List in this section only items (or groups of similar items) for which you claimed a deduction of \$5,000 or less. Also list publicly traded securities even if the deduction is more than \$5,000 (see instructions).

Part I Information on Donated Property—If you need more space, attach a statement.

1	(a) Name and address of the donee organization	(b) If donated property is a vehicle (see instructions), check the box. Also enter the vehicle identification number (unless Form 1098-C is attached).	(c) Description of donated property (For a vehicle, enter the year, make, model, and mileage. For securities, enter the company name and the number of shares.)
A		<input type="checkbox"/>	
B		<input type="checkbox"/>	
C		<input type="checkbox"/>	
D		<input type="checkbox"/>	
E		<input type="checkbox"/>	

Note. If the amount you claimed as a deduction for an item is \$500 or less, you do not have to complete columns (e), (f), and (g).

	(d) Date of the contribution	(e) Date acquired by donor (mo., yr.)	(f) How acquired by donor	(g) Donor's cost or adjusted basis	(h) Fair market value (see instructions)	(i) Method used to determine the fair market value
A						
B						
C						
D						
E						

Part II Partial Interests and Restricted Use Property—Complete lines 2a through 2e if you gave less than an entire interest in a property listed in Part I. Complete lines 3a through 3c if conditions were placed on a contribution listed in Part I; also attach the required statement (see instructions).

2a Enter the letter from Part I that identifies the property for which you gave less than an entire interest ▶ _____
If Part II applies to more than one property, attach a separate statement.

b Total amount claimed as a deduction for the property listed in Part I: (1) For this tax year ▶ _____
(2) For any prior tax years ▶ _____

c Name and address of each organization to which any such contribution was made in a prior year (complete only if different from the donee organization above):

Name of charitable organization (donee)

Address (number, street, and room or suite no.)

City or town, state, and ZIP code

d For tangible property, enter the place where the property is located or kept ▶ _____

e Name of any person, other than the donee organization, having actual possession of the property ▶ _____

3a Is there a restriction, either temporary or permanent, on the donee's right to use or dispose of the donated property?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

b Did you give to anyone (other than the donee organization or another organization participating with the donee organization in cooperative fundraising) the right to the income from the donated property or to the possession of the property, including the right to vote donated securities, to acquire the property by purchase or otherwise, or to designate the person having such income, possession, or right to acquire?

c Is there a restriction limiting the donated property for a particular use?

For Paperwork Reduction Act Notice, see separate instructions.

Name(s) shown on your income tax return

WAYLAND MEADOWS LP

Identifying number

02-0533557

Section B. Donated Property Over \$5,000 (Except Publicly Traded Securities)—Complete this section for one item (or one group of similar items) for which you claimed a deduction of more than \$5,000 per item or group (except contributions of publicly traded securities reported in Section A). Provide a separate form for each property donated unless it is part of a group of similar items. An appraisal is generally required for property listed in Section B. See instructions.

Part I Information on Donated Property—To be completed by the taxpayer and/or the appraiser.

4 Check the box that describes the type of property donated:

- a Art *(contribution of \$20,000 or more)
- b Qualified Conservation Contribution
- c Equipment
- d Art *(contribution of less than \$20,000)
- e Other Real Estate
- f Securities
- g Collectibles**
- h Intellectual Property
- i Vehicles
- j Other

*Art includes paintings, sculptures, watercolors, prints, drawings, ceramics, antiques, decorative arts, textiles, carpets, silver, rare manuscripts, historical memorabilia, and other similar objects.

**Collectibles include coins, stamps, books, gems, jewelry, sports memorabilia, dolls, etc., but not art as defined above.

Note. In certain cases, you must attach a qualified appraisal of the property. See instructions.

5	(a) Description of donated property (if you need more space, attach a separate statement)	(b) If tangible property was donated, give a brief summary of the overall physical condition of the property at the time of the gift	(c) Appraised fair market value
A	SEE ATTACHED STATEMENT	SEE APPRAISAL REPORT	1,300,000
B			
C			
D			

6	(d) Date acquired by donor (mo., yr.)	(e) How acquired by donor	(f) Donor's cost or adjusted basis	(g) For bargain sales, enter amount received	See Instructions	
					(h) Amount claimed as a deduction	(i) Date of contribution
A	10/21/97	PURCHASE	25,000			
B						
C						
D						

Part II Taxpayer (Donor) Statement—List each item included in Part I above that the appraisal identifies as having a value of \$500 or less. See instructions.

I declare that the following item(s) included in Part I above has to the best of my knowledge and belief an appraised value of not more than \$500 (per item).

Enter identifying letter from Part I and describe the specific item. See instructions. ▶

Signature of taxpayer (donor) ▶

Date ▶

Part III Declaration of Appraiser

I declare that I am not the donor, the donee, a party to the transaction in which the donor acquired the property, employed by, or related to any of the foregoing persons, or married to any person who is related to any of the foregoing persons. And, if regularly used by the donor, donee, or party to the transaction, I performed the majority of my appraisals during my tax year for other persons.

Also, I declare that I perform appraisals on a regular basis; and that because of my qualifications as described in the appraisal, I am qualified to make appraisals of the type of property being valued. I certify that the appraisal fees were not based on a percentage of the appraised property value. Furthermore, I understand that a false or fraudulent overstatement of the property value as described in the qualified appraisal or this Form 8283 may subject me to the penalty under section 6701(a) (aiding and abetting the understatement of tax liability). In addition, I understand that I may be subject to a penalty under section 6695A if I know, or reasonably should know, that my appraisal is to be used in connection with a return or claim for refund and a substantial or gross valuation misstatement results from my appraisal. I affirm that I have not been barred from presenting evidence or testimony by the Office of Professional Responsibility.

Sign Here

Signature ▶

Title ▶

Date ▶

Business address (including room or suite no.)

PO BOX 175

Identifying number

City or town, state, and ZIP code

SOUTHBOROUGH MA 01772

Part IV Donee Acknowledgment—To be completed by the charitable organization.

This charitable organization acknowledges that it is a qualified organization under section 170(c) and that it received the donated property as described in Section B, Part I, above on the following date ▶

Furthermore, this organization affirms that in the event it sells, exchanges, or otherwise disposes of the property described in Section B, Part I (or any portion thereof) within 3 years after the date of receipt, it will file Form 8282, Donee Information Return, with the IRS and give the donor a copy of that form. This acknowledgment does not represent agreement with the claimed fair market value.

Does the organization intend to use the property for an unrelated use? ▶ Yes No

Name of charitable organization (donee) TOWN OF WAYLAND	Employer identification number
Address (number, street, and room or suite no.) 41 COCHITUATE ROAD	City or town, state, and ZIP code WAYLAND MA 01778
Authorized signature	Title Date

WAYLAND MEADOWS LP
02-0533557

IRS FORM 8283, PAGE 2, LINE 5a – SUPPLEMENTAL STATEMENT

DESCRIPTION OF DONATED PROPERTY

A – 7.67 ACRES OF LAND – 0 OLD SUDBURY ROAD, WAYLAND, MA

EXHIBIT B

TOWN OF WAYLAND CHARITABLE DONATION LETTER

Town of Wayland
41 Cochituate Road
Wayland, MA 01778

June 30, 2017

Wayland Meadows LP
02-0533557
145 Rosemary Street - Entry E
Needham, MA 02494

Dear Wayland Meadows LP,

Thank you for your donation of 7.67 acres of land located at 0 Old Sudbury Road, Wayland, MA that was received on June 30, 2017.

In exchange for this contribution, no goods or services have been provided.

Please consult your accountant or tax professional for more information.

Sincerely,

Town of Wayland



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

July 24, 2017

Wayland Meadows LP, As Sole Member of
Wayland Meadows LLC
145 Rosemary Street, Suite E
Needham MA 02494

Re: Wayland – Charitable Donation (Wayland Meadows LP)

Dear Sir/Madam:

On behalf of the Town of Wayland, I wish to thank you for your donation of 7.67 acres of land, located at 0 Old Sudbury Road, Wayland, Massachusetts, received this day, July 24, 2017, from Wayland Meadows LP, as sole member of Wayland Meadows, LLC.

In exchange for this contribution, no goods or services have been provided.

I advise you to consult your accountant or tax professional with regard to this transaction.

Sincerely yours,
Town of Wayland

Lea Anderson, Chair
Wayland Board of Selectmen

(8) RIVER'S EDGE VOTE

RECORD OF VOTE OF THE WAYLAND BOARD OF SELECTMEN

July 24, 2017

At a duly called public meeting of the Wayland Board of Selectmen on July 24, 2017, the Board voted as follows with respect to the land and improvements located at 484-490 Boston Post Road in Wayland, 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"):

(a) To approve that certain Land Disposition Agreement for the Town's sale of the Property in substantially the form presented to the Board at its July 24, 2017 meeting, with final changes to be approved by the Town Administrator in consultation with town counsel or special town counsel as reasonably necessary (the "LDA"); and

(b) To authorize the Town Administrator to execute the LDA, including the Escrow Agreement and Right of Entry Agreement, which are exhibits to the LDA, on behalf of the Board of Selectmen.

TOWN OF WAYLAND
By its Board of Selectmen

Lea Anderson, Chair

Cherry C. Karlson, Vice Chair

Mary M. Antes

Louis M. Jurist

Douglas A. Levine



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

DRAFT

Board of Selectmen
Meeting Minutes
July 10, 2017
7:00 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 (entered 7:28), Douglas A. Levine (entered 7:05)

Also Present: Town Administrator Nan Balmer

A1. Call to Order by Chair Chair L. Anderson called the meeting of the Board of Selectmen to order at 7:00 p.m. in the Selectmen's Meeting Room of the Wayland Town Building and noted that the meeting will likely be broadcast and videotaped for later broadcast by WayCAM.

M. Antes stated the last summer concert sponsored by the Council on Aging is Thursday night. L. Anderson said there will be a discussion with MassHousing Partnership featuring a 40B consultant tomorrow, July 11 at 7:30 p.m.

A2. Public Comment Richard Turner, Public Ceremony Committee Chair, announced that there are now signs indicating the town's Purple Heart Community designation installed at the town's borders. He stated the signs and hardware were paid for by the Public Ceremony Committee.

John Peres, 106 Main Street, stated his displeasure of selecting Miriam Andrews for the open seat for the Wayland Housing Committee and asked the Board not to appoint her.

D. Levine entered the meeting at 7:05 p.m..

Anette Lewis, 33 Claypit Road, stated there is a candidate for the Finance Committee whose wife is a member of the School Committee, which she feels is a conflict of interest and the Board should be careful in making their selection.

A3. Review and Distribute Town Administrator Evaluation Form

L. Anderson said she got the evaluation format from the ICMA. She said she wanted fellow Board members to keep in mind that N. Balmer has a huge job and for them to attempt to identify the progress being made towards her goals, as opposed to measuring if the goals have been completely met. N. Balmer offered to write a status update of her current goals. L. Anderson proposed that the Board work on the revised form individually for the next two weeks and hand in a hard copy at the July 24th meeting. She said she will take those forms and consolidate them and bring results to the meeting two weeks after that.

A4. Meet with Finance Director on Change to Outsourced Payroll Processing

Finance Director B. Keveny discussed outsourcing payroll, the RFP process and researching other municipalities who have switched to outsourcing payroll. He briefly described how they presently process payroll with a 28-hour position and many complexities. He said payroll is the largest expense in the town

and it will be a big and much-needed change to outsource payroll. Other towns who he contacted said it was the best decision they ever made. B. Keveny said Harper's Payroll processes payroll for 150 communities in the state, has a great reputation for their customer service, and can provide disaster recovery. He said the next step in transitioning would be to discuss feasibility with Harper's Payroll and then have N. Balmer award a contract to them with an estimated date of transition of October 1, 2017.

D. Levine asked B. Keveny what he liked about Harper's Payroll Services more than the other companies. B. Keveny responded that he has heard positive reviews about their customer service. C. Karlson said her feeling is that this will help with some of the payroll issues listed in the Collins Center report.

L. Jurist entered the meeting.

A5. Drone Discussion

Fire Chief D. Houghton, Police Chief R. Irving and LEPC Chair D. Leard came before the Board to discuss the purchase of a drone to assist with emergency management. Chief Houghton said they have done extensive research and reviews of the operations of drones and he feels it would be a great tool to use during daytime and nighttime searches. He said almost every year they have someone lost along the river. Instead of putting people's lives at risk for the search, a drone is much more useful. He said it's also useful for providing overhead photographs of scenes and incidents. The proposed drone has technology allowing use at night or when conditions would not allow a normal lens to get the needed image. He said it will cost about \$14,000, which will be paid from Emergency Management funds over a two-year period.

Chief Houghton said the drone will be in the custody and care of the Fire Department and strict usage policies will be developed. He stressed the importance of educating the public of what it will be used for. At the recent LEPC meeting, several departments said a drone would be helpful as well.

A6. Review Special Town Meeting Articles:

- **Circuit Breaker – Director of Assessing** N. Balmer stated that Director of Assessing Ellen Brideau is asking the Board of Selectmen to sponsor an article amending section 19-8 of the Code to modify the deadline for filing applications for the local Circuit Breaker program to be co-terminus with all exemption program filing deadlines. C. Karlson said this has been a thorn in the Assessing operation's side and it will really help their workload. C. Karlson said she's happy to work with E. Brideau on the article submission.
- **Marijuana Moratorium – Youth Advisory Director** Sarah Greenaway, chair of Youth Advisory Committee, Jason Verhoosky and Lynn Dowd of Youth and Family Services met with the Board. C. Karlson said the messaging for the last Article at Town Meeting was confusing. She said that if this goes forward for Special Town Meeting the town needs to be very clear on what we're asking of voters and provide residents relevant information. J. Verhoosky agreed and said the last article wasn't very clear and could have been misunderstood. He said the extra time has given them an opportunity to pause and look more into what's in the town's best interest. He also provided information on what other municipalities have done throughout the state, from moratoriums to bans. C. Karlson said that the Board of Selectmen will be tough on completeness of articles this year so she reminded everyone to make sure they hand in well prepared articles.

A7. Interview and Potential Vote to Appoint and Reappoint to Boards and Committees

C. Karlson moved, seconded by D. Levine, to reappoint Shaunt Sarian, effective immediately, as an Associate Member to the Zoning Board of Appeals for a three-year term to expire on June 30, 2020.

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 D. Levine to reappoint Aida Gennis to the Zoning Board of Appeals, effective immediately, for a three-year term to expire on June 30, 2020. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0. C. Karlson noted that while the Board has a policy to allow for interviews of ZBA candidates, A. Gennis is well-known to the Board and was not available to appear.

M. Antes moved, seconded by D. Levine to reappoint Joanne Barnett and John Sullivan, effective immediately, to the Conservation Commission for three-year terms to expire on June 30, 2020. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

M. Antes moved, seconded by C. Karlson, to reappoint Maryanne Peabody to the Personnel Board, effective immediately, for a five-year term to expire on June 30, 2022. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0. C. Karlson noted that while the Board has a policy to allow for interviews of Personnel Board candidates, M. Peabody is well-known to the Board.

The Board was joined by Kamal Namou and Andy Oppenheim to be interviewed for appointment to the Economic Development Committee. K. Namou and A. Oppenheim discussed their backgrounds and why they are interested in serving. Both K. Namou and A. Oppenheim listed the Town Center as an area of interest to them. The Board members asked K. Namou and A. Oppenheim some questions about the role of the Economic Development Committee and relevant issues. L. Anderson said the Board will make the appointments at the next meeting.

C. Karlson moved, seconded by M. Antes, to reappoint Seth Roman to the Economic Development Committee, effective immediately, for a three-year term to expire on June 30, 2020. 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 D. Levine, to appoint Kamal Namou to the Economic Development Committee, effective immediately, for a three-year term to expire on June 30, 2020. For discussion, she asked A. Oppenheim to wait for the other position to be advertised and to be appointed at the next meeting. L. Jurist suggested that they wait until the next meeting to vote for both appointments. The Board agreed.

C. Karlson withdrew her motion.

The Board was joined by Jay Sherry to be interviewed for appointment to the Finance Committee. He described his background and interest in serving on the Finance Committee. He said he would be open to either the 1-year term or 3-year term appointment, upon hearing about the learning curve from Chair D. Watkins. D. Levine asked J. Sherry about his opinion on Wayland's Triple A bond status. He asked if there would be any tradeoffs if the town was downgraded? J. Sherry said he believes the people in town like being in the small group of first rate financial municipalities, which gives the Board of Selectmen and Finance Committee a tool to separate and prioritize capital projects. L. Anderson thanked J. Sherry for coming in and applying.

The Board then deliberated on the open positions for the Finance Committee. L. Anderson announced that Bruce Smith submitted his resume and a letter of interest, but she was not able to reach him before tonight's

meeting. She noted that he is also under consideration. She said she is hoping the applicants not selected will apply to other boards and committees that need qualified people, like Wastewater and the Audit Committee.

C. Karlson said given the makeup of the Finance Committee, she thinks that they should reappoint incumbents Chair D. Watkins and G. Uveges. L. Jurist said that he doesn't think G. Uveges should automatically be reelected just because he was already on the Finance Committee. L. Jurist voiced his support for J. Sherry's candidacy. D. Levine agreed. L. Anderson stated she has worked with G. Uveges and he's well qualified and would bring experience and consistency to the Finance Committee, which is something the Chair has stated is needed.

The Board decided to reappoint Chair D. Watkins.

C. Karlson moved, seconded by D. Levine, to reappoint David Watkins to the Finance Committee effective immediately, for three-year terms to expire on June 30, 2020. 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 D. Levine to appoint Steve Correia, effective immediately, to the Finance Committee for a three-year term to expire on June 30, 2020. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

The Board discussed the issue of conflict of interest that was brought up during public comment. C. Karlson noted that there were other reasons the person on the Finance Committee stepped down at that time, not just because his spouse was on the School Committee, as was mentioned in public comment.

L. Jurist moved, seconded by D. Levine, to appoint William Steinberg to the Finance Committee, effective immediately, to fill a term that will expire on June 30, 2018. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

L. Jurist moved, seconded by D. Levine to appoint Jay Sherry to the Finance Committee effectively immediately, to fill a term that will expire on June 30, 2020. YEA: L. Jurist, D. Levine. NAY: L. Anderson, M. Antes, C. Karlson. ABSENT: none. ABSTAIN: none. Motion did not pass, vote 2-3..

M. Antes moved, seconded by D. Levine to appoint George Uveges to the Finance Committee effectively immediately, to fill a term that will expire on June 30, 2020. YEA: L. Anderson, M. Antes, C. Karlson, D. Levine. NAY: L. Jurist ABSENT: none. ABSTAIN: none. Adopted 4-1.

A8. 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 Susan Weinstein attended, however, the Wayland Housing Authority did not have a quorum and the agenda item was postponed until the next meeting. Miriam Andrews discussed her background and her experience and why she's interested in being on Wayland's Housing Authority. As a tenant, she thinks she can bring a lot to the Authority. The Board asked her if she wanted to respond about the public comment about her being bossy. She said she follows her heart and tries to do her best.

A9. Consideration of Board and Committee Vacancies and Potential Vote for all Remaining Reappointments L. Jurist moved, seconded by D. Levine to approve the following list of reappointments to the designated terms. The Board thanked all the volunteers for their service to the Town. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

Name	Appointing Authority	Board/Committee	Term
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
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
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

A10. Discuss Implementation of Plastic Bag Bylaw with Paul Dale

N. Balmer said she wants direction from the Board on how to proceed. P. Dale said he's willing to help but uncomfortable directing the activity because he's not familiar with how the town operates. C. Karlson said they need to decide if they want N. Balmer to go forward with this and how much work it would be for staff. N. Balmer said she will start a project plan for it, send a letter to businesses and handle the administrative work. N. Balmer asked P. Dale to summarize his ideas in an email and send it to her.

A12. Minutes: Review and Vote to Approve Minutes of June 19, 2017 M. Antes moved, seconded by L. Jurist to approve the minutes of June 19, 2017, as amended. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A13. Consent Calendar: Review and Vote to Approve (See Separate Sheet) C. Karlson moved, seconded by L. Jurist, to approve the Consent Calendar except for Item 6. In discussion C. Karlson said the Board would like more information about Item 6. 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 noted it was sad to see the resignation of Jerry Heller from the Rivers Edge Advisory Committee and Anne Heller from the Library Trustees. C. Karlson said she loved the sense of community in the letter from Wayland Dads.

A15. Report of the Town Administrator N. Balmer noted that the Attorney General found a procedural problem with regard to ATM Article 14 on the limited Site Plan Review. She said the defect will be fixed by notices issued by the Town Clerk.

- 1. Communications Plan** N. Balmer said D. Porter has met with department heads as a group and is now meeting with individuals. He is expected to present the communication project in early September. N. Balmer said the Land Use Permit Integration project is ongoing and a workshop will be conducted next week by the IT Business Systems Analyst to move the project from a conceptual stage to a customized plan for the town. She said the timeline is to have the project funded at Annual Town Meeting, with it starting in FY19. She said they are considering cross training Building Department staff to help provide direction to residents and applicants who come in with questions and need guidance. She thanked Fire Chief D. Houghton for his help with this project.
- 2. Housing Consultant Options** N. Balmer said it was determined that the Wayland Housing Authority is not in a position to offer a full scope of housing support to the Town Administrator/Board of Selectmen. She said they are reviewing what level of support the Regional Housing Service Office can offer. M. Antes requested that someone with more Wayland affordable housing experience be included in the process.
- 3. 40B Update** A community training session for Boards and Committees will be conducted by Joe Peznola on July 11 at 7:30pm in the Large Hearing Room at the Town Building. Town Counsel will also be in attendance. N. Balmer said on June 21 the Town Planner with the assistance of Town Counsel wrote a letter to the DHDC about the inventory of affordable units and it looks as though we may have some basis of a Safe Harbor of 1-year, without considering Rivers Edge units. She said the time table is incredibly tight to get an answer from DHDC.
- 4. Mass Works Grant Application** N. Balmer said the Town Planner intends to apply for a Mass Works Grant and she has asked him to work with Wastewater and the DPW Director. She said he must have approval from the Board of Public Works, the Planning Board, Wastewater Management District, and the Board of Selectmen.
- 5. ICMA TV Proposal** N. Balmer thought it was an interesting proposal and wanted to see what the Board thought of it. The Board said that although they are honored Wayland was picked as one of eight communities by ICMA, they do not feel it would be useful for Wayland now. N. Balmer said work on the new website will begin in September.
- 6. Mainstone Farm; Construction of Greenhouses** N. Balmer said the Conservation Commission approved the construction of two greenhouses on Mainstone property.

N. Balmer also added that the Town Engineer met with the Sudbury Water District Director about advancing the Inter-Municipal Agreement for Rivers Edge. N. Balmer said she will update the Board on the Police Chief hiring process at the next meeting since it's not on the agenda, but included some information in the packet.

A16. Selectmen's Reports and Concerns There are none.

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, D. Levine moved, seconded by L. Jurist to adjourn the meeting of the Board of Selectmen at 9:58 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 July 10, 2017

1. Photos of Purple Heart signs, provided by Richard Turner.

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 Sherry, 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
-

**TOWN ADMINISTRATOR'S REPORT
WEEK ENDING JULY 21, 2017**

1. CORRESPONDENCE

#1, 2: Oxbow Meadows: Correspondence on Oxbow is acknowledged as received and referred to the Chair of the Recreation Commission who provides follow-up with the correspondents.

#15: DHCD Response on Safe Harbor Request

The Town Planner with the support of Town Counsel requested that the Department of Housing and Community Development (DNCD) review the Wayland record to determine if the 48 units of affordable housing added to the Subsidized Housing Inventory (SHI) since 2014 might be counted toward a 40 B Safe Harbor. DHCD responded that the Town does not now qualify for a Safe Harbor under 40 B.

2. POLICE CHIEF INTERVIEW PANEL

This week, John and I will identify participants to serve on the staff / board interview panel. The panel will interview the candidates recommended by the Police Chief Assessment group during the second week of August. The Board is asked to appoint a member to join the panel and to advise on the panel's composition. It is suggested the panel include the Town Administrator, Assistant Town Administrator, Chair of the Personnel Board, representative from the School Department, and an at large member that could be recommended by COA, clergy, or a community group.

3. OPEN MEETING LAW TRAINING

The Executive Assistant is available to work with a member of the Board of Selectmen to plan a fall volunteer training through KP law designed specifically for Wayland. Is there a member available to help with this project?

4. FY 19 BUDGET PROCESS

The FY 19 Budget process has not yet been established with the Finance Committee. I recommend that for budget processes for FY 20, the Board work with Town Counsel and the Collins Center to establish an agreed upon process that reflects the Town Code under Chapters 19 and 60.

5. BOARD OF SELECTMEN SCHEDULE

A meeting for 7/31 is likely to be required.

6. TOWN ADMINISTRATOR'S UPDATE

Please see attached. .

DATE: JULY 24, 2017
TO: BOARD OF SELECTMEN
FROM: NAN BALMER, TOWN ADMINISTRATOR
RE: TOWN ADMINISTRATOR UPDATE FOR EVALUATION

On January 9, 2017 the Board of Selectmen adopted goals for the Town Administrator. The goals evolve from year to year. Progress towards completion of projects to achieve goals is affected by the availability of staff and the availability of time between Town Meetings. The intent of this update is to discuss progress toward meeting goals and looks back to late 2016.

As always, my great thanks to the Board of Selectmen, town staff, volunteers and school administration for their excellent collaboration to improve town government and complete important community projects.

I. TOWN ADMINISTRATOR'S ROLE IN TOWN GOVERNMENT

The Town Administrator's Office provides staff support for the Board of Selectmen and other boards and committees and provides support for the ongoing provision of municipal services to the residents of Wayland.

Specific functions include providing support for the Board of Selectmen and other boards and committees, management of volunteer resources, the Town website, human resources including benefits and collective bargaining, legal services, procurement, licensing, and public records law compliance. In addition, the Town Administrator and senior management staff provide oversight and support to 18 departments.

Communication is the core of the Town Administrator's job. I make it a daily practice to visit town offices and to meet with all residents, town volunteers and staff on an "open-door" basis. Communication occurs at high volume and may address, at current count, any of 80+ issues. As new staff are hired and existing staff take stronger roles, this workload is manageable. An average of 1000 business e-mails are received by me monthly with over 100 received on many business days. An average of 650 e-mails are sent monthly by me.

II. GOALS, OBJECTIVES, ACTIONS

As part of the day to day operation, the Town Administrator, with strong support from others worked to achieve the January 9 2017 goals set by the Board of Selectmen as follows:

GOAL 1: ASSURE THAT LOCAL GOVERNMENT RESOURCES ARE USED RESPONSIBLY AND EFFICIENTLY

ACTIONS:

1. **FINANCE TEAM COLLABORATION:** The Finance Team, including the Town Administrator Finance Director, School Business Manager, Assistant Town Administrator, Treasurer / Collector, Director of Assessing, Financial Administrator, IT Business Systems Analyst and Town Administrator have met on a monthly basis for over two years to improve financial management and inter-departmental communication. The Team is now a cohesive and functioning unit led by the Assistant Town Administrator.

Improvements to financial management: The FY 17 – 18 Finance Team agenda is to address the 25 action items recommended to improve town finance included in the Collins Center Study #1 completed late in 2016. Action items include for example: outsourced payroll, written financial procedures, changes to the use of MUNIS and VADAR software, staff training, tax collection projects and establishing controls and systems for revenue turnover.

Budgeting: For FY 18, the Finance Team worked collaboratively to develop a five year financial model and recommended budget guideline that was presented in August of 2018 to the Finance Committee, School Committee and Board of Selectmen. The Financial Administrator, with each Department Head developed detailed expense budgets for each town department. An updated FY 18 chart of accounts was established to track departmental expenses to provide credible future budgets and accountability.

For FY 19, the Finance Committee is directing the Finance Director in the preparation of the five year financial model. I will convene the Finance Team to review the model. The roles and responsibilities for the FY 19 budget process will be worked out with the Finance Committee in the coming weeks.

2. **COMMUNITY COMPACT FINANCE GRANTS:** The Baker Administration awarded two Community Compact grants for a total of \$30,000 for the Collins Center to continue its finance work for the Town with a study of: 1) Financial Management Structure and, 2) Financial Policies. We expect these reports to be completed before the end of the year and to result in recommendations regarding staff organization, possible by-law changes, options to revise government structure and recommended financial policy. Responsibility for adoption of financial policy may lie with the Board of Selectmen in addition to the Finance Committee.
3. **CHANGE IN LEGAL SERVICES:** Late in 2016, after an RFP process, the Town retained the municipal law firm of KP Law with Attorney Carolyn Murray serving as lead counsel with assistance from Attorney Amy Kwesell and other municipal law specialists. The

transition to new counsel was well-received by Department Heads and town officials, with the firm handling 10-15 matters at any given time.

4. IMPROVEMENTS TO TOWN ORGANIZATION:

- **Town Engineering:** A Town Engineer was hired, reporting to the new DPW Director. The Town Engineer is available for some work outside of DPW and is already of assistance with wastewater management, review of planning department and land use activities, and the Rivers Edge project.
- **Town Survey:** The Town Engineer will work with the Town Surveyor who will be moved to the DPW building.
- **Facilities Department:** The workload of this department will be evaluated. A new job description is under consideration to add project management assistance to the Town / School Facilities department. This position may also assist with recreational projects.
- **GIS:** The GIS Coordinator was successfully moved to the IT Department.
- **IT:** The IT Department's new Business Systems Analyst is improving the Town's accounting software system and land use permitting systems.
- **Minutes / Website:** Minute taking for the Board of Selectmen was outsourced, freeing up time for the Executive Assistant to work with the IT Department on a new Town website volunteer e-mail addresses, expected sometime this Fall.
- **Public Records:** The Executive Assistant and Assistant Town Administrator and School Superintendent are acting as the official town Public Records Officers to insure compliance with the Public Records Law.
- **Finance / Human Resources:** In the coming months, staff levels and assignments in the Finance Departments and the Town Administrator's office will be evaluated to develop options for organization and staffing. This is a key first step to develop a staffing plan in preparation for the retirement of the Assistant Town Administrator / HR Director. Because these assignments are technical and require segregation of duties across departments, I am receiving outside assistance to evaluate current organization / staffing levels and, in addition, set goals for the Finance Director and Treasurer.

- 5. PLANNING TOWN BUILDING IMPROVEMENTS:** The Facilities Department is procuring a contractor to create a design for the land use and lobby areas (North Wing) of Town Building. The design will be geared to improve service to residents through better work flow and improved aesthetics.

GOAL 2: IMPROVE THE RESPONSIVENESS OF WAYLAND TOWN GOVERNMENT

1. CREATE PUBLIC AWARENESS ABOUT THE ACTIVITIES OF THE BOARD OF SELECTMEN:

Board of Selectmen packets are posted to the website and read by many town residents. The Selectmen and public request more effective communication to the residents and given limited staffing, aggressive new communication efforts are not yet built into the routine of the Town Administrator's Office. As a first step to improved communication, a volunteer from Harvard's Center for Public Leadership is working on a communications plan for the Town that addresses the many messages and audiences for the departments of town government.

2. IMPROVE AND AUTOMATE PERMITTING PROCESSES AND WORK FLOW:

The Land Use Team has met for over two years and is now led by the Health Director. The leadership of the Team will rotate among department heads to fairly distribute the workload and inject new perspectives. The Land Use Team is now a cohesive and effective problem solving and project review team.

With the appointment of the IT Business Systems Analyst, the Land Use Team is able to take on the automation of permitting. Permit automation is a complex and long term project and is related to document management which will someday result in historical property files accessible via the internet for each property in town. The complexities of this project include integration with GIS, importing key data such as from assessing, and streamlining / integrating the application processes of multiple departments. Some grant funding may be available to plan the project.

3. CREATE A CULTURE OF OPEN GOVERNMENT WITHIN ALL TOWN DEPARTMENTS:

With relief from the responsibility for preparation of Selectmen's minutes, the Executive Assistant will plan a fall training session for town volunteers conducted by KP Law. KP Law has been active in assisting boards and committees in responding to complaints and complying with the Open Meeting Law. The Town Administrator has made efforts to spot check the posting of minutes by committees and help Chairs bring boards into compliance. Spot-checking should become more systematic and include review of agendas.

The Board of Selectmen adopted Governance Guidelines drafted by the Town Administrator which were distributed to all board and committee Chairs.

The Selectmen updated its Liaison policy which now calls for boards and committees to keep Selectmen liaisons informed by including them in their e-mail distribution of agendas and meeting materials. Committee Chairs will be reminded of the new policy to improve inter-Board communication.

GOAL 3: INCREASE THE AVAILABILITY OF AFFORDABLE HOUSING IN WAYLAND

1. HOUSING PRODUCTION PLAN, CONSULTANT, AND 40 B:

1. **Housing Production Plan:** The Town's housing advocates produced and received approval from the state for a Housing Production Plan, which is a key step toward the town's relief from the requirements of 40 B. The HPP must be approved every 5 years and was not submitted to the state since 2005.
 2. **Organizational Study:** Housing issues land on the Town Administrator's desk for resolution despite the existence of multiple housing groups. To better understand why this is so, an organizational study was conducted to delineate the roles of the the town's housing groups. The study's key recommendation is that centralized housing support, reporting to the Town Administrator support the town's housing agencies and efforts.
 3. **Housing Consultant:** Town Meeting approved a grant to fund a consultant to assist the town with housing for responsibilities as maintenance of the subsidized housing inventory, consolidation of affordable housing monitoring, maintenance of the housing production plan, monitoring regulatory agreements and supporting and understanding the efforts of committees to increase the availability of affordable housing. The Town Administrator is reviewing options to fill this role and will make a recommendation to the Selectmen.
 4. **40 B GRANT:** Under a state grant approved by the Selectmen, the Zoning Board was provided with professional support to assist the ZBA at its meetings through the 40 B process for 24 School Street. Town Counsel trained the Zoning Board and works with the Zoning Board staff to insure compliance with all 40 B requirements.
2. **RIVERS EDGE:** The Board of Selectmen issued a Notice of Award to develop the Rivers Edge property to Wood Partners. Pre-award activities included preparation of an Economic Impact Analysis, planning for a DPW staging area and school bus parking, and planning for a water main extension to Sudbury that is required to provide redundant water service in the event of an emergency. A Work Group, including a Selectman and the Chair of the Rivers Edge Advisory Committee, is working with Special Counsel on a Land Disposition Agreement (LDA). Upon execution of the LDA, there will be a 90-day due diligence period, followed by an estimated 9 months for permitting before closing. The Town Administrator provides administrative support to the Work Group in consultation with the Town Engineer. The Board of Selectmen is

asked to identify and assign responsibility for management of the Rivers Edge project through closing with the developer. The role might be filled by the Rivers Edge Advisory Committee with staff support.

OTHER MATTERS:

The following are examples of additional matters that required significant involvement by the Town Administrator over the past 6 months:

1. Personnel and departmental matters, department head evaluations and goal setting
2. Resident and volunteer concerns and requests
3. Annual and Special Town Meeting articles (Especially Street Acceptance, Revolving Fund, purchase of water land)
4. Finance Issues: FY 18 budget including preparation of detail departmental budgets, recommended \$800,000 in revenue changes and expense cuts to the Finance Committee to close the FY 18 budget gap, preparation of reserve fund and line item transfers, research to correct error in recreation turf fund and addressing unspent wastewater borrowing.
5. Wayland Meadows and PILOB with WWMDC
6. 150 Main Street
7. 104 Plain Road -- Conservation Commission issue regarding conservation cluster / land donation
8. 5 Concord Road -- Legal opinions on re-use of Library
9. Mainstone Farm -- Work with Special Counsel to closing
10. Affordable Housing questions
11. Rail Trail / Library Drainage-- Accounting and project management issues
12. 40 B project eligibility letters / With Town Planner
13. Vocational School Transition
14. Verizon cell tower proposal
15. Carroll School
16. Stormwater

Again many thanks to members of the Board of Selectmen, staff and other public officials and staff for their active involvement in governing the town!



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 24, 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 30, 2017, Invoice No. 112669, for Services Through June 30, 2017: \$2,747.50
3. Vote the Question of Approving the Invoice from KP Law, P.C., June 30, 2017, Invoice No. 112675, for Services Through June 30, 2017: \$2,117.29
4. Vote the Question of Approving the Invoice for Special Town Counsel Deutsch Williams Brooks DeRensis & Holland PC for Legal Services Rendered through June 30, 2017, Invoice 190, Account 5673-01M: \$100.00
5. Vote the Question of Approving the Appointment of Kamal Namou to the Economic Development Committee, Effective Immediately, for a Term to Expire on June 30, 2020
6. Vote the Question of Approving the Appointment of Andy Oppenheim to the Economic Development Committee, Effective Immediately, for a Term to Expire on June 30, 2019
7. Vote the Question of Approving the Appointment of Chris Ryan to the Audit Committee as the Designee of the School Committee, Effective Immediately, for a Term to Expire on June 30, 2019
8. Vote the Question of Approving the List of Election Officers Recommended by the Board of Registrars for Terms from September 1, 2017, to August 31, 2018
9. Vote the Question of Approving the Authorization of the Chair to Sign Green Communities Grant Project Acceptance and Authorize Chair to Sign Any Required Documents
10. Vote the Question of Approving the Appointment of School Superintendent Arthur Unobskey as a Records Access Officer
11. Vote the Question of Approving the Acceptance of the Grant of Easements Between Stonebridge Road Condominium (Habitat for Humanity) and the Town of Wayland (Contract in Dropbox)

KP LAW, P.C.

101 ARCH STREET
BOSTON, MA 02110

(617) 556-0007

INVOICE NO. 112669

MS. NAN BALMER
TOWN ADMINISTRATOR
WAYLAND TAX
WAYLAND TOWN HALL
41 COCHITUATE ROAD
WAYLAND, MA 01778

IN REFERENCE TO: PROFESSIONAL SERVICES THROUGH JUNE 30, 2017
JUNE 30, 2017

TOTAL FEES:	1,202.50
TOTAL COSTS:	<u>1,545.00</u>
BALANCE DUE:	<u>2,747.50</u>

RECEIVED

JUL 10 2017

**Board of Selectmen
Town of Wayland**

KP LAW, P.C.

101 ARCH STREET
BOSTON, MA 02110

(617) 556-0007

INVOICE NO. 112675

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

IN REFERENCE TO: PROFESSIONAL SERVICES THROUGH JUNE 30, 2017

JUNE 30, 2017

TOTAL FEES: 2,035.00

TOTAL COSTS: 82.29

BALANCE DUE: 2,117.29

RECEIVED
JUL 10 2017
Board of Selectmen
Town of Wayland

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

RECEIVED

JUL 17 2017

Board of Selectmen
Town of Wayland

INVOICE FOR LEGAL SERVICES

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

Page 1
07/13/2017
Account No. 5673-01M
Invoice No. 190

Attn: Town Administrator

TOTAL CURRENT INVOICE	100.00
BALANCE DUE	<u>\$100.00</u>

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 Gentlemen. 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



Wayland Public Schools
Wayland, Massachusetts 01778

SCHOOL COMMITTEE
Ellen Grieco, Chair
Barbara Fletcher, Vice Chair
Jeanne Downs
Kim Reichelt
Kathie Steinberg

December 1, 2016

Chris Ryan
37 Rice Spring Lane
Wayland, MA 01778

Dear Chris:

At its regular meeting on October 17, 2016, the School Committee voted to appoint you to become the School Committee representative on the Audit Committee for the period starting October 18, 2016 through June 30, 2019.

Please note that all appointed members of all boards, commissions, committees and every appointed Town official must be sworn to the faithful performance of the duties of the office to which they are appointed. No official is qualified to take any action until after the oath of office has been taken. Massachusetts General Laws require oath-taking for reappointed officials as well as for persons newly appointed.

For your appointment to be valid, please bring this letter at your earliest convenience to the Office of the Town Clerk, Beth Klein or Diane Gorham, so that the following may be completed.

Sincerely,

Ellen Grieco, Chair

The above named Chris Ryan personally appeared before me and took the following oath on _____.

I, _____, do solemnly swear (affirm) that I will faithfully and impartially perform all the duties of my office in accordance with the Constitution of the United States of America, the laws of the Commonwealth of Massachusetts, and the rules, regulations, policies and the bylaws of the Town of Wayland to the best of my ability.

Appointee's Signature

Town Clerk/Assistant Town Clerk



TOWN OF WAYLAND

MASSACHUSETTS

01778

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

To: Board of Selectmen
From: Beth R. Klein, Town Clerk
Date: July 18, 2017
Re: Appointment of Election Officers

In accordance with MGL c.54, s. 12, Election Officers are appointed annually by the Board of Selectmen not earlier than July 15th or later than August 15th for a period of one (1) year starting September 1st.

Attached you will find a list of Election Officers recommended by the Board of Registrars to be appointed by the Board of Selectmen from September 1, 2017 to August 31, 2018.

At a meeting held _____ the Board of Selectmen voted _____ to appoint Election Officers (attached).

Lea Anderson, Chairman

Mary M. Antes

Louis M. Jurist

Cherry C. Karlson

Douglas Levine

Election Officials

D ELECTION OFFICIALS F	ADDRESS	PHONE	POSITION	VEN#	PREC.	PARTY
Abel, Susie	35 Sedgmeadow Rd	358-4996	Inspector	8104	1	U
Armstrong, Christine	3 Morse Rd.	380-4125	night teller	15469	4	U
Baston, Margery	11 Cochituate Rd	358-7155	Inspector	4459	1	U
Bryant, Pamela	86 West Plain St	651-8874	Warden	6914	2	D
Burke, Markey	18 Squirrel Hill Rd	358-7607	Inspector	10011	4	U
Brown, Louise	30 Campbell Rd	358-4220	Inspector	1042	1	U
Capasso, Jane	10 Rolling Ln	508-397-3877			2	D
Cavanaugh, Lynne	136 Plain Rd.,	358-7556	Inspector	15544	4	U
Cornell, Peter	20 Red Barn Rd.	358-4155	Inspector	14041	1	U
Chase, Andrea	203 Stonebridge Rd	788-1081	Night Teller	11759	1	U
Coy, Sandra	14 Hawthorne Rd	653-6014	Inspector	5639	2	D
DePasquale, Lillian	8 Willow Ln.	395-2942	Night Teller		2	U
Delorey, Jayne	52 Pemberton Rd	TM ONLY	check-in	13142	2	D
Deveaux, Esther	41 Peck Ave	653-6952	Inspector	8107	3	U
Dunn, Jan	51 Knollwood Ln	655-9149	Inspector	6637	2	U
Ferguson, Joan	14 Hill St	655-2788	Inspector	9718	3	D
Finch, Katherine	8 Hearthstone Circle	655-8150	Inspector	5199-2	3	D
Foster, Susan P	23 Old Connecticut Path	774-270-0443	Inspector	10552	4	U
Franklin, Carol	200 Willow brook Dr	651-2683	Inspector	8003	3	U
Gagnebin, Betsy	31 High Rock Rd	358-2432	Inspector	3790	3	R
Gardner-Westcott, Katherin	5 Richard Rd.,	655-6324	Inspector	15545	2	U
Gennis, Aida	22 Wayland Hills Rd	650-3869	Inspector	7954	3	U
Glick, Terry	4 Caulfield Rd	655-2633	Ballot Box	10013	3	U
Green, Susan	3 Priscilla Path	655-9904	Night Teller	4820	2	D
Henry, Shelley	12 Winthrop Terrace	358-7143	Inspector	2768	4	R
Hill, David	54 Orchard Ln	358-1636	Inspector	8366	1	R
Hill, Cynthia C	54 Orchard Ln	358-1636	Inspector	10016	1	R
Ide, Judith	135 Old Connecticut Path	358-2981	Town Meeting	3831	TM	R
Jahnke, Nan	36 Pequot Rd	358-0297	Inspector	14510	2	D
Jenney, Kathleen (Kate)	10 Glen Rd	358-7829	Inspector	8035	4	D
Kennedy, Regina	84 Old Sudbury Rd	358-7684	Inspector	4771	1	U
Koffman, Susan	66 Shermans Bridge Rd	358-4751	Inspector	5832	1	D
Kwarta, Joanne	11 Edgewood Rd	596-6423	Ballot Box	7671	2	D
Lang, Kathleen	38 East Plain St	653-1028	Inspector	8635-2	3	U
Leone, Madeline	1064 Grove St., Framingha	358-1028	Inspector	4168		U
Lewis, Anette	33 Claypit Hill Rd	358-4973	Inspector	4474	4	U
Ludwig, Glenn	28 Aquaduct Rd	774-2170430	new	16207	3	U
Ludwig, Anna	28 Aquaduct Rd	650-4078	Night Teller	15486	3	D
MacDonald, Catherine Mari	9 Melville Place	655-4710	Inspector	2465-1	3	U
Maxted, Deirdre	228 Lakeshore Drive	653-8710	Inspector	8109	2	U
McCabe, Antonia	3 Coolidge Rd	358-7062	Ballot Box	6917	4	R
Melnicove, Margo	245 Lakeshore Rd.	651-1309	Inspector	12167	2	D
Miller, Michael	6 Cross St.		Inspector	7301	2	R
Morss, Mary	53 Moore Rd	358-2779	Inspector	4480	1	D
Nawawi, Anne M	7 Lakeview Rd	655-5629	Inspector	10015	2	D
Newberg, Marlene	112 Willow Brook	655-1919	Inspector	15468	3	D
Nolin, Janet	21 Brooks Rd.	651-0634	Night Teller	14362	3	U
Norwood, Margaret	58 Three Ponds Rd	358-7524	Inspector	4481	4	U
Patterson, Elizabeth (Becky)	116 West Plain St	653-1202	Ballot Box	4483	2	U
Patterson, Kay	12 Claypit Hill Rd	358-4259	Inspector	6284	4	U

Election Officials

Patton, Margaret	43 Plain Rd	358-7209	Inspector		4	U
Pope, Susan	28 Moore Rd	358-2462	Inspector	5794	1	R
Ramesh, Vijaya	17 Dean Rd	647-4017	Night Teller	8641	3	U
Riley, Jennifer	133 Peham Is. Rd	774-893-3090	Inspector	9196	1	U
Schofield, Patricia	13 Oak St	653-2634	Inspector	5795	3	U
Schneider, Philip	135 School St.	655-4159	new	12243	3	U
Schuler, Gretchen	126 Old Connecticut Path	358-7980	Warden	4072	4	R
Soula, Rita						
Scola, Marilyn J	7 Carpenter Rd	653-7074	Inspector	5640	3	U
Scola, Elisa	184 Glezen Ln		new		1	D
Segal, Linda	9 Aqueduct Rd	655-0724	Inspector	4493	3	D
Streeter, Joyce	7 Decoloras Dr.	978-578-3402	new		3	R
Steele, Eileen	221 Lakeshore Dr	655-4403	Inspector	10010	2	U
St. Croix, Judy	36 Andrew Ave, APT. 205		Inspector	14510	1	U
Stanley, Sandy	39 Andrew Ave. Apt. 204	508-545-0344	new	15984		
Stimpson, Suzanne	72 Maiden Lane	655-6632	Inspector	14746	2	D
Stubeda, Deborah	17 White Rd	358-5581	Inspector	9158	4	U
Toombs Lois	12 Main St. #11, Maynard		Inspector			
Toombs, Peter	12 Main St. #11, Maynard	617-281-2290	Ballot Box	13767		U
Torres, Julia	33 Highgate rd.	508-276-3190	Floater	8100	1	U



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 JULY 7, 2017, THROUGH
AND INCLUDING JULY 20, 2017, OTHERWISE NOT
LISTED AND INCLUDED IN THE
CORRESPONDENCE PACKET FOR JULY 24, 2017**

Items Distributed To the Board of Selectmen – July 7-20, 2017

1. None

**Items Distributed for Information and Use by the Board of Selectmen at the
Meeting of July 10, 2017**

1. Handout, Recommendations and Roadmap for Fiscal Year 2016 for Information Technology, Prepared by RSM US LLP

**Items Included as Part of Agenda Packet for Discussion During the July 24, 2017
Board of Selectmen's Meeting**

1. Application for Change of Manager for Dudley Chateau, 20 Crest Road
2. Email of 7/19/17 from KP Law to Nan Balmer, Town Administrator, re: Wayland Meadows, with Documents Agreement with Wayland Meadows, LLC, Deed from Wayland Meadows, LLC, IRS Form 8283, and Charitable Donation Letter
3. Email of 7/19/17 from Anderson Kreiger to Nan Balmer, Town Administrator, re: Proposed Vote to Approve the River's Edge Land Development Agreement
4. Draft Minutes of July 10, 2017
5. Report of the Town Administrator for the Week Ending July 21, 2017



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN

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

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

BOARD OF SELECTMEN

Monday, July 24, 2017
Wayland Town Building
Selectmen's Meeting Room

CORRESPONDENCE

Selectmen

1. Public Comment, Proposed Athletic Field, Oxbow Meadows
2. Memorandum of 7/7/17 from Lincoln Ridge Homeowners Association re: Oxbow Meadows
3. Independent Accountants' Report, 7/17/17, from Melanson Heath, on Applying Agreed Upon Procedures Over Receivables, May 31, 2015
4. Memorandum of 7/10/17 from Diane Gorham, Assistant Town Clerk, to Board of Selectmen, re: Resignation of Doug Levine from the Economic Development Committee
5. Memorandum of 7/20/17 from Beth Klein, Town Clerk, to Board of Selectmen, re: Resignation of Carolyn Bargoot from the Audit Committee
6. Letter of 7/12/17 from KP Law to Marsh, Moriarty, Ontell & Golder PC, re: Wayland – Dylan's Circle Order of Taking
7. Letter of 7/12/17 from KP Law to Marsh, Moriarty, Ontell & Golder PC, re: Wayland – Summer Lane Order of Taking
8. Letter of 7/17/17 from KP Law to Alphen & Santos PC re: 8 Glezen Lane Zone I Wellhead Protection Zone
9. Letter of 7/19/17 from Elisa Scola, Chair, Historical Commission, to Board of Selectmen, re: 24 School Street
10. Memorandum of 7/17/17 to Board of Selectmen re: Annual Town Report 2017
11. Monthly Report, Police Department, June 2017

Minutes

12. Finance Committee, March 27, 2017, May 15, 2017, June 20, 2017
13. Personnel Board, June 19, 2017

Region

14. Invitation to Grand Opening, New Framingham Intermodal Parking Lot, MWRTA, August 17, 2017

State

15. Letter of 7/18/17 from Department of Housing and Community Development to Board of Selectmen re: Wayland Housing Production Plan -Certification Determination

1

From: Patricia Thompson <tpathompson@verizon.net>

Sent: Sunday, July 16, 2017 9:11 PM

To: Anderson, Lea; Karlson, Cherry; Antes, Mary; Jurist, Louis; Levine, Doug

Subject: proposed athletic field

Dear Wayland Selectmen,

I have lived in this Oxbow Road neighborhood for 50 years, 32 in Wayland and 18 in Lincoln. My children attended the Wayland schools, and played on the athletic fields. I still care about the children and youth in Wayland. But I am very concerned about the proposed athletic field off Oxbow and Trout Pond. Abutters are entering the discussion late because we were not notified about this plan until June 10th. Since then, many residents from Wayland and Lincoln have attended two planning board meetings and a site visit. At the July planning board meeting, visitors were told that the planning board has control only over the parking plan. We are turning to you for assistance.

Oxbow Meadows is currently a lovely natural area, with an abundance of wild flowers. Creatures from bees to fox families to deer are there, and walking trails are used by many. What a shame to lose this. Our area already has one playing field, on Alpine. We feel that is our share.

Traffic is a big concern. At commuting time, including from Lincoln Sudbury High School, cars use this route as a short cut, and are hurrying home or to work and school. There are many bikers and walkers on this narrow, winding road. I travel it often, and it is challenging to be safe. We can't imagine how the plan passed a traffic study.

The noise from games and practices is also an issue. There are hundreds of homes around this meadow. When Trout Pond was being built, I could hear at my home every word the builders spoke, and every pound of a hammer. The character of our neighborhood would be permanently altered.

My biggest concern is for the residents of the Trout Pond housing. They understood this would be a green area, and now the conversation is about trash cans, a porta-potty, how early people can arrive, and how to keep cars out of their parking places. One resident said her window would look out on the porta-potty.

We hope you will help us find a way to stop this project, and develop other areas for games and practices.

Sincerely,

Patricia Thompson
116 Chestnut Circle
Lincoln, Ma. 01773

781-259-7164

tpathompson@verizon.net

To: Town of Wayland Recreation Commission, Planning Board, and Selectman

From: Board of Directors, Lincoln Ridge Homeowners Association

Re: Oxbow Meadows

July 7, 2017

Dear Board Members,

The Board of Directors of the Lincoln Ridge Homeowners Association would like to go on record as abutters opposing the proposed athletic field at Oxbow Meadows. Many of our residents are concerned about the detrimental impact this development will have on the families in our neighborhood (58 units, 99 people), as well as the people in Farrar Pond Village (80 units, 100 + people). Oxbow Meadows is in close proximity to our neighborhood, visible from and within earshot of many condominium units. Our concerns include wildlife habitat destruction, noise, traffic and safety concerns, and unresolved questions about possible soil and water contamination at the Nike Missile Site.

Members of our community attended the June 20, 2017 Wayland Planning Board meeting and the July 7, 2017 Oxbow Meadows site visit. At both of those gatherings other possibilities were mentioned as a way of solving Wayland's need for additional field time. We would ask that the Wayland Recreation Department reconsider some of these suggestions and look for a creative solution to this issue. Your Lincoln neighbors (over 200 people in Lincoln Ridge and Farrar Pond Village alone) would appreciate it. We will live with the negative aspects of this project, but Lincoln will gain no benefits. We are disappointed that the town of Lincoln was not notified of or included in planning discussions regarding the development of Oxbow Meadows. Since so many Lincoln residents will be affected by it, we ask that you take this request into consideration.

Sincerely,



Suzanne Gwinner
Director
On behalf of the Lincoln Ridge Homeowners Association
sgwinner10@gmail.com
781-257-5232

TOWN OF WAYLAND, MASSACHUSETTS

**Independent Accountants' Report on
Applying Agreed Upon Procedures
Over Receivables**

May 31, 2015

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RESULTS	2



**Independent Accountants' Report on
Applying Agreed Upon Procedures
Over Receivables**

To the Town Manager
Wayland, Massachusetts

Additional Offices:
Nashua, NH
Manchester, NH
Greenfield, MA
Ellsworth, ME

We have performed the procedures enumerated below, which were agreed to by management of the Town of Wayland, Massachusetts (the Town), on the receivable information of the Town as of May 31, 2015. The Town is responsible for the receivable information provided as of May 31, 2015. The sufficiency of these procedures is solely the responsibility of the parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which this report has been requested or for any other purpose.

The procedures are as follows:

- We reviewed and evaluated the uncollected tax lists maintained by the Tax Collector as of May 31, 2015.
- We compared the uncollected tax lists to supporting documentation maintained by the Town.
- We compared the uncollected tax lists to the Town's related general ledger accounts.

We have summarized the results of our procedures in the accompanying report.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or a review, the objective of which would be the expression of an opinion or conclusion, respectively, on the receivable information of the Town as of May 31, 2015. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Town and is not intended to be and should not be used by anyone other than the specified parties.

Melanson Heath

July 17, 2017

BACKGROUND

The Town experienced turnover in the Tax Collector's position on May 31, 2015. Massachusetts General Law Chapter 60 – Section 97 states "If a collector ceases to hold the office of collector for any reason, all his accounts, records and papers, including his warrant, which relate to the assessment and collection of taxes in his town shall, forthwith after an audit thereof has been made by a competent accountant, be deposited by him, or his executor or administrator, or any other person into whose possession they may come, with the assessors of such town, who thereupon shall turn over his uncollected tax lists to his successor, together with their warrant, which shall cover the uncollected accounts of the original commitment as shown on said lists and shall also turn over all his accounts, records and papers, including his warrant, so deposited with them, except said lists, to the clerk of said town." To comply with the law, the Town engaged us to perform the procedures specified earlier over the Tax Collector records as of the above noted date.

RESULTS

We worked with the individuals in the Tax Collector's Office and the Finance Director to test and verify various outstanding receivables as of May 31, 2015. Any variances noted during this process are identified and corrected by the Town in a timely manner. As a result, we were able to verify, on a test basis, amounts presented on the activity schedules were traceable to underlying accounting records, reconciled with the general ledger, and reconciled with the Tax Collector's detailed subsidiary ledgers.

The chart below shows receivable balances at May 31, 2015:

<u>Receivable Type</u>	<u>General Ledger Balance (MUNIS) 05/31/15</u>	<u>Collector Balance (VADAR) 05/31/15</u>	<u>Difference</u>
Real Estate Taxes			
2012	\$ 10,553	\$ 10,553	\$ -
2013	42,830	43,708	(878) *
2014	95,564	95,888	(324) *
2015	1,053,485	1,057,213	(3,728) *
Personal Property Taxes			
2009	1,767	1,767	-
2010	2,381	2,381	-
2011	3,555	3,555	-
2012	4,551	4,551	-
2013	4,446	4,446	-
2014	2,113	2,115	(2) *
2015	5,938	5,850	88 *

<u>Receivable Type</u>	<u>General Ledger Balance (MUNIS) 05/31/15</u>	<u>Collector Balance (VADAR) 05/31/15</u>	<u>Difference</u>
Motor Vehicle Excise			
2001	3,439	3,439	-
2002	2,956	2,956	-
2003	6,491	6,491	-
2004	4,888	5,061	(173) *
2005	3,182	3,182	-
2006	3,002	3,002	-
2007	3,149	3,149	-
2008	8,825	8,825	-
2009	5,480	5,480	-
2010	3,895	3,895	-
2011	3,516	3,516	-
2012	6,262	6,262	-
2013	6,459	6,459	-
2014	46,011	46,435	(424) *
2015	181,376	181,376	-
Community Preservation Taxes	15,330	13,512	1,818 *
Tax Title	1,060,426	1,060,979	(553) *
Deferred Taxes	443,348	443,348	-
Unapportioned Street Betterment	34,589	34,749	(160) *
I/E Fine	375	-	375 *

*Differences noted consisted of timing differences

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

TOWN BUILDING
41 COCHITUATE ROAD

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

RECEIVED

JUL 10 2017

**Board of Selectmen
Town of Wayland**

Date: July 10, 2017
To: Board of Selectmen
From: Diane Gorham, Assistant Town Clerk
RE: Resignation of Appointed Official

Please be informed that the attached letter of resignation was received in the Town Clerk's Office on July 10, 2017 and is effective as of July 10, 2017:

Doug Levine Economic Development Committee
Term Expires: June 30, 2019

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, Chair
Doug Levine

RECEIVED
TOWN OF WAYLAND
TOWN CLERK
2017 JUL 10 PM 2:28

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

July 10, 2017

Re: Resignation from Economic Development Committee

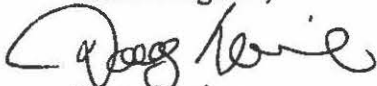
Dear Beth:

I am writing pursuant to M.G.L. chapter 41, section 109, to tender my formal resignation from the Economic Development Committee effective April 13, 2017. I have previously informed the Chairwoman of the Committee, Becky Stanizzi, as well as the other members of the Committee.

It was a privilege to have served on the EDC, and having been recently elected to the Board of Selectmen am grateful to have the EDC within my new portfolio, which will allow me the opportunity to continue working closely with the Committee.

If you have any questions or require any further information please don't hesitate to contact me.

Warm Regards,



Doug Levine
9 Graybirch Lane

cc: Becky Stanizzi
Chair, Economic Development Committee

Lea Anderson
Chair, Board of Selectmen

2017 JUL 10 PM 2:28

ATTACHED
TOWN OF WAYLAND
TOWN CLERK

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

July 17, 2017

Dear Ms. Klein:

I am very sorry to announce that I am resigning from my position as a member on the Town of Wayland Audit Committee. Please notify the Audit Committee and the Board of Finance that the effective date of my resignation is July 31, 2017.

Sincerely,



Carolyn Bargo
14 Pine Needle Rd
Wayland, MA 01778
617-548-8226

RECEIVED
TOWN OF WAYLAND
TOWN CLERK
2017 JUL 17 PM 6:05

July 12, 2017

Katharine Lord Klein
kklein@k-plaw.com

BY HAND

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

RECEIVED

JUL 14 2017

**Board of Selectmen
Town of Wayland**

Re: Wayland – Dylan’s Circle Order of Taking

Dear Mr. Marsh:

Enclosed please find an Order of Taking relating to Dylan’s Circle in Wayland. I further enclose our blank firm check made payable to your firm for the recording cost.

Please advise as to the recording information and amount of the check when available.

Thank you.

Very truly yours,



Katharine Lord Klein

KLK/jsh

Enc.

cc: Board of Selectmen

587007/WAYL/0055

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

Town of Wayland

ORDER OF TAKING

At a regularly convened meeting of the Board of Public Works of the Town of Wayland, held this 27th day of June, 2017, it was voted and ordered:

The Board of Public Works of the Town of Wayland, duly elected, qualified, and acting as such on behalf of the Town by virtue of and in accordance with the vote taken under Article 13 of the April 2, 2017 Annual Town Meeting, a certified copy of which is attached hereto and incorporated herein, and the authority of the provisions of Chapter 82, Sections 21-24, and Chapter 79 of the General Laws, as amended, and any and every other power and authority that is hereunto enabling, does hereby take, on behalf of the Town, a permanent easement, for all purposes for which public ways are used in the Town of Wayland, together with the attendant customary uses, including, but not limited to the construction, operation, maintenance, repair, replacement and relocation of rights of way, drainage and utilities in, over, under, through, across, upon and along a road shown as "Dylans Circle a/k/a Dylan's Circle" (the "Easement Premises"), on a plan entitled "Definitive Subdivision Plan 'Field Stone Estates' Wayland, Massachusetts," dated February 12, 2003, revised through August 24, 2003, prepared by Seltec Engineering, Inc., recorded with the Middlesex South Registry of Deeds as Plan No. 382 of 2004 (the "Plan").

The Town shall have the right of entry upon and passage over the Easement Premises from time to time by foot and motor vehicles, including heavy equipment, for the purposes set forth herein and all uses necessary or incidental thereto, including, without limitation, using and temporarily storing, as needed, construction equipment, materials or other incidental items in, on, under, and upon the Easement Premises.

The taking does not include any buildings, structures, objects, utilities and/or vegetation (including trees and shrubs) now or hereafter located within the Easement Premises, but the Town shall have the right to remove the same whenever their removal shall be necessary or convenient to exercise the rights taken hereunder, without the obligation to replace the same.

Said Easement Premises are owned or supposed to be owned and/or formerly owned by the parties listed on Schedule A, which parties are hereinafter collectively referred to as Owners.

If in any instance the name of any Owner or Owners is not correctly stated in this Order of Taking, it is understood that in such instance said parcel of land is owned by an Owner or Owners unknown to us, and the property interest is taken against said Owner or Owners.

It has been determined that no damages are owed to the Owners listed herein, and we therefore award no damages to those persons for the herein taking.

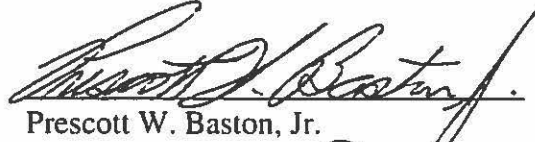
No betterments are to be assessed under this taking.

[Signature Page Follows]

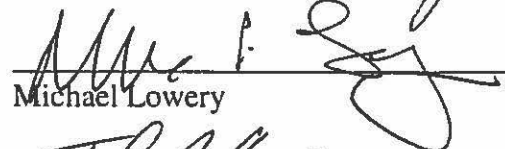
585506v2/WAYL/0055

IN WITNESS WHEREOF, we, the duly elected and qualified Board of Public Works, have hereunto set our hands and seals on this 27th day of June, 2017.

TOWN OF WAYLAND,
By its Board of Public Works



Prescott W. Baston, Jr.



Michael Lowery



Thomas J. Abdella


Jonathan I. Mishara


Michael B. Wegerbauer

COMMONWEALTH OF MASSACHUSETTS

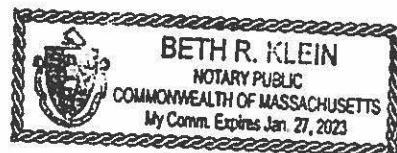
Middlesex, ss.

On this 27th day of June, 2017, before me, the undersigned notary public, personally appeared Prescott W. Baston, Jr., member of the Wayland Board of Public Works, as aforesaid, proved to me through satisfactory evidence of identification, which was Driver's License, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose on behalf of the Town of Wayland.



Notary Public
My Commission Expires:

585506v2/WAYL/0055



Schedule A

Name: Matthew DiRoberto and Erica DiRoberto
Mailing Address: 4 Dylan's Circle, Wayland, MA 01778
Property Address: 4 Dylan's Circle, Wayland, Massachusetts
Interest Taken: Road Easement
Deed Reference: Middlesex South Registry of Deeds, Book 59909, Page 210

Name: Scott Burgess and Risa Burgess
Mailing Address: 6 Dylan's Circle, Wayland, MA 01778
Property Address: 6 Dylan's Circle, Wayland, Massachusetts
Interest Taken: Road Easement
Deed Reference: Middlesex South Registry of Deeds, Book 62900, Page 366

Name: Raja Anwar Aziz and Sofia Aziz
Mailing Address: 3 Dylan's Circle, Wayland, MA 01778
Property Address: 3 Dylan's Circle, Wayland, Massachusetts
Interest Taken: Road Easement
Deed Reference: Middlesex South Registry of Deeds, Book 65369, Page 174

Name: Raymond J. Ciccolo, Trustee of Concord Road Realty Trust
Mailing Address: 14 Patricia Drive, Ayer, MA 01432
Property Address: 5 Dylan's Circle and 8 Dylan's Circle, Wayland, Massachusetts
Interest Taken: Road Easement
Deed Reference: Middlesex South Registry of Deeds, Book 36780, Page 10



TOWN OF WAYLAND

MASSACHUSETTS
01778

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

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

ANNUAL TOWN MEETING VOTE CERTIFICATE

At a legal meeting of the qualified voters of the TOWN OF WAYLAND, held on April 2nd, 2017, the following business was transacted under Article 13:

ARTICLE 13: STREET ACCEPTANCE

Voted that the Town accept as a public way the roadway known as Dylan Circle, also as referred to as Dylan's Circle, as heretofore laid out and shown on a plan of land entitled "As Built Plan Dylan Circle Wayland MA" dated December 15, 2016, prepared by Andrysick Land Surveying and on file with the Town Clerk, and authorize the Board of Public Works, acting as Road Commissioners to acquire by gift, purchase, and/or eminent domain the fee to and/or easements in Dylan Circle for all purposes for which public ways are used in the Town of Wayland, and any drainage, utility, access, and/or other easements related thereto, all as shown on the plan.

VOTED:

IN FAVOR: 160
OPPOSED: 20 MOTION PASSED

Voted that the Town accept as a public way the roadway known as Summer Lane, as heretofore laid out and shown on a plan of land entitled "As Built Plan Summer Lane Wayland MA", prepared by Snelling and Hamel Associates, Inc., dated June 13, 2013 and on file with the Town Clerk, and authorize the Board of Public Works, acting as Road Commissioners to acquire by gift, purchase, and/or eminent domain the fee to and/or easements in Summer Lane for all purposes for which public ways are used in the Town of Wayland, and any drainage, utility, access, and/or other easements related thereto, all as shown on the plan.

VOTED:

IN FAVOR: 154
OPPOSED: 29 MOTION PASSED

A true copy, Attest:

Beth R. Klein
Town Clerk

3/6/17 (7)

July 12, 2017

Katharine Lord Klein
kklein@k-plaw.com

BY HAND

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

RECEIVED

JUL 14 2017

Board of Selectmen
Town of Wayland

Re: Wayland – Summer Lane Order of Taking

Dear Mr. Marsh:

Enclosed please find an Order of Taking relating to Summer Lane in Wayland. I further enclose our blank firm check made payable to your firm for the recording cost.

Please advise as to the recording information and amount of the check when available.

Thank you.

Very truly yours,



Katharine Lord Klein

KLK/jsh

Enc.

cc: Board of Selectmen

587009/WAYL/0056

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

Town of Wayland

ORDER OF TAKING

At a regularly convened meeting of the Board of Public Works of the Town of Wayland, held this 27th day of June, 2017, it was voted and ordered:

The Board of Public Works of the Town of Wayland, duly elected, qualified, and acting as such on behalf of the Town by virtue of and in accordance with the vote taken under Article 13 of the April 2, 2017 Annual Town Meeting, a certified copy of which is attached hereto and incorporated herein, and the authority of the provisions of Chapter 82, Sections 21-24, and Chapter 79 of the General Laws, as amended, and any and every other power and authority that is hereunto enabling, does hereby take, on behalf of the Town, a permanent easement, for all purposes for which public ways are used in the Town of Wayland, together with the attendant customary uses, including, but not limited to the construction, operation, maintenance, repair, replacement and relocation of rights of way, drainage and utilities in, over, under, through, across, upon and along a road shown as "Summer Lane" (the "Easement Premises"), on a plan entitled "'Summer Lane' Wayland, MA Definitive Subdivision of Land Dated September 6, 2011," prepared by Snelling & Hamel Associates, Inc., recorded with the Middlesex South Registry of Deeds as Plan No. 28 of 2012 (the "Plan").

The Town shall have the right of entry upon and passage over the Easement Premises from time to time by foot and motor vehicles, including heavy equipment, for the purposes set forth herein and all uses necessary or incidental thereto, including, without limitation, using and temporarily storing, as needed, construction equipment, materials or other incidental items in, on, under, and upon the Easement Premises.

The taking does not include any buildings, structures, objects, utilities and/or vegetation (including trees and shrubs) now or hereafter located within the Easement Premises, but the Town shall have the right to remove the same whenever their removal shall be necessary or convenient to exercise the rights taken hereunder, without the obligation to replace the same.

Said Easement Premises are owned or supposed to be owned and/or formerly owned by the parties listed on Schedule A, which parties are hereinafter collectively referred to as Owners.

If in any instance the name of any Owner or Owners is not correctly stated in this Order of Taking, it is understood that in such instance said parcel of land is owned by an Owner or Owners unknown to us, and the property interest is taken against said Owner or Owners.

It has been determined that no damages are owed to the Owners listed herein, and we therefore award no damages to those persons for the herein taking.

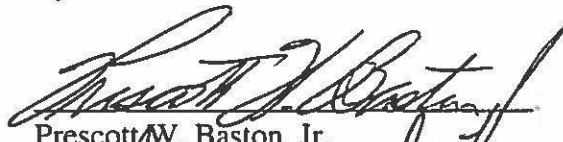
No betterments are to be assessed under this taking.

[Signature Page Follows]

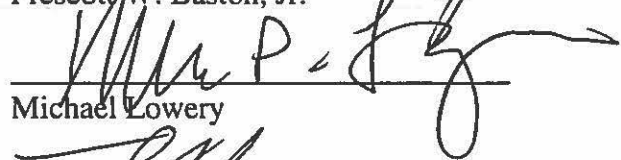
585624v2/WAYL/0056

IN WITNESS WHEREOF, we, the duly elected and qualified Board of Public Works, have hereunto set our hands and seals on this 27th day of June, 2017.

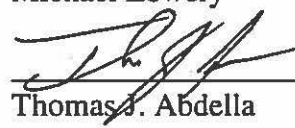
TOWN OF WAYLAND,
By its Board of Public Works



Prescott W. Baston, Jr.

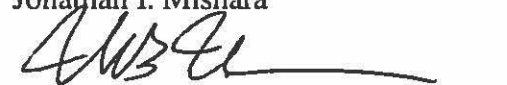


Michael Lowery



Thomas J. Abdella

Jonathan I. Mishara



Michael B. Wegerbauer

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

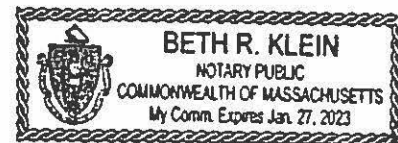
On this 27th day of June, 2017, before me, the undersigned notary public, personally appeared Prescott W. Baston Jr., member of the Wayland Board of Public Works, as aforesaid, proved to me through satisfactory evidence of identification, which was Drivers License, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose on behalf of the Town of Wayland.



Notary Public

My Commission Expires:

585624v2/WAYL/0056



Schedule A

Name: Darren Martin and Michelle Martin

Mailing Address: 6 Summer Lane, Wayland, MA 01778

Property Address: 6 Summer Lane, Wayland, Massachusetts

Interest Taken: Road Easement

Deed Reference: Middlesex South Registry of Deeds, Book 63322, Page 213

Name: Jeffrey J. Vecchio and April A. Vecchio

Mailing Address: 10 Summer Lane, Wayland, MA 01778

Property Address: 10 Summer Lane, Wayland, Massachusetts

Interest Taken: Road Easement

Deed Reference: Middlesex South Registry of Deeds, Book 65799, Page 387

Name: Oxbow Development Group, LLC

Mailing Address: 187 Oxbow Road, Wayland, MA 01778

Property Address: Summer Lane, Wayland, Massachusetts

Interest Taken: Road Easement

Deed Reference: Middlesex South Registry of Deeds, Book 58715, Page 332



TOWN OF WAYLAND

MASSACHUSETTS
01778

TOWN CLERK
Beth R. Klein

bklein@wayland.ma.us

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

TOWN BUILDING
41 COCHITUATE ROAD

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

ANNUAL TOWN MEETING VOTE CERTIFICATE

At a legal meeting of the qualified voters of the TOWN OF WAYLAND, held on April 2nd, 2017, the following business was transacted under Article 13:

ARTICLE 13: STREET ACCEPTANCE

Voted that the Town accept as a public way the roadway known as Dylan Circle, also as referred to as Dylan's Circle, as heretofore laid out and shown on a plan of land entitled "As Built Plan Dylan Circle Wayland MA" dated December 15, 2016, prepared by Andrysick Land Surveying and on file with the Town Clerk, and authorize the Board of Public Works, acting as Road Commissioners to acquire by gift, purchase, and/or eminent domain the fee to and/or easements in Dylan Circle for all purposes for which public ways are used in the Town of Wayland, and any drainage, utility, access, and/or other easements related thereto, all as shown on the plan.

VOTED:

IN FAVOR: 160
OPPOSED: 20 MOTION PASSED

Voted that the Town accept as a public way the roadway known as Summer Lane, as heretofore laid out and shown on a plan of land entitled "As Built Plan Summer Lane Wayland MA", prepared by Snelling and Hamel Associates, Inc., dated June 13, 2013 and on file with the Town Clerk, and authorize the Board of Public Works, acting as Road Commissioners to acquire by gift, purchase, and/or eminent domain the fee to and/or easements in Summer Lane for all purposes for which public ways are used in the Town of Wayland, and any drainage, utility, access, and/or other easements related thereto, all as shown on the plan.

VOTED:

IN FAVOR: 154
OPPOSED: 29 MOTION PASSED

A true copy, Attest:

Beth R. Klein
Town Clerk

8

KP LAW

Attorneys at Law

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

July 17, 2017

Amy E. Kwesell
akwesell@k-plaw.com

Paul F. Alphen, Esq.
Alphen & Santos, P.C.
2000 Littleton Road
Westford, MA 01886

RECEIVED

JUL 20 2017

Board of Selectmen
Town of Wayland

Re: Town of Wayland - 8 Glezen Lane – Zone I Wellhead Protection Zone

Dear Mr. Alphen:

This firm serves as Town Counsel to the Town of Wayland (the “Town”). I am in receipt of your March 9, 2017 letter to Town of Wayland Board of Health, Board of Public Works and Water Department and your June 14, 2017 letter to the Town of Wayland Board of Public Works and Water Department (both attached) seeking compensation for purported additional costs incurred by your clients, the owners of 8 Glezen Lane (the “Property”). You have asserted that additional costs were incurred due to the Property being located within a Massachusetts Department of Environmental Protection (“MassDEP”) Zone I Wellhead Protection Area (“Zone I”). Please note that the Town of Wayland has no intention of compensating your clients for any alleged additional costs related to the location of the Zone I.

As stated in the Massachusetts Drinking Water Regulations, 310 CMR 22.02, Zone I is a protective radius required around a public water supply well or wellfield. For public water system wells, with approved yields of 100,000 gpd or greater, as is the case here, the protective radius is 400 feet. This protective radius is established by the Commonwealth of Massachusetts pursuant to M.G.L. c. 111, §§159 and 160 and 310 CMR 22.00 and was not, as your letter erroneously states, established “as a consequence of the Water Department’s decision....” Additionally, I note that the Baldwin Pond Wells have been in existence since at least the early 1960s.

It is my understanding from a review of the Board of Health file that on October 19, 2016, your clients filed an application for an upgrade/repair to the existing septic system which was required so they could sell the Property. The application also requested a variance pursuant to Title 5, 310 CMR 15.211(2) to construct a portion of the septic system within a Zone I. While most of the system is outside of the Zone I, a variance was required as the approved plan depicts the tanks and piping within the Zone I. On November 28, 2016, the variance request was approved by the Board of Health and was not appealed. In short, your clients were granted the relief and permits they requested. Their allegations that their costs were increased due to the Property being located within a MassDEP Zone I Wellhead Protection Area is of no consequence. Kane v. Town of Hudson, 7 Mass.App.Ct. 556, 561 (1979). (A person may suffer grievous loss by restrictions imposed on his use of his land to protect the purity of a public water supply, but he is entitled to no compensation therefor.) *See also*, Sprague v. Dorr, 185 Mass. 10, 12-13 (1904). Commonwealth v. Sisson, 189

Paul F. Alphen, Esq.
July 17, 2017
Page 2

Mass. 247, 253, 254 (1905). Accordingly, the Town is not required to reimburse your clients for any costs associated with the installation of their replacement septic system.

Thank you for your attention to this matter.

Very truly yours,



Amy E. Kwesell

AEK/smm

Enc.

cc: Board of Selectmen
Department of Public Works

586671/WAYL/0001

ALPHEN & SANTOS, P.C.

Attorneys and Counselors at Law
200 Littleton Road, Westford, Massachusetts 01886
(978) 692-3107 p.alphen@alphensantos.com

March 9, 2017

Health Department
Town of Wayland
dmaccaughey@wayland.ma.us

Board of Public Works
Town of Wayland
mlindeman@wayland.ma.us

Water Department
Town of Wayland
dmillette@wayland.ma.us

RE: 8 Glezen Lane


Ladies and Gentlemen:

This office represents Karen and Frank Chase regarding the decision of the Board of Public Works not to proceed with the purchase of 8 Glezen Lane. If the subsurface septic disposal system is replaced pursuant to the most recent design (relocated outside of Well Zone 1), my clients have been advised that the additional cost of design and construction of the system would be \$32,000.00; which sum is over and above the costs that would be incurred to repair or replace the existing system.

It is my understand that Mr. Chase discussed with the Board the fundamental unfairness of the imposition of additional regulations, limitations and costs applicable to his property as a consequence of the action by the Town to establish a new well zone. The purpose of this letter is to follow up on the discussions with Mr. Chase regarding the Board's willingness to consider reimbursement to Mr. Chase of the additional expenses he will incur as a result of your actions.

We look forward to hearing from you. Thank you for your attention to this matter.

Very truly yours,
Alphen & Santos, P.C.



Paul F. Alphen, Esquire

ALPHEN & SANTOS, P.C.

Attorneys and Counselors at Law
200 Littleton Road, Westford, Massachusetts 01886
(978) 692-3107 palphen@alphensantos.com

June 14, 2017

Board of Public Works
Town of Wayland
mlindeman@wayland.ma.us

Water Department
Town of Wayland
dmillette@wayland.ma.us

RE: 8 Glezen Lane

Ladies and Gentlemen:

This office represents Karen and Frank Chase. Having received no response to our letter dated March 9, 2017, please accept this as a request for reimbursement of the additional costs incurred by our clients as a consequence of the Water Department's decision to cause our client's home to be located inside a Well Zone 1. As reported previously, our clients had been advised that the additional cost of design and construction of the system would be \$32,000.00; which sum is over and above the costs that would be incurred to repair or replace the existing system. Enclosed, please find invoices from Wayland Excavating LLC and Drake Engineering showing total expenses in the amount of \$70,955.00.

Mr. Chase discussed with the Board the fundamental unfairness of the imposition of additional regulations, limitations and costs applicable to his property as a consequence of the action by the Town to establish a new well zone. The purpose of this letter is to follow up on the discussions with Mr. Chase regarding the Board's willingness to consider reimbursement to Mr. Chase of the additional expenses he will incur as a result of your actions. Please accept this as request for copies of the policies established by the Board of Public Works and/or the Water Department for compensating the property owners now located in Zone 1 for the additional costs they have incurred or may incur in the future as a consequence of the placement of the new well.

We look forward to hearing from you. Thank you for your attention to this matter.

Very truly yours,
Alphen & Santos, P.C.


Paul F. Alphen, Esquire

Drake Associates Inc.
25 Wellesley Avenue
Wellesley Ma 02482
Civil Engineers Land Surveyors
508 877-0848 Fax 781 416 1865

Clay Chase
8 Glezen ln
Wayland Ma 01778

May 16, 2107

Invoice for Engineering Services
Replacement Septic System Design
Backhoe Charges
Layout & As built

\$ 3,000
\$ 800
\$ 900

TOTAL

\$ 4,700

Wayland Excavating LLC

PO Box 5222

19 Winter Street

Wayland MA 01778

Waylandexcavating2@gmail.com

508 653 2621

March 31, 2017

Submitted to:

Frank & Karen Chase
8 Glezen Lane
Wayland MA 01778

Site location:

same

We shall:

- Installation of septic system according to plan
- Top soils saved and replaced to machine grade
- Excess fill materials hauled from site
- Electric for pump installation providing the existing panel can accommodate the new service and there is easy access to the existing panel
- Rake and seed with onsite materials to disturbed area only

We shall not:

- Excavation and disposal of rock and/or ledge larger than 1/2 cubic yards
- Permits, inspection fees, bonds and police details
- Engineering
- Transplanting and additional top soils
- Pump out and disposal of any sewer – billed direct (John Regan Ent., Inc.)
- Conservation issues
- Changes to inside plumbing
- Abandonment of any underground structures not indicated on plan
- Relocation of gas and/or water services
- Repairs nor replacement of underground nor overhead utilities not clearly marked by Dig Safe and its affiliates to include those considered on private property; such as but not limited to: cable, telephone, gas, water, sewer, electric, wiring to lamp posts, wiring to sheds and pools, gas lines to outside grills, etc.
- Repairs nor replacement of property improvements such as but not limited to: lawns, trees, bushes, walkways, driveways, patios, sheds, play sets, fences of any kind, walls of any kind, fixtures, beds (mulch, plantings, ground covers, etc.), stoops, irrigation systems, drainage systems, etc.
- Remove and dispose of trees and/or stumps
- Settlement
- De watering
- Erosion control removal

Chase
8 Glezen
Wayland

Total: \$66,255.00 (sixty six thousand two hundred fifty five dollars)

**Terms of payment: \$22,085.00 (twenty two thousand eighty five dollars) the day work begins.
\$22,085.00 (twenty two thousand eighty five dollars) 2nd installment
The balance is due upon completion. Final paperwork submitted to local agents upon payment of
balance.**

Signed
Daniel J Regan
Daniel J Regan

Acceptance:

Frank and/or Karen Chase

9



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

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

July 19, 2017

RECEIVED

JUL 20 2017

Board of Selectmen
Town of Wayland

Cherry Karlson
Board of Selectmen
Wayland Town Building
41 Cochituate Road
Wayland, MA 01778

Re: 24 School Street

Dear Ms. Karlson,

The Wayland Historical Commission opposes the demolition of the barn located at 24 School Street. This barn is one of only a few remaining barns in Cochituate. Although the house which was built c.1908 has little architectural value, it does provide historic setting for the barn. Moreover, the intersection of East Plain and School Street where this barn stands held two important Cochituate Buildings, the Wesleyan Methodist Church and the Lokerville School, both of which have been demolished. It would be a shame if one of the few remaining barns in Wayland were also demolished. For these reasons, the Historical Commission would like to see the barn located at 24 School Street preserved.

Sincerely,

Elisa Scola, Chair
Wayland Historical Commission

Cc: Zoning Board of Appeals
Board of Health
Conservation

FORM B – BUILDING

MASSACHUSETTS HISTORICAL COMMISSION



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

52-189 Framingham 150,151

Town Wayland

Place (neighborhood or village)
Cochituate

Address 24 School Street

Historic Name R. W. Porter house

Uses: Present residential

Original residential

Date of Construction c. 1908

Source 1908 map

Style/Form L-shape

Architect/Builder unknown

Exterior Material:

Foundation parged concrete

Wall/Trim vinyl siding/vinyl trim

Roof asphalt shingles

Outbuildings/Secondary Structures
gambrel-roofed, shingled barn
1-car garage

Major Alterations (with dates)
siding added (late 20th c.)

Condition fair

Moved no yes Date n/a

Acreage 38,400 sq. ft.

Setting House is sited on a gently sloping hill at the corner of East Plain and School Street. A restaurant is located across School Street. The barn faces East Plain Street at the lower part of the hill.

RECEIVED

MAY 9 2003

MASS. HIST. COMM.

Recorded by Eileen Wilde

Organization B.U. Preservation Studies for W.H.C.

Date (month / year) November 2002

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

BUILDING FORM

ARCHITECTURAL DESCRIPTION see continuation sheet

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

#24 School Street is located at the intersection of School Street and East Plain Street. The 1½-story house has an L-shape plan with the main entrance on the long axis facing east towards School Street. The back portion consists of two ells: the northern ell is 1½-stories with a gable roof, and the southern ell is 1-story with a shed roof. The structure sits on a concrete-parged foundation and is clad in wood clapboards with wood trim; the roof is covered in asphalt shingles and is pierced by two brick chimneys. The windows are 2/2 double-hung moveable sash. The front elevation is 6 bays wide with a cross gable on the northern end. Two 1-story, 1-bay deep, gable-roof additions with pedimented cornices extend from the front elevation. The northern addition contains the front entrance with a center door flanked by two windows. A gable-roofed, 1-car garage sits to the south of the main house.

The gambrel-end, 2-story, wood shingled barn is located to the southwest of the house, facing East Plain Street. The gambrel roof is covered in wood shingles with the end of the ridge extending out over the main façade. Two metal ventilators pierce the ridgeline of the roof. The main entrance has a wide, double-leaf, board-and-batten door; the hayloft also has a double-leaf, board-and-batten door protected by a small shed roof. A 1-story wing is attached to the east elevation of the barn. The front part of the wing is 2 bays deep and has a side gable roof with an exterior concrete chimney running along with eastern elevation; the back part of the wing is 3 bays deep and has a shed roof. A six-paneled door on the southern elevation leads into the wing. All windows on the barn and wing are 3/3 casement windows, with the exception of a 1/1 moveable sash under the eaves in the gambrel end of the barn.

#24 School Street is unique in the Lokerville area because it has the only barn left on its property. The house itself has little integrity or architectural value, but it provides a historic setting for the barn.

HISTORICAL NARRATIVE see continuation sheet

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

The area of Cochituate between Main Street, East Plain Street, Commonwealth Avenue, and School Street was historically called Lokerville because of the large number of Lokers who lived there (Emery, 120-121). The intersection of East Plain and School Street originally held two important Cochituate buildings: the Wesleyan Methodist Church and the Lokerville School (also known as the South schoolhouse). Both buildings are no longer extant. The church fell into disuse in the late 19th c. but remained standing until 1902 when Jefferson Loker, who had been a devoted member, passed away (Emery, 102). Jefferson Loker apparently lived within viewing distance of the church, possibly at #84 East Plain Street (Emery, 102). Edgar B. Loker bought the church in 1902 and moved it to his property where it purportedly became a henhouse (Emery, 103). The Lokerville schoolhouse was used for Catholic services in 1885 before the Catholic church was built in Cochituate (Emery, 115); the school was demolished in 1913.

BIBLIOGRAPHY and/or REFERENCES see continuation sheet

Directories: 1921-22, 1926
 Fitch, Helen Emery, The Puritan Village Evolves, 1981
 Maps: 1908

INVENTORY FORM CONTINUATION SHEET

Town
Wayland

Property Address
24 School Street

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

Area(s) Form No.

	150, 151
--	-------------

HISTORICAL NARRATIVE *continued*

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

#24 School Street was probably built at the turn of the 20th c. There was a house at the corner of East Plain and School Street in 1866 owned by S. Jameson, but it is unlikely this is the house standing at #24 School Street today. Stephen Jameson was a shoemaker in Cochituate between 1840-1850 (Emery, 334). Another shoemaker, Enoch Dudley, made shoes near School Street in 1860 (Emery, 213). It is possible this site housed a small shoe shop.

In 1908, R.W. Porter was living at #24 School Street. The 1908 map shows that #24 has been heavily altered: the original house was a rectangular block with a rectangular ell parallel to the main block offset to the south. A porch ran along the southern elevation of the main block and the eastern elevation of the ell. A large outbuilding, likely a barn, was located at the northern side of the house. It is possible that the existing barn was moved from this spot.

The 1921-22 directory lists Maynard Porter, a carpenter, living on School Street with his wife Emma E., as well as Rupert P. Porter, also a carpenter, and his wife Pansy. The 1926 directory is more specific about location and places the four Porters on School Street at the corner of East Plain. Maynard and Rupert likely inherited the property from R.W. Porter.



**Town of Wayland
Board of Selectmen**

Memo

To: Board of Selectmen
From: MaryAnn DiNapoli
Date: July 17, 2017
Re: Annual Town Report 2017

We are preparing to publish Wayland's Annual Reports for the year July 1, 2016 to June 30, 2017. We need your cooperation so that the reports can be published within the time allotted according to Town Code. As per §53-1, a written report must be submitted no later than September 30, 2017. See <http://www.ecode360.com/12285131>.

For reference, attached is your department, board or committee's report as printed in the 2016 Town Reports. Please note that your report may have been edited.

Prepare a final report for 2017, preferably one page only, by Friday, September 29, 2017.

You may include graphics such as pictures, clipart, charts and/or graphs, and we will make every attempt to include them if possible. Please email your report to mdinapoli@wayland.ma.us.

Any report not received by September 29, 2017, will NOT be included in the Town Reports, and the delinquent board will have to make its own arrangements to comply with such statutes, by-laws (§53-3 Failure to Report, below), and public relations as may be applicable.

§ 53-3:Failure to report.

If an appointed board, commission or committee of the Town, other than those created under the General Laws of the commonwealth, does not submit its written report on or before such final date for publication in the Annual Town Report, it shall be dissolved, except in such instances where the creating vote specifically provides that it is to report at longer given intervals, or unless the Town at the next annual Town meeting, by vote naming the board, commission or committee, continues it in existence.

If you have additional questions, please contact me. Thank you.

BOARD OF SELECTMEN

FY 2016 was a year of relative staff stability as Town Administrator Nan Balmer entered her second year as Wayland's chief executive. The Town welcomed a new Building Commissioner, new Assistant Fire Chief, and new Information Technology Director. DPW Director Stephen ("Stubby") Kadlik announced his retirement after 42 years of dedicated service to the residents of Wayland.

Throughout the year, the Selectmen worked with and appointed citizens to numerous permanent and temporary committees. In keeping with Wayland's rich history of citizen involvement in Town government, appointees to boards and committees bring a wide-variety of professional experience to issues that affect the Town. It is difficult to single out any committee, but the Conservation Commission and Community Preservation Committee are examples of especially busy committees in FY16. They worked to acquire a Conservation Restriction on Mainstone Farm with funds from the Community Preservation Act and the Sudbury Valley Trustees.

As the Town of Wayland Traffic Commission, the Board of Selectmen opined on traffic flow and enforcement. Selectmen discussed with the Board of Public Works and the Police Chief how to monitor and/or mitigate traffic on Stonebridge Road and Glezen Lane. Major projects approved this year for improvement included the intersections of East Plain St./School St./Commonwealth Road, Routes 30/27, and Five Paths (Old Conn. Path/Cochituate Rd.). The State approved a request to lower the speed limit on Stonebridge Rd. for a short segment near Oak Hill Rd.

Public Safety was in the limelight this year as Wayland celebrated 100 years of policing. Wayland was recognized as the safest community in Massachusetts by Safewise. The Wayland Police Department was awarded "Certification" status from the Massachusetts Police Accreditation Commission.

Information Technology (IT) was a significant focus of the Board following the cyber-attack of the previous year. The Town hired consultants to review its Information Technology policies, procedures, controls and staffing. Town Meeting approved a significant increase in funding for IT based on the recommendations of experts. In April Wayland hired

an IT Director who will oversee both the Town and School information technology infrastructure.

The Minuteman Regional Vocational Technical School District took a significant amount of attention in FY16. Wayland voters weighed in at no less than 3 town meetings (Nov. STM, Feb. STM, and Apr. ATM) on Minuteman. Wayland joined 5 other towns in voting to leave the district effective July 2017 due to very low enrollments and opportunities for attending other vocational technical schools in the area.

In November, Anthony Boschetto resigned from the Board of Selectmen. At the April 2016 Town Election, citizens elected Louis Jurist to serve on the Board of Selectmen for a three-year term. The Board held their organizational meeting shortly after Annual Town Meeting, electing Cherry Karlson as Chair and Lea Anderson as Vice Chair, as well as continuing the Board's practice of selecting liaisons to various departments and committees.

The Board continues its efforts to make its meetings and actions transparent to the public. All meetings are taped by WayCam for rebroadcast, the entire packet is available online in advance of the meetings, and regular and executive session minutes are produced, reviewed, and posted online. In order to make sure that minutes are produced in a timely manner, the Board approved a stipend for the Human Resources Assistant to attend Selectmen's meetings and produce minutes in addition to her other work.

The Selectmen participated in many other and varied activities throughout the year:

- The Board approved moving the \$12 million OPEB fund to the Massachusetts Pension Reserves Investment Trust (PRIT) which provides oversight and investment management through a statewide trust.
- The River's Edge Advisory Committee continued its work on the bid process for the residential rental development at the site of the previous septage facility. Its first Request for Proposal (RFP) received no bids. A revised RFP was issued and bids were due July 6, 2016. In conjunction with the River's Edge project, the Board reached agreement with the Sudbury

Selectmen on the potential disposition of the septage facility.

- The Council on Aging/Community Center (COACC) Committee continued working on a study of the Town Parcel at Town Center as a potential site for a new Council on Aging and Community Center. Town Meeting approved acquiring the Town Parcel in November. In April, Town Meeting rejected appropriating additional funds until acquisition of the parcel is complete.
- The Board of Selectmen is negotiating with the Town Center developer, Twenty Wayland, on the remaining issues including close-out of accounts, completion of the Conservation Restriction and Trail Easement.
- Wayland continued its commitment to conservation with two significant additions:
 - Town Meeting approved appropriating \$12 million for a conservation restriction on over 208 acres of land at Mainstone Farm. Sudbury Valley Trustees committed to raising over \$3 million to meet the purchase price of \$15 million.
 - Town Meeting approved the confirmatory taking of 70,953 square feet of land behind 138 Pelham Island Road generously donated by Nathan (Ted) Newbury and the late Sally Newbury.
- Town Meeting supported the Library Board of Trustees in its work on submitting a grant application for a new or renovated library.
- The Board continues to support the efforts to construct the Rail Trail. A design plan is complete for the trail at the Depot parking lot. Eversource is expected to begin work this summer.
- UNIBANK was selected as the Town's Financial Advisor to counsel the Board of Selectmen, Treasurer, and Finance Director on best approaches to borrowing.
- The Town Administrator coordinated a Recreation Funding Model to manage within the spending cap (Revolving Fund, Stabilization fund, Beach Fund, Indirect costs).
- The Energy Initiatives Advisory Committee oversaw the start of the ESCO energy saving projects throughout town and school buildings. Construction of solar panels began in the spring at Wayland High School, Middle School, and DPW and is nearly complete. Construction at the remaining location at Town Building is expected to be in the fall. The Board of Selectmen approved the Solar Tax Agreement and signed a purchase and sale agreement for installation of LED streetlights throughout town.
- The Board began work on a major project to restructure employees' and retirees' health insurance plans with the goal of reducing insurance costs. Negotiations with town and school unions continued throughout the year.
- The Selectmen signed successor agreements with clerical, fire and police unions to complete this cycle of collective bargaining.

In closing, the Board wishes to acknowledge and thank the many citizens of Wayland who volunteer countless hours of community service as members of appointed boards and commissions. The Board also thanks the excellent employees who keep our town running so well. And, of course, we thank the taxpayers of Wayland who provide the funds to pay for the services that make our town a wonderful place to live.



WAYLAND POLICE DEPARTMENT

WAYLAND, MASSACHUSETTS 01778



ROBERT IRVING
CHIEF OF POLICE

Monthly Update

June 2017

RECEIVED

JUL - 7 2017

Board of Selectmen
Town of Wayland

On June 2, 2017, Wayland Police received a report from a local woman that she had been scammed out of more than \$10,000. Investigation revealed that the woman had received a phone call from a man on May 27th who purported to be an I.R.S agent. The man stated that he was with the Tax and Audit Division of the Washington D.C. I.R.S. Building. He gave the woman a phony badge/I.D. number and name.

The woman was threatened with a possible arrest if she did not make payment. Thinking that she may be in legal trouble with the I.R.S., the woman sent Target gift cards in the amount of \$11,400.00 to the man over two days. Once she realized that she had been scammed, a report was made to the police, however, by this time the gift cards had already been redeemed.

Police remind residents that the I.R.S. will never:

- Call you to demand immediate payment. The IRS will not call you if you owe taxes without first sending you a bill in the mail.
- Demand that you pay taxes and not allow you to question or appeal the amount you owe.
- Require that you pay your taxes a certain way. For instance, require that you pay with a prepaid debit card.
- Ask for your credit or debit card numbers over the phone.
- Threaten to bring in police or other agencies to arrest you for not paying.

Anyone who is unsure if they are possibly being targeted for a potential scam can contact the Wayland Police Department for advice and assistance.

On June 8th, a Whitman man was arrested and charged with Strangulation after an altercation broke out between two workers at a construction site. Off. Tim

Henderson happened to be working a police detail at the location and was able to intervene and make the arrest before anyone was seriously injured.

There were four arrests for Operating Under the Influence of Alcohol during the month. On June 7th at 9:30 P.M. a 57 year old Waltham man was arrested by Officer Custodie for O.U.I. Liquor after police received a call reporting erratic operation on Route #20.

On June 11th at 9:05 P.M. a 44 year old Framingham woman was arrested by Officer Kazan for O.U.I. Liquor, Negligent operation of a Motor vehicle and Defective Equipment after police received multiple calls of erratic operation on West Plain Street.

On June 18th at 1:17 A.M. a 26 year old Waltham man was arrested for O.U.I. Alcohol and Failure to Dim Headlights after he was observed driving with the high beam headlights on by Sgt. Ordway.

On June 22nd, a 20 year old Wayland man was arrested by Officer Kazan for O.U.I. Alcohol after found asleep at the wheel of a running vehicle on Woodridge Road.

During the month of June the department held its second R.A.D. (Rape, Aggression, Defense) Class for women at the Wayland High School Field House. More than twenty women who either live or work in Wayland participated in the class.



Robert Irving
Chief of Police

INVESTIGATIONS

Larceny over \$250 – Rice Road
Larceny over \$250 – Fuller Road
Larceny over \$250 – Glezen Lane
Larceny over \$250 – Rich Valley Road
Suspicious Activity – Sylvan Way
Suspicious Activity – Old Connecticut Path
Illegal Dumping – Old Sudbury Road
MV Crash Investigation – Plain Road
Recovered Stolen MV – Commonwealth Road

MEETINGS/TRAININGS

Wayland Cares
Youth Advisory Committee
Presidential orders on Immigration
Fire Investigation Team Meeting

MISCELLANEOUS

Framingham District Court – MV/Criminal Hearings
Bullet Proof Vest Grant/Order
Evidence Room Audit

COMMUNITY SERVICES

Temple Shir Tikva – Touch a truck
Adult RAD Program
Wayland High School – Junior's RAD Program
Prescription Take back – Wayland Council on Aging

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

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

Immigration and Police Responsibilities

Municipal Police Institute
Salisbury, MA

June 13th, 2017

Tyler Castagno
Ed Walsh
Patrick Swanick

Responding to Trauma in Law Enforcement

Fitchburg State University
Fitchburg , MA

June 14th, 2017

Lynnet Sloan

Memorandum

6/21/17

To: Chief Robert Irving

From: Detective Sergeant Jamie D. Berger

Subject: Adult RAD Program Post Class Survey

Chief,

Please find the attached Adult RAD Program post class survey that had been distributed to the class. If you have any questions, please feel free to ask.

Respectfully Submitted,



Detective Sergeant Jamie D. Berger

Wayland Police Department Adult RAD Class June 6,8,13,15, 2017

18 Participants

10 Respondents

Some respondents gave multiple answers per question

1. What was your favorite part of the course?
 - Simulations (5)
 - Working with Wayland Police Officers (5)
 - Atmosphere of the class (2)
 - Learning specific techniques (1)

 2. Was there anything that could be improved?
 - More time for simulations, practice (3)
 - Air conditioned space (2)
 - Better presentation, hard to see (2)
 - No (2)
 - Weapon defense (1)

 3. What was the most helpful part of the course?
 - Simulations (3)
 - Officer stories, experiences (2)
 - Specific Techniques (3)
 - Empowerment (3)
 - Using voices (1)

 4. Is there anything you felt was unnecessary?
 - No (8)
 - Less time in RAD booklet (1)

 5. Did the course match with your expectations?
 - Exceeded (5)
 - Yes (5)

 6. Did you learn the value of using your voice?
 - Yes (10)

 7. Do you better understand your ability to use your instincts to defend yourself?
 - Yes (10)

 8. Additional Comments:
 - Everyone should take this class, there is no more important skill than to learn to defend yourself. A huge Thanks to the wonderful team of police officers who took the time to teach this course! They made the experience truly enjoyable and memorable!

 - I would recommend this class to all women. I was very impressed to hear that this class is offered as a requirement for WHS girls.
-

- I have recommended this already to all my friends, I think it should be required and I'm so happy to know it is required for Wayland HS girls; makes total sense and will be lifelong knowledge for them. Course was well run, I loved it, and my big comment is: THANK YOU!!!
 - It's a great class. All women should take it, and all high schools should make it mandatory.
 - I would take this class again, and I have already recommended it. All the instructors were exceptional!
 - Thanks again for a great course. The team of instructors was professional yet compassionate while dealing with a difficult subject. I will highly recommend this course.
 - This class was incredible. I can't stop raving about it to people. The simulations were absolutely real and terrifying (especially the last one) but I am so glad I did them because I don't have that "what if" fear anymore. I am still floored by how scary they were able to make it feel and how I did. I was shaking and I still managed to fight and yell like a whirling dervish. I recommend this class to everyone! EVERY woman I know! I wish they taught more classes because I want to learn more from these amazing teachers. I am so grateful that the Wayland Police Department prioritizes this and offers it. Also, the fact that this is required for all Junior girls at Wayland High gives me so much peace of mind. They will be so much more prepared than I was to face common situations as a teenage girl and a college student. Bravo and THANK YOU!
 - I LOVED IT. Working with WPD in this format was really cool, too. Just getting to know them personally and see their passion for helping women stay safe was very moving to me. I would highly recommend this class.
 - I would recommend this course to every woman out there. I am very pleased to hear that Wayland Police now trains girls in the High School. It should be mandatory course for every single girl/woman out there. It was an incredible experience and I feel very blessed that I was able to do it. Thank you to all the officers who taught the course. Thank you to the Wayland Police Department for offering this course to adult women too. I will be forever grateful for this opportunity.
 - All women and men should take it. The simulations were so real and disturbing, but practice is so helpful in case it ever happens. It would be helpful to send the survey in email or word format so we could type answers and reply electronically.
 - I would recommend this to all women, even if they think they don't need it. It's all about effectiveness not being aggressive only.
 - I would totally recommend that all women should take this course. It's so important that women learn they can defend themselves and fight back if they are attacked. It was an awesome class and I am very thankful that WPD offered this program to women in town.
 - I would highly recommend this class! The police officers and school staff/teachers were amazing.
-

R.A.D

6/20/17

Dear Officers Shane, Lynnet, Tyler, Jarrod,
Jamie, Nurse Amy and Scott.

Thank you so much from the bottom of
my heart for all the dedication and love
you put to teach to us the RAD program.
I enjoyed every minute of the classes and
I got to learned a lot! I will be forever
greatful to all of you!

All my best to you all!

THANK YOU!

Carolina!

P.S: I hope you'll enjoy this goodies I baked
for you!

Thank You!





HATS off
Honor and Appreciate Teachers and Staff

Shane Bowles

**A GIFT WAS MADE IN YOUR HONOR TO
THE WAYLAND PUBLIC SCHOOLS FOUNDATION**

Thanks so much for keeping our kids safe day in and day out!
They appreciate your friendship and humor! (11 pine needle
rd. feel free to visit anytime there are more that 3 cars in the
drive way.)

From: Michael, Madeline and Matthew Maurer
11 Pine needle Road
wayland, MA 01778

June 2017



WAYLAND PUBLIC SCHOOL FOUNDATION
P.O. Box 97
Wayland, MA 01778
waylandpublicschoolsfoundation.org



Town of Wayland Massachusetts

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

Finance Committee Minutes
Monday, March 27, 2017
Wayland Town Building
Selectmen’s Meeting Room

Attendance: D. Watkins, G. Cliff, K. Shigley, G. Uveges, C. Martin, J. Gorke (arrived 7:15pm), Nancy Funkhouser (arrived 7:59pm), B. Keveny (Finance Director)

Chair Watkins called the meeting to order in the Selectmen’s meeting room at the Town Building at 6:55 when a quorum was present. He announced the meeting was being recorded by WayCam. Mr. Watkins reviewed the agenda, adding that the FinCom take Public Comment after it returned from the Warrant Hearing.

At 6:58, The FinCom recessed to attend the Board of Selectmen’s Annual Town Meeting Warrant Hearing. Chair Watkins stated the Committee would return to open session in approximately 45 minutes.

The Finance Committee reconvened in the Selectmen’s Meeting Room at 7:57pm.

Public comment: Annette Lewis, Claypit Hill Road, provided public comment about the need for collaboration between the Finance Committee and the Wayland Real Asset Planning Committee (WRAP).

At 7:59pm, Nancy Funkhouser joined the meeting.

Report from the Finance Director Review of Final Budget Discussion Regarding Reserve Fund Transfers

Mr. Keveny discussed the final budget and reviewed the FY2017 reserve fund transfer requests. Mr. Keveny specifically discussed the reserve fund transfer regarding the general insurance line. He reviewed the history of the Finance Committee votes on this line item. Mr. Keveny noted that MIIA refunded Wayland \$70,000 after he had been told by MIAA that no additional refunds were to be forthcoming.

Given that, Mr. Keveny had recommended last meeting that the Finance Committee vote to transfer \$81,000 from the Finance Committee reserve fund to the general insurance line. Now, with the \$70K refund, only \$20K will be needed. The Committee will be asked to revoke the original transfer and then vote to transfer \$20,000 from the Finance Committee reserve fund to the general insurance line before year end. Mr. Uveges asked a clarifying question about the timing and the availability of funds.

Mr. Keveny discussed other pending future transfers for the following lines in the budget: Legal, Board of Health, Medicare tax and Library Drainage. Mr. Keveny noted that the Finance Committee has needed to approve transfers for Medicare tax for the past few years. Given that, he will recommend that for the FY19 budget, the Finance Committee should fund that line at a higher level.

Discussion Regarding Process for Reserve Fund Transfers and Information Requirements of the Committee

Mr. Watkins noted that the Finance Committee does not have a specific process for reviewing and analyzing transfer requests. Mr. Watkins mentioned that he has received questions from town departments about what the Finance Committee needs to approve a request. The committee discussed. Mr. Cliff suggested that Mr. Keveny and Ms. Balmer draft something they find sufficient for the finance committee.

Mr. Uveges raised the issue that our policy should consider what we would or should do if we receive a transfer request for money that has already been spent. Mr. Cliff recommended that the transfer policy should specify which type of requests should be included in the current year transfer article at Annual Town Meeting and which transfer requests should come before the Finance Committee for a Reserve Fund transfer outside of the Town Meeting process.

Mr. Keveny will come back to the Board with a proposal for a meeting later this Spring. The Committee requested Ms. Gorke work with Mr. Keveny on this.

Mr. Keveny noted that a few departments left expenses out of their budget (DPW - \$20,000 and IT - \$15,000). Mr. Keveny suggested waiting until FY18 to see if they can find room in their budgets to accommodate and the committee agreed.

Town Moderator, Dennis Berry, joined the meeting. Mr. Watkins asked Mr. Berry how he will deal with questions posed to the Finance Committee during the town meeting. Mr. Berry noted his procedure and the committee asked a few questions.

Enter into Executive Session Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3) to Discuss Strategy with Respect to and in Preparation for Collective Bargaining with Police, Fire, AFSCME 1, AFSCME 2, Library, Teamsters, Wayland Teachers' Association, Wayland Educational Secretarial Association, Custodians Union and Food Service Association Representing Town and School Employees.

At 8:32pm Mr. Watkins moved to enter into Executive Session Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3) to Discuss Strategy with Respect to and in Preparation for Collective Bargaining with Police, Fire, AFSCME 1, AFSCME 2, Library, Teamsters, Wayland Teachers' Association, Wayland Educational Secretarial Association, Custodians Union and Food Service Association Representing Town and School Employees and to discuss potential declassification of executive session minutes pursuant to M.G.L. Ch. 30(a) § 22: Vote to Release Previously Considered Minutes.

Mr. Uveges seconded. Mr. Watkins took a roll call vote:

Ms. Gorke -yes
Mr. Uveges - yes
Mr. Cliff - yes
Mr. Watkins - yes
Ms. Martin - yes
Mr. Shigley - yes
Ms. Funkhouser - yes

Mr. Watkins noted that Finance Director Mr. Keveny would join Finance Committee in Executive Session and that the Finance Committee will reconvene in open session in about twenty-five minutes.

The Finance Committee reconvened in open session at 9:07pm.

Discussion Regarding Town Meeting Process & League of Women Voters Meeting

The committee discussed town meeting. Ms. Martin noted that any member can speak on any article at town meeting as a resident but as a courtesy, she requested that Finance Committee members notify the committee of their intent to do so in advance.

Ms. Martin reviewed some questions she thought may get asked at town meeting regarding the budget.

The committee discussed how to handle questions of the Finance Committee on town meeting floor.

Mr. Watkins updated the Finance Committee on the League of Women Voters Meeting. Mr. Watkins noted that he was asked by Ms. Antes from the Board of Selectmen to present at the League of Women Voters meeting. Mr. Watkins and Ms. Martin discussed their plans to present an abbreviated version of the presentation they gave previously at the budget hearing.

Discussion of Final Capital and Operating Budget and Potential Vote

Mr. Keveny noted that that there is no discussion or vote needed on this agenda item.

Discuss Warrant Articles and Possible Vote

Mr. Watkins explained to the committee that they may need to develop a supplement to the warrant that includes additional Finance Committee commentary. The committee reviewed the following Articles.

Article 5: Revolving Fund Bylaw Ms. Martin explained that after the write up of this article, the town received more information from the Department of Revenue (DOR) and the motion was amended. Given that, Ms. Martin requested the Finance Committee review the revised write up and re-vote. She explained that the article now includes six revolving funds, not seven, since the town is not creating a separate beach revolving fund at this time. She noted that the cap for the beach revolving fund was added to the general recreation revolving fund which is reflected in the new total of \$950,000.

Ms. Martin moved the Finance Committee recommend approval of Article 5: Revolving fund By-law. Mr. Cliff seconded. The Finance committee voted 7-0 to recommend approval.

Article 6: FY 2018 Omnibus Budget The Committee discussed whether the Finance Committee should re-vote the complete motions for the FY2018 Omnibus Budget. Mr. Cliff recommended that the Finance

Committee vote on the specific motions as presented in the warrant. The committee discussed and debated what the committee has done in the past. Mr. Watkins recommended tabling until Annual Town Meeting. Mr. Cliff stated his objection to that proposal.

Article 7 Personnel Bylaws and Wage & Classification Plan: Mr. Watkins stated no action was needed on this article.

Article 9 Non-Medical/Recreational Marijuana Moratorium – Zoning Bylaw Amendment Mr. Uveges clarified that the errata for Annual Town Meeting matches what the Finance Committee approved previously and therefore the Finance Committee does not need to re-vote.

Article 13 Street Acceptance Mr. Shigley reminded the Committee that they did not vote previously because of Spencer Circle. He informed the Committee that the motion on this article has been revised, to reflect Spencer Circle's removal from the article. The write up has been revised accordingly and he recommended that the committee vote.

Ms. Martin moved that the Finance Committee recommend approval of Article 13: Street Acceptance. Ms. Funkhouser seconded. The committee voted 7-0 to recommend approval.

Article 17 Appropriate Funds to Restore Mellen Law Office and Cochituate Town Clock: Ms. Martin noted that the committee does not need to take any additional action on Article 17.

Mr. Shigley noted that Article 14 in the Warrant includes comments from the Planning Board which were not in the article at the time the Finance Committee reviewed and voted. Mr. Uveges noted that Planning Board articles require a Planning Board Report which is why it is in the final warrant.

Discuss Chair and Vice Chair's Update Discussion regarding letters to the Editor or Crier Articles Prioritization of Member's Concerns Discuss WRAP Initiative

Mr. Watkins discussed the Boston Globe write up on his comments on the resident alien article. He also discussed the Finance Committee articles in the Wayland Town Crier.

Mr. Watkins noted that Ms. Lewis from the WRAP has requested to work with the Finance Committee on issues with regard to long term financial planning. The committee discussed various ways the Finance Committee could work with WRAP members. The committee agreed that Mr. Uveges will work with Ms. Lewis moving forward and Ms. Martin is available if needed.

Ms. Martin updated the committee that the School Committee has voted to make an offer to one of the Superintendent candidates.

Members' Reports, Concerns, and Topics and Schedule for Future Meetings Discussion Regarding Scrubbing the Balance Sheet for Underutilized Accounts, Additional Analysis to Better Inform the 2.5% Target, a Fact-Finding Program to Pursue with School Committee, UniBank's Proposed budget policy and Potential Modifications, 5 Year Plan and Potential Improvements, Improve understanding of Insurance Coverage, Consolidated School Spending, Sensitivity testing, Public Safety Investment, Warrant Charts and Analysis, Town Reporting on Investment Policy, Council on Aging

Mr. Watkins asked for a committee member to prioritize the list on the agenda of member concerns and topics for future meetings. Ms. Martin volunteered to prioritize this list.

Mr. Cliff updated the Committee on a recent meeting with the Council on Aging (COA). Mr. Cliff noted that the group was disappointed with a lack of action in regard to the COA's space constraints. He noted that the Council on Aging members he met with feel that the town has not addressed their needs and that the town has no plans to address their needs.

Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any

There were no topics not reasonably anticipated by the Chair 48 hours in advance of the meeting.

Meeting Minutes - Review and Vote to Approve: 2/6 Gorke, 2/21 Shigley, 3/6 Cliff

Ms. Martin moved that the Finance Committee approve the minutes of 2/6/17 as amended. Mr. Cliff seconded. The committee voted 7-0 to approve the minutes.

Ms. Martin moved that the Finance Committee approve the minutes of 2/21/17 as amended. Ms. Gorke seconded. The committee voted 7-0 to approve the minutes.

Ms. Martin moved that we approve the minutes if 3/6/17 as amended. Ms. Gorke seconded. The committee voted 7-0 to approve the minutes.

Adjourn Meeting Mr. Uveges moved to adjourn the meeting. Mr. Shigley seconded. The committee voted 7-0 to adjourn the meeting. The meeting adjourned at 9:56pm.

Respectfully submitted,

Jen Gorke

Documents:

Fiscal 2017 – Reserve Fund update

Article 5: Revolving Fund Bylaw

Article 6: FY2018 Omnibus Budget

Article 7: Personnel Bylaws and and Wage & Classification Plan

Article 9: Non-Medical/Recreational Marijuana Moratorium – Zoning Bylaw Amendment

Article 13: Street Acceptance

Article 17: Appropriate Funds to Restore Mellen Law Office and Cochituate Town Clock

MEETING MINUTES
FINANCE COMMITTEE
MAY 15, 2017
WAYLAND TOWN BUILDING
SENIOR CITIZENS CENTER
41 COCHITUATE ROAD
WAYLAND, MA.

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

Attendance: C. Martin, G. Uveges, K. Shigley, J. Gorke and B. Keveny (Finance Director).

Call to Order: The meeting was called to order by acting Chair Carol Martin at 7:10 pm. Ms. Martin reviewed the agenda items to be discussed and indicated the meeting was being recorded by WayCam.

Report from the Finance Director: B. Keveny reviewed the Budget Status Report FY 2017 3rd Qtr. (copy attached) noting:

- The variances in revenue including the decrease in permits and fees and better than plan receipts in other local revenue.
- Transfers from other funds will be reflected in the 4th quarter report
- Unbudgeted revenue lines include the change in the handling of the recreation revolving funds.
- State aid (Cherry Sheet) is an estimate; the State has not finalized the amount of aid Wayland will receive.
- Of the \$535K of expenses encumbered from FY16, \$419K has been spent and the current estimate is that \$93K will not be spent and thus become free cash.
- Health Insurance – The Town currently estimated that \$118K will be returned to the Town based on claims vs healthcare premiums paid.
- Free cash is currently estimated to be \$6M at 6/30/17.

B.Keveny noted that the School department had issued their 3rd quarter report and that if the committee had any questions to email the questions to him and he will work with the school finance department to prepare answers for our next meeting. C. Martin requested that the questions should go directly to Brian and other members of the committee should not be copied.

B. Keveny distributed a draft of the Finance Committee reserve Fund policy (copy attached) and explained the objective of the policy and the alternatives available to the Town to manage spending in excess of a departments annual budget. A discussion ensued and Brian and Jen will consider the comments and present a revised draft at the June 5th meeting.

Request for transfer from the reserve fund – B. Keveny reviewed the \$87,301 request (copy attached) from the Department of Public Works related to the library drainage project cost over runs caused by unanticipated construction issues (e.g. unknown underground utility lines encountered). C. Martin reviewed her discussion with the Board of public works on the project. B. Keveny reviewed the favorable budget variance in general insurance that had previously received a transfer from the Reserve Fund and that \$68K was available to cover a portion of the excess library drainage cost. G. Uveges moved and K. Shigley seconded a motion to transfer \$68K from the General Insurance budget line to the library drainage project. The motion passed 4,0,0. B. Keveny will coordinate with the Board of Selectman who is also required to approve the transfer to make it effective. C. Martin moved and J. Gorke seconded a motion to transfer \$19,301 from the Reserve Fund to the library drainage project to cover the remaining

shortfall. The motion passed 4,0,0. B. Keveny then reviewed pending transfer requests totaling approximately \$100K (schedule attached). He will review the request and finalize the amounts required and prepare an updated presentation for the June 5th meeting.

Financial Advisor recommendations – B. Keveny will redistribute the UniBank recommendations to the Committee, review the financial information included therein for accuracy and be prepared to discuss the recommendations at the June 5th meeting.

Prepare FY19 goals and Objectives:

- Wayland Compact consulting project with the “Edward J. Collins Jr. Center for Public Management” kickoff meeting is May 16th; G. Uveges has been designated as the Fin Comm. Representative.
- C. Martin reviewed the attached Fin Comm. Deliverables and discussed the existing Mission Statement, Responsibilities and Goals. After discussion it was agreed that no changes were required to these sections at this time.

WRAP Report – C. Martin reviewed the recently issued draft of the Wayland Real Asset Planning Committee and that the Committee will be holding a public meeting on May 17th at 7:30PM. Anette Lewis (Claypit Rd.) and Gretchen Schuler (Old Conn. Path) of the WRAP Committee addressed the Fin Comm. regarding the report and the Wednesday public meeting.

Review of Schedules and Action List

- C. Martin reviewed the potential meeting schedule:
 - June meeting dates are June 5th and June 21st.
 - July meeting dates are July 12th and July 26.
 - Starting in August the Fin Comm. meetings will normally be held on the 2nd and 4th Monday’s of the month (Board of Selectmen will be held on the 1st and 3rd Monday’s) with additional meetings held before the special and annual town meetings. Alternatively in the case of snow days or when we need to meet twice a week Thursday will be the additional meeting day. It is anticipated that we will meet every week in January.
- C. Martin then reviewed the potential project list with the Committee and will distribute an updated list for the June 5th meeting. At that time, members should be prepared to identify projects they would like to be responsible for.
- C. Martin informed the committee that the Board of Public Works will be holding a meeting on May 23rd at the DPW Building at 7 Pm to discuss the water fund and upcoming projects.
- Positions to be appointed for next term. In addition to the 4 people to be appointed / reappointed to the finance committee the following committee positions will need to be assigned: Chairman, co chairman, person who maintains the minute log to ensure all meeting minutes are posted and filed, and a person to control the status report of the action item list. In addition, the liaison positions will need to be set in the first meeting in July. Carol asked that if we know of anyone who would be a good candidate for Fin Comm. and can commit to 350 to 400 hours a year to put that person in contact with D. Watkins.

Public Comment Anette Lewis (Claypit Rd) asked that Fin Comm. look at several items related to OPEB:

- How the Town handles midyear hires in relation to the OPEB cost / funding
- The treatment of personnel moving from a slot paid for from a revolving fund to a Town department in terms of the cost and funding liability.

Minutes

- March 27, 2017 – The minutes of the March 27,2017 Fin Comm. meeting were reviewed and after minor changes it was moved by J. Gorke and seconded by K. Shigley that the minutes, as amended, be approved. The motion passed 4,0,0.

- April 24, 2017 - The minutes of the April 24,2017 Fin Comm. meeting were reviewed and after minor changes it was moved by G. Uveges and seconded by K. Shigley that the minutes, as amended, be approved. The motion passed 4,0,0.

Adjourn meeting At 8:50 PM a motion to adjourn the meeting was made by K. Shigley and seconded by G. Uveges. The motion passed 4,0,0.

Respectively submitted

George Uveges



Town of Wayland Massachusetts

Finance Committee

David Watkins (Chair)

Nancy Funkhouser

Jen Gorke

Carol Martin

Klaus Shigley

George Uveges

Finance Committee

Minutes

June 20, 2017

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

Call To Order:

The meeting was called to order by D. Watkins in the School Committee Meeting Room at the Town Building at 7:00pm. The Town Administrator, Nan Balmer, also sat in on the meeting. Mr. Watkins announced the meeting was being taped by WayCam. He then reviewed the agenda for the meeting.

Public Comment: N/A

Report from the Finance Director:

Mr. Keveny requested a vote to approve a transfer from the Reserve Fund to the Medicare Tax Appropriation account in the amount of \$48,000. Mr. Keveny indicated that he would try to avoid the need for such a transfer in the future by anticipating the rising payroll from one year to the next. Ms. Martin made a motion to approve the transfer. Mr. Uveges seconded. Vote was 5-0-0 in favor. Mr. Keveny then requested a vote to approve a transfer from the Reserve Fund to the Health Department Substitute Nursing line in the amount of \$2,500. Ms. Martin motioned to approve, Mr. Uveges seconded. Vote was 5-0-0 in favor.

Ms. Funkhouser suggested that in the future the Reserve Fund Transfer Form be enhanced to include the following information:

- Current balance in the account
- Amount yet to be spent
- The anticipated shortfall (X) in the account
- Amount requested.

All members agreed that this would add some helpful perspective.

Mr. Keveny reported that he has obtained the services of Katelyn O'Brien to write the minutes for the FinCom in the future. She would watch the meetings on WayCam. The rate is \$30 per hour. The expected total time will be 4 hrs. per meeting for an expected total of 30 meetings. Mr. Keveny's budget will cover the cost from expected savings in the audit expense. A discussion on process ensued. It was agreed that the Ms. O'Brien would send the minutes to the Co-chair. The Co-chair would make the obvious necessary changes and send the revised minutes to Mr. Keveny who would distribute them to the entire Committee prior to the next FinCom meeting and further changes would be deliberated at the ensuing meeting. Executive session minutes will need a different process, because they're not televised.

The review of the Reserve Fund Policy was pended to the next meeting.

Mr. Keveny discussed Clark Rowell's (Unibank) Sept. 15, 2016 memo on the Town's bond Redemption Provisions. The memo responded to an action list item requesting a schedule of potential savings from future bond refinancings. The memo listed the bonds and the dates for potential future bond refinancings, but does not provide estimates, or a range of estimates, of the potential savings in financing costs.

The Committee asked Mr. Shigley to ask the Treasurer for this information.

Mr. Keveny suggested we ask Mr. Rowell to attend a future FinCom meeting where he advises on his recommended financing mechanisms for the CIP proposals due in the fall. The potential benefits from bond refinancings over the next five years could also be discussed at this meeting. Ms. Balmer suggested that the agenda for this meeting and the potential report prepared for this meeting be shared and coordinated with the BoS. It was agreed that Mr. Shigley would contact Selectman Anderson and make her aware of this potential meeting with Mr. Rowell.

Mr. Keveny announced that \$508,000 of Overlay Reserve was released and will go into free cash. The DOR will certify free cash in Sept '17. It will be available to be spent after that.

Mr. Watkins indicated that he was in discussion with the assessors regarding their methodology for the releasing the overlay reserve. Currently the overlay reserve is maintained for each year separately. It might make more sense to calculate a reserve level for all years combined, as newly permitted under recently enacted municipal modernization act.

Ms. Martin asked Mr. Keveny if we could receive a report with the respective balances in each year's overlay reserve.

Budgeting Guideline discussion:

Mr. Watkins summarized his discussion with the Town Administrator on the proposed budget process for this year.

Last year the timing of CIP process was accelerated in hopes efficiency would improve. That didn't happen. The proposal this year will be to combine the CIP and the Operating budget for completion over the same timeframe. Due dates in December.

- FinCom will deliver a bottoms up forecast model. (To be reviewed at the next meeting).
 - A draft is expected to be ready by the first week of August and will be shared with Dept. heads, including schools. The model is expected to present a realistic user friendly picture of the financial status for the entire Town and is designed to get everyone focused on recognizing the financial condition/constraints of the Town as a whole and, hopefully, it will inform the budget development for their specific Departments.
 - Meetings will then be held with Departments in the August time frame. The FinCom will be made aware of local considerations.
-

- The end result is a budget guideline memo to be delivered in the late August or Labor Day time frame.
- Departments would then prepare CIP's and budget recommendations subsequent to the receipt of the budget guideline memo.

The FinCom then evaluates the resulting budget against the guidelines in the Jan to Mar time frame and proceeds to make recommendations for the Warrant.

Mr. Shigley opined that he preferred the issuance of budget guidelines after first developing a realistic budget model rather than merely issuing guidelines not informed by such projections. He voiced a concern that this bottom up approach would result in a budget increase number greater than 2.5% and the ensuing budget guideline will need to recognize that reality. Mr. Watkins then addressed the options available to the FinCom to produce an acceptable budget. Balancing needs vs. affordability. Mr. Uveges expressed a concern that the bottom's up approach will be a starting point for further asks. He suggested making a distinction between contracted costs and negotiable costs.

Ms. Martin made the point that combining CIP with Operating budget will help assist in making appropriate tradeoffs in order to arrive at an acceptable tax rate.

Ms. Balmer asked to see a copy of the assumptions going into the model.

Goals and Objectives:

Votes on goals and objectives, mission, responsibilities and strategy have already been taken.

Votes on debt policy, liaison assignments and guidelines were deferred until new members come on board.

Mr. Watkins asked the members to send suggested revisions, if any, on the debt policy.

Ms. Balmer left the meeting at 8:15 PM.

Special Recognition:

The Chair voiced his appreciation to Ms. Funkhouser for her services on the Committee. This is her last meeting as her term expires. Ms. Martin also delivered a thank you with a specific list of her past accomplishments- her service as Chair, editing skills, and sense of humor.

Review of Candidate Projects:

- Ms. Martin distributed the revised list of projects. Projects are sorted into A, B and C priorities.
- Ms. Martin requested that the members review the list to ensure they agreed with the prioritization.
- Several projects were combined and subsumed under the 5-year forecasting budget model project already under way. Mr. Shigley and Mr. Uveges were assigned to work with Mr. Keveny.
- It was decided to focus on just the A projects for the time being.
- "Outstanding Capital Projects" were discussed. In the ensuing discussion it was agreed that we should get a periodic report on these outstanding projects. The scope of the report would include: outstanding debt and debt not issued; what projects are open and which are closed. The preparation of the report was assigned to Mr. Keveny. The report should become part of the CIP process.
- Town Leadership/communication assigned to Mr. Watkins.
- The "New member packet" was pended until the new committee membership is determined.

- Mr. Watkins is hoping the “Budget Analyst” will be available to research peer towns. He is specifically interested in comparing their debt schedules. The School Committee and the FinCom have a different list of peer towns. Mr. Keveny will look for the availability of the analyst. Mr. Uveges suggested we ask Mr. Rowell for the types of information we should compare. Mr. Shigley suggested we ask Mr. Rowell if he can provide us with the in depth Moody’s Review of our peer towns.
- “Analytics sub-committee” project has been crossed off for the time being.

Review of the Annual Report:

Ms. Martin discussed revisions and edits to the previous drafts of the Annual Report. Mr. Watkins moves to accept the Annual Report as amended. Ms. Martin seconded. Vote 4-0-1. Mr. Uveges abstained.

Review Schedule & Issues and Actions list:

Discussion of the summer schedule ensued. Decision was made to stay with the current schedule. The risk is there won’t be a quorum. Next meeting is scheduled for the 12th of July. The goal for July is to nail down the forecast model.

Ms. Funkhouser excused herself from the meeting at 8:52.

Mr. Shigley handed out a memorandum in which he recommending the adoption of a Cap-X stabilization fund, as recommended earlier by Mr. Rowell. Mr. Shigley offered to research the deliverables necessary to implement such a recommendation. He intends to start with discussions with Mr. Keveny, the Town Administrator and the Chair of the BoS.

Mr. Shigley also recommended we discuss and revisit some of the numbers in our debt policy.

Update on Bo PW Meeting:

Mr. Uveges and Ms. Martin attended a meeting of the Bo PW. Ms. Martin reviewed the presentation at that meeting where setting of water rates was discussed.

Topics Not Reasonably Anticipated: N/A

Meeting Minutes:

Ms. Martin moved to approve the minutes of June 5, 2017 as amended. Mr. Shigley seconded. Vote was 4-0-0 to approve.

Mr. Shigley made the observation that minutes of the FinCom meetings have not been posted to the Town’s web site since March of 2017. The Committee resolved to follow up and then get them posted as soon as practical.

Motion to adjourn:

Mr. Uveges moved to adjourn, Mr. Shigley seconded. Vote 4-0-0 to approve.

Respectfully submitted,

Klaus Shigley

Attachments:

Agenda

Reserve Fund Transfer Recommendation

FinCom Project List

Clark Rowell's Sept 16, 2017 Bond Redemption Memo

Overlay Reserve Released

Shigley Cap-X Stabilization Reserve recommendation

FinCom Project List

Personnel Board Meeting
Wayland Town Building - Selectman's Office
Minutes
June 19, 2017 7:00 p.m.

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

Also Present (On telephone due to illness): J. Senchyshyn (JS)

DC called meeting to order at 7:04 p.m.

Public Comment

None.

Proposal for Background Checks for New Employees

Reviewed JS & DC's edits to CSI's User Certification and Master Service Agreement. Discussed Town Counsel's edits. JS will send revised agreement to CSI for comment.

YAC Proposal to Restructure Youth & Family Services

Reviewed job descriptions for the new Youth and Family Services Director, the revisions for the Asst. Director and a draft for the new Clinician position. Lynn Dowd, Youth & Family Services Director joined the meeting.

On all three agreements, it was agreed that the term "churches and synagogues" should be replaced with "houses of worship." On the Director's job description, it was agreed under Supervision Received that the term "and administrative" should be placed in between the words "policy direction;" under Essential Functions, the words, "and oversees use of contracted services," should be added at the end of the ninth paragraph. On the Director/Clinician's job description, it was agreed that under Essential Functions, in the seventh paragraph, a period should be placed after the word "Officer" and the words "implements community education programs" should be deleted. In the Clinician's job description, it was agreed that under License/Certificate, the words "or license eligible" should be deleted.

JS to meet AFSCME union representative to discuss.

Starting Wage Rates – Department Assistant, Building Dept.

JS informed the Board that Elizabeth Reef has been working in the Building Department as a temporary services employee for approximately eight months, as a backfill for an employee on medical leave. The employee is not able to return to work on a full-time basis so the job was posted and Elizabeth was selected as the replacement. Elizabeth has proven to be very valuable to the Building Dept. and the ZBA. JS requested Elizabeth be approved at a starting rate of C-14, Step 8, \$47,506 annually salary.

MJ moved to approve the starting rate. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting

JS informed Board that Norma Badger is not able to return to her job in the Building Dept. from medical leave. She is about to run out of sick time. JS requested that he be allowed to ask other non-union employees to donate sick time to Norma, for a maximum of 90 days.

MJ moved to approve the transfer of sick leave to Norma Badger to extend the leave for a period of no more than 90 days. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

Minutes of 5/15/17

The minutes were amended as follows:

...JS presented the Firefighters requests...

MJ moved to approve the minutes of 5/15/17. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

Survey Department

JS informed the Board that the Survey Department is changing. The Surveyor is being reassigned and relocated to the DPW and will work with the Town Engineer under the direction of the DPW Director. The GIS Coordinator is being reassigned to IT and will report to the IT Director. The Board reviewed the two job descriptions.

JS informed the Board that the Surveyor has filed for a reclassification. JS informed the Surveyor that the Board could not consider the reclassification until the job description was updated. The Board reviewed the reclassification request.

Police Vacation Carryover Requests

JS presented three Police Officer requests for vacation carry over. He noted that the requests were consistent with past requests and Town By-laws.

MJ moved to approve the vacation carryover requests. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

Discussion of BOS Governance Guidelines

The Board reviewed the BOS Governance Guidelines.

Restructuring of the Board

JG nominated MJ to serve as Chair and MP as Vice-Chair. 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 in a Joint Executive Session with the Board of Selectman strategy for collective bargaining negotiations with Police, Fire, AFSCME 1, AFSCME 2, Library and Teamsters bargaining units and to potentially approve and release Executive Session Minutes of 3/13/17 and to vote to Approve Executive Session Minutes of 5/15/17.

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

PS 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

The Board entered Executive Session at approximately 7:58 p.m.

The Board returned to Open Session at approximately 8:30 p.m.

The Board scheduled its July meeting for 7/17/17 at 7:00 p.m.

JG moved to adjourn the meeting at 8:35 p.m. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

Documents From Personnel Board Meeting

Regular Session

June 19, 2017

Document:

Draft Creative Services Agreement

Draft Minutes of 5/15/17

Governance Guidelines and BOS Liaisons

Police Vacation Carryover

Draft Job Descriptions

Y&FS Director

Asst Youth Director/Clinician

Clinician

GIS Coordinator

Surveyor

Reef Resume

Notice of Intent to Retire

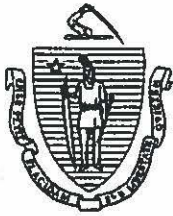
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JOIN LT. GOVERNOR POLITO
& TRANSPORTATION SECRETARY POLLACK
AT THE

NEW FRAMINGHAM INTERMODAL PARKING LOT
NEW DATE: THURSDAY, AUGUST 17, 2017 AT 10 AM
AT THE FRAMINGHAM COMMUTER RAIL STATION





Commonwealth of Massachusetts
DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT

Charles D. Baker, Governor ♦ Karyn E. Polito, Lt. Governor ♦ Chrystal Komegay, Undersecretary

July 18, 2017

Ms. Lea Anderson, Chairman
Wayland Board of Selectman
41 Cochituate Road
Wayland MA 01778

Dear Ms. Anderson,

Wayland Housing Production Plan – Certification Determination

On June 21, 2017, the Department of Housing and Community Development (DHCD) received the Town of Wayland’s request for Housing Production Plan (HPP) Certification. The request for certification was based on the Municipal Compliance on the following projects:

- Commonwealth Residences /52 units/ SHI ID # 9049
- Village Lane / 2 units/ SHI ID # 10041
- 97 Stonebridge/ 4 units/ SHI ID# 9686

In order to be counted for certification of Municipal Compliance the following must be achieved:

- Housing units affordable to low and moderate income households have been produced and are initially eligible during one calendar year, the same calendar year for which certification is requested.
- The units must consist of at least 0.5% (25 units) of year round housing units.
- All units produced are eligible to be counted on the Subsidized Housing Inventory (SHI).
- All units have been produced in accordance with the approved HPP and DHCD Guidelines.

According to the certification request, the permitting history of the projects is as follows:

The comprehensive permit for Commonwealth Residences was issued in 2008 and amended on February 18, 2009. The building permits were issued on June 9, 2015 and occupancy permits were issued on December 16, 2016.

The comprehensive permit for the project referred to as Village Lane (aka Craftsman Village) was issued on January 25, 2008. The building permits were issued on September 7, 2014 and the occupancy permit was issued on September 26, 2016.

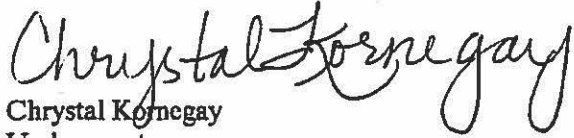
The Site Plan for the Local Initiative Program units at Stonebridge Road was issued by the Planning board on July 2, 2012 (DHCD notes that SHI records indicate that the units were permitted pursuant to a comprehensive permit issued on May 1, 2013). The building permits were issued on December 12, 2013 and occupancy permit were issued on February 2, 2017.

As the units referenced above were initially eligible for the SHI in calendar years prior to 2017 (2008/2009 and 2013), the Town of Wayland HPP Certification is denied.

Wayland Housing Production Plan – Certification Determination
Page 2.

I have included an updated SHI for the Town's records. The Town's current SHI count is 5.08%. If you have any questions or need assistance, please contact Phillip DeMartino, Technical Assistance Coordinator, at (617) 573-1357 or Phillip.DeMartino@state.ma.us.

Sincerely,



Chrystal Kornegay
Undersecretary
Department of Housing and Community Development

cc Nan Balmer, Town Manager, Wayland
Sarkis Sarkisian, Town Planner, Wayland

Attachment

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT CH40B SUBSIDIZED HOUSING INVENTORY

Wayland

DHCD ID #	Project Name	Address	Type	Total SHI Units	Affordability Expires	Built w/ Comp. Permit?	Subsidizing Agency
3291	Scattered Sites	36 Mitchell St, & scattered sites	Rental	25	Perp	No	HUD
3292	The Schoolyard	106 Main St.	Rental	55	Perp	No	HUD
3293	Bent Park	Bent Ave.	Rental	56	Perp	No	HUD
3294	Greenways	Green Way	Ownership	4	2050	No	DHCD
3295	Millbrook	Millbrook Road	Ownership	2	Perp	No	DHCD
3296	Willow Brook	Willowbrook Drive	Ownership	8	Perp	No	DHCD
3735	Plain Road	Plain Road	Ownership	1	Perp	No	DHCD
4500	DDS Group Homes	confidential	Rental	3	N/A	No	DDS
9049	Commonwealth Residences	371-373 Commonwealth Road	Rental	52	Perp	YES	MHP
9115	Nike Site	89 Oxbow Rd/Trout Brook Rd	Ownership	11	Perp	YES	DHCD
9117	Wayland Gardens	336 Commonwealth Rd	Ownership	3	Perp	YES	FHLBB
9520	Sage Hill	Sage Hill Road	Ownership	1	Perp	NO	DHCD
9683	Wayland Commons	Old Sudbury Road	Ownership	11	Perp	YES	MassHousing
9684	Post Road Village/Wayland Forrest	137 Boston Post Road	Ownership	4	Perp	YES	MassHousing
9685	The Residences at Wayland Center	39 Andrew Avenue	Rental	12	Perp	NO	DHCD
9686	Habitat for Humanity- 89 Stonebridge Rd	89 Stonebridge Road	Ownership	4	Perp	YES	DHCD
10041	Craftsman Village	225 Old Connecticut Path	Ownership	2	Perp	YES	MassHousing
Wayland Totals				252	Census 2010 Year Round Housing Units		4,957
					Percent Subsidized		5.08%

7/18/2017

Wayland
Page 1 of 1

This data is derived from information provided to the Department of Housing and Community Development (DHCD) by individual communities and is subject to change as new information is obtained and use restrictions expire.