



Town of Wayland Massachusetts

Finance Committee

- Tom Abdella
- Carol Martin
- Gil Wolin
- Nancy Funkhouser, Chair
- Bill Steinberg
- David Watkins
- Gordon Cliff

Finance Committee Meeting Minutes

Monday, December 14, 2015, 7:00 pm.
Town Building

In Attendance: N. Funkhouser (Chair); G. Cliff; C. Martin; W. Steinberg; D. Watkins; T. Abdella (Late 7:10); and Finance Director B. Keveny. Not In Attendance: G. Wolin.

Call to Order at 7:00 PM. WayCam was taping the meeting.

7:00 Call to Order

7:01 Public Comment
No Public Comment.

7:02 Committee's response to public comment
None.

Mr. Watkins reviewed a Wayland School Peer Town model he prepared. It was a comparative analysis of Administrative Costs available from DESE.

Ms. Martin commented that typically FinCom just listens at the School Committee meeting and forms questions that are posted by the liaison to the committee at a future time.

7:15 Attend School Committee Meeting for Budget Presentation
Dr. Paul Stein presented his overview of his preliminary 2017 budget to FinCom and the School Committee.

7:15 Annual BOS Audit Review & Budget Review – Fincomm member and/or B. Keveny to attend BOS mtg.

8:26 ATM Article Writeup Process – Further Discussion
Review and Discuss Potential Draft Article Format presented by Tom Abdella

Mr. Abdella reviewed the results of a collaborative effort between him and Mr. Cliff. He indicated that there is no definition of the minimal content of the article. FinCom does a lot of work that should be placed on the proponent of the article versus members of FinCom. He indicated that it is less than efficient because it is unduly burdensome on FinCom members' time and it also sets precedent that proponents can submit poorly formed articles. He indicated that the role of the committee is to actively review rather than research and create the content. Mr. Steinberg indicated that it would be good if we had a process to check on the proponents. Ms. Martin was supportive of the procedure but indicated that she was concerned that we needed to communicate the fact that FinCom had editorial license on the work of the proponent. Mr. Abdella indicated that if we find that the fact checking is insufficient, FinCom should document their findings accordingly opposed to compensating. Mr. Steinberg clarified that this was not meant to penalize people's writing skills. Mr. Abdella indicated that there needed to be a certain amount of upfront scrutiny. Mr. Cliff said that we did not want to give up FinCom's editorial rights. Ms. Funkhouser indicated that she did not want FinCom to lose sight of documenting FinCom's

vote on the article. Ms. Martin indicated that FinCom needed to get the BoS approval. The committee debated whether to distribute a memo with the proposed process. Ms. Funkhouser agreed to reach out to the BoS regarding the proposed process change. Mr. Watkins indicated that perhaps FinCom could put a subjective quality control opinion on each article. Ms. Funkhouser indicated that she was concerned that the content might make it all the way to Town Meeting and result in poorly written articles. Mr. Watkins commented that an additional section with facts and figures that would be in a standard format. Ms. Funkhouser is going to discuss with Ms. Balmer and the BoS.

8:53 Debt Management Presentation & Discussion, Zoe Pierce & Brian Keveny

Ms. Pierce presented model information to the committee regarding debt. She reviewed the borrowing demands of the Town and how they were calculated. She indicated that the Energy project and Claypit hill remodeling project were an issue. She represented that she was working with Facilities (Ben and Moynihan). After she fleshed out the various issues and questions she expected borrowing to be approximately \$8 Million. She commented that we borrow long term each year and we typically do not borrow short term because of our cash flow. She indicated that she was working on FinCom previously submitted questions. She indicated that there were refinancing opportunities they were looking into. Ms. Martin asked for clarification about the refunding opportunities. Ms. Pierce indicated that she was evaluating alternatives. She reviewed the Town's borrowing capacity and is evaluating how to best present the information. She indicated that she wanted to hire a Financial Analyst to better model the information. She used comparative information from Peer Towns. Mr. Cliff requested clarity about the projected debt service. She indicated that she needed the Facilities Director to indicate that the available capacity was no longer needed for DPW. Ms. Funkhouser asked for further clarity again and it was indicated that the debt did not include the \$1.8M in anticipated requests. Ms. Pierce's model did not anticipate any specific borrowing for the various projects to be presented at ATM. Mr. Steinberg indicated that in prior years they made assumptions and extrapolated potential debt costs. He indicated that FinCom could help provide clarity to her modelling efforts. Mr. Keveny indicated that additional modelling could be done with an additional Financial Analyst. Mr. Abdella and Mr. Steinberg indicated that what-if models would be helpful. The committee reviewed additional peer town information. The committee provided additional guidance on how Mr. Keveny might extrapolate information to build a better model.

9:22 Finance Director's Report

Review Request for Reserve Fund Transfer and possible vote
Review Personnel Board Staffing Memo dated 12/2/15 and possible vote
Distribute 2017 Departmental Budget Summary Sheets

Mr. Keveny indicated that all he had was an increase in his budget for \$19k. He indicated that the reason for the amount was because he needed to hire people from Accountemps to support the in house payroll process. He indicated that the person would become a Town employee in the next 2 weeks. Ms. Funkhouser further clarified that the overage would cost the town \$9k in the end. Ms. Martin asked for further clarification about how to move money to pay for it. She also suggested it would be prudent that Mr. Keveny obtain an additional signoff from another party in the Town.

Ms. Martin made a motion to move \$19k from the general reserve fund to settle up the payroll account. Mr. Steinberg seconded the motion. The motion passed 6-0-0.

9:27 Proposed FY 2017 Overall CIP Submissions Group Discussion Review Updated Capital Schedule and potential vote on capital budget

Ms. Funkhouser indicated she was looking to bring closure to any questions regarding the capital items. Mr. Keveny reviewed the questions that were research since our last meeting. He indicated that if there is proposed borrowing that it is indicated on his worksheet. Mr. Steinberg requested that Mr. Keveny explain the surplus bond proceeds. Mr. Keveny indicated that the DPW project had unspent revenue of approximately \$575k that came from the Real Estate Account, He indicated that those moneys could be

diverted to another like project. Mr. Abdella indicated that he sent out several email and was waiting on a response. Mr. Steinberg indicated that there was a disparity between what we have historically spent on the roads was a lot less. He indicated that if they came in at \$900k would be a better alternative. Mr. Abdella indicated that it would be a burden if we tripled the budget from last year. Mr. Cliff said that he would like a list of roads that DPW intends to repair. Ms. Martin indicated that unless we receive a plan that we should stick with the original budget of \$300k. Ms. Funkhouser indicated that we would leave the issue of what roads open and cautioned the committee that we may never receive the list of roads.

Ms. Funkhouser discussed the Cemetery expansion. She indicated we requested follow up on the fund balance. Ms. Martin requested clarification. Mr. Abdella indicated that the article was related to a road repair. Mr. Steinberg indicated that we had approved it but it was a B priority.

There were no objections to the DPW light truck replacement schedule request and it was an A priority.

Ms, Funkhouser indicated that the request for improvement of light truck various could be pulled and that the committee should pull the request. The committee agreed that the tractor could be deferred for a year. The committee is waiting on information from Recreation and DPW.

Small equipment schedule for \$70k was a B priority and the committee agreed that it was okay. Mr. Cliff indicated that their needed to be the approval from the BoS. Ms. Funkhouser indicated that they had approved. Heavy equipment \$225k and the Swap Loader for \$220 were A priorities and it was agreed to keep them in.

Ms. Funkhouser requested whether any committee member had new information since the last meeting because the committee was recapitulating without any additional information. Ms. Funkhouser indicated that the trash compactor could be pulled.

Mr. Steinberg requested clarification about the Conservation requests. Mr. Steinberg indicated that the committee should pull the funds for Conservation. The committee agreed.

Ms. Funkhouser asked for clarification if new Radios were being funded by a grant. Mr. Abdella was to look into the status of the request. Ms. Funkhouser went over Facilities requests. She indicated that the BoS approved the demolition of \$330k and transportation improvements for \$48k.

Ms. Martin indicated she believes that the Community center design costs are estimated to be less than expected and asked Mr. Keveny to verify.

Ms. Funkhouser reviewed the requests for Information Technology \$80k and \$40k for patch management. She indicated that the BoS were on board. Mr. Watkins indicated that it was premature and that we needed to wait for the study. Mr. Abdella requested whether software should come out of capital or operating budget. Mr. Watkins explained how subscription software acquisitions were accounted for.

Ms. Funkhouser indicated that the fire vehicle request was pulled and that BoS approved the ladder truck for \$900k. Ms. Martin indicated that she was not comfortable with the borrowing request. The committee debated the issue and Mr. Keveny helped the committee understand the timing issue.

Ms. Martin discussed the recreation requests and indicated that Oxbow meadow as out because it was had applied for funds from the CPC. She indicated that they would defer and prioritize the \$15k request ahead of the Happy Hollow Playground and Turf field design funds. The committee agreed to pull the requests.

Ms. Martin discussed the school requests. She commented that the school plans to use money form the High School Building project for the security improvement. Mr. Cliff requested clarity that the

request whether the security was truly approved or not. Mr. Keveny indicated that the Town already voted on the Security funds.

Ms. Martin requested that we use the Real Estate fund money to support building design and replacement. Mr. Keveny and Me. Steinberg indicated that there might be several ways to fund Real Estate related items.

Ms. Martin indicated that the \$30k vehicle was out and the committee had prioritized their capital. She indicated that the school could defer various items. She clarified the School requests. Ms. Funkhouser clarified what the School was willing to defer. The committee discussed the small nature of the various requests and that not pursuing the items now would be an issue in future years. The committee decided to continue and not bring closure to the school decisions.

Mr. Abdella indicated that he asked for additional clarity on the Water Department's capital requests and has not heard back yet. Ms. Funkhouser requested further clarification.

10:21 Liaison & Members' Reports, Concerns, and Topics
None

10:22 ATM Article Writeup Process – Further Discussion (cont.)
Review and Discuss Potential Draft Article Format presented by Tom Abdella

Mr. Cliff commented on how the committee needs to vote on the write-up and the article. He argued that two votes are required. Ms. Funkhouser indicated that when a committee member votes they are voting on the merits of the article as it is presented as to whether you agree or not.

Mr. Cliff indicated he wanted to discuss the issue with the Town attorney and FinCom agreed.

10:49 Chair's Update

Wrap Committee resignation announcement and solicitation for prospective FinCom appointee
Potential STM to vote on Minuteman in February – timing discussion

Ms. Funkhouser discussed the timeline for the STM. She indicated that Mr. Wolin would be participating after the New Year.

Mr. Steinberg discussed his progress researching the debt service policies of peer towns.

11-16-15 Draft Minutes for review and vote – Abdella

Mr. Cliff made a motion to approve the minutes of November 16, 2015 as amended. Ms. Martin Seconded the amendment. The motion passed 6-0-0.

11-2-15 Draft Minutes for review and vote – Watkins - Not Done.

11-30-15 Draft Minutes for review and vote – Martin - Not Done.

11:03 Items the chair did not reasonably anticipate would be discussed at the meeting
Future Meeting Schedule: 1/4/16, 1/11/16, 1/14/16, 1/21/16, 1/25/16
The meeting on 1/14/16 was switched to 1/13/16. An additional meeting was scheduled for 1/28 and 2/1. 2/11/16 is tentative STM date.

11:09 Ms. Martin made a motion to adjourn the meeting. Ms. Funkhouser seconded the motion. The motion passed 6-0-0.

Attachments

11.9.2015 - Public letter to the BoS re IT Transfer Increase at STM

11-2-15 Meeting Notes

151203Agnd.doc

CIPForm FY2017 Food Service Equipment

DEBT PRESENTATION 12 7 15

December 14, 2015 Amended Agenda

Engagement Letter General FA Services - Wayland updated 12-1-2015

PTO spending on HH Playground

DATE: DECEMBER 7, 2015
TO: BOARD OF SELECTMEN
FROM: ZOE PIERCE, TREASURER COLLECTOR
RE: TOWN DEBT

The Town Administrator asked me to present to you key facts regarding current and projected debt service on the town's \$77,000,000 in total outstanding debt including , \$63,969,742 in General Fund Debt.

The Town has an adopted fiscal policy to maintain General Fund debt at no greater than 10% of the annual General Fund budget. Attached is a schedule showing General Fund debt capacity based on the 10% policy.

My general recommendations are as follows:

1. Rescind authorized but unissued debt of \$4.9 million (Attached)
2. Contract with a financial advisor to:
 - a. Evaluate debt refunding opportunities - Potential savings of \$450,000 over the life of the debt. (Attached please find schedule of possible budget savings)
 - b. Review the Town's Debt Policy: How should the Town balance use of free cash and borrowing for recurring projects such as road maintenance, etc.

Attached are the following:

1. Schedule of General Fund Debt Available Consistent with Town Policy
2. List of authorized but unissued debt (12/03/15), some of which may be rescinded at Annual Town Meeting
3. Debt Refunding Opportunities
4. Debt Analysis Presentation
5. Debt Management Policy

cc Finance Committee

**TOWN OF WAYLAND
GENERAL FUND DEBT AVAILABLE
CONSISTENT WITH TOWN POLICY***

FY Year	Projected GF budget(1)	Projected Debt Service(2)	Debt Service Change Year to Year	Debt Service as % of Projected budget	10% of Projected	General Fund Debt Service Costs Available Consistent With Current Town Policy**
2016	73,590,000	7,751,620		10.53%	7,359,000.00	(392,619.98)
2017	75,429,750	7,652,831	-98,788.57	10.15%	7,542,975.00	(109,856.41)
2018	77,315,494	7,303,443	-349,388.54	9.45%	7,731,549.38	428,106.51
2019	79,248,381	6,626,013	-677,430.37	8.36%	7,924,838.11	1,298,825.61
2020	81,229,591	5,894,151	-731,861.25	7.26%	8,122,959.06	2,228,807.81
2021	83,260,330	5,396,703	-497,448.74	6.48%	8,326,033.04	2,929,330.53
2022	85,341,839	5,073,096	-323,606.25	5.94%	8,534,183.86	3,461,087.60
2023	87,475,385	4,648,115	-424,981.26	5.31%	8,747,538.46	4,099,423.46
2024	89,662,269	4,478,449	-169,666.25	4.99%	8,966,226.92	4,487,778.17
2025	91,903,826	4,363,861	-114,587.50	4.75%	9,190,382.60	4,826,521.35
2026	94,201,422	4,141,524	-222,337.50	4.40%	9,420,142.16	5,278,618.41
2027	96,556,457	3,831,106	-310,417.50	3.97%	9,655,645.71	5,824,539.46

Assumptions:

(1) General Fund Budget projected to increase 2.5% annually.

(2) Projected Debt Service reflects proposed borrowing of \$3,975,000 in February 2016.

*** Town Policy on Debt states that annual cost of debt not to exceed 10% of annual budget.**

**** Excess Borrowing Capacity Inside Debt Limit as of 6/30/15 \$132,514,809**

Authorized Unissued Debt As of 12/02/2015:

1)	Article 6	5/08/00	Septic System Repair	\$ 188,425
2)	Article 7	4/13/09	Feasibility Study-Wayland HS	\$ 411,000
3)	Article 2	11/18/09	Wayland High School	\$ 2,313,814
4)	Article 5	4/07/13	Middle School Roof Repairs	\$ 890,000
5)	Article 2	11/20/13	DPW Facility	\$ 1,124,816
6)	Article 6	4/07/14	Energy Improvements	\$ 813,920
7)	Article 6	4/07/14	Claypitt School Remodeling	\$ 1,010,000
8)	Article 6	4/07/14	Town Bldg Windows/Loker Kitchen	<u>\$ 100,400</u>
			Sub-Total	\$6,852,375

9)	Article 5	4/06/15	Library-Oil Tank Removal	\$ 25,000
10)	Article 5	4/06/15	Public Safety Bld-Sewer Pmp	\$ 50,000
11)	Article 5	4/06/15	Total All Roads	\$ 387,000
12)	Article 5	4/06/15	Light Trucks& Equipment	\$ 319,986
13)	Article 5	4/06/15	Total All Building Remodeling	\$ 580,918
14)	Article 5	4/06/15	Culvert	\$ 100,000
15)	Article 5	4/06/15	Water Mains	<u>\$ 700,000</u>
			Sub-Total	\$2,162,904

Total Authorized Unissued Debt **\$9,015,279**

Refunding Opportunities:

The current low interest rate environment has created several opportunities for the town to refund some of our earlier bond issues, generating approximately \$400,000 in debt service savings over the remaining life of the bonds. The following issues appear to be prime candidates:

	<u>Bond Issue</u>	<u>Purpose</u>	<u>Principal to be Refunded</u>	<u>Estimated Budgetary Savings</u>
1)	11/01/03	Remodeling	\$ 285,000	\$ 24,400
2)	09/15/05	Various	\$ 2,795,000	\$ 249,650
3)	07/01/06	Various	\$ 315,000	\$ 26,900
4)	01/15/07	Various	\$ 1,425,000	\$ 123,800

The ratio of savings to principal refunded is the primary indicator of whether or not to follow through with a refunding. All the above candidates fall well within the industry standard, which is generally a ratio greater than 3%.

TOWN OF WAYLAND, MASSACHUSETTS

COMPUTATION OF EXCESS BORROWING CAPACITY AS OF JUNE 30, 2015

Equalized Valuation of Taxable Property as of January 1, 2014		\$ 3,174,625,500	

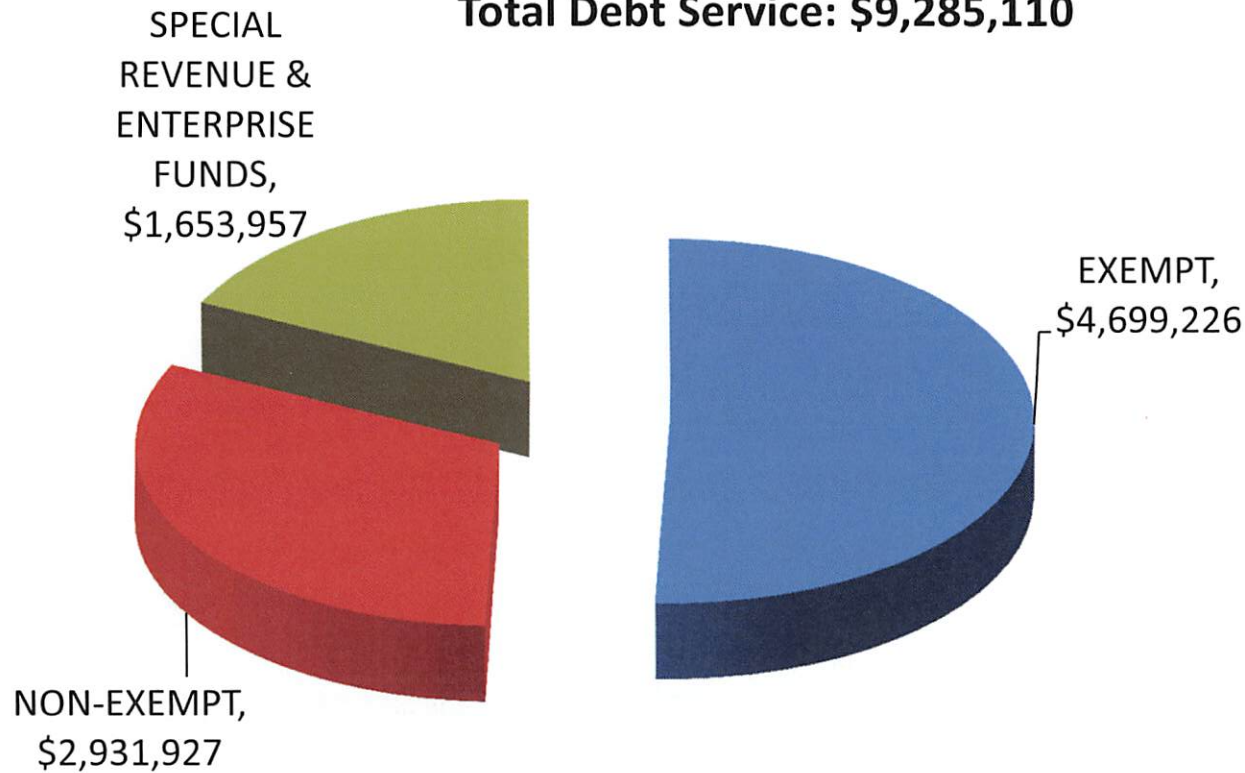
Debt Limit: 5% of Equalized Valuation		159,731,275	
Plus: Additional Debt Authorized by the Municipal Finance Oversight Board		0	
Less: General Obligation Bonds & Notes:			
Total Governmental Activities	\$ 63,644,481		
Plus: Authorized but Unissued Debt Inside the Debt Limit	0		
Less: Debt Outside the Debt Limit	<u>37,719,091</u>	25,925,400	
Total Business-Type Activities	\$ 14,211,666		
Plus: Authorized but Unissued Debt Inside the Debt Limit	0		
Less: Debt Outside the Debt Limit	<u>13,920,600</u>	<u>291,066</u>	
Excess Borrowing Capacity Inside the Debt Limit		\$ 132,514,809	-----

Debt Analysis

Finance & Treasury Departments
December 2, 2015

Enterprise and General Fund Bonded Debt Service Requirements for FY 2016*

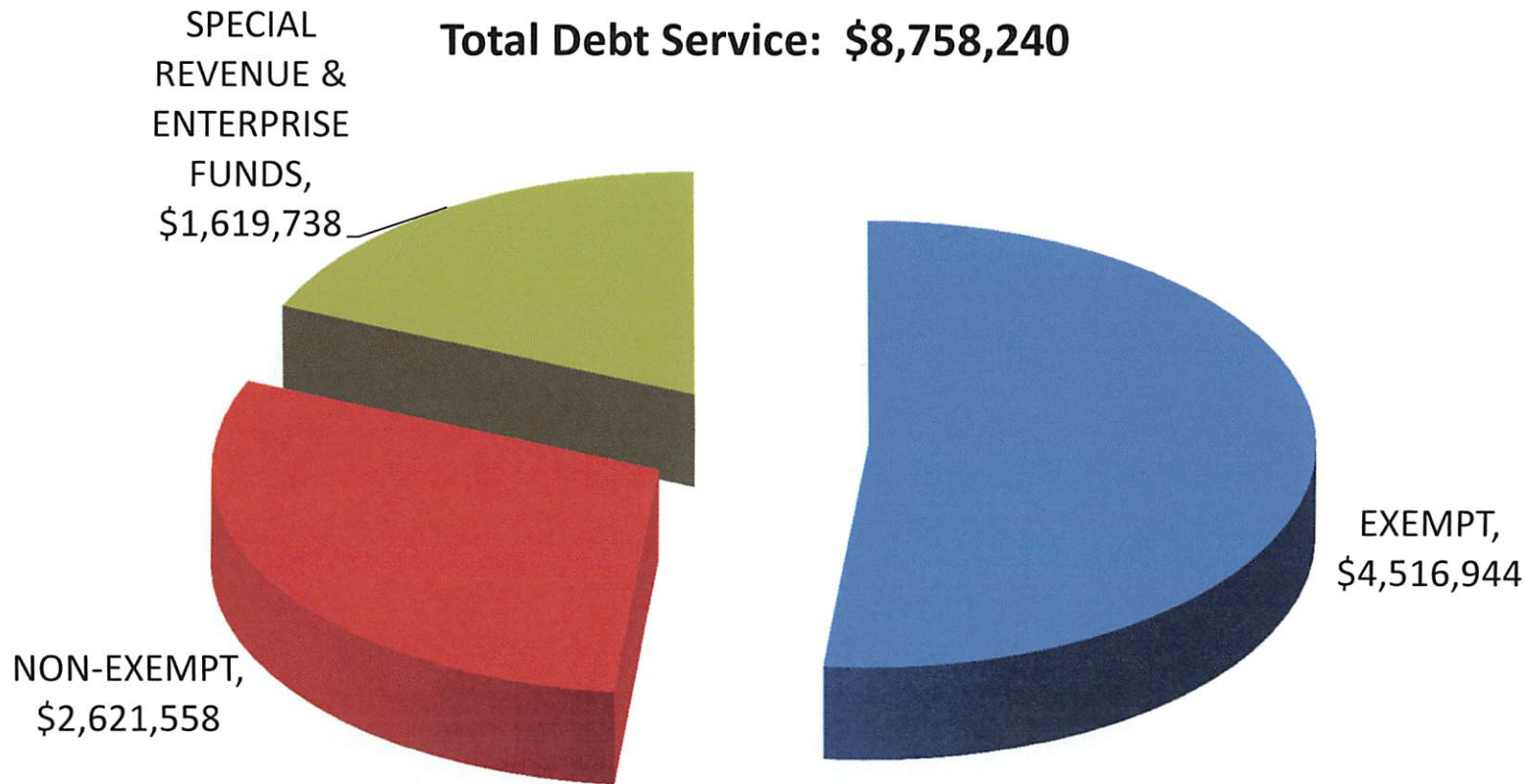
Total Debt Service: \$9,285,110



* FY16 Budget for outstanding debt

Source: Treasury Dept.

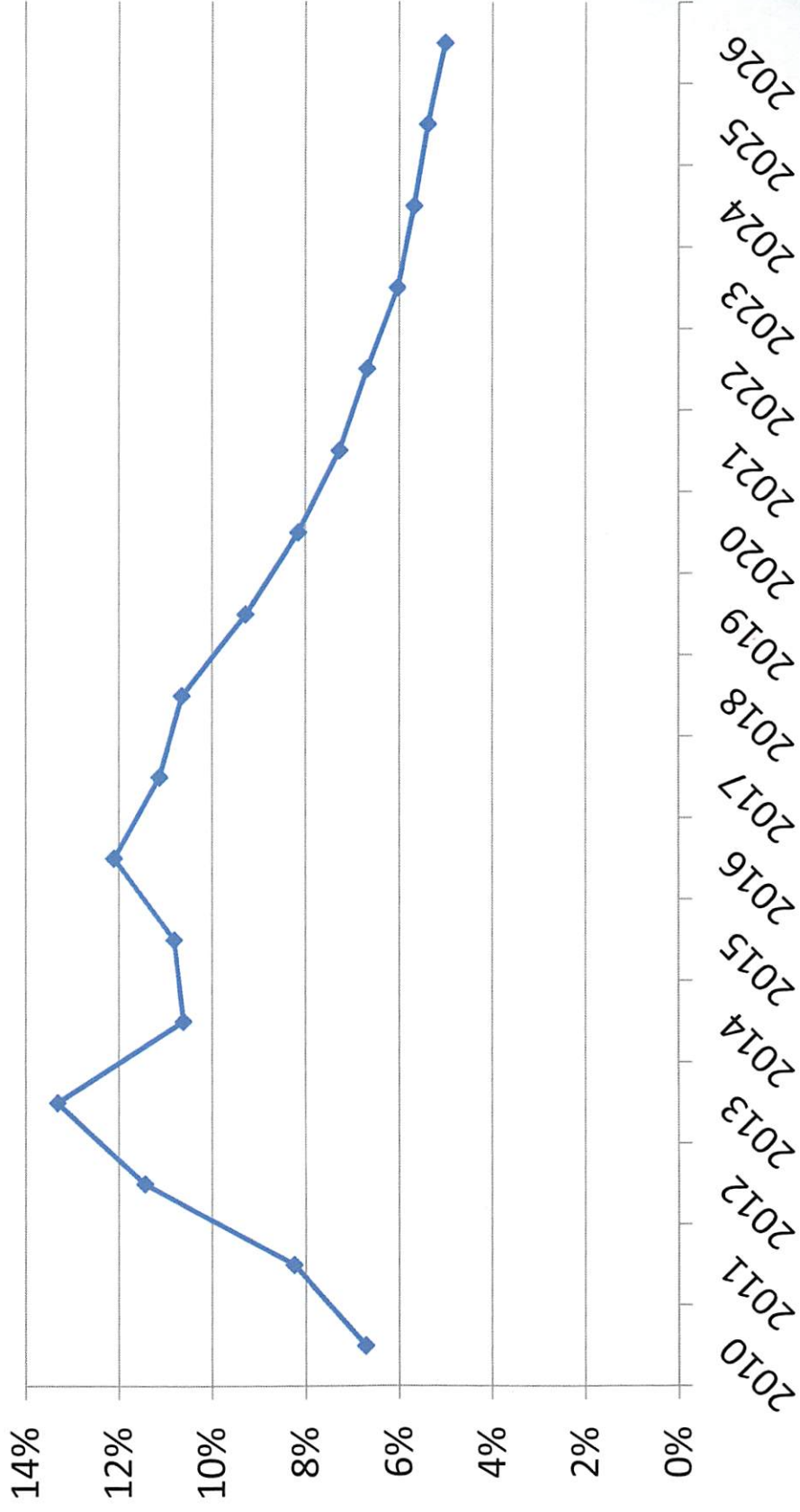
Enterprise and General Fund Bonded Debt Service Requirements for FY 2017*



* *Principal & Interest for FY17 Existing Debt*

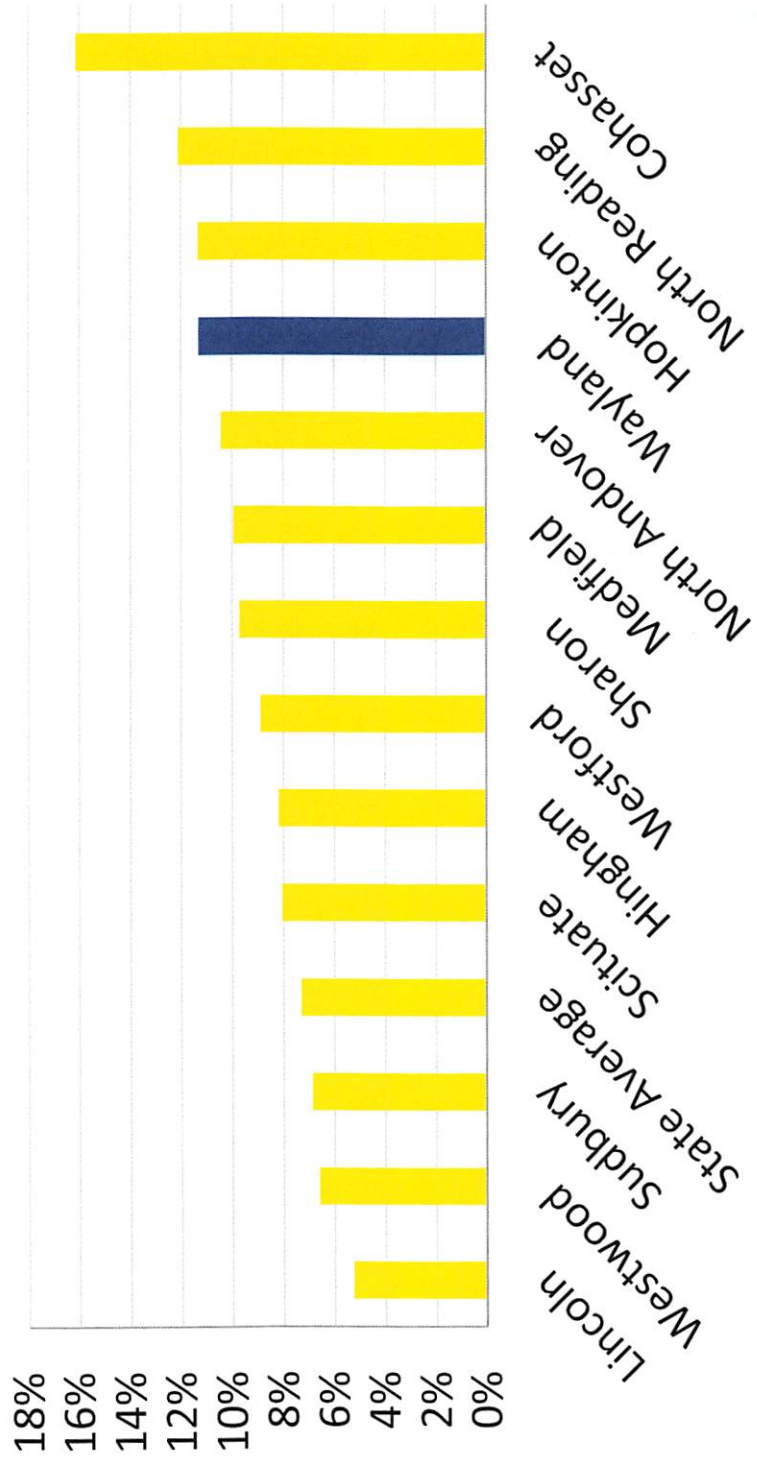
Source: Treasury Dept.

Enterprise and General Fund Debt Service as a Percentage of Total Budget



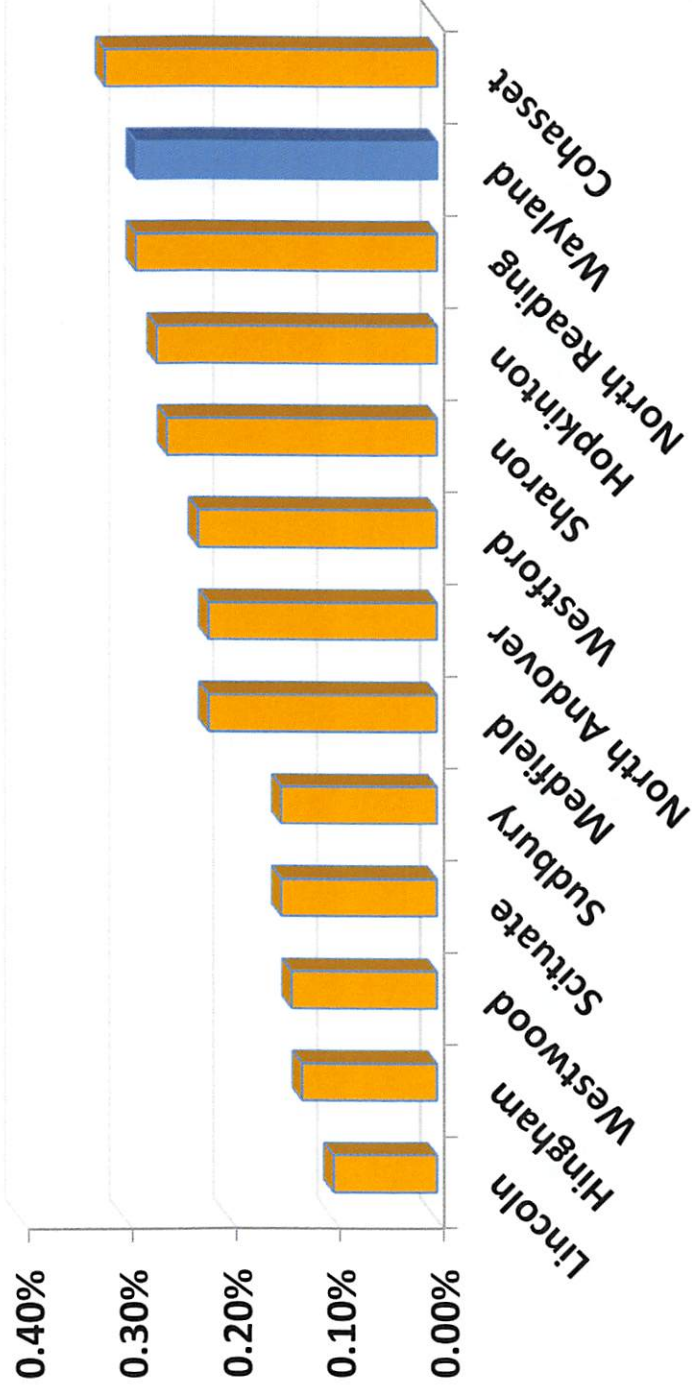
Source: Finance Dept.

FY2014 Enterprise and General Fund Debt Service as a Percentage of Budget



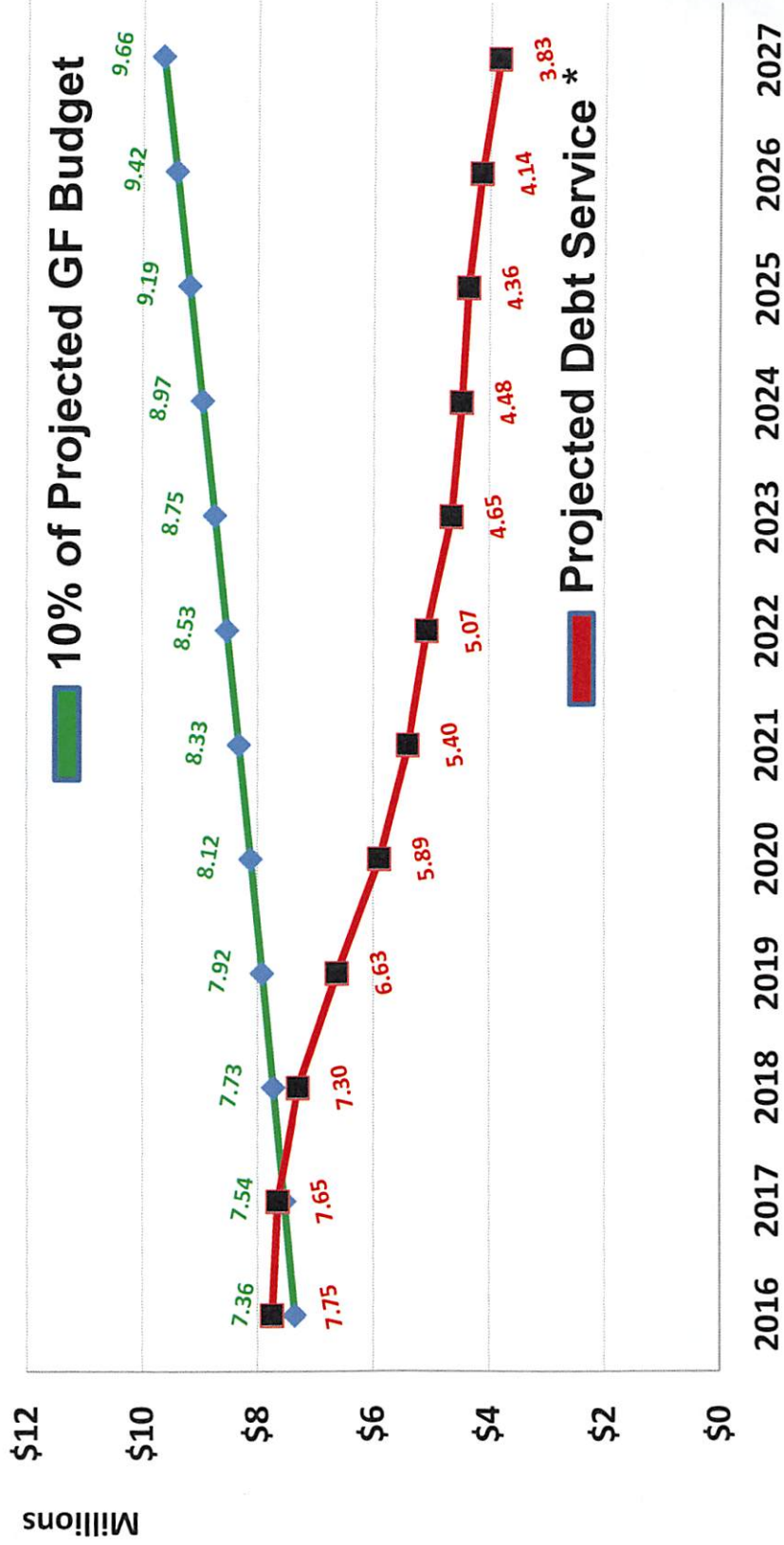
Source: www.mass.gov/dor

FY 2014 Debt Service as a Percentage of Equalized Market Valuation



Source: www.mass.gov/dor

General Fund Debt Analysis



* Including Feb 2016 Approved Borrowing

Source: Finance Department



54 Canal Street
Suite 320
Boston, Massachusetts 02114

617.619.4409 Direct
617.619.4411 Fax

Peter. Frazier
Senior Vice President

Peter.frazier@firstsw.com

November 23, 2015

Brian Keveny
Finance Director
Town Offices
41 Cochituate Road
Wayland, MA 01778-2614

Dear Mr. Keveny:

On behalf of First Southwest Company (“FirstSouthwest”), we appreciate the opportunity to provide general financial advisory services to **the Town of Wayland, Massachusetts** related to **Mainstone Farm project**. The following outlines the scope of the engagement (collectively, the “Requested Services”):

Scope of Services:

- To provide advice with respect to the Town acquiring an interest in the Mainstone Farm including attendance at meetings at the Town to present financing alternatives, structuring options, community preservation fund debt capacity evaluation, and budget and tax rate impact.

Duration and Compensation:

This engagement shall begin upon your written acceptance below and shall remain in effect until consummation of all the Requested Services set forth above or until terminated by either party upon giving of at least thirty (30) days prior written notice to the other party of its intention to terminate, specifying in such notice the effective date of such termination.

In consideration of providing the Requested Services, FirstSouthwest proposes a **fixed fee amounting to \$2,500**. Fees and reimbursable expenses shall be paid within thirty (30) days after receipt of an invoice therefor submitted by FirstSouthwest or as otherwise agreed to in writing. FirstSouthwest will provide any additional services to those outlined herein upon mutual agreement of the parties as to both the services to be performed and the payment of additional compensation.

Miscellaneous:

The Town of Wayland and FirstSouthwest acknowledge and agree that:

- Notwithstanding the foregoing, in any event regardless of the cause of action, FirstSouthwest’s total liability (including loss and expense) to **the Town of Wayland** in the aggregate shall not exceed the gross amount of fees received by FirstSouthwest pursuant to this agreement. The

limitations of liability set forth in this Agreement are fundamental elements of the basis of the bargain between FirstSouthwest and **the Town of Wayland**, and the pricing for the services set forth above reflect such limitations.

- This letter agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts applicable to agreements made and to be fully performed therein.

We look forward to working with you during this engagement. Please acknowledge acceptance of these terms by signing in the space provided below and returning two copies to me.

Sincerely,

By: _____
Peter Frazier
Senior Vice President

Agreed and Accepted:

By: _____

Title: _____

Name: _____

Date: _____

The PTO has spent approximately \$25,000 over the past 10 years on playground equipment for the Happy Hollow Playground.



Existing equipment provided by the Town of Wayland at the Happy Hollow Playground.



A structure with stairs, climbing wall, 2 slides, and monkey bars
that is of a height regulated for older children
and thus does not fully accommodate Kindergarteners

IT Transfer Update for Special Town Meeting

9 November, 2015

To: Wayland Board of Selectmen
41 Cochituate Road
Wayland ,MA 01778

From: Mark Hays
Cell: 508.661.9733
Email: MarkAllenHays@Gmail.com

Dear members of the Wayland Board of Selectmen:

I reviewed your vote at the meeting on 26 October, the letters that followed from Nan Balmer, John Senchyshyn and RSM / McGladrey, and the updated transfer request included in the 'Errata' document posted on the Town website.

- **First, thank you for voting to add \$40,000 for endpoint management**, which include patch management and security. Unfortunately, however, this funding was apparently removed from the updated IT transfer request.
- **Second, the decision to add \$25,000 for RSM / McGladrey's analysis** of endpoint management and data storage upgrades was also a smart move. This should be Step 1, as noted in the upgrade plan I sent to you. Step 2 must be restored, however, to *purchase* and implement an endpoint management solution. If not, this security upgrade will be delayed until the summer of 2016 – leaving Wayland Town and School data at grave risk. The cost will be higher than RSM / McGladrey's estimate: \$60,000 vs \$40,000.
- **Third, essential near-term recommendations from RSM / McGladrey have not been funded**, including the vital Town IT Director role and managed IT services – to clean up the existing mess and make real progress.

With all of this in mind, I ask you to reconsider and back a modified IT transfer request that will fund all of the essential near-tem upgrades:

1. \$20,000 Hosted email
2. \$50,000 New firewalls, including vendor implementation services
3. \$25,000 More consulting funds for STM / McGladrey to analyze endpoint management and data storage solutions – which should include data *backup* upgrades in addition to storage

4. \$60,000 Endpoint management and security system for Town and School networks (includes patch management)
5. \$50,000 New IT Director position, outsourced
6. \$60,000 Outsourced IT services, including project management for these upgrades to make sure Wayland gets its money's worth

New total = \$265K

I hope you will take quick action and amend the IT transfer request -- to protect confidential information that belongs to Wayland residents and reduce the risk to our tax dollars. We all realize that requesting more money will be challenging, but leadership is required.

Please let me know if you have any questions.



Mark Hays

No Confidential Computer Security Information

This public letter does not include details regarding the major security problem which have not already been made public. Please include a copy in your next meeting packet, to be posted on the Wayland Web site.

CC: Wayland Finance Committee, School Committee, Dr. Paul Stein, Nan Balmer, and public media

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

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

NAME OF BOARD/COMM: Conservation Commission

FILED BY: B. Monahan, Conservation Administrator

DATE OF MEETING: Thursday, December 3, 2015

TIME OF MEETING: 7:15 pm

PLACE OF MEETING: Wayland Town Building – 41 Cochituate Road

NOTE: Notices and agendas are to be posted at least 48 hours in advance of the meetings excluding Saturdays, Sundays, and legal holidays. Please keep in mind the Town Clerk's business hours of operation and make the necessary arrangements to be sure this notice is received and stamped in an adequate amount of time.

Proposed Agenda

Proposed Meeting Agenda – Thursday, December 3, 2015

Items without a specific time noted may be taken out of order at any time during the meeting.

1. **7:15 PM – Citizens Time:** This is a time for input to the Commission regarding items that are *not* on the agenda.
2. **Land Management Item: Review of the Land Manager's November Summary**
3. **Minutes – November 19, 2015**
4. **7:30 PM – Continued Public Hearing, D.L. Grose & Associates, Applicant, 113 Concord Road, DEP File No. 322-852:** Notice of Intent filed pursuant to the Wetlands Protection Act and a Chapter 194 application filed pursuant to Wayland's Wetlands and Water Resources Protection Bylaw by D.L. Grose & Associates for a project at 113 Concord Road for grading and construction of retaining walls around the rear and sides of the house within the 100-foot wetland buffer zone. The property is shown on Wayland's Assessor's Map 15 Parcel 025.
5. **7:45 PM – Request for Certificate of Compliance 310 CMR 10.05 (9)**
 - **9 Reservoir Road – 322-804**
6. **8:00 PM –Public Hearing, Colin & Diane Bailey, Applicants, 19 White Road, DEP File No. 322-???:** Notice of Intent filed pursuant to the Wetlands Protection Act and a Chapter 194 application filed pursuant to Wayland's Wetlands and Water Resources Protection Bylaw by Colin & Diane Bailey, 19 White Road, Wayland to repair/replace the on-site septic system, portions of which are within the 100-foot buffer zone. The property is shown on Wayland's Assessor's Map 25, Parcel 57.
7. **8:15 PM – Continued Public Hearing, Wayland Conservation Commission, Applicant, 246 Stonebridge Road, Wayland Conservation Commission, Applicant, DEP File No. 322-854:** Notice of Intent filed pursuant to the Wetlands Protection Act and a Chapter 194 application filed pursuant to Wayland's Wetlands and Water Resources Protection Bylaw by the Wayland Conservation Commission proposing to demolish and remove the existing house and foundation

at 246 Stonebridge Road, including abandonment of existing utility connections, septic system and with site grading/surface restoration at the property shown on Wayland’s Assessor’s Map 41, Parcel 1

8. **Chapter 193 Stormwater and Land Disturbance Bylaw Update:**
 - a. 41 Shaw Drive – Stormwater and Land Disturbance Bylaw Update
 - b. 87 Lincoln Road
 - c. Other pending projects
 - d. Progress on Stormwater Permit
9. **Other**
 - a. Meeting Dates
 - b. Compliance Issues
 - c. WRAP
 - d. Other
10. **Land Management**
 - a. Open Space and Recreation Plan Update
 - b. Signs
 - c. Surveying Update
 - d. Other

11. **Adjournment**

The next **Regular** Conservation Commission Meeting is scheduled for **Thursday, December 17, 2015** in the Wayland Town Building.

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



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST FY17 - FY21 (FIVE YEARS)

PROJECT INFO:	Food Service Equipment Equipment	N
	<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>

PROJECT SPONSOR:	School Committee/Facilities Department	Public Buildings Director, Ben Keefe
	<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>

APPROVING BODY / VOTE:	School Committee	11/16/2015
	<i>Contact Name and Email Address</i>	<i>Date and Quantum of Vote (if required)</i>

PROJECT DESCRIPTION:	First year of a three year program to upgrade all food service equipment throughout the School District.
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PROJECT JUSTIFICATION:	Currently nearly all the food service equipment is beyond its' expected useful life. List has been prioritized to replace the most needed equipment first. Need verified by Food service Assessment conducted by EDVOCATE.
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EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
	X	
		X
X		
X		

EXPENDITURE SCHEDULE:								
ELEMENT	Prior to Date	2017	2018	2019	2020	2021	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT		60,000	35,000	25,000	50,000		\$ 170,000	
5. OTHER							\$ -	
TOTAL	\$ -	\$ 60,000	\$ 35,000	\$ 25,000	\$ 50,000	\$ -	\$ 170,000	

OPERATIONAL BUDGET IMPACT:			
	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <u>Increase</u> operating costs?		X	
3. Will this Capital Request <u>Decrease</u> operating costs?		X	
4. Will this Capital Request impact personnel?		X	

FUNDING SOURCES:			
	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital	X		
2. CPA Funds			
3. Grants or Gifts			
4. Other			