

PACKET

DEC 04

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, December 4, 2017
6:30 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.

- | | | |
|---------|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6:30 pm | 1.) | Call to order by Chair <ul style="list-style-type: none">• Review agenda for the public; Announcements |
| 6:32 pm | 2.) | Licensing: Public meeting on Class II Used Car Dealer's License for Wayland Automotive at 322 Commonwealth Road |
| 7:10 pm | 3.) | Public comment |
| 7:15 pm | 4.) | Debt: Presentation from Uni-Bank financial advisor on the impact of new debt for large projects to plan for Board's votes to place debt exclusion questions on ballot; update on refunding of existing debt |
| 7:45 pm | 5.) | Capital Projects: Vote to approve capital projects for departments under the Board of Selectmen |
| 8:00 pm | 6.) | Licensing: Discuss Wayland Automotive Class II Used Car Dealer's License and request to allow sale of additional vehicles; Vote to approve renewal of liquor licenses, common victualler licenses, entertainment licenses, and used car dealer licenses |
| 8:15 pm | 7.) | Discuss and vote to approve charge for Committee to plan for re-purposing of 5 Concord Road |
| 8:25 pm | 8.) | ATM Warrant: Vote to open Annual Town Meeting Warrant |
| 8:30 pm | 9.) | ATM discussion; Update on potential Planning Board articles |
| 8:40 pm | 10.) | Minutes: Vote to approve minutes of November 6, November 14, and November 27 |
| 8:45 pm | 11.) | Consent Calendar: Review and vote to approve |
| 8:50 pm | 12.) | Correspondence: Review |

BOARD OF SELECTMEN
Monday, December 4, 2017
6:30 p.m.
Wayland Town Building
Selectmen's Meeting Room
41 Cochituate Road Wayland
Proposed Agenda Page Two

- 8:55 pm 13.) Report of the Town Administrator
1. Correspondence
 2. MMA registration
 3. Presentation from River Stewardship Council
 4. Marijuana Moratorium: Youth Advisory Committee Plan of Study
- 9:10 pm 14.) Selectmen's reports and concerns
- 9:15 pm 15.) Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any
- 9:20 pm 16.) Enter into Executive Session pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(2), Section 21(a)(3), Section 21(a)(6), and Section 21(a)(7) to review and consider for approval and potential release of the following Executive Session minutes because a public discussion of these matters may have a detrimental effect on the litigating, negotiating or bargaining position of the Town:
- Executive Session Minutes of September 18, 2017; October 30, 2017; November 6, 2017
- 9:35 pm 17.) Executive Session Minutes: Vote to approve and potentially release with redactions the Executive Session minutes of September 18, 2017; October 30, 2017; and November 6, 2017
- 9:40 pm 18.) Adjourn

② Licensing

DATE: December 4, 2017
TO: Board of Selectmen
FROM: David Porter, Executive Assistant to the Town Administrator and Board of Selectmen
RE: Class II Used Car Dealer License for Wayland Automotive, 322 Commonwealth Road

REQUESTED ACTION:

VOTE TO APPROVE CLASS II USED CAR DEALER LICENSE WITH CONDITIONS, SUCH AS:

- Maximum number of cars for sale appropriate for this location
- Other conditions such as limitations on frequency and timing of vehicle deliveries, parking arrangement that allows emergency responders to walk around each vehicle, and parking arrangement that allows fire truck access around the entire building

BACKGROUND

At the request of the owners of Wayland Automotive, the Board agreed to schedule a public meeting. Wayland Automotive has contacted abutters and interested neighbors. I called each of the other Class II Used Car Dealer licensees.

Richard Devlin and Eli Elias, co-owners of Wayland Automotive, Inc. hold a Class II Used Car Dealer License that allows them to park no more than five vehicles for sale on the premises at any one time. The Board's license requires that the cars for sale be marked as such. Since the Board issued its license last year, Town Counsel advised that any vehicles parked on the applicant's lot that are sold over the Internet are also subject to the Board's licensing authority. On November 9, Wayland Automotive delivered, through its attorney, Stephen M. Roberts, a request to increase the number of cars offered for sale to 27. Under existing zoning, Wayland Automotive may increase the number of cars for sale to a maximum of 19 vehicles without a new application to the Zoning Board of Appeals.

Massachusetts General Laws Chapter 140 does not have a limit on vehicles sold or stored on the licensed premises, but grants the licensing authority – in Wayland, the Board of Selectmen – broad discretion to impose limits, including on the number of vehicles. The Board of Selectmen has authority to set the number of vehicles for sale permissible under the Class II Used Car Dealer License.

Characteristics of the Lot

The Wayland Automotive lot at 322 Commonwealth Road currently has 43 striped parking spaces. The lot is used for car sales and other business purposes, including automobile repair.

Zoning History

Under existing zoning, Wayland Automotive may increase the number of cars for sale to a maximum of 19 vehicles without a new application to the Zoning Board of Appeals.

The lot is subject to a special zoning permit (SP# 66-36) that allows for used automobile sales incidental to the lot's primary use as a gasoline and service station. In December 1995, Mr. Elias inquired with the Building Commissioner regarding increasing the number of used cars for sale from five to 20. The Building Commissioner indicated in a December 26, 1995 response that offering 20

cars for sale would not be incidental to the lot's primary use and, therefore, would require an amendment to the original special permit. Mr. Elias elected not to apply to the Zoning Board of Appeals for an amendment.

After analyzing the site plans submitted by Mr. Devlin and Mr. Elias on November 9, 2017, the Building Commissioner believes that increasing the number of cars kept on site for sale up to a total of 19 would not conflict with the zoning history of the site.

Other Class II Used Car Locations

The Town of Wayland has issued eight Class II Used Car Dealer licenses, with the following conditions:

Cooks Automotive	338 Boston Post Road	5 cars
E&J Service Station	315 Commonwealth Road	3 cars
International Auto Works	118 Main Street	5 cars
Shepard's Service	268 Boston Post Road	5 cars
State Road Auto Body	292 Boston Post Road	5 cars
Wayland Automotive Sales	322 Commonwealth Road	5 cars
Wayland Foreign Motors	356 Boston Post Road	5 cars
Wayland Imports	70 Boston Post Road	No overnight vehicle storage

COMMENTS FROM THE POLICE CHIEF AND FIRE CHIEF

Chief Swanick reviewed the proposal and site plan submitted by Wayland Automotive. He reported that on May 23, 2017 and September 24, 2017, thieves broke into the trailer – which serves as a business office for the used car sales – took keys, and stole vehicles. He suggested a series of measures to improve security and prevent crime, including:

- Building Security – more robust locks, move sales office from the trailer into the permanent structure
- Vehicle Key Security – vehicle keys should be locked in a safe
- Lighting – improved lighting is a deterrent to would-be thieves
- Perimeter Security – contain vehicle inventory inside fencing or landscaping barriers
- Video Monitoring – video system was upgraded recently; additional cameras may be needed

Chief Houghton also reviewed the proposal and site plan. He offered the following remarks:

- Cars must be parked in a way that permits an emergency responder to walk around each vehicle
- There must always be access for a fire truck all the way around the building and parked cars
- The Fire Department must have contact information for a “responsible party” 24 hours a day in case of an on-site emergency

NEIGHBOR COMPLAINTS RELATED TO CAR SALES

Wayland Automotive has conducted business at 322 Commonwealth Road for many years. During that time, neighbors have lodged complaints intermittently with town officials, including:

- Delivery of vehicles every day, often early in the morning (4:45 am – 5:30 am)
- Truck operators, including those delivering or picking up vehicles, idling their engines for long periods, producing noise and air pollution that can be smelled inside homes

LAW OFFICE OF
STEPHEN M. ROBERTS, LLC

COUNSELLOR AT LAW
965 CONCORD STREET
FRAMINGHAM, MASSACHUSETTS 01701

EMAIL SMRATTYS@AOL.COM

TELEPHONE (508) 370-9700
TELEFAX (508) 875-8605

November 8, 2017

Lea Anderson, Chairperson
Board of Selectman,
Town of Wayland
Town Hall
41 Cochituate Road
Wayland, MA 01778

RECEIVED
NOV 09 2017

David Porter
Assistant Town Administrator
Town of Wayland
Town Hall
41 Cochituate Road
Wayland, MA 01778

Re: Request for a hearing to review license to sell pre-owned cars at 322 Commonwealth Road,
Wayland, MA.

Dear Selectman:

My law office represents Wayland Automotive, Inc. (Richard Devlin and Eli Elias) with regard to this matter. Wayland Automotive Sales, Inc, (Wayland Auto) requests a public hearing to discuss its request for a license renewal.

Background – history of property

Wayland Auto has operated a pre-owned car business at this site for twenty (20) years. It is in the business of buying and remarketing pre-owned cars and fixing them up and reselling them. Wayland Auto has an excellent reputation and stands by its sales. If a customer is dissatisfied, Wayland Auto offers to buy the automobile back or make any necessary repairs at its own cost. There is a full service auto repair facility on site.

322 Commonwealth Ave. is situated in a "Business A" zoning district. Automobile sales are allowed by a Special Permit. The Town has granted a Special Permit in February of 1997. The issue before the Town is the petitioner's request to increase the number of cars offered for sale. This will allow more comprehensive use of the whole commercial property.

Petitioner's Requests

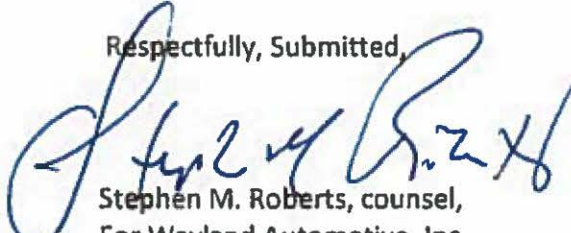
LAW OFFICE OF STEPHEN M. ROBERTS

Wayland Auto has had a site plan drawn showing part of the premises at 322 Commonwealth Ave. This plan designates the area where pre-owned cars can be shone for sale. We are requesting a license for twenty seven (27) cars on site. Business hours would be 8:00 - 8:00 PM six days a week. We have added additional landscaping for site improvement as well as noise mitigation.

Conclusion

It is our desire to run a top flight pre-owned car business, that provides a valuable service to the town and local area, while being a good neighbor to all abutters. We remain sensitive to the needs of our customers as well as the rights of our neighbors.

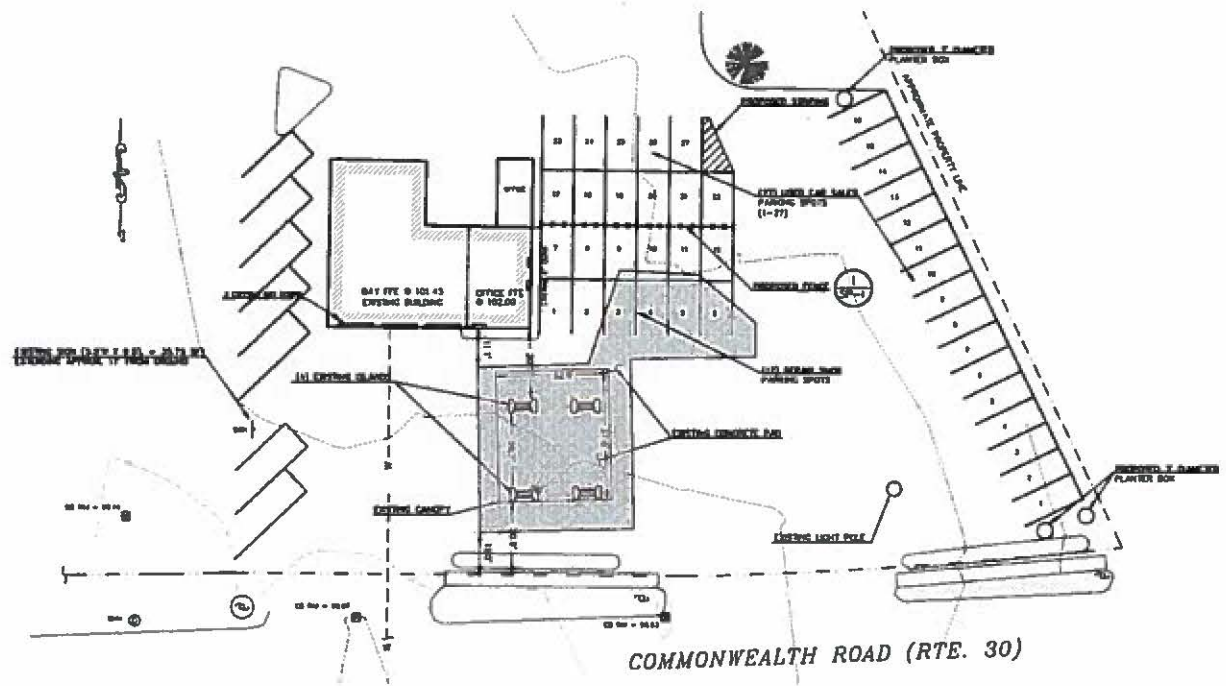
Respectfully Submitted,



Stephen M. Roberts, counsel,
For Wayland Automotive, Inc.

W/encl.


cc: Nan Balmer, Town Administrator
Sarkis Sarkasian, Town Planner



1 VINYL LATTICE FENCE DETAIL
 SIMILAR TO HOME DEPOT MODEL NO. 128011 OR EQUAL
 SCALE: NTS

WAYLAND AUTOMOTIVE
 322 COMMONWEALTH ROAD
 WAYLAND, MASSACHUSETTS

SITE PLAN

 Smilee Consultants, Inc.
 Civil Engineering
 Fire Control Bureau
 770 Washington St.
 Framingham, MA 01701
 508 877-0000

SCI FILE #	96050	DRAWING NUMBER:	SP1.1
DATE:	11/02/17	SHEET	1 OF 1
SCALE:	1" = 20'		
APPROVED BY:	DGS		
CKD: SRC	DRW: NS		

RECEIVED
 NOV 09 2017

DATE: DECEMBER 4, 2017

TO: BOARD OF SELECTMEN

FROM: NAN BALMER, TOWN ADMINISTRATOR

RE: CAPITAL PROJECTS AND DEBT:

- FINANCIAL MODEL TO FUND MAJOR CAPITAL PROJECTS THROUGH DEBT EXCLUSION
- UPDATE ON REFUNDING EXISTING DEBT

BOARD ACTIONS REQUESTED:

CONSIDER A PRELIMINARY FINANCIAL MODEL FOR FUNDING MAJOR CAPITAL PROJECTS THROUGH PROPOSITION 2 ½ DEBT EXCLUSIONS APPROVED BY BOARD OF SELECTMEN

RECEIVE UPDATE ON DEBT REFUNDING

BACKGROUND:

- I. Board of Selectmen: four roles within Wayland's annual budget process:
 1. FINANCIAL POLICY AND STRATEGY: A) The Board of Selectmen is the Town's Chief Executive and is the public body authorized to adopt town policy including financial policies such as those governing the use of free cash and debt. B) Under the Town Code, the Selectmen appoint a Town Administrator who will, working with the Finance Committee and the Finance Director, recommend long term financial strategies and budget guidelines for the Town.
 2. PROPOSITION 2 ½ OVER-RIDES AND EXCLUSIONS: Under state law in a process outlined in Board Policy, the Selectmen approve the placement of Proposition 2 ½ questions (overrides and exclusions) on the election ballot.
 3. OPERATING AND CAPITAL BUDGETS: Under the Town Code, the Selectmen receive operating and capital budgets only for departments under its jurisdiction by November 15th from the Town Administrator and file capital and operating budgets with the Finance Committee by December 15th for the next fiscal year. Under the Town Code, the Board appoints the Finance Committee which: 1) prepares the omnibus budget and submits it to Town Meeting and, 2) prepares and presents to the Town the 5-year capital improvement plan.
 4. AUTHORIZATION TO INCUR DEBT: Under state law, the Selectmen authorize incurrence of debt by the Treasurer.

- II. The Town's Financial Advisor from Uni-Bank, Clark Rowell, will present a preliminary financial plan to fund major capital projects while maintaining town operations at an assumed rate of growth.

The Board of Selectmen has the decision-making authority to approve the language and the placement of debt exclusion questions on election ballot. There are four, known major capital projects, at an estimated cost of \$38,000,000, on the horizon for which the Board may consider approval of debt exclusions.

Below are known projects, currently estimated costs and projected year of authorization.

PROJECT	ESTIMATED COST	ANTICIPATED YEAR OF AUTHORIZATION
Library	\$19,000,000 (Net of grant)	FY 19
School Athletic Facilities / Loker Field (may be separate projects)	\$8,900,000	FY 19
Town Building Improvements	\$4,700,000	FY 20
Council on Aging	\$5,581,000	FY 20

ATTACHED DOCUMENTS:

1. **FINANCIAL ADVISOR'S PRESENTATION**
2. **BOARD POLICY ON PROPOSITION 2 ½ BALLOT QUESTIONS**

CC: Finance Committee
 Board of Assessors
 Finance Director
 Treasurer
 Director of Assessing

TOWN OF WAYLAND, MASSACHUSETTS

04-Dec-17

- 1 3.00% - percent annual increase to remainder of general fund, unappropriated amounts and capital budget
- 2 4.00% - percent annual increase to school budget
- 3 6.50% - percent annual increase to middlesex retirement assessment, 2019 - 2024
- 4 5.20% - increase to assessment, 2025
- 5 3.99% - increase to assessment, 2026 - 2035
- 6 8.00% - percent annual increase to health insurance budget and OPEB
- 7 3.00% - percent annual increase to enterprises

- 8 2.00% - percent annual increase to state aid
- 9 2.50% - percent annual increase to local receipts
- 10 2.50% - percent annual increase to transfers from other funds

- 11 2.00% - percent annual increase in assessed valuation

- 12 3.50% - eleven-year compounded rate of increase, line items 15 through 19

13	FISCAL YEAR BUDGET	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
14	operating budget	\$16,926,089	\$17,433,872	\$17,956,888	\$18,495,594	\$19,050,462	\$19,621,976	\$20,210,635	\$20,816,955	\$21,441,463	\$22,084,707	\$22,747,248	\$23,429,666
15	education	\$38,938,393	\$40,495,929	\$42,115,766	\$43,800,397	\$45,552,412	\$47,374,509	\$49,269,489	\$51,240,269	\$53,289,880	\$55,421,475	\$57,638,334	\$59,943,867
16	health insurance	\$7,197,800	\$7,773,624	\$8,395,514	\$9,067,155	\$9,792,527	\$10,575,930	\$11,422,004	\$12,335,764	\$13,322,625	\$14,388,436	\$15,539,510	\$16,782,671
17	retirement	\$4,362,369	\$4,645,923	\$4,947,908	\$5,269,522	\$5,612,041	\$5,976,824	\$6,365,317	\$6,696,314	\$6,963,497	\$7,241,340	\$7,530,270	\$7,830,727
18	current debt service	\$9,665,433	\$8,956,571	\$8,160,546	\$7,545,096	\$7,109,746	\$6,556,596	\$6,326,971	\$6,130,046	\$5,864,684	\$5,439,134	\$4,988,646	\$4,564,849
19	2018 municipal purpose bonds	\$0	\$452,050	\$441,900	\$431,750	\$416,600	\$406,625	\$396,650	\$386,675	\$376,700	\$361,725	\$351,925	\$292,125
20	"big four" debt service - 1	\$0	\$0	\$1,375,000	\$1,363,750	\$1,352,500	\$1,341,250	\$1,580,000	\$2,557,500	\$3,240,000	\$3,388,750	\$4,276,250	\$1,868,750
21	"big four" debt service - 2	\$0	\$0	\$0	\$835,000	\$823,750	\$812,500	\$801,250	\$1,040,000	\$1,017,500	\$1,495,000	\$1,450,000	\$1,405,000
22	bi-annual capital funding	\$0	\$0	\$0	\$320,000	\$312,000	\$304,000	\$296,000	\$288,000	\$280,000	\$272,000	\$264,000	\$256,000
23	bi-annual capital funding	\$0	\$0	\$0	\$0	\$0	\$320,000	\$312,000	\$304,000	\$296,000	\$288,000	\$280,000	\$272,000
24	bi-annual capital funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$320,000	\$312,000	\$304,000	\$296,000	\$288,000
25	bi-annual capital funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$320,000	\$312,000	\$304,000
26	bi-annual capital funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$320,000
27	enterprises	\$4,760,376	\$4,903,187	\$5,050,283	\$5,201,791	\$5,357,845	\$5,518,580	\$5,684,138	\$5,854,662	\$6,030,302	\$6,211,211	\$6,397,547	\$6,589,474
28	subtotal	\$81,850,460	\$84,661,156	\$88,443,804	\$92,330,055	\$95,379,884	\$98,808,790	\$102,664,455	\$107,970,184	\$112,434,651	\$117,215,777	\$122,071,730	\$124,147,129
29	pay as you go capital	\$1,693,000	\$2,500,000	\$3,000,000	\$3,500,000	\$3,605,000	\$3,713,150	\$3,824,545	\$3,939,281	\$4,057,459	\$4,179,183	\$4,304,559	\$4,433,695
30	OPEB	\$243,828	\$600,000	\$648,000	\$699,840	\$755,827	\$816,293	\$881,597	\$952,125	\$1,028,295	\$1,110,558	\$1,199,403	\$1,295,355
31	total	\$83,787,288	\$87,761,156	\$92,091,804	\$96,529,895	\$99,740,711	\$103,338,233	\$107,370,596	\$112,861,590	\$117,520,404	\$122,505,518	\$127,575,691	\$129,876,179
32													
33	total debt service	\$9,665,433	\$9,408,621	\$9,977,446	\$10,495,596	\$10,014,596	\$9,740,971	\$9,712,871	\$11,026,221	\$11,386,884	\$11,868,609	\$12,218,821	\$9,570,724
34	debt service to total budget	11.54%	10.72%	10.83%	10.87%	10.04%	9.43%	9.05%	9.77%	9.69%	9.69%	9.58%	7.37%
35	paygo capital to total budget	2.02%	2.85%	3.26%	3.63%	3.61%	3.59%	3.56%	3.49%	3.45%	3.41%	3.37%	3.41%

36	DEBT SERVICE PAYABLE	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
37	current debt service	\$9,665,433	\$8,956,571	\$8,160,546	\$7,545,096	\$7,109,746	\$6,556,596	\$6,326,971	\$6,130,046	\$5,864,684	\$5,439,134	\$4,988,646	\$4,564,849	
38	REVENUES / AVAILABLE FUNDS	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
39	levy	\$65,042,037	\$68,271,813	\$72,135,289	\$76,093,781	\$78,812,241	\$81,904,311	\$85,417,776	\$90,376,068	\$94,488,007	\$98,911,695	\$103,395,502	\$105,094,284	
40	other local receipts	\$4,709,404	\$4,827,139	\$4,947,818	\$5,071,513	\$5,198,301	\$5,328,258	\$5,461,465	\$5,598,001	\$5,737,951	\$5,881,400	\$6,028,435	\$6,179,146	
41	state aid	\$5,284,621	\$5,390,313	\$5,498,120	\$5,608,082	\$5,720,244	\$5,834,649	\$5,951,342	\$6,070,368	\$6,191,776	\$6,315,611	\$6,441,924	\$6,570,762	
42	CPC funds	\$375,000	\$375,000	\$375,000	\$375,000	\$375,000	\$375,000	\$375,000	\$375,000	\$375,000	\$375,000	\$375,000	\$375,000	
43	Free Cash	\$1,427,858	\$2,000,000	\$2,060,000	\$2,121,800	\$2,185,454	\$2,251,018	\$2,318,548	\$2,388,105	\$2,459,748	\$2,533,540	\$2,609,546	\$2,687,833	
44	enterprises	\$4,760,376	\$4,903,187	\$5,050,283	\$5,201,791	\$5,357,845	\$5,518,580	\$5,684,138	\$5,854,662	\$6,030,302	\$6,211,211	\$6,397,547	\$6,589,474	
45	other available funds	\$3,622,125	\$1,993,703	\$2,025,296	\$2,057,928	\$2,091,626	\$2,126,417	\$2,162,327	\$2,199,386	\$2,237,620	\$2,277,061	\$2,327,737	\$2,379,681	
46	total resources	\$83,787,288	\$87,761,156	\$92,091,804	\$96,529,895	\$99,740,711	\$103,338,233	\$107,370,596	\$112,861,590	\$117,520,404	\$122,505,518	\$127,575,691	\$129,876,179	
47	fiscal 2018 total	\$85,221,421												
48	OTHER AVAILABLE FUNDS	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
49	transfers from other funds	\$1,623,125	\$1,663,703	\$1,705,296	\$1,747,928	\$1,791,626	\$1,836,417	\$1,882,327	\$1,929,386	\$1,977,620	\$2,027,061	\$2,077,737	\$2,129,681	
50	Free Cash	\$500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
51	overlay	\$200,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	
52	bond premium	\$85,245	\$80,000	\$70,000	\$60,000	\$50,000	\$40,000	\$30,000	\$20,000	\$10,000	\$0	\$0	\$0	
53	total other available funds	n.a.	\$1,993,703	\$2,025,296	\$2,057,928	\$2,091,626	\$2,126,417	\$2,162,327	\$2,199,386	\$2,237,620	\$2,277,061	\$2,327,737	\$2,379,681	
54	ASS'D VALUATION / TAX RATE	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
55	assessed valuation	\$3,607,434,100	\$3,679,582,782	\$3,753,174,438	\$3,828,237,926	\$3,904,802,685	\$3,982,898,739	\$4,062,556,713	\$4,143,807,848	\$4,226,684,005	\$4,311,217,685	\$4,397,442,038	\$4,485,390,879	
56	tax rate	\$18.03	\$18.55	\$19.22	\$19.88	\$20.18	\$20.56	\$21.03	\$21.81	\$22.36	\$22.94	\$23.51	\$23.43	
57	percent increase of tax rate	n.a.	2.91%	3.59%	3.42%	1.54%	1.89%	2.24%	3.73%	2.50%	2.63%	2.48%	-0.35%	
58	percent increase of levy	n.a.	4.97%	5.66%	5.49%	3.57%	3.92%	4.29%	5.80%	4.55%	4.68%	4.53%	1.64%	
59	maximum \$20 tax rate	n.a.	n.a.	n.a.	n.a.	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	
60	tax revenue	n.a.	n.a.	n.a.	n.a.	\$78,096,054	\$79,657,975	\$81,251,134	\$82,876,157	\$84,533,680	\$86,224,354	\$87,948,841	\$89,707,818	
61	shortfall from projected levy	n.a.	n.a.	n.a.	n.a.	\$716,188	\$2,246,336	\$4,166,642	\$7,499,911	\$9,954,327	\$12,687,341	\$15,446,661	\$15,386,466	
62	4.46% - eleven-year compounded rate of increase to tax levy													

TOWN OF WAYLAND, MASSACHUSETTS

\$4,630,000.00 General Obligation Municipal Purpose Loan of 2018 Bonds

Dated March 1, 2018

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I
06/30/2018	-	-	-	-
06/30/2019	290,000.00	3.500%	162,050.00	452,050.00
06/30/2020	290,000.00	3.500%	151,900.00	441,900.00
06/30/2021	290,000.00	3.500%	141,750.00	431,750.00
06/30/2022	285,000.00	3.500%	131,600.00	416,600.00
06/30/2023	285,000.00	3.500%	121,625.00	406,625.00
06/30/2024	285,000.00	3.500%	111,650.00	396,650.00
06/30/2025	285,000.00	3.500%	101,675.00	386,675.00
06/30/2026	285,000.00	3.500%	91,700.00	376,700.00
06/30/2027	280,000.00	3.500%	81,725.00	361,725.00
06/30/2028	280,000.00	3.500%	71,925.00	351,925.00
06/30/2029	230,000.00	3.500%	62,125.00	292,125.00
06/30/2030	230,000.00	3.500%	54,075.00	284,075.00
06/30/2031	230,000.00	3.500%	46,025.00	276,025.00
06/30/2032	230,000.00	3.500%	37,975.00	267,975.00
06/30/2033	230,000.00	3.500%	29,925.00	259,925.00
06/30/2034	125,000.00	3.500%	21,875.00	146,875.00
06/30/2035	125,000.00	3.500%	17,500.00	142,500.00
06/30/2036	125,000.00	3.500%	13,125.00	138,125.00
06/30/2037	125,000.00	3.500%	8,750.00	133,750.00
06/30/2038	125,000.00	3.500%	4,375.00	129,375.00
Total	\$4,630,000.00	-	\$1,463,350.00	\$6,093,350.00

Yield Statistics

Bond Year Dollars	\$41,810.00
Average Life	9.030 Years
Average Coupon	3.5000000%
Net Interest Cost (NIC)	3.5000000%
True Interest Cost (TIC)	3.5000000%
Bond Yield for Arbitrage Purposes	3.5000000%
All Inclusive Cost (AIC)	3.5000000%

IRS Form 8038

Net Interest Cost	3.5000000%
Weighted Average Maturity	9.030 Years

TOWN OF WAYLAND, MASSACHUSETTS

\$25,000,000.00 General Obligation Municipal Purpose Loan of 2019 Bonds

Dated March 1, 2019

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I
06/30/2019	-	-	-	-
06/30/2020	250,000.00	4.500%	1,125,000.00	1,375,000.00
06/30/2021	250,000.00	4.500%	1,113,750.00	1,363,750.00
06/30/2022	250,000.00	4.500%	1,102,500.00	1,352,500.00
06/30/2023	250,000.00	4.500%	1,091,250.00	1,341,250.00
06/30/2024	500,000.00	4.500%	1,080,000.00	1,580,000.00
06/30/2025	1,500,000.00	4.500%	1,057,500.00	2,557,500.00
06/30/2026	2,250,000.00	4.500%	990,000.00	3,240,000.00
06/30/2027	2,500,000.00	4.500%	888,750.00	3,388,750.00
06/30/2028	3,500,000.00	4.500%	776,250.00	4,276,250.00
06/30/2029	1,250,000.00	4.500%	618,750.00	1,868,750.00
06/30/2030	1,250,000.00	4.500%	562,500.00	1,812,500.00
06/30/2031	1,250,000.00	4.500%	506,250.00	1,756,250.00
06/30/2032	1,000,000.00	4.500%	450,000.00	1,450,000.00
06/30/2033	1,000,000.00	4.500%	405,000.00	1,405,000.00
06/30/2034	1,000,000.00	4.500%	360,000.00	1,360,000.00
06/30/2035	1,000,000.00	4.500%	315,000.00	1,315,000.00
06/30/2036	1,000,000.00	4.500%	270,000.00	1,270,000.00
06/30/2037	1,000,000.00	4.500%	225,000.00	1,225,000.00
06/30/2038	1,000,000.00	4.500%	180,000.00	1,180,000.00
06/30/2039	1,000,000.00	4.500%	135,000.00	1,135,000.00
06/30/2040	1,000,000.00	4.500%	90,000.00	1,090,000.00
06/30/2041	1,000,000.00	4.500%	45,000.00	1,045,000.00
Total	\$25,000,000.00	-	\$13,387,500.00	\$38,387,500.00

Yield Statistics

Bond Year Dollars	\$297,500.00
Average Life	11.900 Years
Average Coupon	4.5000000%

Net Interest Cost (NIC)	4.5000000%
True Interest Cost (TIC)	4.5000000%
Bond Yield for Arbitrage Purposes	4.5000000%
All Inclusive Cost (AIC)	4.5000000%

IRS Form 8038

Net Interest Cost	4.5000000%
Weighted Average Maturity	11.900 Years

TOWN OF WAYLAND, MASSACHUSETTS

\$13,000,000.00 General Obligation Municipal Purpose Loan of 2020 Bonds

Dated March 1, 2020

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I
06/30/2020	-	-	-	-
06/30/2021	250,000.00	4.500%	585,000.00	835,000.00
06/30/2022	250,000.00	4.500%	573,750.00	823,750.00
06/30/2023	250,000.00	4.500%	562,500.00	812,500.00
06/30/2024	250,000.00	4.500%	551,250.00	801,250.00
06/30/2025	500,000.00	4.500%	540,000.00	1,040,000.00
06/30/2026	500,000.00	4.500%	517,500.00	1,017,500.00
06/30/2027	1,000,000.00	4.500%	495,000.00	1,495,000.00
06/30/2028	1,000,000.00	4.500%	450,000.00	1,450,000.00
06/30/2029	1,000,000.00	4.500%	405,000.00	1,405,000.00
06/30/2030	1,000,000.00	4.500%	360,000.00	1,360,000.00
06/30/2031	1,000,000.00	4.500%	315,000.00	1,315,000.00
06/30/2032	1,000,000.00	4.500%	270,000.00	1,270,000.00
06/30/2033	1,000,000.00	4.500%	225,000.00	1,225,000.00
06/30/2034	1,000,000.00	4.500%	180,000.00	1,180,000.00
06/30/2035	500,000.00	4.500%	135,000.00	635,000.00
06/30/2036	500,000.00	4.500%	112,500.00	612,500.00
06/30/2037	500,000.00	4.500%	90,000.00	590,000.00
06/30/2038	500,000.00	4.500%	67,500.00	567,500.00
06/30/2039	500,000.00	4.500%	45,000.00	545,000.00
06/30/2040	500,000.00	4.500%	22,500.00	522,500.00
Total	\$13,000,000.00	-	\$6,502,500.00	\$19,502,500.00

Yield Statistics

Bond Year Dollars	\$144,500.00
Average Life	11.115 Years
Average Coupon	4.500000%
Net Interest Cost (NIC)	4.500000%
True Interest Cost (TIC)	4.500000%
Bond Yield for Arbitrage Purposes	4.500000%
All Inclusive Cost (AIC)	4.500000%

IRS Form 8038

Net Interest Cost	4.500000%
Weighted Average Maturity	11.115 Years

TOWN OF WAYLAND, MASSACHUSETTS

\$3,000,000.00 General Obligation Municipal Purpose Loan of _____ Bonds

Dated _____

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I
06/30/2020	-	-	-	-
06/30/2021	200,000.00	4.000%	120,000.00	320,000.00
06/30/2022	200,000.00	4.000%	112,000.00	312,000.00
06/30/2023	200,000.00	4.000%	104,000.00	304,000.00
06/30/2024	200,000.00	4.000%	96,000.00	296,000.00
06/30/2025	200,000.00	4.000%	88,000.00	288,000.00
06/30/2026	200,000.00	4.000%	80,000.00	280,000.00
06/30/2027	200,000.00	4.000%	72,000.00	272,000.00
06/30/2028	200,000.00	4.000%	64,000.00	264,000.00
06/30/2029	200,000.00	4.000%	56,000.00	256,000.00
06/30/2030	200,000.00	4.000%	48,000.00	248,000.00
06/30/2031	100,000.00	4.000%	40,000.00	140,000.00
06/30/2032	100,000.00	4.000%	36,000.00	136,000.00
06/30/2033	100,000.00	4.000%	32,000.00	132,000.00
06/30/2034	100,000.00	4.000%	28,000.00	128,000.00
06/30/2035	100,000.00	4.000%	24,000.00	124,000.00
06/30/2036	100,000.00	4.000%	20,000.00	120,000.00
06/30/2037	100,000.00	4.000%	16,000.00	116,000.00
06/30/2038	100,000.00	4.000%	12,000.00	112,000.00
06/30/2039	100,000.00	4.000%	8,000.00	108,000.00
06/30/2040	100,000.00	4.000%	4,000.00	104,000.00
Total	\$3,000,000.00	-	\$1,060,000.00	\$4,060,000.00

Yield Statistics

Bond Year Dollars	\$26,500.00
Average Life	8.833 Years
Average Coupon	4.0000000%
Net Interest Cost (NIC)	4.0000000%
True Interest Cost (TIC)	4.0000000%
Bond Yield for Arbitrage Purposes	4.0000000%
All Inclusive Cost (AIC)	4.0000000%

IRS Form 8038

Net Interest Cost	4.0000000%
Weighted Average Maturity	8.833 Years

POLICY ON PROPOSITION 2 1/2 BALLOT QUESTIONS ²

Board Policy

From time to time, the Board may be asked by the Finance Committee or other boards or committees to place a Proposition 2 1/2 levy limit override question ("Override Question") or debt exclusion question ("Exclusion Question") on the ballot (although the Board can choose to place such questions on the ballot without having been asked by any other board or committee). Set forth below are the minimum steps that the Board should take before voting to place an Override or Exclusion Question on the ballot:

The Board shall ask the requesting board or committee to provide it with a written request to place an Override or Exclusion Question on the ballot. Such written request should be received at least two weeks prior, if possible, to the Board's vote. In the case where the Board desires to place an Override or Exclusion Question on the ballot without having been asked by any other board or committee to do so, it shall request a written recommendation from the Finance Committee. Such written recommendation should be received at least two weeks, **if possible**, prior to the Board's vote.

The Board shall ask the Finance Committee to make a presentation to the Board at a public meeting in which it reviews in detail (i) the Town's current and projected financial position, (ii) its understanding of the rationale for both the timing and amount of the Proposition 2 1/2 override or exclusion, (iii) the consequences of not placing the question on the ballot or, alternatively, the question being rejected by a majority of the voters, (iv) any discussions it may have had with other boards or committees concerning the need for a ballot question, and (v) any other information that it or the Board determines to be important in making a decision on placing the question on the ballot, e.g., any available details related to the Town's budget or the School budget. Such meeting should be held at least one week prior to the Board's vote.

After completing the above, the Board will discuss the merits of placing the Override or Exclusion Question on the ballot, review the ballot question language, and vote on whether or not to place the question on the ballot.

² Proposition 2 1/2 limits the amount of revenue a town may raise from local property taxes each year to fund municipal operations. This amount is known as the annual levy limit. General Laws Chapter 59, Section 21C allows a town to increase tax revenues above that limit with voter approval.

Proposition 2 1/2 establishes two types of voter approved increases in taxing authority, i.e., levy limit overrides and exclusions. A levy limit override increases the amount of property tax revenue a community may raise in the year specified in the override question and in future years. The purpose of an override is to provide funding for municipal expenses, such as annual operating and fixed costs. An exclusion increases the amount of property tax revenue a community may raise for a limited or temporary period of time in order to fund specific projects, e.g., land acquisitions or building construction.

To seek voter approval, Proposition 2 1/2 referenda questions are placed on an election ballot by vote of the "local appropriating body," which is defined in towns as the Board of Selectmen. A majority vote of the entire board is needed to place an override question on the ballot. A two-thirds vote of the entire board is needed to place an exclusion question on the ballot. The board must vote the question exactly as it will appear on the ballot. Except for the purpose of the override or exclusion, specific language must be used for the ballot question. Proposition 2 1/2 referenda questions may not be placed on the ballot by vote of town meeting or through use of a local initiative, i.e., petitioners.

Following a vote to place an Override or Exclusion Question on the ballot, the Board shall hold a publicly noticed meeting at which the subject of the Override or Exclusion Question is discussed. The Board shall ask the Finance Committee to make a presentation similar to the one noted in (2) above. The public should be given the opportunity to ask questions and make comments at this publicly noticed meeting.

The Board may or may not decide to take a formal position on the merits of the Override or Exclusion Question prior to the Town Election at which such question will be voted on by the electorate.

Adopted on November 12, 2002; revision prepared 10/1/10

DATE: DECEMBER 4, 2017
TO: BOARD OF SELECTMEN
FROM: NAN BALMER, TOWN ADMINISTRATOR
RE: FY 19 CAPITAL PROJECTS

BOARD ACTION REQUESTED:

APPROVE THE FILING OF THE FY 19 CAPITAL PROJECTS SUBMITTED BY DEPARTMENTS UNDER THE BOARD OF SELECTMEN WITH THE FINANCE COMMITTEE; FY 19 CAPITAL PROJECTS #1 - #13 ON THE ATTACHED ARE RECOMMENDED

BACKGROUND:

- All Boards and Committees are asked under Town Code to file capital projects with the Finance Committee by December 15th. The Selectmen may decide on the recommended capital projects on December 4th or request additional information to decide at the December 11th meeting.
- The Selectmen considered all major capital projects at prior meetings and asked that additional “context” be provided for consideration of the projects:
 - The Town’s FY 19 financial plan will be developed and proposed to Town Meeting by the Finance Committee. The Finance Committee Chair plans to return to the Selectmen for your comment about priorities after all projects are received.
 - An initial financial context for approval of FY 19 capital projects was addressed earlier in the meeting through the Financial Advisor’s 10-year preliminary financial model which includes \$2.5 million in annual “pay as you go” funding for capital projects from free cash and new taxation (cash capital), \$3,000,000 General Fund borrowing bi-annually and \$38,000,000 in excluded debt for four major projects.
 - Attached is the list of \$5,144,000 in recommended FY 19 capital projects from departments under the Selectmen. \$42,661,000 in total FY 19 general fund capital requests were submitted to date by all departments, including \$29,000,000 for the Library and \$9,538,000 in other projects that the Selectmen may recommended for debt exclusion in FY 19 and FY 20.
 - The Finance Director’s Capital Projects Report and Capital Appropriations Forms are in the Selectmen’s Dropbox and on the Website for the public.

ATTACHED:

- 1. FY 19 CAPITAL PROJECTS – DEPARTMENTS UNDER THE BOARD OF SELECTMEN ONLY**
- 2. FISCAL 2109 CAPITAL BUDGET REQUESTS (SUMMARY – ALL PROJECTS)**
- 3. FY 2018 APPROVED CAPITAL REQUESTS SUMMARY (FOR COMPARISON)**

DROPBOX / WEBSITE:

- 1. FY 19 CAPITAL APPROPRIATION REQUEST FORMS AND SUMMARIES (ALL)**
- 2. FINANCE DIRECTOR'S FISCAL YEAR 2019 CAPITAL PROJECTS REPORT**

CC: Finance Committee
Board of Assessors
Finance Director
Treasurer
Director of Assessing

FY 19 CAPITAL PROJECTS – DEPARTMENTS UNDER THE BOARD OF SELECTMEN ONLY

#	DEPARTMENT	PROJECT	ESTIMATED COST – FY 19	COMMENTS
1	Facilities	Library Windows: Design and Replacement	\$85,000	Recommended; Library will also make application for CPA funding.
2	Facilities	Town Building Windows: Design	\$65,000	Recommended in FY 19 pending funding consideration; consider as part of debt exclusion, packaging # 2, 3, 4 in FY 20
3	Facilities	Town Building Renovations	\$375,000	Recommended in FY 19 pending funding consideration; purpose is to make better use of available space in land use, lobby and finance offices; consider debt exclusion, packaging # 2, 3, 4 in FY 20
4	Facilities	Town Building Mechanical and Electrical Improvements	\$1,570,000	Recommended in FY 19 pending funding consideration; Buildings Dir is working with utility company to provide additional funding for design; purpose is to improve energy efficiency and work environment; consider debt exclusion, packaging # 2, 3, 4 in FY 20.
5	Facilities	Fire Station #2 Renovations	\$1,800,000	Recommended; purpose is to provide separate accommodations for both genders.
6	Facilities	Depot Repairs	\$110,000	Recommended; <u>consider CPA application by Board of Selectmen</u> ; purpose is address dry rot on north face and put electric service up to code and underground
7(NEW)	Facilities	Council on Aging Design (Up to bid documents)	\$446,000	Recommended; New FY 19 Project – Board of Selectmen re-constituted COA – CC.
8	IT	Public Safety Data Center Replacement	\$70,000	Recommended; this system is no longer supported by vendor
9	IT	Network Replacement	\$242,000	Recommended; the network is at end of support and needs ongoing replacement plan for investment; 5-year lease may require TM article
10	IT	MUNIS Revenue Model	\$230,000	Recommended; purpose is streamline and integrate business processes
11	Fire	Vehicle	\$55,000	Recommended; included in vehicle replacement plan funded by ambulance fees
12	Conservation	Compact Tracker	\$46,000	Recommend
13	Police	Tasers, Radios	\$50,000	Recommend; consider request to Finance Committee to fund in operating budget
14 (Defer until FY 20)	IT	Library Telephone System	\$40,000	Not Recommended: Library Director / Chair recommends project be delayed pending outcome of decision on new Library

TOTAL FY CAPITAL PROJECTS RECOMMENDED: \$5,144,000
(\$3,810,000 in FY 19 Town Building improvements may be deferred until FY 20 to the FY 20 capital plan, pending further consideration.)

FISCAL 2019 CAPITAL BUDGET REQUESTS-DRAFT			
GENERAL FUND			
	Department	Description	Capital Budget
1	DPW	Town wide road reconstruction	750,000.00
2	DPW	RT 20 South Laydown Area	150,000.00
3	DPW	Concord Rd Culvert	150,000.00
4	DPW	Heavy Equipment Replacement- Swap Loader P52	250,000.00
5	DPW	Light Equipment Replacement- Gang Mower P 57	95,000.00
6	DPW	Light Trucks-P51	95,000.00
7	DPW	Light Trucks-Dump H5	95,000.00
8	DPW	Light Trucks-Dump P54	95,000.00
9	DPW	Alpine Field Design	200,000.00
10	DPW	MOU Recreation Capital Maint	85,000.00
11	DPW	Riverview Ball Field	150,000.00
12	Police	Police Tasers and Radios	50,000.00
13	Conservation	Compact Tracker	46,000.00
14	Facilities	Library Rotunda Window Replacement	85,000.00
15	Facilities	Town Building New Windows Design	65,000.00
16	Facilities	Town Building Interior Renovations	375,000.00
17	Facilities	TB mechanical / electrical improvement	1,570,000.00
18	Facilities	Fire Station # 2 Renovations	1,800,000.00
19	Facilities	Depot Repairs	110,000.00
20	Facilities	New Library	29,000,000.00
20-A	Facilities	COA New Facility Design	200,000.00
21	IT Dept.	Public Safety Data Center Replacement	70,000.00
22	IT Dept.	Network Replacement	242,000.00
23	IT Dept.	MUNIS Revenue Module	230,000.00
24	IT Dept.	Library Telephone System	40,000.00
25	Fire	Fire Vehicle	55,000.00
	Recreation	Recreation Design Services- Claypit, Misc	Pending Commission Approval
	Recreation	Loker Recreation Construction	Pending Commission Approval
	Recreation	Town Beach Improvements	Pending Commission Approval
45	Happy Hollow	Floor Tile	35,000.00
46	Middle School	Phone upgrade	125,000.00
47	High School	Wastewater Plant	285,000.00
48	Loker School	Kitchen Replacement	350,000.00
49	High School	Part 1 High School Athletic Perferred-1	202,000.00
50	High School	Part 1 High School Athletic Perferred-2	3,600,000.00
51	High School	Part 2 High School Athletic Perferred-1	126,000.00
52	High School	Part 2 High School Athletic Perferred-2	1,800,000.00
53	Various locations	Custodian Equipment	30,000.00
54	Middle School	Furniture Replacement	35,000.00
Total General Fund			42,641,000.00
WATER FUND			
	Department	Description	Budget
55	Water Fund	Vehicles-Dump Truck-W4	95,000.00
56	Water Fund	Vehicles-Utility Truck WS	95,000.00
57	Water Fund	MTR Replacement	520,000.00
58	Water Fund	PLC Upgrades	350,000.00
59	Water Fund	Water Mains	950,000.00
Total Water Fund			2,010,000.00
Total Fiscal 2018 requested budget			44,651,000.00

* Note: Increase to \$446,000 is requested by COA-CC Chair and Public Buildings Director.

12/4/17

CAPITAL BUDGET - FISCAL 2018

DPW			
1	Town Wide Road Reconstruction	B / CC / SBP	\$600,000
2	Equipment Replacement- Tractor H-6	B	\$190,000
3	Cemetery Road Construction	FC / CEM	\$185,000
4	Culvert Repairs	B	\$100,000
5	Equipment Replacement - Dump Truck H-4	CC / SC	\$95,000
6	Equipment Replacement - Plow and Sander	FC / SBP	\$65,000
FACILITIES			
7	TB Mechanical / Electrical Improvement	FC / SC	\$88,000
8	Fire Station # 2 Renovations	AMB	\$75,000
FIRE			
9	Ambulance	AMB	\$305,000
10	Fire Vehicle	AMB	\$65,000
SCHOOL			
11	Middle School Tile Replacement	FC / SBP	\$150,000
12	Happy Hollow Food Service Equipment	FC	\$60,000
13	Claypit Hill Phone Upgrade	CC	\$50,000
14	Various Locations Custodial Equipment	CC	\$30,000
DPW WATER ENTERPRISE FUND			
15	Water Mains	B	\$700,000
16	Well Cleaning	WS	\$65,000
17	Water Tank Study	WS	\$50,000
18	Pilot Study Manganese- Campbell Well	WS	\$110,000
TOTAL BUDGET			\$2,983,000

SUMMARY OF FUNDING SOURCES		
BORROW (NON-EXEMPT)	B	\$1,290,000
CASH CAPITAL	CC	\$347,128
FREE CASH	FC	\$219,180
AMBULANCE FUND	AMB	\$445,000
CEMETERY FUND	CEM	\$120,000
SURPLUS BOND PROCEEDS FROM CLOSE OUTS	SBP	\$212,683
SURPLUS CAPITAL PROJECTS	SC	\$124,009
WATER SURPLUS	WS	\$225,000
TOTAL FUNDING SOURCES		\$2,983,000

To: Board of Selectmen
From: David Porter
Date: December 4, 2017
Re: 2018 License Renewals

The following is the list of licenses that are ready for approval for 2018.

VOTE: TO APPROVE THE 2018 RENEWAL OF THE LIQUOR LICENSES, COMMON VICTUALLERS' LICENSES, ENTERTAINMENT LICENSES, AND AUTO DEALER LICENSES AS PRESENTED IN THE DECEMBER 4, 2017 MEMORANDUM TO THE BOARD OF SELECTMEN, RE: 2018 LICENSE RENEWALS

The following liquor licenses are ready for approval for 2018:

110 Grill CW Wayland LLC	175 Commonwealth Avenue	On Premise All Alcoholic Beverages
Bertucci's Restaurant Corp. dba Bertucci's Italian Restaurant	14 Elissa Avenue	On Premise All Alcoholic Beverages
Broomstones Inc.	1 Curling Lane	Club All Alcoholic Beverages
China Rose	15 East Plain Street	On Premise All Alcoholic Beverages
Coach Grill (BBRG TR, LLC)	55 Boston Post Road	On Premise All Alcoholic Beverages
Donelan's Supermarkets Inc.	177 Commonwealth Road	Package Store Wine & Malt
Lavins Inc. of Wayland	330 Old Connecticut Path	Package Store All Alcoholic Beverages
The Local Restaurant (The Local Restaurant of Wayland, LLC)	11 Andrew Avenue	On Premise All Alcoholic Beverages

Mel's Commonwealth Café (Elmwood Donuts, Inc.)	310 Commonwealth Road	On Premise Wine & Malt
Post Road Liquors Inc.	44 Boston Post Road	Package Store All Alcoholic Beverages
Prime 131 Grill (Old Wayland Restaurant Inc.)	131 Boston Post Road	On Premise All Alcoholic Beverages
Sperry's Liquors (Eastbrook Inc.)	87 Andrew Avenue	Package Store All Alcoholic Beverages
The Villa Inc.	48 East Plain Road	On Premise All Alcoholic Beverages
The Wayland Country Club (Golf Course Enterprises)	121 Old Sudbury Road	On Premise All Alcoholic Beverages
Wayland Variety and Deli Corporation	70 Boston Post Road	Package Store Wine & Malt
Wayland Wine and Spirits (P and P Liquors, Inc.)	302 East Commonwealth Road	Package Store All Alcoholic Beverages
Takara Japanese Restaurant (Zheng Group, Inc.)	15 Elissa Way	On Premise All Alcoholic Beverages

The following Common Victuallers Licenses are ready for approval for 2018:

110 Grill CW Wayland LLC	175 Commonwealth Avenue	Victualler License
Bertucci's Restaurant Corp. dba Bertucci's Italian Restaurant	14 Elissa Avenue	Victualler License
Coach Grill (BBRG TR, LLC)	55 Boston Post Road	Victualler License
Einstein and Noah Corp dba Einstein Brothers Bagels	44 Main Street	Victualler License
Liberty Pizza (Saint Wanas, Inc.)	116 Main Street	Victualler License
Mel's Commonwealth Café (Elmwood Donuts, Inc.)	310 Commonwealth Road	Victualler License
Prime 131 Grill (Old Wayland Restaurant Inc.)	131 Boston Post Road	Victualler License
Takara Japanese Restauarant (Zheng Group, Inc.)	15 Elissa Avenue	Victualler License
The Villa Inc.	48 East Plain Road	Victualler License
The Wayland Country Club (Golf Course Enterprises)	121 Old Sudbury Road	Victualler License
Wayland Pizza House	336 Boston Post Road	Victualler License

The following Sale of Second-Hand Articles Licenses are ready for approval for 2018:

Almaari Jewelers	65 Andrew Avenue	Sale of Second Hand Articles
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The following Auto Dealer Licenses are ready for approval for 2018:

Cook's Automotive (Lloyd J. Cook, President)	338 Boston Post Road	Sale of Used Vehicles II
International Auto Works Inc.	118 Main Street	Sale of Used Vehicles II
Shepard's Service (Mark Shepard)	268 Boston Post Road	Sale of Used Vehicles II
Wayland Imports (Glenn B. Schwartz)	70 Boston Post Road	Sale of Used Vehicles II
Wayland Mobil (E & J Service Station LLC)	315 Commonwealth Road	Sale of Used Vehicles II

The following Entertainment Licenses are ready for approval for 2018:

110 Grill CW Wayland LLC	175 Commonwealth Avenue	Entertainment License
Einstein and Noah Corp dba Einstein Brothers	44 Main Street	Entertainment License
The Local Restaurant of Wayland dba The Local	11 Andrew Avenue	Entertainment License
Prime 131 Grill (Old Wayland Restaurant Inc.)	131 Boston Post Road	Entertainment License
The Villa Inc.	48 East Plain Road	Entertainment License

Current licensees not listed will be included next week, after they complete their renewal paperwork.

⑦ Charge for 5 Concord Road Committee

5 Concord Road Advisory Committee

Draft Charge December 4, 2017

Mission: The purpose of the 5 Concord Road Advisory Committee is to facilitate and coordinate Town efforts to repurpose the town owned building, the current Wayland Public Library, at 5 Concord Road.

The Advisory Committee is charged with:

- Facilitating communication between Town boards and committees
- Working with advisors and consultants to the Town
- Undertaking community outreach to engage residents about potential uses, continued Town ownership, the process and specific proposal(s)
- Providing a status update prior to 2018 Annual Town Meeting.
- Providing input to the Board of Selectmen on the final proposal

The Advisory Committee shall consist of up to 5 at-large members, selected to represent a range of views; a representative from the Board of Selectmen, Planning Board, Historical Commission, Community Preservation Committee, Department of Public Works, Town administrator (non-voting member) and a designated liaison from the Finance Committee to facilitate communication between the Advisory Committee and the Finance Committee.

The Advisory Committee is convened for a period of up to 3 years and members shall serve until such time as they are replaced or the committee is disbanded by vote of the Board of Selectmen.

All meetings shall adhere to the Open Meeting Law.

DRAFT



Memorandum

To: All Boards, Committees, Commissions, Departments and Staff
From: Board of Selectmen
Date: December 4, 2017
Re: 2018 Annual Town Meeting and Annual Town Election

The Board of Selectmen voted on Monday, December 4, 2017, to open the Warrant for the Annual Town Meeting to begin on Monday, April 2, 2017, at 7:00 p.m. in the Wayland High School Field House, and the Annual Election to be held on Tuesday, March 27, 2018, at designated polling places. The warrant for said Annual Town Meeting will be open from Friday, December 15, 2017, at 8:30 a.m., through Tuesday, January 16, 2018, at 4:30 p.m. In accordance with Chapter 36, Section 36-3 of the Code of the Town of Wayland, all articles for consideration and inclusion in said warrant shall be submitted to the Selectmen's Office in Wayland Town Building at 41 Cochituate Road, Wayland, Massachusetts by 4:30 p.m. on Tuesday, January 16, 2018.

Lea T. Anderson, Chair

Cherry C. Karlson, Vice Chair

Mary M. Antes

Louis M. Jurist

Douglas A. Levine

⑧ ATM Warrant

DATE: DECEMBER 4, 2017
TO: BOARD OF SELECTMEN
FROM: NAN BALMER, TOWN ADMINISTRATOR
RE: ATM WARRANT OPENING:
DRAFT ANNOUNCEMENT FOR BOARD AND COMMITTEES AND REVISED ARTICLE FORM

The notice below and revised article form and instructions were drafted with the Chair and Vice Chair of the Finance Committee. Please provide your review and comment.

Thanks

ANNOUNCEMENT: OPENING OF ANNUAL TOWN MEETING WARRANT

1. **WARRANT OPENING AND CLOSING:** Annual Town Meeting Warrant opens Friday December 15, 2017 at 8:30 am and closes Tuesday January 16, 2018 at 4:30 pm.
2. **ARTICLE FORM:** Attached is the new form for submission of a warrant article for Annual Town Meeting. Please feel free to use additional pages. Brevity, if possible, is appreciated.
3. **SUBMISSION PROCEDURE:** The article form must be submitted in hard copy to the Town Administrator's Office, signed after a vote of the public body by the Chair of the sponsoring body, no later than Tuesday January 16, 2017 at 4:30 pm. Please also submit via e-mail in "Word" to dporter@wayland.ma.us
4. **ARTICLE TEXT:** The article text must be drafted and approved by the board or committee which submits it and may not be changed except by Town Counsel. If you require legal assistance developing the article, please contact the Town Administrator at nbalmer@wayland.ma.us After submission of the article, Town Counsel will review and may make any required edits.
5. **DRAFT FINANCE COMMITTEE COMMENTS, PRO's and CON's:** The Finance Committee asks that you complete these sections of the form as drafts for the Finance Committee's consideration. Your article will be assigned to a liaison from the Finance Committee who will finalize these sections for the warrant.
6. **SPONSORING BODY'S COMMENTS:** Article sponsors may, at their discretion submit comments of up to 150 which will be included if the Finance Committee includes comment.
7. **FINANCE COMMITTEE ATM WARRANT WORKSHOP:** You are asked to attend the Finance Committee's ATM Article Workshop on Monday January 22, 2017 and make a brief presentation. Please be in touch with your Finance Committee Liaison to discuss your article. As new information becomes available about your article, you may be asked to attend additional meetings with the Finance Committee and with the Board of Selectmen.
8. **MAPS, EXHIBITS:** The Article Sponsor should provide maps and exhibits whenever appropriate. Please contact David Porter in the Town Administrator's Office if you require assistance from Town staff to create a map. Preparation of maps and exhibits are the responsibility of the Article Sponsor.

Please feel free to call me any time for assistance.

Nan Balmer, Town Administrator

(508) 358-3620

(508) 237-1330 – cell

**TOWN OF WAYLAND
REQUEST FOR TOWN MEETING ARTICLE (RFA)**

Sponsor & Contact Information

- 1. SPONSOR:
- 2. DATE RECEIVED:
- 3. CONTACT PERSON:
- 4. TELEPHONE/DAY:
- 5. TELEPHONE/EVENING:
- 6. BOARD VOTE:
- 7. DATE OF BOARD VOTE:
- 8. FUNDING SOURCE:

Article Information

- 9. ARTICLE TITLE:
- 10. COST:
- 11. NO COST:
- 12. DATE COST ESTIMATE AVAILABLE:

Article Text

- 13. SPONSOR'S FINAL ARTICLE TEXT:

- 14. SPONSOR'S COMMENTS (UP TO 150 WORDS MAY BE INCLUDED AT SPONSOR'S DISCRETION):

- 15. FINANCE COMMITTEE DRAFT COMMENTS (500 WORDS):

- 16. FINANCE COMMITTEE DRAFT PROS (4-6):

- 17. FINANCE COMMITTEE DRAFT CONS (4-6):

- 18. CHAIR SIGNATURE/DATE: _____

FINANCE COMMITTEE'S INSTRUCTIONS FOR COMPLETION OF WARRANT ARTICLE FORM

Sponsor & Contact Information

SPONSOR:	Sponsoring Board(s)
DATE RECEIVED:	Date
CONTACT PERSON:	Main contact responsible for managing communication. Name, Phone and email.
TELEPHONE/DAY:	Contact Person Daytime Telephone
TELEPHONE/EVENING:	Contact Person Evening Telephone
BOARD VOTE:	Sponsoring Board(s) actual vote. The language needs to reflect what was said or inferred when the sponsoring board or how the "other board" voted.
DATE OF BOARD VOTE:	Date that Vote was taken to submit article.
FUNDING SOURCE:	If known, will this be paid for with CPC funds, borrowing, Chapter 90 funds etc...

ARTICLE INFORMATION

ARTICLE TITLE:	Selectmen can change the title as it is not the legal article.
COST:	Costs should be for the full amount of all the costs, rounded up. Provided by the sponsor.
NO COST:	Yes or No
DATE COST ESTIMATE AVAILABLE:	If there is a cost, when will the amount be made available.

ARTICLE TEXT

SPONSOR'S FINAL ARTICLE TEXT:	Please follow drafting guidelines.
SPONSOR'S COMMENTS	150 words brief explanation of the purpose and intent of the proposed article and any relevant background or history, purpose or benefits of Article
FINANCE COMMITTEE DRAFT COMMENTS	This is a "Neutral"/factual description of key points from a voter's perspective. Generally, the first sentence is a short and simple description of what the article is basically about/what would change if the article is approved. Overall length can vary from one short paragraph to several pages, but most articles will fit on less than one page.
FINANCE COMMITTEE DRAFT PROS	4-6 bullets. Starting an argument with "Some might argue" is a standard phrase used to indicate an argument that the majority of FinCom doesn't put a lot of credence in but decides to include for various reasons. The in favor and opposed arguments are perhaps the most important part of the write-up/"report". A key test is whether voters who disagree with the

	recommendation of the FinCom believe that the arguments for their side were accurately portrayed.
FINANCE COMMITTEE DRAFT CONS	ARGUMENTS OPPOSED: [first argument here] [Argument 2] [Argument 3] etc.
CHAIR SIGNATURE/DATE:	Signature of the most current chairperson

RECOMMENDATIONS ON STYLE:

Gathering Information

To complete the article write-up, the FinCom member assigned to the article (usually the department liaison) will gather information from

- The FinCom Warrant Article Workshop
- Sponsor
- Opponents (identified at the Workshop or by the sponsor)
- Other staff or committees as needed
- Town website

Before the FinCom votes a recommendation, a draft of the article should be reviewed with the Board of Selectmen assignee, the sponsor and an opponent for comments. In this manner, it is likely that the Comments and Arguments will be comprehensive and the FinCom recommendation will be well founded.

Drafting Guidelines for Writing Town Articles

An article that is written with precision and legal accuracy, but cannot be easily understood by those to whom it applies, will result in confusion, unintentional violations and unfairness. Good article drafting is governed by the same principles that govern any form of effective written communication.

What should the Article include?

- 1) General Information
 - a) When submitting an article, the following information should be included:
 - i) Name of the Petitioner
 - ii) Address of the Petitioner
 - iii) If the Petitioner is a Town Meeting Member include the Precinct No.
 - iv) Petitioner's Telephone No.
 - v) Petitioner's e-mail address (if available)
 - vi) Format of the Article

Basic Principles

- 1) Simplicity:
 - a) Select short, familiar words and phrases that best express the intended meaning according to common and approved usage. Avoid "legalese."
 - b) Do not use both a word and its synonym.
 - c) Use a pronoun only if its antecedent is unmistakable. Repeat the noun rather than use a pronoun unless the antecedent is a series of nouns.
 - d) Make free but careful use of possessive nouns, for example "the governor's office," "the department's regulation."
 - e) Avoid using "aforesaid," "hereinabove," "withheld," "whatsoever" or similar ancient words of reference

or emphasis.

- f) Do not use "any," "each," "every," "all," or "some" if "a," "an" or "the" can be used with the same result.
- g) Do not use "and/or." Use "or" to mean any 1 or more
- h) Do not use "deem" for "consider."
- i) Use "the," "this" or "that" rather than "said" (except when citing a statute).

2) Conciseness.

- a) Omit needless language.
- b) If a word has the same meaning as a phrase, use the word.
- c) Use the shortest sentence that conveys the intended meaning.

3) Consistency.

- a) Be consistent in the use of language throughout the article. Do not use the same word or phrase to convey different meanings. Do not use different language to convey the same meaning.
- b) Be consistent in the arrangement of comparable provisions. Arrange sections containing similar material in the same way.

4) Directness.

- a) If a concept can be expressed positively or negatively, express it positively.

5) Ordinary English.

- a) Draft in ordinary English. Avoid words that might be considered slang. Also try to avoid using a complicated word when a simple word will convey the same concept. Generally, do not use abbreviations and contractions. In rare instances where an abbreviation is used, insert a definition of the abbreviated term.

6) Outdated Terminology.

- a) Change or remove questionable, imprecise or outmoded words or terminology.

7) Revision.

- a) After completing the draft of an article, revise it carefully and critically. Lay the revision aside for a time. Then revise the revision. There is no substitute for time and thoroughness.
- b) Review each use of a defined term to make sure it is used consistently in its defined sense.

Sentence Structure

1) Parallel Structure.

- a) Use of correct parallel structure aids comprehension. For example, do not say "A copy may be obtained by mail or if a person appears personally." Instead, say "A person may obtain a copy by mail or by appearing personally."

2) Subject.

- a) Unless it is clear from the context, use as the subject of each sentence the person or entity to whom a power, right or privilege is granted or upon whom a duty, obligation, or prohibition is imposed.

3) Verbs.

- a) Use the present tense and the indicative mood.
- b) Do not use the passive voice.
- c) The singular is sometimes simpler and clearer than the plural. Use the plural, however, if its use is the least awkward solution, especially to avoid gender-specific pronouns.

4) Finite Verbs.

- a) If possible, use finite verbs instead of their corresponding participles, infinitives, gerunds or other noun or adjective forms. Do not say "give consideration to:" say "consider." Do not say "is applicable;" say "applies."

- 5) Use of Infinitives.
 - a) Avoid split infinitives. They often undermine the clarity of the law. If qualifying words separate infinitive phrases repeat "to" in each phrase; if no qualifying words intervene, do not repeat "to."
- 6) Modifiers.
 - a) If a modifier is intended to affect all terms in a series, the terms should be linked together with the conjunctive "and" or the disjunctive "or." If a modifier is intended to affect only one term, the modifier should be placed immediately before or after the term and the other terms in the series should be set off with commas or semicolons.
- 7) Provisos.
 - a) Provisos (which usually begin "provided, however, that") are acceptable, especially in line items of articles requesting funding, however because they can unnecessarily complicate a sentence structure, try to avoid them. Instead, depending on context, begin the new clause with "but" or "if" or simply start a new sentence.

Grammar

- 1) Numbers
 - a) Use numerals rather than words for numbers in the text of articles. This includes dates, times, dollar amounts, percentages and citations to the chapter and section numbers of statutes.
 - b) Use numerals even for numbers from 1 to 10 (this is for consistency and is the practice followed in the United States Code). The only exceptions, consistent with ordinary English usage, are to use words for numbers that begin a sentence, and for "ordinal" numbers (like "fiftieth" and "eighty-fourth").
- 2) Gender Neutral Drafting
 - a) A drafter, whenever possible, should avoid using the terms "he" or "she" or "him" or "her," etc. in drafting, except in those rare instances when the topic is gender specific, e.g., a bill dealing with ovarian cancer may, by necessity, include the word "she" or "her" and, similarly, a bill regarding prostate cancer may, by necessity, include "he" or "his." Otherwise, whenever reasonable, nouns rather than pronouns should be used to refer to persons in order to avoid gender identification.
- 3) Capital Letters
 - a) The normal rules of capitalization do not necessarily apply to language in the articles. Avoid using capitals except for proper names.
 - b) Proper name, place or designation (street, road, avenue, etc. are usually lower case).
 - c) Nation or nationality
 - d) Church, religious organization or memorial
 - e) Political party
 - f) Federal agency or depart
 - g) Organization, society or lodge
 - h) Book or publication
 - i) Act or law when referred to in body of an act or resolve
 - j) Legal holidays
 - k) Capitalize the names of all funds
- 4) Spelling of particular words
 - a) By-law
 - b) Full-time (use the hyphen when the word is used as an adjective, i.e. full-time employee, but when it is used as a noun, there should be no hyphen, i.e. the employee works full time.)
 - c) Firefighter

- d) Part-time (use the hyphen when the word is used as an adjective, i.e. part-time employee, but when it is used as a noun, there should be no hyphen, i.e. the employee works part time.)
- e) Per cent
- 5) Punctuation
 - a) Punctuate carefully. Changing a comma can change the entire meaning of a sentence.
 - b) Ordinarily, do not use a comma before "and" or "or" to separate the last of a conjunctive series of three or more words, phrases or clauses in a sentence. Example: "men, women and children."
 - c) Use a colon to introduce a list of items.
 - d) Try to avoid using parentheses except in the designating of section divisions. Example: "subsection (a)".
 - e) Do not use brackets as punctuation.
 - f) Use quotation marks when defining a word or phrase. Example: In this section, "cost of construction" shall mean...
 - g) Use commas for clarity, especially to set off an introductory phrase or clause, or to separate independent clauses.

Drafting Land Purchase Warrant Articles (e.g. CPA)

- 1) If the article requestor is looking for authorization to purchase a piece of property, the amount that you request shouldn't be limited to the purchase price. There may be other costs associated with the purchase that should be included in the article; i.e. appraisals, land surveys, base line studies to establish conservation values, title research, legal fees, costs regarding the issuance of the required restriction on the land, and other closing expenses for the project
- 2) The Community Preservation Act requires a municipality to grant a perpetual restriction on any real estate interest purchased with CPA funds. The article should include the authorization to the Board of Selectmen to execute a perpetual restriction to a qualified holder. A restriction is a conveyance of an interest in land and the grant of a restriction requires local approval by the legislative body.
- 3) If the requestor intends to grant your perpetual restriction to a not-for-profit conservation organization, the amount you request at Town Meeting may have to include a grant to the holder to establish an endowment for ongoing site monitoring by the holder.
- 4) Historic preservation and affordable housing are pretty easy to understand but open space is a category that can be subject to much wider interpretation of allowable uses. Under the definitions included in Section 2 of CPA, use of the broad term "open space" might allow active recreational uses, such as athletic fields. If the municipality wants to set the land aside for conservation and passive recreation only, it would be advisable to make that limitation clear in the warrant article. The article should state if more active uses are anticipated, and it could say that the appropriation would be used not only for the purchase of the land, but also to build tennis courts, soccer fields, and playgrounds, for example.
- 5) Some land purchases are completed with state or federal grant funds, and you'll want to mention that possibility in the warrant article with language similar to this:
 - a) "and further that the Board of Selectmen shall be authorized to file on behalf of the Town any and all applications deemed necessary for grants and/or reimbursements from the Commonwealth of Massachusetts and/or any other grant programs in any way connected with the scope of this article, said gifts or grants to be deposited in the town's Community Preservation Fund"
- 6) Purchases might also be completed with the assistance of private funds. To reassure Town Meeting, the article could state that the purchase will be partially funded by a stated amount of private funds, and that the land purchase is contingent upon the Town's receipt of these funds by a date certain. Here's suggested language:

- a) and further, to aid in the funding of the purchase of said parcel, a sum of (specify amount) must be donated to and received by the town by (specify exact date) in a gift fund established for that purpose;"
- 7) If the project will be bonded, the Community Preservation Committee (CPC) has the option to specify the term of the bond as part of their recommendation. The amount of the annual debt service payments will vary greatly depending on the term of the borrowing (just like your mortgage) and the amount that has to be set aside for these payments will impact how much CPA funding is available for future projects. Absent a specific recommendation from the CPC on the term of the bond, this decision will be left to the town treasurer.
- 8) If the property is being purchased by the municipality for multiple CPA purposes, the article could refer to a sketch plan that shows the division, if you know how the land will be divided up, or the purchase could be for all CPA purposes, with the uses to be decided after acquisition. To avoid problems after Town Meeting, the warrant article should state the procedure the town will use to make the land use decisions.
- 9) Check the legal description of the property and included a reference to the Assessors Map and Parcel and the approximate acreage, for example, 7.6 acres, more or less. If you know that there are easements or other rights that are necessary for your use, add language authorizing acceptance of those easements and rights, in addition to the property itself.


DRAFT



Sarkis Sarkisian
Wayland Town Planner

TOWN OF WAYLAND
MASSACHUSETTS
01778
PLANNING DEPARTMENT

TOWN BUILDING
41 COCHITUATE ROAD
TELEPHONE: (508) 358-3615
FAX: (508) 358-4036

 DATE: December 4, 2017
TO: Board of Selectmen
FROM: Sarkis Sarkisian, Town Planner
RE: Proposed Articles for the Annual 2018 Spring Town Meeting

On Tuesday November 28th the Wayland Planning Board discussed potentially preparing zoning articles for the 2018 Annual Town Meeting. The Planning Board reviewed a comprehensive list (see enclosed) maintained since 2015. The Planning Board is in the process of preparing the following articles and has not yet scheduled a public hearing:

- § 198-505. Off- Street Parking. Consider reducing the number of parking spaces required. The proposal would also allow the Planning Board under Site Plan Approval and the Special Permit Granting Authority the ability to land bank parking.
- § 198-506.8.1 Landscaping in parking facilities adjacent to residential land. This article would require a minimum of a 10' buffer.

The Planning Board will also begin discussions on Recreational Marijuana and will work closely with the Board of Health and the Youth Advisory Committee. Ira Montague will be the liaison as it pertains to Recreational Marijuana and will be attending the Youth & Advisory Committee meetings.

**Zoning Bylaw Revisions
As of 12/15/2016]**

Number	Section of By-Law	Title	Comments	Additional Comments	Request of Board/Official/resident
GOALS: 06/24/2015					
1	1002.1.7, 1106.1, 1302.1, 1406.8	Sidewalk Construction, Reconstruction or substantial alteration	Written 5 different ways in the Bylaw opening up too much interpretation	On the Warrant for Spring Town Meeting of 2014 and was Postponed Indefinitely	Planning Board
2	506.8.1	Landscape buffer	No minimum distance required from Commercial to Residential districts	On the Warrant for Spring Town Meeting of 2014 and was Postponed Indefinitely/Failed Fall Special Town Meeting 2016	Planning Board
3	198-804, 901.1.1, 901.1.2	Home Occupation	Unclear definitions for appropriateness, accessory uses (vehicles, traffic, noise, etc.)	Failed Fall Special Town Meeting 2016	Zoning Board of Appeals
4	198:401.5 and 6	Non conforming lots and structures	Develop standards to qualify for Teardowns		Zoning Board of Appeals/Building Commissioner
5	104	Floor Area Ratio FAR	concern regarding size of homes on small lots		Building Commissioner
6	New Section	Recreational Marijuana	State law allows dispensaries	Coordinate with BOH regulations	BOH/Board of Selectmen/Youth Services/Building Commissioner
7	Article 18	Conservation Cluster	Calculation regarding number of lots/clarify open space requirements	Passed Fall Special Town Meeting 2016	Planning Board
8	Assisted Living/Independent	Article 21	Allowed by Special Permit in all residential districts	Passed in Fall Special Town Meeting 2016	Town Planner
9	104 Definition	Building Heights	Concern of lot grading and filling beyond existing grade		Resident
10	Article 16	Aquifer Protection provision	How to apply zone 1 with more protection		Planning Board
11	Accessory uses	Gas station retail uses			Economic Development Committee
12	Dog Kennels	Changes in state law that affect the Bylaw			ZBL Recodification
13	Agriculture	Provisions regulating agricultural uses should be reviewed.	Consistent with G.L. c.40, §3.		ZBL Recodification
14	Article 15 & 15A	Wireless Communications			BOH, BOS,
15	505.1.1	Signage	Alteration, Repair and Replacement of existing non conforming signs	On the Warrant for Spring Town Meeting of 2014 and was Postponed Indefinitely	Design Review Board/Planning Board
16	Definitions	Adult Day Care, Landscape Business			
17	New Section	Adult Entertainment			Building Commissioner/Town Planner
18	Limited Site Plan Review	Regulate applications for Dover Amendment Uses		Passed Spring Town Meeting waiting for Attorney General approval	Planning Board Chair



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

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN

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

**Board of Selectmen
Meeting Minutes
November 6, 2017
6:50pm**

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

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

Absent: Cherry C. Karlson

Also Present: Town Administrator Nan Balmer, Assistant Town Administrator/HR Director John Senchyshyn, Town Counsel Carolyn Murray

A1. Executive Session Open meeting and enter into Executive Session pursuant to Massachusetts General Laws Chapter 30A, Section 21 (a)(3), to discuss whether the Town should pursue legal proceedings with respect to the Town's agreement with Twenty Wayland, LLC, relative to property and development located off 400-440 Boston Post Road; and to discuss strategy with respect to collective bargaining with the Wayland Food Service Association L. Anderson moved, seconded by L. Jurist, to enter into executive session pursuant to Massachusetts General Laws Chapter 30A, Section 21 (a)(3), to discuss whether the Town should pursue legal proceedings with respect to the Town's agreement with Twenty Wayland, LLC, relative to property and development located off 400-440 Boston Post Road; and to discuss strategy with respect to collective bargaining with the Wayland Food Service Association. The Chair declares that a public discussion of these matters may have a detrimental effect on the litigating, negotiating or bargaining position of the Town. Roll call vote: YEA: L. Anderson, M. Antes, L. Jurist, D. Levine. NAY: none. ABSENT: C. Karlson. ABSTAIN: none. Adopted 4-0. Chair L. Anderson invites attendance by: Nan Balmer, Town Administrator, John Senchyshyn, Assistant Town Administrator/HR Director, Brad Crozier, Assistant School Superintendent, Carolyn Murray, Town Counsel, and David Porter, Assistant to the Town Administrator and Board of Selectmen. The Board will reconvene in open session in approximately 15 minutes.

A2. Call to Order by Chair Chair L. Anderson called the meeting of the Board of Selectmen to order at 7:05p.m. in the Large Hearing Room of the Wayland Town Building and noted that the meeting will likely be broadcast and videotaped for later broadcast by WayCAM. There was an announcement reminding residents of the Town's Veterans Day Ceremony.

A3. Public Comment Mike Lowery, responded to the memo from the Library Planning Sub-committee on re-use of 5 Concord Road. He disagreed with memo's definition of a library and library uses and stated the establishment of a committee on re-uses of 5 Concord Road is premature. He suggested Wayland review Weston's model for re-purposing a building

Judy Ling, Concord Road, asked for an update on 2016 Annual Town Meeting Article 19 – Wastewater for 5 Concord Road.

Tom Sciacca, spoke about the Library and COA /Community Center and stated the Town should take a step back. A Community Center could be smaller and 5 Concord Rd. could be a Library of Wayland Culture.

Linda Segal, Aqueduct Rd, asked the Board to consider adding an annual report to COA/CC's charge.

A5. Swear in Lieutenant Sean Gibbons Police Chief Swanick presented Sean Gibbons. Following administration of the oath by Town Clerk Beth Klein and pinning his badge, the Board congratulated Lt. Sean Gibbons on his appointment.

A4. Special Town Meeting Warrant Hearing L. Anderson opened the STM Warrant Hearing and was joined by Town Moderator D. Berry, Town Counsel C. Murray and the Finance Committee. Copies of warrants and the latest motions were provided to attendees. L. Anderson reiterated that the hearing is an opportunity to identify any corrections in the warrant, not a place to debate the merit of articles. L. Anderson led a page by page walk through of the warrant and asked for any changes.

- Article 1: there was a question on whether money can be carried across fiscal years. C. Murray confirmed that the Town's governing authority is allowed to spend money on prior year fiscal bills with a town meeting vote.
- Article 3, Personnel Bylaws and Wage and Classification Plan, there was discussion about how much money would be left in the salary settlement account and if the positions were for full-time or part-time. J. Senchyshyn stated that there would be approximately \$80,000 left in account after the transfer is completed.
- With Article 4, Compensation for Town Clerk, there was a question about FinCom's write-up because it states the salary should be equivalent to a grade 9. J. Senchyshyn explained that the article request is equivalent to a grade 9 step increase and a 2% overall increase consistent with union settlements. A resident questioned why a non-union employee would even get a step increase.
- Article 5, Initial Year Funding of Town Successor Collective Bargaining Agreements: there were questions about employee head counts, FTE's, what overtime and shift differentials mean, and what are the forthcoming amounts for FY19 and FY20. J. Senchyshyn stated that overtime is calculated based on what has taken place and the differential is for the dispatch unit for overnight shifts.
- Article 6, Transfer of Funds For School Department Contracts, there are two different spellings for Ellen Grieco, it should be spelled "Grieco." There were also questions about successive year costs, non-union increases and salary and increments for each contract.
- Article 8, Accept Gifts of Land at Town Center spurred many questions regarding the lack of information on the legal and ongoing costs, terms of the settlement agreement, environmental indemnifications for the Town, requirements of acquiring the detention basins and ability of the Town to use the "Town Green". Overall comments state the write up was glossy and too vague. It was also noted that the maps provided were not adequate and the deed restriction information should be visualized better for residents. L. Anderson noted that the Board will discuss whether to go forward with this article later tonight.
- Article 9, High School Stadium Complex: Alternative options for a synthetic turf field were discussed as well as the accuracy of the usage data. FinCom member W. Steinberg stated that in the write up the School Committee would consider various materials for the field and noted that this Article is just for the design. A. Lewis, Claypit Hill Rd, stated the town needs to know if the School Committee voted for this to be artificial turf and questioned the clarity of the warrant write-up. L. Segal, Aqueduct Rd, again stated the importance of land use articles having clear maps. L. Anderson said there is a link to the maps because they wouldn't print well in the Warrant.
- Article 10, High School Tennis Courts/Softball Field Reconstruction Design Fees: M. Lowery asked if there was a map associated with the article. It was noted that the number of basketball and tennis courts and the cost of the volleyball court doesn't appear. W. Steinberg stated the costs are not included because the article is just for design fees. Costing will be done when design is done.
- Article 11, Synthetic Turf Field at Loker: L. Segal distributed proposed edits to the FinCom write-up. She also requested improved maps in the Warrant. A question was asked regarding how these large Capital Projects will be managed with current staffing and the current Capital Projects that are ongoing or upcoming.

- **Article 12, Marijuana Moratorium:** A resident noted that at the Planning Board meeting there were 3 members and an associate member, so the vote should be 3-0 and not 4-0. Town Counsel C. Murray said she will look at the WayCam recording.
- **Article 14, Appropriate Funds to Install Weston Aqueduct Pedestrian Crossings:** it was asked what crossing this refers to. L. Hansen repeated the information in the warrant and described the locations. It was also discussed if signs would be put up at the crossing. L. Hansen said all that would be happening but not until after the crossings are put in. M. Lowery noted that more maps in general would have been useful, especially for this article.
- **Article 15, 107 Old Sudbury Road Demolition:** L. Segal asked if the building would be used for burning practices for the Fire Department. Fire Chief D. Houghton assured her it won't be used for that since it's not a safe space for anyone to enter.

L. Segal also noted that on page 51 the link goes to two documents dated 2010 and 2014. T. Sciacca recommended that another column be added to page 49. John Senchyshyn and Town Counsel Carolyn Murray left after warrant hearing.

A6. Council on Aging/Community Center: Discuss next steps Bill Sterling, member Council on Aging, came before the Board to discuss a draft charge he provided for the COA/CC. N. Balmer said it's the Board's decision to reconstitute the Committee, to determine the scale/square footage of the project, whether to continue the contract and to either re-advertise or continue with the former members. B. Sterling said most if not all former members are interested in serving again. He stated a 9-person committee would be more helpful. The Board gave B. Sterling some feedback about how to improve the clarity and structure of the document. D. Levine said he sat down with former members of COA/CC and it seems like they are ready to move ahead with this. N. Balmer said the Board can consider the COA/CC's reconstitution on the consent calendar of Nov 14 before Special Town Meeting. It was agreed to go forward with the contract, reconstitute the committee and expand the committee by two positions.

A7. Discuss and Vote on Special Town Meeting Articles The Board decided to pass over Article 8, Accept Gifts of Land at Town Center. They stated negotiations are still ongoing and it's not fair for Town Meeting to vote on an article without enough time to distribute the Settlement document or have a healthy discussion about it. M. Antes moved, seconded by D. Levine, that the Board of Selectmen vote to pass over Article 8 with regret. YEA: L. Anderson, M. Antes, L. Jurist, D. Levine. NAY: none. ABSENT: C. Karlson. ABSTAIN: Adopted 4-0-0.

The Board decided to delay taking any action on Article 14, Appropriate Funds to Install Weston Aqueduct Pedestrian Crossing, until the Community Preservation Committee has voted on it

L. Anderson asked who would follow up with committees and boards about the lack of maps in the Town Warrant. She said the additional maps might help Town Meeting run more smoothly. N. Balmer said she would communicate that message.

A8. Vote to sign Wayland Meadows documents N. Balmer discussed the background and process of accepting the donation of conservation land. She stated that two agreements need to be signed. L. Anderson pointed out a date that needs to be corrected.

M. Antes moved, seconded by D. Levine, to vote to authorize the Board of Selectmen to sign the Agreement and Quitclaim Deed and to authorize the chair of the Board of Selectmen to sign the Donation Letter, IRS Form 8283 and the Settlement Statement to accept "Lot 8" from Wayland Meadows. YEA: L. Anderson, M. Antes, L. Jurist, D. Levine. NAY: none. ABSENT: C. Karlson. ABSTAIN: Adopted 4-0-0.

A9. Vote to sign Town Administrator's contract L. Anderson noted that the Board has already voted on the contract in executive session and it has been reviewed by Town Counsel and the Personnel Board. She stated N. Balmer's contract is for a one-year term with her salary increasing to \$173,800, effective September 8, 2017. D. Levine moved, seconded by M. Antes, to authorize the Board of Selectmen to sign the contract

for Town Administrator Nan Balmer for a one-year term. YEA: L. Anderson, M. Antes, L. Jurist, D. Levine. NAY: none. ABSENT: C. Karlson. ABSTAIN: Adopted 4-0.

A10. 52-60 Rice Road: Vote to sign Open Space Deed and Donation Letter N. Balmer asked the Board to vote and sign a letter as well as a deed. She stated she will notarize the signatures after they sign the documents. A map was provided for clarification. Conservation Commission has yet to vote, but has expressed interest in the land. No Town Meeting vote is required. L. Jurist moved, seconded by M. Antes, to vote and sign the 52-60 Rice Road Donation Letter and Open Space Agreement with appreciation. YEA: L. Anderson, M. Antes, L. Jurist, D. Levine. NAY: none. ABSENT: C. Karlson. ABSTAIN: Adopted 4-0.

A11. Minutes: Vote to approve minutes of October 23, 2017 M. Antes moved, seconded by D. Levine, to approve the minutes of October 23, 2017 as amended. YEA: L. Anderson, M. Antes, L. Jurist, D. Levine. NAY: none. ABSENT: C. Karlson. ABSTAIN: Adopted 4-0.

A12. Consent Calendar: Review and vote to approve (See Separate Sheet) Based on M. Antes' question, N. Balmer said she will reach out to Town Clerk B. Klein for further explanation about vote to place positions on the ballot in item four. The Board decided to hold on that item. M. Antes moved, seconded by D. Levine to approve the Consent Calendar with the exception of number four. YEA: L. Anderson, M. Antes, D. Levine, L. Jurist. NAY: none. ABSENT: C. Karlson ABSTAIN: none. Adopted 4-0 N. Balmer noted there is a very high legal bill in the packet related to Glezen Lane, 40B projects and the Affordable Housing Trust (which will be reimbursed).

A13. Review Correspondence: (See Separate Index Sheet) The Board discussed the ongoing issues of 322 Commonwealth Road. The Board offered congratulations to Assistant Fire Chief Neil McPherson. L. Anderson noted it was nice to see the first monthly report from the new Wayland Police Chief.

A14. Report of the Town Administrator

- **Correspondence** None.
- **Housing Update** N. Balmer reported on a meeting amongst the various housing groups. It was decided to move forward with a potential collaboration between WHA and RHSO to provide comprehensive affordable housing monitoring.
- **Reorganization:** There is agreement that a shared Wastewater support person serving the Wastewater Management District Commission and the School Department would be a good idea. The individual would report to the DPW. N. Balmer noted that the Town Surveyor position has also been assigned to the BoPW. The Personnel Board has supported the request for a Capital Projects Manager that would report to the DPW Director and work with the Facilities Director. E. Doucette has been assigned the role of liaison to the IT Department. The permitting staff met with a vendor today to review permitting software to improve customer service. Efforts continue to reconfigure the land use workspace.
- **Rivers Edge Amendment** The second agreement was signed by Wood Partners and N. Balmer. N. Balmer stated the Town planner will arrange a meeting with the DPW Director, Town Engineer and MassWorks to phase the water line project to be consistent with the terms of the grant.
- **Capital Projects** N. Balmer stated she and the Finance Director are meeting with the large departments to discuss funding and hoping to present a capital plan to the Board of Selectmen and Finance Committee on November 20. She noted she will also ask the Board of Selectmen to review alternatives for debt exclusions for large projects.
- **FY19 Budget** N. Balmer reviewed the budget message to the Finance Committee. She asked the Finance Committee to come to the Board for requests to cut the budget before making decisions.

She also asked the Finance Committee to clarify how they would like the Board of Selectmen to budget for routine capital items.

- **Private Roads** The DPW Director suggested the following steps going forward. By November 20, he would like the Town Planner to provide a list of private ways for which subdivisions requirements were waived and the original owners agreed the roads would not be plowed or maintained by the Town. The Board asked about waiver of liability statements from private road residents. On November 27 or 28, the DPW will offer a 4-hour tour of private roads for the Selectmen. On December 4 or 11, the Board will again discuss the adoption of a road list and policy.
- **20 Millbrook Storage** The storage container has been removed by the owner.
- **Library Planning Committee:** N. Balmer said the Committee provided the Board of Selectmen a report on the re-use of 5 Concord Rd. L. Anderson asked that this be put on the agenda for November 14.

A10. Selectmen's Reports and Concerns D. Levine updated the Board about the intersection of Routes 27 and 30, and noted the State said they will wrap this up by the end of the year and will start paving in the spring. D. Levine stated that on October 31, he and C. Karlson met with Zurich, owners of Town Center, and National Development and noted it was a helpful meeting. One concern that was brought up was availability of wastewater capacity. D. Levine stated the lines of communication are open with Zurich, and they are committed to improving Town Center.

A11. Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any
The Chair said, "I know of none."

A12. Adjourn There being no further business before the Board, L. Jurist moved, seconded by D. Levine, to adjourn the meeting of the Board of Selectmen at 9:10 p.m. YEA: L. Anderson, M. Antes, L. Jurist, D. Levine. NAY: none. ABSENT: C. Karlson ABSTAIN: none. Adopted 4-0.

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of November 6, 2017

1. Memo from E. Doucette to N. Balmer re: Town Counsel Services September 2017
2. Map of Rice Road Conservation Cluster
3. Suggested edits of Special Town Meeting Article 11 from L. Segal
4. Special Town Meeting revised motions 11/6/17 version
5. Memo from M. Lowery re: public comment 10/19/17 Forum on reuse of 5 Concord Rd

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

1. Draft Fall Special Town Meeting Motions
2. Memorandum from N. Balmer, re: Requests from the Council on Aging
3. Update: Council on Aging/Community Center Advisory Committee
4. Memorandum from N. Balmer, re: Execution of Final Documents in Connection with the Donation of Land to the Conservation Commission
5. Agreement between Wayland Meadows LLC and the Town of Wayland
6. Quitclaim Deed (Wayland Meadows)
7. Donation Letter (Wayland Meadows)
8. IRS Form 8283
9. Settlement Statement (Wayland Meadows)
10. Letter from L. Anderson to T. Greenaway, re: Open Space at 52-60 Rice Road
11. Quitclaim Deed for 52-60 Rice Road
12. Draft Minutes of October 23, 2017 meeting

13. Town Administrator's Report for Week Ending November 3, 2017
14. Memorandum from E. Doucette, re: Budget Summary
15. Memorandum from N. Balmer, re: FY19 Operating Budgets
16. Email from R. Flanagan, re: Container at 20 Millbrook Road
17. Memorandum from Working Group of Library Planning Committee, re: Reuse of current Library building at 5 Concord Road

DRAFT



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

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN

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

Board of Selectmen Meeting Minutes November 14, 2017

6:30 p.m.

Wayland High School Field House
286 Old Connecticut Path, Wayland

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

Also Present: Town Administrator Nan Balmer, Assistant Town Administrator John Senchyshyn, and Town Counsel Carolyn Murray

A1. Open meeting and enter into Executive Session pursuant to Massachusetts General Laws Chapter 30A, Section 21 (a)(3), to discuss whether the Town should pursue legal proceedings with respect to the Town's agreement with Twenty Wayland, LLC, relative to property and development located off 400-440 Boston Post Road. At 6:32 p.m., L. Anderson convened the meeting in the High School Field House and announced that the Selectmen would not hold an executive session this evening.

A2. Call to order by Chair Chair L. Anderson called the regular session meeting of the Board of Selectmen to order at 6:32 p.m. in the Field House of the Wayland High School and reviewed the agenda. There were no announcements.

A3. Public Comment There was no public comment.

A4. Review recommendation of the Library Planning Subcommittee on Re-use of 5 Concord Road L. Anderson drew Board members' attention to the document in their packet from the Library Planning Subcommittee that includes suggestions from residents about future potential uses for 5 Concord Road. L. Anderson asked for Board members' thoughts on these proposed re-uses of 5 Concord Road. L. Jurist asked if the Library could be used for non-library purposes. Carolyn Murray, Town Counsel, replied that part of 5 Concord Road could not be used for non-library purposes without a court order. The working group's recommendation on uses includes some of those same services which are now offered by the library.

D. Levine inquired regarding our legal strategy, including whether we should pre-empt any potential lawsuit over other uses. C. Murray replied that we could file a petition to Probate Court that requests permission to deviate from the terms of the Roby will. Any petition could first be reviewed by the Office of the Attorney General (AG), which oversees public charities. If the AG assents to the draft petition, then Probate Court often approves the petition. The AG will do its best to work with the Town to get assent before a petition is filed in court.

The Board directed Town Counsel to prepare a petition to the Probate Court as to using the Roby portion of the current library for the ideas in the second and fourth "open to the public" ideas - including cultural, arts, historical displays/education and adult education and to seek the AG's consent to the petition as to those proposed uses.

A5. Discuss and vote on Special Town Meeting Warrant Articles No further discussion was required.

A6. Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any
The Chair said, "I know of none."

A7. Adjourn There being no further business before the Board, L. Jurist moved, seconded by M. Antes, to recess the meeting of the Board of Selectmen at 6:48 p.m. until the start of Special Town Meeting. YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of November 14, 2017

1. Revised Motions for Special Town Meeting, dated November 13, 2017

Items Included as Part of Agenda Packet for Discussion During the November 14, 2017 Board of Selectmen's Meeting

1. Memorandum dated November 2, 2017 from the Working Group of the Library Planning Committee (LPC) re: Reuse of current library building at 5 Concord Road

DRAFT



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TOWN ADMINISTRATOR
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TOWN OF WAYLAND

41 COCHITUATE ROAD
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BOARD OF SELECTMEN

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

**Board of Selectmen
Meeting Minutes
November 27, 2017
10:00am**

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

Attendance: Lea T. Anderson, Mary M. Antes, Cherry C. Karlson
Absent: Douglas A. Levine, Louis M. Jurist
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 10:00am in the Selectmen's Meeting Room of the Wayland Town Building and noted that the meeting is not being broadcast or videotaped for later broadcast by WayCAM. There was an announcement reminding residents of the Council on Aging's Holiday Shop on December 4th starting at 3:30pm. There was no public comment.

A2. Open Public Hearing continued from prior Monday on Tax Recapitulation L. Anderson opened the public hearing continued from November 20, 2017 with an overview of the presentations. Brian Keveny, Finance Director, and Ellen Brideau, Director of Assessing, were in attendance. C. Karlson expressed the Board's appreciation for the work of the Town Clerk, Assessor and Finance Director in preparing the Tax Recap sheet. B. Keveny said the edits noted on November 20 have been made. E. Brideau stated that the plan is to submit the Tax Recap to the Department of Revenue today. There being no further questions or public comment, L. Anderson closed the hearing at 10:04am.

A3. Vote to Appoint Continuing Members to the COA-CC Advisory Committee:

- **Bill Sterling**
- **Jean Milburn**
- **Mark Foreman**
- **Frank Krasin**
- **Carol Glick**

N. Balmer distributed email letters of intent to continue service on the Council on Aging/Community Center (COA/CC) Advisory Committee from the five candidates. L. Anderson noted that B. Sterling previously represented the Council on Aging, Frank Krasin represented Recreation and the others were At Large representatives. Two other At Large positions will be advertised.

M. Antes moved, seconded by C. Karlson, to appoint Bill Sterling (Council on Aging), Jean Milburn, Mark Foreman, Frank Krasin (Recreation) and Carol Glick to the COA/CC Advisory Committee for a term ending on June 30, 2018. YEA: L. Anderson, M. Antes, C. Karlson. NAY: none. ABSENT: L. Jurist, D. Levine. ABSTAIN: none. Adopted 3-0-0.

A4. Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any
The Chair said, "I know of none."

A5. Adjourn There being no further business before the Board, M. Antes moved, seconded by C. Karlson, to adjourn the meeting of the Board of Selectmen at 10:09am. YEA: L. Anderson, M. Antes, C. Karlson. NAY: none. ABSENT: L. Jurist, D. Levine. ABSTAIN: none. Adopted 3-0.

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of November 27, 2017

1. Email from Frank Krasin, November 21, 2017
2. Email from Jean Milburn, November 21, 2017
3. Email from Mark Foreman, November 20, 2017
4. Email from Bill Sterling, November 22, 2017
5. Email from Carol Glick, November 26, 2017

Items Included as Part of Agenda Packet for Discussion During the November 27, 2017 Board of Selectmen's Meeting

1. Tax Recapitulation Worksheet, Fiscal Year 2018

DRAFT

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

1. CORRESPONDENCE

No comments

2. MMA REGISTRATION AND EVENTS

David Porter will submit your MMA registration forms for the January 19 and 20, 2018 Annual MMA Conference and Trade Show at the Hynes Convention Center at the Boston Sheraton Hotel.

If you plan to attend, please let David know by Monday December 11th. David will complete, submit and pay for the registration as a package.

Besides registration for the programs and trade show, please advise whether you would like to attend:

- Friday: Dinner
- Saturday: Dinner
- Friday: Women Elected Municipal Officials Lunch
- Saturday: MIIA Lunch

3. PRESENTATION FROM RIVER STEWARDSHIP COUNCIL

The River Stewardship Council invites you to a presentation with the Conservation Commission on Thursday evening December 21st. Please let me know if you will attend (Information on RSC is attached.)

4. MARIJUANA MORATORIUM: YOUTH ADVISORY COMMITTEE PLAN OF STUDY

Please see the attached marijuana moratorium plan of study from YAC Director Jason Verhoosky and the Town Planner.

2018 ANNUAL MEETING & TRADE SHOW

January 19 & 20, 2018 | Hynes Convention Center and Sheraton Boston Hotel, Boston



PROGRAM REGISTRATION FORM

New Registration I've already registered but need to make changes (e.g. add dinner tickets - name field required)

Name (please print or type) _____

First name or nickname for badge _____

Title _____

Municipality, organization or other affiliation _____

Street address _____

City or town _____ State _____ ZIP _____

Daytime phone number _____ Fax number _____

E-mail address _____

Guest's first name _____ Guest's last name _____

Please note: "Personal guest" registration category is not for use by co-workers or associates within your community, organization or business.

Are you a first-time attendee? yes no

Your registration fee includes admission to the keynote address, all workshops, your member group business meeting, the trade show, and the opening and president's receptions.
Cancellations: Refunds will be made in full for registration or meal tickets ONLY if you notify the MMA by a letter on municipal letterhead postmarked no later than Jan. 3, 2018.

Hotel reservations must be made directly with the Sheraton Boston Hotel at (800) 325-3535 or online through the MMA website.

For more information about the hotel, visit www.sheratonbostonhotel.com or www.mma.org.

Please complete this form and return to:
Annual Meeting, Massachusetts Municipal Association
One Winthrop Square, 2nd floor, Boston, Massachusetts 02110
or fax to (617) 695-1314 or email to amregistrations@mma.org

A. Conference Pre-registration DEADLINE: JANUARY 10, 2018

- Member\$180
- Business Program Member\$180
- Other Government Entities.....\$295

All registrations after Jan. 10 deadline must be processed on-site. There will be an additional \$50 charge for on-site registration.

Subtotal A \$ _____

B. Events

NUMBER OF TICKETS

_____ Friday Dinner @ \$39 per person \$ _____

_____ Saturday Dinner @ \$45 per person \$ _____

_____ Women Elected Municipal Officials lunch (Friday) @ \$29 per person \$ _____

Subtotal B \$ _____

Total Due A+B \$ _____

Make check payable to Massachusetts Municipal Association.

Credit Card Information (All Fields Required)

Card Holder's Name _____

Card Holder's Email Address (receipt will be emailed) _____

Card Holder's Billing Address _____

City or town _____ State _____ ZIP _____

Card Number _____ Exp. Date _____

Card Holder's Signature _____

For up-to-date info visit www.mma.org
(617) 426-7272 | (800) 982-1496

For Office Use Only: Amount \$ _____ Check # _____ Date _____



**MASSACHUSETTS
MUNICIPAL
ASSOCIATION**

ONE WINTHROP SQUARE, BOSTON, MA 02110
617-426-7272 • 800-882-1498 • fax 617-695-1314 • www.mma.org

RECEIVED

OCT 23 2017

Dear Municipal Leader,

Board of Selectmen

Town of Weymouth

The program for the MMA's 39th Annual Meeting & Trade Show is taking shape, and we're sure you're not going to want to miss it!

Join your colleagues from across the state for this must-attend event, which kicks off with a keynote address by accomplished filmmaker, author and mountaineer (and Marblehead resident) David Breashears and features 26 information-packed workshops on a range of timely municipal topics such as climate change, recreational marijuana, the opioid crisis, and economic development. (Please check the workshop list included in the enclosed brochure.)

This high-energy conference is designed exclusively for you and other city and town leaders to promote learning, problem solving and idea sharing on the major issues and challenges facing Massachusetts communities.

We urge you to register today for this exciting event, to be held on Friday and Saturday, January 19 and 20, 2018, at the Hynes Convention Center and Sheraton Boston Hotel. Online registration is now available – visit members.mma.org — and a reduced rate is available for early registrants.

The agenda includes nationally known speakers and experts on leadership, management and public policy. A highlight of the MMA Annual Meeting is the largest municipal Trade Show in New England, with more than 200 exhibitors who provide products and services that are vital to local governments.

On Friday evening, we will hear from top state officials as well as award-winning novelist and Boston native Dennis Lehane ("Mystic River," "Gone Baby Gone," "The Wire"). On Saturday evening, we will close out the conference with entertainment by Beatlejuice, who have been entertaining audiences across New England for two decades with spot-on renditions of the hits of the Fab 4.

This year's conference features a new orientation session for first-time attendees – whether you're newly elected or appointed. The session will be held from 8 to 9 a.m. on January 19, just prior to the Opening Session, which starts at 9:30.

If you've already registered, we thank you very much! If not, please visit members.mma.org to register for the meeting and see more details on the exciting program and workshops.

We look forward to seeing you in January at the conference!



Together

FOR A *Stronger* FUTURE

MMA Annual Meeting and Trade Show
January 19 and 20, 2018
Boston

RECEIVED

OCT 29 2017

Board of Selectmen
Town of Wayland

Join more than 1,000 local leaders at this must-attend event, featuring distinguished speakers, state and national leaders, experts on key municipal and national issues, and hundreds of Trade Show exhibitors. The high-energy, two-day event is devoted to learning, problem-solving, and idea sharing.

NETWORKING

The MMA Annual Meeting is a rich environment for idea exchange and problem-solving. Local leaders have countless opportunities to discuss the challenges they face and to learn what their peers are doing to move their communities forward.

The event also features business meetings specifically for mayors, councillors and aldermen, selectmen, town managers and administrators, and finance committee members.



TRADE SHOW

More than 200 exhibitors will be on hand to showcase the latest in products and services tailored to Massachusetts cities and towns. The MMA's Trade Show provides a great opportunity to find out what's new in the municipal marketplace. The Trade Show will also feature a series of Learning Lab workshops.

WORKSHOPS

A central feature of the MMA Annual Meeting is the wide selection of workshops covering the latest developments affecting local government. Here are the 2018 workshop titles:

- Addressing Off-Duty Misconduct in the Social Media Age
- Best Practices for Veterans' Services Programs
- Boost Your Downtown With Better Parking Management
- Combatting Climate Change With Clean Energy
- Dealing With the Spillover Effects of the Opioid Epidemic
- Developments and Initiatives in Municipal Finance
- Do's and Don'ts of Municipal Social Media Policies
- Employment Liability Best Practices
- High-Quality Budget Presentations and GFOA Best Practices
- Hiring and Training a Modern Police Force
- Inspire Engagement With a Citizens Academy
- Labor Law Update: Recent Cases and Agency Decisions
- Leading Locally on Economic Development
- Leading the Way to a Thriving Workplace
- Marijuana Law: The Way Forward for Municipalities
- Municipal Law Update
- New Public Works Project Strategies
- Not Just for Accountants: Know Your Chart of Accounts
- A Practical Approach to Mitigating Cybersecurity Risks
- Recruiting a Town Manager in Times of Change
- Strategies for Managing Health Care Costs
- Strong Families Make Strong Communities
- Successful and Effective Land Use and Zoning Policies
- Using Municipal Cooperation to Improve Services and Achieve Savings
- Weathering Climate Change Through Preparation
- Your Role in Making Your Community Healthier

As always, there will be ample opportunities for questions and interaction with presenters and colleagues.



GET THE MMA ANNUAL MEETING APP!

Make the most of your MMA Annual Meeting experience with our official app. Find out how to get it in the December Beacon.

SPEAKERS

Each year, the MMA Annual Meeting features dynamic and inspiring speakers, with messages tailored to local government.



Keynote Address David Breashears

An accomplished filmmaker, author, mountaineer and speaker, Breashears co-directed and photographed the first-ever IMAX film shot from Mount Everest. Since 1978, he has combined his climbing and filmmaking skills to complete more than 40 film projects. A faculty member at MIT's Sloan School of Management, he is also the founder and Executive Director of GlacierWorks. He will talk about leadership, planning and team building.



Friday Dinner Dennis Lehane

Award-winning author and Boston native Lehane is best known for his novels "Mystic River," "Gone, Baby, Gone," "Shutter Island" and "Live by Night," all of which have been adapted into popular films. Lehane has published more than a dozen novels, and has also written for the acclaimed HBO series "The Wire" and "Boardwalk Empire." He has taught fiction writing at several colleges.



Saturday Evening Entertainment Beatlejuice

For more than 20 years, Beatlejuice has been entertaining audiences across New England with the timeless hits of the Fab 4. Beatlejuice covers every era of the Beatles catalog, faithfully reproducing some of the greatest songs ever written. Close your eyes, and you'll be convinced you're listening to John, Paul, George and Ringo.

Speakers for the closing session and Women Elected Municipal Officials Luncheon are to be announced.

SCHEDULE AT A GLANCE

Friday, January 19

8-9 a.m.	Orientation for first-time attendees
9:30-11 a.m.	Keynote Address
11 a.m.-5 p.m.	Trade Show
Noon-1:30 p.m.	WEMO Luncheon
2-3:30 p.m.	Workshops
3:45-5 p.m.	Workshops
6-7 p.m.	Opening Reception
7-9 p.m.	Banquet Dinner

Saturday, January 20

7:30-8:30 a.m.	Member Associations' Breakfast
8:30-10 a.m.	Business meetings for member associations
10 a.m.-2 p.m.	Trade Show
10:15-11:50 a.m.	MMA Annual Business Meeting
Noon-1:30 p.m.	MILA Luncheon/Business Meeting
2-3:30 p.m.	Workshops
3:45-5 p.m.	Closing Session
6-7:15 p.m.	President's Reception/ Municipal Awards Ceremony
7:15-9:15 p.m.	Banquet Dinner

Follow #MassMun18 on Twitter for the latest news.

Sudbury, Assabet and Concord Wild and Scenic River Conservation Plan Update Process Summary

Introduction to Your Local Wild and Scenic River

In 1999, Congress designated 29 miles of the Sudbury, Assabet and Concord Rivers as Wild and Scenic, recognizing their outstanding scenic beauty, ecology, and recreational opportunities, and their special place in American history and literature. Just 25 miles West of Boston, the Rivers are a unique resource just outside a growing metropolitan area.



What is the Wild and Scenic Rivers Act?

Passed in 1968, the Wild and Scenic Rivers Act established a program to permanently protect special rivers. To date, over 11,000 river miles have been designated. Designated rivers and their shoreline communities receive Federal dollars for their care and long-term protection, which includes funds for education and recreation programs, signage, bridge and bank restoration, ensuring clean water, and other needs that benefit us all.

About the Management of the Wild and Scenic River:

Designation of our local Wild and Scenic River was initiated by local groups, and later voted on by each of the 8 towns along the River segments. It was designated as a 'Partnership River', meaning it is managed by a committee of partners called the River Stewardship Council. The members of the Council are representatives from: the Towns of Framingham, Wayland, Sudbury, Lincoln, Concord, Carlisle, Bedford and Billerica, and Sudbury Valley Trustees, OARS, US Fish and Wildlife Service, and National Park Service.



Drafted in 1996, the River Conservation Plan is the document that laid out the strategies to protect this special resource. Now 20 years old, the River Stewardship Council has begun work to update the plan. Our goal is to work with the Wild & Scenic towns, local, state and federal partners to protect and enhance the rivers *outstandingly remarkable* resources for generations to come.



We need your input!

The Conservation Plan laid out issues facing the rivers over 20 years ago. We need your expertise, experience and good ideas to improve the revisions to the management plan.

New issues we see facing the Wild and Scenic River today include:

- Helping people understand the value of water quality and water protections, and the ways that Federal dollars support the places they love
- There is a lack of access opportunities along the rivers
- Water flow in the rivers is a major concern, as weather patterns become more extreme (drought and flooding) and water withdrawals increase.
- We will see a decrease in federal and state environmental program budgets, which correlates to less money for community projects, programs and support
- Invasive species are a constant problem now, clogging the rivers
- Rapid development of natural areas, esp. in the headwaters, threatens water quality
- Stormwater runoff is still the #1 water quality problem impacts, and impervious surfaces are on the rise due to rapid development.

Some of the strategies we identified to help tackle issues:

- Increase, enhance and encourage access to the rivers through trails, canoe launch points and improved maintenance.
- Work with state and local partners to improve the natural flow regime in the rivers.
- Build stronger connections with our Wild & Scenic member towns.
- Work to reconnect watershed residents with the significant natural resources in their 'backyard'
- Help our partners protect sensitive areas- especially our smaller and more susceptible streams
- Support efforts to improve plant and animal diversity
- Improve, expand and advance the RSC's communications

What issues do you see?

What strategies to enjoy and protect the River do you think we should tackle?
We want to know!

To find out more or share your thoughts:

Anne Slugg, Council Chair, anne.slugg@gmail.com

Sarah Bursky, Nat'l Park Service Community Planner, sarah_bursky@nps.gov

www.Sudbury-assabet-concord.org

**Youth Advisory Committee
Marijuana Moratorium
Timeline and Planning Overview**

December 2017

- Meet with planning board to discuss zoning and overlay options for potential recreational marijuana establishments.
- Discuss options and zoning concepts with Wayland Selectmen
- Discuss options regarding zoning/planning/public health studies with respective departments and the Youth Advisory Committee.

January 2018

- Prepare Warrant Article regarding zoning or overlay for spring town meeting.
- Consider community members providing the opportunity for an Opt-Out of Recreational Marijuana Business Ballot Referendum to the voters of Wayland.

February 2018

- Prepare Opt-Out ballot referendum for spring Town Election if proposed by community members.

March 2018

- Receive and review state regulations and guidelines from the Cannabis Control Commission. (These are due to be released March 1st, 2018).
- Establish roles and requirements of town employees based on the state regulations and mandates.
- Establish a preliminary overview and detail for a 3% municipality tax based on expenses the town may incur.
- If an Opt-Out referendum is proposed and accepted, town vote will take place. If the referendum passes, the vote results must come back to a future town meeting to be voted into law.

April-June 2018

- Establish communication and partnerships with surrounding towns that are in the process of licensing and opening Recreational Marijuana Establishments.
- Request feedback and overview of licensing process, state regulations, and business model overview.

July –October 2018

- Study cost and impact of surrounding towns that have licensed and opened Recreational Marijuana Establishments.
- Study community impact to better establish a local municipal tax structure.

October 2018

- Town opens to begin reviewing license applications for Recreational Marijuana Establishments.

December 31st 2018

- Moratorium Ends

12/4/17

BOARD OF SELECTMEN

**Monday, December 4, 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 to appoint John Foskett, esq. as Special Counsel in the matter of the Sudbury-Wayland Septage Agreement at an hourly rate of \$220.

DATE: DECEMBER 4, 2017
TO: BOARD OF SELECTMEN
FROM: NAN BALMER, TOWN ADMINISTRATOR
RE: APPOINT JOHN FOSKETT, ESQ. AS SPECIAL COUNSEL REGARDING WAYLAND /
SUDBURY SEPTAGE INTER-MUNICIPAL AGREEMENT

Because both the towns of Wayland and Sudbury are represented by Kopelman and Paige as Town Counsel for general legal matters, each town will appoint special counsel as necessary on legal matters between the towns.

Representatives of the towns continue to discuss amendments to the Septage Inter-Municipal Agreement (IMA). After business matters are settled between the parties, a legal review of the resulting amended IMA is required.

Attorney John Foscett of Deutsch, Williams, DeRensis and Holland P.C., a municipal law firm, represents the town as Labor Counsel and, from time to time, on a variety of matters. Mr. Foscett has agreed to represent Wayland as Special Counsel in this matter if required, at an hourly rate of \$220.

PUBLIC DOCUMENTS PROVIDED TO THE BOARD OF SELECTMEN FROM NOVEMBER 18, 2017, THROUGH AND INCLUDING DECEMBER 1, 2017, OTHERWISE NOT LISTED AND INCLUDED IN THE CORRESPONDENCE PACKET FOR DECEMBER 4, 2017

Items distributed to the Board of Selectmen – November 18-December 1, 2017

1. None

Items distributed for information and use by the Board of Selectmen at the Meeting of November 20, 2017

1. Public Comment by Gretchen Schuler to Board of Selectmen, dated 11/20/2017
2. Email from Gordon Cliff, dated 11/20/2017, re: public comment
3. Chart comparing firefighter compensation and incentives offered by peer communities
4. Letter from Stephen M. Roberts, counsel to Wayland Automotive owners Rich Devlin and Eli Elias, dated November 8, re: Request for a hearing to review license to sell pre-owned cars at 322 Commonwealth Road, Wayland, MA, with attached site plan

Items distributed for information and use by the Board of Selectmen at the Meeting of November 27, 2017

1. Memo from Ellen Brideau, Director of Assessing, dated 11/06/17, re: FY18 Classification Hearing: Motions and Votes
2. PowerPoint presentation prepared by the Board of Assessors, *Town of Wayland Fiscal Year 2018 Tax Classification Hearing*
3. Charts prepared by the Massachusetts Department of Revenue, Division of Local Services, Bureau of Local Assessment, printed on 11/16/2017
4. Email from Frank Krasin, dated November 21, expressing interest in serving on the Council on Aging – Community Center Advisory Committee
5. Email from Jean Milburn, dated November 21, expressing interest in serving on the Council on Aging – Community Center Advisory Committee
6. Email from Mark Foreman, dated November 20, expressing interest in serving on the Council on Aging – Community Center Advisory Committee
7. Email from Bill Sterling, dated November 22, expressing interest in serving on the Council on Aging – Community Center Advisory Committee
8. Email from Carol Glick, dated November 26, expressing interest in serving on the Council on Aging – Community Center Advisory Committee

Items included as part of Agenda Packet for discussion during the December 4, 2017 Board of Selectmen's Meeting

1. Memo from David Porter to Board of Selectmen, re: Class II Used Car Dealer License for Wayland Automotive, 322 Commonwealth Avenue
2. Letter from Stephen M. Roberts, counsel to Wayland Automotive owners Rich Devlin and Eli Elias, dated November 8, re: Request for a hearing to review license to sell pre-owned cars at 322 Commonwealth Road, Wayland, MA, with attached site plan
3. Memo from Nan Balmer to Board of Selectmen, re: Capital Project and Debt, with attached chart of budget projections
4. Town of Wayland Debt Service Schedule, prepared by UniBank Fiscal Advisory Services
5. Board of Selectmen Policy on Proposition 2 ½ Ballot Questions
6. Memo from Nan Balmer, re: FY19 Capital Projects, with attached chart of FY19 Capital Projects for Departments under the Board of Selectmen
7. Draft chart of FY19 Capital Budget Requests
8. FY18 Capital Budget page from the 2017 Annual Town Meeting Warrant
9. Memo from David Porter to Board of Selectmen, re: 2018 License Renewals
10. Draft charge for the 5 Concord Road Advisory Committee, dated December 4, 2017
11. Memo from Nan Balmer, dated December 4, 2017, re: ATM Warrant Opening: Draft Announcement for Board and Committees and Revised Article Form
12. Memo from the Board of Selectmen, dated December 4, 2017, re: 2018 Annual Town Meeting

and Annual Town Election

- 13. Memo from Sarkis Sarkisian, Town Planner, dated December 4, 2017, re: Proposed Articles for the Annual 2018 Spring Town Meeting, with attached list of zoning bylaw revisions**
- 14. Draft minutes of the Board of Selectmen meetings held on November 14, 2017**
- 15. Town Administrator's Report for the week ending December 1, 2017**
- 16. Massachusetts Municipal Association Annual Conference registration form**
- 17. Sudbury, Assabet and Concord Wild and Scenic River Conservation Plan Update Process Summary**
- 18. Youth Advisory Committee, Marijuana Moratorium Timeline and Planning Overview**

**BOARD OF SELECTMEN
Monday, December 4, 2017
Wayland Town Building
Selectmen's Meeting Room**

CORRESPONDENCE

Selectmen

1. Letter from Amy Kwesell of KP Law, dated Nov. 17, 2017, re: Town of Wayland v. John H. Archambault
2. Letter from Ellen M. Brideau, Director of Assessing, dated November 21, 2017, re: resignation
3. Memo from Sarkis Sarkisian, Town Planner, dated December 4, 2017, re: DCR Matching Funds Grant, with attachment
4. Letter from Michael B. Patterson, Chairman, Trustees of the Allen Fund, dated November 28, 2017, re: Recommended Discontinuance of the Allen Fund
5. Email to the Zoning Board of Appeals from Mark Hays, dated November 30, 2017, re: ProtectWayland presentation from the hearing last night – 29 November
6. Email to the Zoning Board of Appeals from Mark Hays, dated November 30, 2017, re: Video clip of Eastern Brook Trout in Pine Brook

Minutes

7. None

State and Regional

8. None

KP | LAW

The Leader in Public Sector Law

November 17, 2017

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

Amy E. Kwesell
akwesell@k-plaw.com

Clerk
Land Court
Three Pemberton Square
Boston, MA 02108

RECEIVED

NOV 21 2017

Re: Town of Wayland by and through its Building Commissioner
v. John H. Archambault, et al.
Land Court No. 17 MISC 000488

Dear Sir/Madam:

Enclosed for filing in connection with the above-captioned action, please find a Stipulation of Dismissal, along with a Certificate of Service.

Thank you for giving this matter your attention.

Very truly yours,



Amy E. Kwesell

AEK/smm

Enc.

cc: Board of Selectmen
Building Commissioner
Jon C. Cowen, Esq.

597160/WAYL/0066

COMMONWEALTH OF MASSACHUSETTS

MIDDLESEX, SS.

LAND COURT
C.A. NO. 17 MISC 000488

TOWN OF WAYLAND, by and through its
BUILDING COMMISSIONER,

Plaintiff

v.

JOHN H. ARCHAMBAULT AND
CHRISTINE MOYNIHAN,

Defendants

STIPULATION OF DISMISSAL

Now come the parties to the above-captioned action, pursuant to Mass.R.Civ.P. 41(a)(1)(ii), and hereby stipulate and agree that the above-captioned Complaint and all claims contained in same be dismissed with prejudice, without interest, costs, expenses or fees to any party. All parties waive their right of appeal.

Plaintiff,

Defendants,

TOWN OF WAYLAND, by and through its
BUILDING COMMISSIONER,

JOHN H. ARCHAMBAULT AND
CHRISTINE MOYNIHAN,

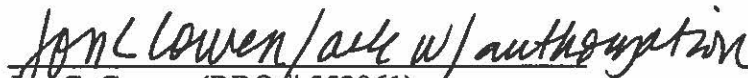
By its attorneys,

By their attorney,



Amy E. Kwesell (BBO #647182)
Deborah I. Ecker (BBO# 554623)
KP Law, P.C.

Town Counsel
101 Arch Street, 12th Floor
Boston, MA 02110-1109
(617) 556-0007
akwesell@k-plaw.com
decker@k-plaw.com



Jon C. Cowen (BBO# 552961)
Posternak Blankstein & Lund LLP
Prudential Tower
800 Boylston Street
Boston, MA 02199-8004
617.973.6238
jcowen@pbl.com

Dated: November 17, 2017

CERTIFICATE OF SERVICE

I, Amy E. Kwesell, hereby certify that on the below date, I served a copy of the foregoing Stipulation of Dismissal, by first class mail, postage prepaid, to the following party of record:

Jon C. Cowen, Esq.
Posternak Blankstein & Lund LLP
Prudential Tower
800 Boylston Street
Boston, MA 02199-8004

Dated: November 17 2017

Amy E. Kwesell
Amy E. Kwesell

597159/WAYL/0066

Correspondence

E. Brideau
19 Severance Drive
Londonderry, NH 03053

November 21, 2017

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

Dear Board of Assessors,

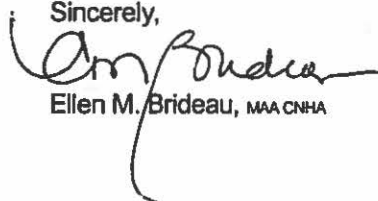
I am writing to notify you that I am resigning from my position as Director of Assessing for the Town of Wayland. My last day of employment will be December 15th, 2017.

I am so very grateful to the Town of Wayland and the Board of Assessors for the opportunities I have been given during my time here, as well as the Board's professional guidance and support.

I wish you all the best of success in the future.

If I can assist with the transition, please let me know.

Sincerely,



Ellen M. Brideau, MAA CNHA

cc: N. Balmer, Town Administrator
J. Senchyshyn, Asst. Town Administrator/ HR Director

RECEIVED
NOV 21 2017



Sarkis Sarkisian
Wayland Town Planner

TOWN OF WAYLAND
MASSACHUSETTS
01778
PLANNING DEPARTMENT

TOWN BUILDING
41 COCHITUATE ROAD
TELEPHONE: (508) 358-3615
FAX: (508) 358-4036

 DATE: December 4, 2017
TO: Nan Balmer, Town Administrator
FROM: Sarkis Sarkisian, Town Planner
RE: DCR Matching Funds Grant

Great News! The Town of Wayland has been selected as an awardee for the DCR's FY 2018 Partnership Matching Funds Program for the proposed Mass Central Rail Trail. The Town of Wayland will be committing \$30,000 and the grant will provide \$60,000 for the design and environmental/historic permitting of the DCR Timber-Pile Rail Bridge section over the Sudbury River. I have enclosed a copy of the award letter and the Partnerships Matching Funds Program application. Funding for the Town of Wayland's contribution is available from the CPA account for the Mass Central Rail Trail.

Thank you.



November 17, 2017

Sarkis Sarkisian
Town of Wayland
41 Cochituate Road
Wayland, MA 01778

Dear Sarkis:

We are delighted to inform you the Town of Wayland has been selected as an awardee for DCR's FY18 Partnership Matching Funds Program for its project proposal on the Mass Central Rail Trail.

Restoring and improving our facilities is fundamental to DCR's mission. Projects initiated by our partners through these matching funds are a vital conduit to achieving our goals while reinforcing our connections to the public we serve.

A member of my team will contact you in the coming weeks to discuss a project schedule. We are excited to undertake this project together and continue our shared efforts to preserve and protect the natural, cultural, historical, and recreational public resources of the Commonwealth for future generations.

On behalf of all of us at DCR, thank you for your commitment to shared stewardship of our parks and properties. Should you have any questions, please do not hesitate to reach out to Mary Catherine McLean at 617-626-1443 or marycatherine.mclean@state.ma.us.

Sincerely,

Leo P. Roy
Commissioner

cc: Nicholas Connors, Director of External Affairs and Partnerships
Mary Catherine McLean, External Affairs

COMMONWEALTH OF MASSACHUSETTS | EXECUTIVE OFFICE OF ENERGY & ENVIRONMENTAL AFFAIRS

Department of Conservation and Recreation
251 Causeway Street, Suite 900
Boston MA 02114-2119
Phone: 617-626-1250 | Fax: 617-626-1351
www.mass.gov/dcr



Charles D. Baker
Governor

Karyn E. Polito
Lt. Governor

Matthew A. Beaton, Secretary
Executive Office of Energy & Environmental Affairs

Leo P. Roy, Commissioner
Department of Conservation & Recreation



MASSACHUSETTS DEPARTMENT OF
CONSERVATION AND RECREATION

Partnerships Matching Funds Program
Fiscal Year 2018 FINAL APPLICATION
Please Complete All Sections and Return by September 8, 2017

PARTNER INFORMATION

Name: Sarkis Sarkisian, Dir. of Planning, Town of Wayland

Name of Primary DCR Contact Paul Jahnige / Dan Driscoll

Address 41 Cochituate Road

2ndAddress _____

City/Town/Village Wayland Zip 01778

Primary Phone 508-358-3778 Other Phone _____

Twitter/Facebook/Instagram _____

Email ssarkisian@wayland.ma.us

PARK AND/OR FACILITY INFORMATION

Name of DCR Park/Facility where project is proposed	<u>Mass Central Rail Trail - Wayside</u>
Location of Park/Facility (Town or City)	<u>Wayland, MA</u>

PROPOSED PROJECT INFORMATION

Brief Description of Project **Please attach additional information (e.g., photos, maps, drawings) for background	The MCRT-Wayside is one of DCR's highest priority new multi-use trail and greenway initiatives. The Town of Wayland recently completed about a 1/2 mile of the trail at their Town Center, and DCR and Eversource plan to construct and pave approximately 4 miles of the trail this fiscal year. Just west of these completed sections is the old Great Meadows, 9-bent, timber-pile rail road bridge that will need rehabilitation to continue west.
Budget Estimate for Project **Please attach supporting documentation. NOTE: Final budget estimates shall be verified by DCR Professional staff	DCR bridge section completed a preliminary "Evaluation of Bridges on the MCRT - Wayside" in 2015. In 2016, the Town of Wayland completed an additional "Re-Use Assessment and Inspection." The proposed project will develop final rehabilitation plans and permit the bridge rehabilitation project.
Dollar Amount you will Contribute to Project (\$) Funds will be deposited into DCR Conservation Trust account	\$90,000 See attached estimate for final design at \$60,000 We also anticipate approximately \$30,000 for historic and environmental permitting \$30,000



MASSACHUSETTS DEPARTMENT OF
CONSERVATION AND RECREATION

**Partnerships Matching Funds Program
Fiscal Year 2018 FINAL APPLICATION**

Amount of Matching Funds Requested (\$) DCR will consider a 2:1 match on contributions up to and including \$25,000, and a 1:1 match on those of more than \$25,000.	\$60,000
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------

PROPOSED PROJECT CATEGORY						
Project Category			Construction Design and Permitting		OTHER	X

PERMITTING			
Permits Required – request guidance from DCR staff	YES X	NO	
Has permitting been factored into budget estimate?	YES X	NO	

BIDDING & PROCUREMENT	
Check that you understand that DCR will manage the procurement process and ensuing contract(s).	
If the bid comes in higher than anticipated, do you agree to assume up to 50% or more of the overage?	

RIBBON CUTTING EVENT			
Are you anticipating a ribbon cutting event? If YES, please review the Program Standards section on ribbon cutting.	YES	NO	X (Not until bridge opening)

AGENCY CONTACT HISTORY	
Please list all DCR staff with whom you have communicated regarding this proposed project.	PAUL JAHNIGE

ADDITIONAL PARTNERS	
List additional partners (if any) & their roles.	FRIENDS OF THE WAYSIDE TRAIL TOWN OF WAYLAND

PRIOR PARTNER INFORMATION	
List prior projects funded through the Partnerships Matching Funds Program.	

ADDITIONAL INFORMATION	
Please list information not included above.	

Attached are: Great Meadows Bridge Inspection Report

To: The Wayland Board of Selectmen

From: Michael B. Patterson, Chairman, Trustees of the Allen Fund *MBP*

Subject: Recommended Discontinuance of the Allen Fund.

Date: November 28, 2017

The Allen Fund was established in 1854 through a gift from Miss Debby Allen and her sister Mrs. Naby Allen Draper. The Allen Fund was later combined with the "donation funds" which dated back to 1678. Over the years several additional gifts were contributed to the Fund. Although the Fund was virtually depleted by 1990, it later grew so that it could again provide annual gifts to people in Wayland.

In 1998 I was asked to resurrect the Fund so that it could continue as a charitable organization. I accepted the task because of the fund's long history with the town and for historical reasons I believed it should be continued. The Allen Fund was then re-established and two more trustees appointed. In the ensuing years the Trustees awarded modest gifts to 50 Wayland residents. (Note: The Allen Fund has no connection to the Wayland Community Fund).

During our meeting on November 28th the Trustees discussed the future of the Fund. We decided that at this point the size of the trust fund (\$7,163 at the end of FY 17) is too small to justify the time and effort required to call a meeting of the trustees, post the meeting, determine the recipient or recipients of gifts (usually totaling \$500) and process the paperwork necessary to obtain checks. Consequently, the other Trustees and I recommend that the annual operation of the Allen Fund be discontinued until the trust funds increase to a point where they justify the time and effort necessary to administer them. The Trustees would be disestablished as a town organization and the funds themselves would remain with and be invested by the Wayland Commissioners of Trust Funds.

We would like to point out that as near as he can recollect, Trustee Benjamin Johnson has been with the Allen Fund since the mid-1950's.

The Allen Fund Trustees wish to emphasize that it has been an honor to serve Wayland and we thank you for the opportunity to contribute to our community.

Sincerely,

Michael B. Patterson, Chairman

Cc: Trustee Lynn Dowd, Trustee Benjamin Johnson, Wayland Town Clerk.

Porter, David

From: Balmer, Nan
Sent: Thursday, November 30, 2017 10:46 AM
To: Porter, David
Subject: FW: ProtectWayland presentation from the hearing last night - 29 November
Attachments: Protect Wayland Powerpoint - ZBA hearing 29 November - FINAL - v3b - 11.29.2017.pdf

correspondence

From: Protect Wayland [<mailto:protectwayland@gmail.com>]

Sent: Thursday, November 30, 2017 10:05 AM

To: Zoning Board of Appeal; Joseph D. Peznola; David Katz; Junghanns, Julia; Sarkisian, Sarkis; Hansen, Linda; Reardon, Sean; Amy E. Kwesell; Reef, Elizabeth; drporter@outlook.com; Karlson, Cherry; Anderson, Lea; Antes, Mary; Jurist, Louis; Levine, Doug; Sachs, Jonathan; lmsegal@comcast.net; gennislaw@gmail.com; jdriori@foley.com; Balmer, Nan

Cc: Luke Legere

Subject: ProtectWayland presentation from the hearing last night - 29 November

To the members of the Wayland ZBA:

Thank you for the opportunity to present ProtectWayland's concerns regarding the Cascade / Monster apartment complex during the ZBA hearing last night. Attached is a PDF copy of our presentation. The letters from our environmental experts, civil engineering firm and attorney were delivered to the ZBA last week. The set of studies of Pine Brook by MA Fisheries & Wildlife (1984 through 2013) were delivered on Monday the 27th.

I will forward a copy of the short video of Eastern Brook Trout in Pine Brook in a few minutes.

Please let us know if you have any questions.

Mark Hays for ProtectWayland.org

Porter, David

From: Balmer, Nan
Sent: Thursday, November 30, 2017 10:46 AM
To: Porter, David
Subject: FW: Video clip of Eastern Brook Trout in Pine Brook
Attachments: PineBrook EBT video clip.mp4

correspondence

From: Protect Wayland [<mailto:protectwayland@gmail.com>]
Sent: Thursday, November 30, 2017 10:37 AM
To: Zoning Board of Appeal; Joseph D. Peznola; David Katz; Junghanns, Julia; Sarkisian, Sarkis; Hansen, Linda; Reardon, Sean; Amy E. Kwesell; Reef, Elizabeth; drporter@outlook.com; Karlson, Cherry; Anderson, Lea; Antes, Mary; Jurist, Louis; Levine, Doug; Sachs, Jonathan; lm1segal@comcast.net; gennislaw@gmail.com; jdriori@foley.com; Balmer, Nan
Cc: Luke Legere
Subject: Video clip of Eastern Brook Trout in Pine Brook

To the members of the Wayland ZBA:

Attached is a copy of the video clip of native Eastern Brook Trout spawning in Pine Brook, taken this fall by Scott Sweeney.

Look closely at the beginning and you will see a female Brook Trout thrashing her tail to clear an area for her eggs. The larger dominant male then moves in and settles in the same spot to fertilize the eggs. This is an example of "redds" (spawning areas) found along Pine Brook close to the site of the proposed Cascade 40B project.

Two key points:

1. Eastern Brook Trout will spawn in areas with clean water and gravel and high levels of oxygen. They avoid areas with sediment. Warm runoff, warm septic effluent, increased levels of nitrogen and phosphorus that promote algae growth and reduce oxygen levels, sediment from construction, and reduction in riverside tree cover are all significant threats.
2. Eastern Brook Trout hatchlings are more sensitive to higher water temperatures, lower oxygen levels and pollution. For example, they will suffer high mortality rates in water above 68 degrees F.

According to MA Fisheries & Wildlife, Pine Brook is a unique and valuable natural resource -- the best in the entire Boston metrowest area. Wayland should continue to protect it.

Mark Hays for ProtectWayland.org