

PACKET

MAR 26

2018



NAN BALMER
TOWN ADMINISTRATOR
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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, March 26, 2018

7:00 p.m.

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

Proposed Agenda

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

- | | | |
|---------|------|--|
| 7:00 pm | 1.) | Call to order by Chair <ul style="list-style-type: none">• Review agenda for the public |
| 7:02 pm | 2.) | Announcements and public comment |
| 7:05 pm | 3.) | Town Administrator Search Firm: Vote to authorize Town Administrator to award contract |
| 7:15 pm | 4.) | Town Administrator's Report <ul style="list-style-type: none">1. Correspondence<ul style="list-style-type: none">a. School Bus Parking: Correspondence with School Superintendent2. Draft Work Plan: Town Management Structure / Draft Town Administrator Act3. Board of Selectmen Meeting Schedule |
| 7:30 pm | 5.) | Annual Town Meeting Warrant Hearing |
| 8:30 pm | 6.) | Annual Town Meeting Articles |
| 8:50 pm | 7.) | Minutes: Vote to approve and release minutes of March 6, 2018 and March 12, 2018 |
| 8:55 pm | 8.) | Consent Calendar: Review and vote to approve |
| 9:00 pm | 9.) | Correspondence: Review |
| 9:05 pm | 10.) | Selectmen's reports and concerns |
| 9:10 pm | 11.) | Enter into Executive Session pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(2) and Section 21(a)(3) to review and consider for approval and potential release of the Executive Session minutes of January 29, 2018; February 5, 2018; February 26, 2018; and March 6, 2018 because a public discussion of these matters may have a detrimental effect on the litigating, negotiating or bargaining position of the Town |

BOARD OF SELECTMEN
Monday, March 26, 2018
7:00 p.m.
Wayland Town Building
Large Hearing Room
41 Cochituate Road, Wayland

Proposed Agenda Page Two

- 9:25 pm 12.) Executive Session Minutes: Vote to approve and potentially release with redactions the Executive Session minutes of January 29, 2018; February 5, 2018; February 26, 2018; and March 6, 2018
- 9:30 pm 13.) Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any
- 9:35 pm 14.) Adjourn

DATE: MARCH 26, 2018
TO: LEA ANDERSON, CHAIR, BOARD OF SELECTMEN
FROM: ELIZABETH DOUCETTE, ACTING ASSISTANT TOWN ADMINISTRATOR
RE: TOWN ADMINISTRATOR SEARCH FIRM: VOTE TO AUTHORIZE TOWN ADMINISTRATOR
TO AWARD CONTRACT

BACKGROUND

The Town issued a Request for Proposals in February 2018 for a search firm to assist with Town Administrator recruitment and anticipates filling the position by August 31, 2018. The following three proposals were received:

- Community Paradigm Associates, LLC of Plymouth, MA
- Municipal Resources, Inc. of Meredith, NH
- Springsted | Waters of St. Paul, MN

EVALUATION

An evaluation committee determined that both Municipal Resources, Inc. and Community Paradigm Associates, LLC have extensive experience conducting Town Administrator searches in Massachusetts. Reference checks were conducted and both firms received excellent recommendations from past clients. It was concluded that both firms could successfully perform the required services, though Community Paradigm Associates, LLC ranked slightly higher due to their Massachusetts focus and targeted outreach approach.

The evaluation committee concluded that Springsted | Waters did not meet the requirement of having experience conducting a Town Administrator search in Massachusetts and therefore was deemed "Unacceptable".

RECOMMENDATION

Price Proposals for the two respondents under consideration were opened. The Total Fee for each follows:

- | | |
|--|----------|
| • Community Paradigm Associates, LLC of Plymouth, MA | \$12,300 |
| • Municipal Resources, Inc. of Meredith, NH | \$16,500 |

Since Community Paradigm Associates, LLC ranked slightly higher than Municipal Resources, Inc and proposed a lower price, the evaluation committee voted unanimously (3-0) to recommend to the Board of Selectmen that they vote to authorize the Town Administrator to award the contract to Community Paradigm Associates, LLC.

**TOWN ADMINISTRATOR'S REPORT
WEEK ENDING MARCH 23, 2018**

1. CORRESPONDENCE

School Bus Parking: Please see attached correspondence to School Department recommending the bid from HDR Holdings be rejected since the timeline for the River's Edge project has been extended and the RFP terms are no longer applicable.

2. WORK PLAN: TOWN ORGANIZATION / DRAFT OWN ADMINISTRATOR ACT

Attached please find alternative project timelines from the Collins Center. Also attached is an updated draft, incorporating the Board's suggestions.

The Department Heads met with Mike Ward. There was conversation around the following:

- Budget process
 - The scope of decision-making authority of the Finance Committee, TA, BOS and Personnel Board is unclear and duplicative;
 - There is a different budgeting approach / scrutiny for schools, department under elected bodies and departments under the Board of Selectmen.
- Meeting protocol / Committee and board relationship with departments
 - Much more work should be done / and organization created to establish and enforce standards for meetings and relationships with staff.
- Elected boards
 - Some department heads working under elected boards would prefer to keep the boards elected.
- Timing of change
 - Problems (budget process, governance standards) that can be addressed now should be addressed now;
 - Major change should be considered over adequate time so that the right decisions are made in the right order and so the public and all involved are educated over time.

3. BOARD OF SELECTMEN MEETING SCHEDULE

Attached

4. UPDATE NOT ON AGENDA - STM CONSIDERATION

Update from YAC director Jason Verhoosky on marijuana moratorium:

We are currently reviewing the final regulations and the YAC is planning on requesting time with Planning, Public Health, The Selectmen, School Committee and FinCom to discuss what the regulations mean for Wayland after the end of the moratorium. In addition the YAC is looking to move forward with a ballot referendum question for the September 4th election day. If the opt out ballot referendum is to pass, it would require a town meeting vote to finalize. We were planning on this taking place at a special fall town meeting. If there is no other reason to have a special fall town meeting, we can look into the time frame and see if it would be possible to ratify at the spring Town Meeting.

DATE: MARCH 26, 2018
TO: BOARD OF SELECTMEN
CC: ELLEN GRIECO, ARTHUR UNOBSKEY, SUSAN BOTTAN
FROM: ELIZABETH DOUCETTE, ACTING ASSISTANT TOWN ADMINISTRATOR
RE: SCHOOL BUS PARKING LEASE - STATUS

BACKGROUND

The Town-owned property known as "River's Edge", located at 484-490 Boston Post Road and currently used for school bus parking is under agreement for sale and development. After searching unsuccessfully for alternate sites, the School Committee issued a Request for Proposals in May 2017 to lease land for school bus parking for a three to five year period. HDR Holdings, the only RFP respondent, proposed to provide parking at 526 Boston Post Road for \$190,000 annually.

The School Committee voted unanimously (5-0) to recommend to the Board of Selectmen that they accept the bid subject to completion of the "River's Edge" due diligence review, and consider negotiating an early termination clause in the event a long-term solution for bus parking is reached.

CHANGED NEED

The Request for Proposals was issued for a three to five year lease agreement from July 2018 through June 2021. With the extended River's Edge due diligence review and the possibility of repurposing a town-owned site for long-term parking, the lease may now only be needed from March 2019 through September 2020.

TOWN COUNSEL OPINION

It is the opinion of Town Counsel that the Request for Proposals issued for a three to five year lease is not for the same service which is now sought and, therefore, procurement requirements have not been satisfied to sign an 18-month lease. Town Counsel recommends rejecting all bids and seeking other school bus parking options which may include rebidding if that is determined to be in the best interest of the Town.

If aiming for Fall Town Meeting...																							
Steps	2018 (CY)											2019 (CY)											
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Meeting(s) with Department Heads		X																					
Meeting with Elected Boards & Committees		X																					
Meeting with Appointed Boards & Committees			X																				
Meeting with Finance Committee			X																				
2nd Work Session on Text				X																			
Public Hearing 1				X																			
3rd Work Session on Text						X																	
Review by Town Counsel						X																	
Public Hearing 2							X																
Presented to Town Meeting								X	X														
(if passed) Goes to Legislature										X	X	X											
(optional) To Voters													X										

If aiming for Spring Town Meeting...																								
Steps	2018 (CY)												2019 (CY)											
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Meeting(s) with Department Heads		X																						
Meeting with Elected Boards & Committees			X																					
Meeting with Appointed Boards & Committees			X																					
Meeting with Finance Committee				X																				
2nd Work Session on Text						X																		
Public Hearing 1							X																	
3rd Work Session on Text								X																
Public Hearing 2									X															
4th Work Session on Text											X													
Review by Town Counsel												X												
Public Hearing 3													X											
Presented to Town Meeting														X										
(if passed) Goes to Legislature															X	X	X	X	X	X	X			
(optional) To Voters																						*		

* If the Board decided to have the act go to the voters, it could be included as part of any Town special elections or the 2020 annual election. Alternatively, it might be possible for the Town to have a non-binding referendum during the 2019 annual election, but further research on that would be needed.

UPDATED 3/20/18

**DRAFT – AN ACT RELATIVE TO THE POSITION OF TOWN ADMINISTRATOR IN THE
TOWN OF WAYLAND – DRAFT**

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Comment [mjw1]: Decision point 1: Should the position be called "town administrator" or "town manager"?

3/7 update: Board considering this.

Be it enacted, etc., as follows:

SECTION 1. DESIGNATION OF ELECTED OFFICIALS

(a) Upon the effective date of this act, the registered voters of the town of Wayland shall, in accordance with any applicable laws, bylaws, votes of the town or inter-local agreement continue to elect the following:

- (i) members of the ~~board of selectmen~~ select board;
- (ii) town moderator;
- (iii) town clerk;
- (iv) school committee members;
- (v) assessors;
- (vi) planning board members;
- (vii) board of health members;
- (viii) commissioners of trust funds;
- (ix) library trustees;
- (x) members of the board of public works;
- (xi) recreation commissioners; and
- (xii) housing authority members.

Comment [mjw2]: Decision point 2: Through this special act, the town may convert any of these offices from elected to appointed, with the exception of the select board, moderator, and school committee.

3/7 update: Board considering these, particularly town clerk, assessors, commissioners of trust funds, and board of public works.

(b) The powers, duties and responsibilities of elected and appointed officials shall be as provided by applicable General Laws, special acts, bylaws, and votes of the town, except as otherwise expressly provided herein.

(c) Notwithstanding the election by the voters of the town of the officers named in this section, such officers shall be available at reasonable times to the ~~board of selectmen~~ select board or town administrator for consultation, conference, and discussion on matters relating to their respective offices.

SECTION 2. POWERS AND DUTIES OF THE ~~BOARD OF SELECTMEN~~ SELECT BOARD

Comment [mjw3]: Decision point 3: Some towns have been retitling their "select board" to "selectboard," to make them gender neutral.

3/7: Agreed to change, per discussion at meeting

(a) The executive powers of the town shall be vested in the ~~board of selectmen~~ select board, who shall have all the powers given to boards of selectmen in the General Laws.

(b) The ~~board of selectmen~~ select board shall consist of 5 persons elected by the voters of the town. The term of each member of the ~~board of selectmen~~ select board shall be 3 years. The ~~board of selectmen~~ select board shall annually elect a chairperson from among its members.

(c) The ~~board of selectmen~~ select board shall serve as the chief goal-setting and policy-making body of the town. The ~~board of selectmen~~ select board shall set guidelines and policy directives that are to be implemented by the town administrator and by other officers and employees appointed by or under its authority. The ~~board of selectmen~~ select board shall have the power to enact rules and regulations to implement policies and to issue interpretations of the rules and regulations.

(d) The ~~board of selectmen~~ select board shall exercise, through the town administrator, general supervision over all matters affecting the interests or welfare of the town. The ~~board of selectmen~~ select board shall not normally administer the day-to-day affairs of the town.

(e) The ~~board of selectmen~~ select board shall appoint the town administrator, town counsel,

independent auditor, assistant or special counsels, and all members of committees, boards, and commissions, except those positions that are elected by the voters or as otherwise expressly provided herein. The ~~board of selectmen~~select board may make appointments to all positions and committees the ~~board of selectmen~~select board creates for special or general purposes.

(f) The ~~board of selectmen~~select board shall have oversight of such boards, committees, positions, or commissions appointed by the ~~board of selectmen~~select board.

(g) The ~~board of selectmen~~select board shall have the responsibility and authority for licenses and other non- personnel related functions as provided by the General Laws and the bylaws of the town.

(h) The ~~board of selectmen~~select board shall be responsible for and shall approve the form and content of all town meeting warrants before such warrants are issued.

(i) The ~~board of selectmen~~select board shall be responsible for establishing and maintaining written procedures for the preparation of the budget. The selectmen shall annually issue 1 or more written budget messages, including fiscal guidelines and the timeline, at the beginning of each budget cycle or at a time established by the town bylaws.

(j) The ~~board of selectmen~~select board shall review the annual proposed budget prepared by the town administrator and make revisions the ~~board of selectmen~~select board deems advisable. The town administrator shall present the budget as approved by the ~~board of selectmen~~select board to the finance committee. The finance committee shall consider the budget proposed, shall establish the amounts which should, in its opinion, be appropriated for the ensuing fiscal year, shall add thereto such explanations and suggestions as it deems expedient, and shall report to the town meeting, in print or otherwise, such recommendations as it deems best for the interests of the town.

Comment [mjw4]: Decision point 4: Other than the town administrator, what other positions should the select board appoint?

3/7: Leave as is for now

Comment [mjw5]: Decision point 5: Which boards, committees, commissions, etc. should the board appoint? (And which should the town administrator or moderator appoint? Should the finance committee appointment be moved, as discussed the report?)

3/7: Leave as is for now

SECTION 3. APPOINTMENT OF THE TOWN ADMINISTRATOR

(a) The ~~board of selectmen~~select board shall appoint, by an affirmative vote of at least ~~3-4~~ members, a town administrator who shall be the chief administrative officer of the town. The ~~board of selectmen~~select board shall appoint the town administrator solely on that person's executive and administrative qualifications. The town administrator shall be a professionally qualified person of proven ability, especially fitted by education, training, and previous experience to perform the duties of the office. The town may from time to time, by by-law, establish such additional qualifications as seem necessary and appropriate.

(b) The town administrator shall devote full time to the duties of the office and shall not engage in any other business or occupation during the term of his employment by the town, unless such action is approved in advance, in writing, by the ~~board of selectmen~~select board. The town administrator shall hold no elective office in the town ~~during his tenure while serving~~ as town administrator, but the ~~board of selectmen~~select board may appoint the town administrator to any non-elective office or position consistent with the responsibilities of the town administrator.

(c) The ~~board of selectmen~~select board may enter into a formal contract with the town administrator and may set contract terms that shall have precedence over any town personnel bylaws. The ~~board of selectmen~~select board shall set the compensation for the town administrator, not to exceed an amount appropriated by the town meeting.

(d) No member or former member of the board of selectman shall be eligible to be appointed to the position of the town administrator within 15 months of termination of such member's service.

(e) Before entering upon the duties of the office, the town administrator shall be sworn, in the presence of a majority of the members of the ~~board of selectmen~~select board, to the faithful and impartial performance thereof by the town clerk or a notary public.

(f) The town administrator shall execute a bond in favor of the town for the faithful performance of the

Comment [mjw6]: Decision point 6: This could be majority or super-majority.

3/7: Changed to 4, per discussion at meeting

town administrator's duties in such sums and with such sureties as may be fixed and approved by the ~~board of selectmen~~select board, the cost for which will be borne by the town.

(g) The ~~board of selectmen~~select board shall provide for an annual review of the job performance of the town administrator.

SECTION 4. REMOVAL OF TOWN ADMINISTRATOR

(a) The ~~board of selectmen~~select board, ~~by an affirmative vote of at least 4 members by a majority vote of its full membership~~, may remove the town administrator. At least 30 days before such removal shall be effective, the ~~board of selectmen~~select board shall file a preliminary written resolution with the town clerk setting forth reasons, if any, for the proposed removal, a copy of which shall be delivered to the town administrator.

Comment [mjw7]: Decision point 7: This could be majority or super-majority.

3/7: Changed to 4, per discussion at meeting

(b) The town administrator may reply in writing to the resolution and may request, in writing, a public hearing; provided, however, that the request for a hearing shall be received by the town clerk not later than 10 days after the town administrator's receipt of the resolution. If the town administrator so requests, the ~~board of selectmen~~select board shall hold a public hearing not earlier than 10 days nor later than 20 days after the filing of such request.

(c) Following the public hearing or, if none, at the expiration of 30 days following the filing of the preliminary resolution, the ~~board of selectmen~~select board may adopt a final resolution of removal.

(d) As part of the preliminary resolution, the ~~board of selectmen~~select board may suspend the town administrator from duty.

(e) Nothing contained herein shall limit the authority of the ~~board of selectmen~~select board to suspend or remove the town administrator as provided by the laws of the commonwealth.

(f) The ~~board of selectmen~~select board shall determine if such suspension shall be with or without pay.

SECTION 5. ABSENCE OR VACANCY OF TOWN ADMINISTRATOR

(a) During a temporary absence, not to exceed 30 days, the town administrator shall designate by a letter filed with the chair of the ~~board of selectmen~~select board, a temporary town administrator to perform the duties of the office. Such delegation shall be limited to those matters not allowing for delay during the town administrator's absence.

(b) If, in the sole opinion of the ~~board of selectmen~~select board, the town administrator's designee is unable to effectively perform the duties of the office during the temporary absence of the town administrator, the ~~board of selectmen~~select board shall appoint a person to perform the duties of the office; provided, however, that those duties shall be limited to those matters not allowing for delay during the town administrator's absence.

(c) During an absence of the town administrator for 30 or more days, due to disability, illness, or other similar circumstance, the ~~board of selectmen~~select board shall appoint an acting town administrator for the duration of the extended absence. Such designation will cease upon the return of the town administrator.

(d) If the individual serving as acting town administrator is a town officer or employee, the individual shall return to the position held prior to being appointed as the acting town administrator.

(e) No member of the ~~board of selectmen~~select board shall serve as acting town administrator.

(f) If the ~~board of selectmen~~select board determines, by majority vote of the full membership, that the town administrator will be unable to resume the duties of the job for any reasons, including, but not limited to, resignation, termination, or illness, the office of town administrator shall be filled as soon as

practical by the ~~board-of-selectmen~~select board, provided that the ~~board-of-selectmen~~select board may appoint an acting town administrator to serve until a town administrator is appointed. The duties of an acting town administrator shall be limited to those matters not allowing for delay and shall include the authority to make temporary, emergency appointments or designations to town office or employment, but not to make permanent appointments or designations.

Comment [mjw8]:

3/7: New language added, per discussion at meeting

SECTION 6A. ADMINISTRATIVE RESPONSIBILITIES AND POWERS OF THE TOWN ADMINISTRATOR

Comment [mjw9]: Decision point 8: Are there items on this list that do not sound like they are appropriate for Wayland?

3/7: Look into technology section, per meeting discussion; new section added on delegation

(a) The town administrator shall be the chief administrative officer of the town and shall be responsible to the ~~board-of-selectmen~~select board for the effective management of all town affairs placed in the town administrator's charge by this act, by the ~~board-of-selectmen~~select board, by bylaws, or by vote of the town meeting, and for the implementation of town policies placed in the town administrator's charge by the ~~board-of-selectmen~~select board.

(b) The town administrator shall supervise all town departments, with the exception of the school department, and shall direct day-to-day affairs of the town.

(c) The town administrator shall be responsible for assuring that the budget is administered as adopted by town meeting and in accordance with the General Laws, this act, and the town bylaws.

(d) The town administrator shall advise the ~~board-of-selectmen~~select board of all matters requiring action by the ~~board-of-selectmen~~select board or by the town.

(e) The town administrator shall, in consultation with the personnel board, oversee the town's personnel system and staff in accordance with the town bylaws, and shall oversee personnel evaluation policies and practices, enforcement of labor contracts, labor relations, collective bargaining, and all applicable state and federal regulations relating to employment. The town administrator may appoint a human resources director to assist with these human resources duties.

(f) The town administrator shall attend all meetings of the ~~board-of-selectmen~~select board, except when excused, and shall have the right to speak but not vote. The town administrator shall attend all annual and special town meetings and shall be permitted to speak when recognized by the moderator.

(g) The town administrator shall administer, either directly or through a person appointed by the town administrator in accordance with this act, the General Laws and special acts applicable to the town, all town bylaws, and all rules and regulations established by the ~~board-of-selectmen~~select board.

(h) The town administrator shall have access to all information necessary for the proper performance of the duties of town administrator in accordance with the town bylaws, except for attorney-client privileged information that is provided to or by the ~~board-of-selectmen~~select board, unless the ~~board-of-selectmen~~select board specifically authorizes such access.

(i) The town administrator may, without notice, cause the affairs of any division or department, except the school department, or the conduct of any officer or employee thereof, to be examined.

(j) The town administrator shall keep the ~~board-of-selectmen~~select board fully informed regarding all departmental operations, fiscal affairs, town priorities and concerns, and administrative actions, and shall submit periodic reports summarizing such matters to the ~~board-of-selectmen~~select board.

(k) The town administrator shall coordinate the activities among boards, commissions, and committees concerned with long-range municipal planning, including physical or economic development and environmental or resource protection of the town.

(l) The town administrator shall be responsible for the maintenance all town buildings, property, and facilities, except those under the jurisdiction of the school department, unless requested by the school committee. The town administrator shall develop, keep, and annually update a full and complete inventory of all property of the town, both real and personal.

(m) Under subsection (h) of section 2, the town administrator shall be responsible for the preparation of

all town meeting warrants in accordance with the town bylaws and distribute, or cause to be distributed, copies of town meeting warrants to the residences of all registered voters of the town.

(n) Upon request, and with the approval of the ~~board of selectmen~~select board, the town administrator shall prosecute, defend, or compromise all litigation to which the town is party.

(o) The town administrator shall keep full and complete records of town administrator's office and annually submit to the ~~board of selectmen~~select board a full written report of the operations of the office.

~~(p) The town administrator may authorize any subordinate officer or employee to exercise any power or perform any function or duty which the town administrator is authorized to perform; provided, however, that all acts which are performed under any such delegation shall be deemed to be acts of the town administrator.~~

~~(p) The town administrator shall devote full time to the duties of said office and shall not engage in any other business or occupation during the term of employment by the town, except with the written consent of the board of selectmen. The town administrator shall hold no elective office in the town during the term of employment as town administrator, but the board of selectmen may appoint the town administrator to any non-elective office or position consistent with the responsibilities of the town administrator.~~

Comment [mjw10]:

3/7: Deleted, repeats earlier section

SECTION 6B. FINANCIAL RESPONSIBILITIES AND POWERS OF THE TOWN ADMINISTRATOR

(a) The town administrator shall be the chief financial officer of the town.

(b) The town administrator may, at the town administrator's discretion and with the approval of the ~~board of selectmen~~select board, establish a consolidated department of finance responsible for the coordination and overall supervision of all fiscal and financial affairs of all agencies of town government and may appoint a director of finance; provided, however, that the terms of persons holding the position of accountant, treasurer/collector, and director of assessing on the effective date of this act shall not be reduced by reason of the consolidation.

(c) The town administrator shall be responsible for controlling all appropriated budget expenditures, which includes the power to approve or reject all warrants, including payroll, for the payment of town funds prepared by the town accountant in accordance with section 56 of chapter 41 of the General Laws.

(d) The town administrator shall be responsible for the preparation of the proposed operating budget to be included in the annual town meeting warrant. The proposed budget shall be prepared in accordance with the most current budget process by the date set pursuant to subsection (i) of section 2 as approved by the ~~board of selectmen~~select board.

(e) The town administrator shall submit to the ~~board of selectmen~~select board, by the date established pursuant to subsection (i) of section 2, a written proposed budget for the ensuing fiscal year.

(1) The proposed budget shall describe all actual or estimated revenue from all sources, and all actual or proposed expenditures, including debt service, for the previous, current, and ensuing fiscal years.

(2) The proposed budget shall detail all estimated expenditures for current operations during the ensuing fiscal year, detailed by agency, department, committee, purpose, and position.

(3) In addition, the town administrator shall prepare ~~a written proposed capital improvements budget for the ensuing fiscal year and a 5-year forecast, and include both as part of the proposed annual budget.~~

(4) For the purpose of preparing the budget for the ensuing fiscal year, the town administrator shall include an estimate of revenues to be collected and free cash available at the close of the

Comment [mjw11]:

3/7: Deleted references to capital that were unintentionally included; can be added back in at the Board's interest

current fiscal year, including estimated balances in special accounts.

(5) The town administrator shall report on the estimated funds required to be levied and raised by taxation to defray all expenses and liabilities of the proposed budget together with an estimate of the tax rate necessary to raise such amount and include the information in the proposed budget.

(f) The town administrator shall submit a preliminary budget ~~and capital plan~~ to the ~~board of selectmen~~ select board and the finance committee pursuant to the budget process set forth in subsection (i) of section 2. The preliminary budget ~~and capital plan~~ shall be submitted not later than 70 days prior to the date of the annual town meeting.

(g) To assist the town administrator in preparing the proposed annual budget of revenue and expenditures, all boards, officers, and committees of the town, including the school committee, shall furnish all relevant information in their possession and submit to the town administrator, in writing, in such form as the town administrator shall establish, a detailed estimate of the appropriations required and available funds.

(h) The town administrator shall keep the ~~board of selectmen~~ select board informed regarding the availability of federal and state funds and how such funds might relate to the town's current and long-range needs.

(i) The town administrator shall be responsible for filing all grant applications.

(j) After the close of each fiscal year and after the certification of free cash by the department of revenue, the town administrator, as soon as practicable, shall cause to have prepared audited financial statements. Upon completion of the audit, the town administrator shall promptly distribute the statements to the ~~board of selectmen~~ select board and the finance committee.

SECTION 6C. APPOINTMENT RESPONSIBILITIES AND POWERS OF THE TOWN ADMINISTRATOR

(a) The town administrator shall appoint, based upon merit and qualifications alone, and may remove, ~~all department heads~~, officers, subordinates, and employees for whom no other method of selection is provided in the charter, except employees of the school department and employees identified in subsection (c) of this section.

Comment [mjw12]: Decision point 9: Are there any that should be specifically referenced here? Are there any exceptions to this?

(b) Appointments proposed by the town administrator, except as noted in subsection (e) of this section, shall become effective on the 15th day following the day on which notice of the proposed appointment is filed at a ~~board of selectmen~~ select board meeting, unless the ~~board of selectmen~~ select board shall, within such period and by a majority vote, vote to reject such proposed appointment, or has sooner voted to affirm it.

Comment [mjw13]: Decision point 10: Are there any exceptions to this? Should it apply to department heads only, or all staff?

3/7: No decision made on this

(c) The town administrator shall appoint, based upon merit and qualifications:

- i. a director of assessing, with the consent of the board of assessors;
- ii. a town planner, with the consent of the planning board;
- iii. a director of public health, with the consent of the board of health;
- iv. a library director ~~and all other library employees~~, with the consent of the board of library trustees.
- v. a recreation director, with the consent of the recreation commission; and
- vi. a director of public works, with the consent of the board of public works.

Comment [mjw14]: Decision point 11: The hiring process could also be set up the other way around. Instead of the board bringing a candidate to the town administrator, the town administrator could bring a proposed candidate to the board for approval. Either way could work, as long as both have a role, and the town administrator is the actual appointing authority.

3/7: No decision made on this

For the purposes of this section, consent shall mean that each multiple-member body cited herein shall interview job candidates and make appointment recommendations to the town administrator. The town administrator shall not make an appointment under this section without the consent of the

Comment [mjw15]:
3/7: deleted per meeting

multiple-member body cited herein. In the case of employees appointed under this section, the town administrator shall inform the chair of the appropriate multiple-member body prior to the commencement of any disciplinary action or termination process, except in cases of an emergency, and provide an opportunity to the chair to confidentially comment on the proposed action directly to the town administrator.

(d) Relative to appointments made by the town administrator under subsection (c) of section 5-5, the policies established by each multiple-member body derived directly from statutory authority shall be the non-administrative policy adhered to by the town administrator and the town administrator's staff.

Comment [mjw16]:

3/7: Researching text to make this clearer/more explicit, per meeting

(e) Appointments made by the town administrator under subsection (c) of this section shall be effective immediately and shall not be subject to rejection by vote of the ~~board-of-selectmen~~ select board.

SECTION 6D. COLLECTIVE BARGAINING RESPONSIBILITIES AND POWERS OF THE TOWN ADMINISTRATOR

(a) The town administrator shall negotiate collective bargaining contracts on behalf of the ~~board-of-selectmen~~ select board; provided, however, that such contracts shall be subject to approval, ratification, and execution by the ~~board-of-selectmen~~ select board.

(b) The ~~board-of-selectmen~~ select board may authorize use of additional counsel or persons to assist the town administrator in the negotiations at its discretion.

SECTION 6E. PROCUREMENT RESPONSIBILITIES AND POWERS OF THE TOWN ADMINISTRATOR

The town administrator shall be the chief procurement officer, pursuant to chapter 30B of the General Laws and all other applicable statutes, procedures, and bylaws, shall be responsible for purchasing for all town functions and departments, and shall award all contracts needed for the operation of all town functions and departments, except for the school department, unless otherwise specifically requested by the school committee.

SECTION 7. ORGANIZATION OF AGENCIES

The town administrator may reorganize, consolidate, establish, or abolish any department or position under the town administrator's direction or supervision at the town administrator's discretion and with the ~~board-of-selectmen~~ select board's approval. With the approval of both the ~~board-of-selectmen~~ select board and finance committee, the town administrator may transfer all or part of any unexpended appropriation of a discontinued department, board, or office to any other town department, board, or office under the ~~board-of-selectmen~~ select board's jurisdiction.

SECTION 8. CONTINUATION OF EXISTING LAWS, CONTRACTS, AND EMPLOYMENT

(a) All laws, bylaws, votes, rules and regulations whether enacted by authority of the Town or any other authority, which are in force in the Town of Wayland on the effective date of this act, or any portion or portions thereof, not inconsistent with the provisions of this act, shall continue in full force and effect

until otherwise provided by other law, bylaws, votes, rules and regulations, respectively.

(b) No contract existing and no action at law or suit in equity, or other proceeding pending on the effective date of this act, or the time of revocation of such acceptance, shall be affected by such acceptance or revocation of this act.

(c) Any person holding a town office or employment under the Town shall retain such office or employment and shall continue to perform ~~his~~ the office or employment's duties until provisions shall have been made in accordance with this act for the performance of said duties by another person or agency. No person who continues in the permanent full-time service or employment of the Town shall forfeit ~~his~~ pay grade or time in service.

SECTION 9. DISPOSITION OF CERTAIN SPECIAL LAWS

The following special laws, and any amendment thereto, which were enacted for special purposes and were limited in time by their own provisions, are hereby recognized as obsolete and are to stand repealed, but all acts taken under the authority of the said special laws is hereby preserved: put list here

SECTION 10. SUBMISSION TO VOTERS

This act shall be submitted to the voters of the Town of Wayland for acceptance at an annual or special town election in the form of the following question:

"Shall an act passed by the General Court in the year 2018 titled 'An Act Relative To The Position Of Town Administrator In The Town Of Wayland,' be accepted?"

The Town shall include below the ballot question a fair and concise summary thereof prepared by town counsel and approved by the ~~board of selectmen~~ select board. If a majority of votes cast in answer to this question is in the affirmative, Sections 1 through 9 of this act shall take effect sixty (60) days following acceptance by the voters.

SECTION 11. TIME OF TAKING EFFECT

Section 10 of this act shall take effect upon its passage.

Comment [mjw17]: Decision point 12: The board could also decide to make it so this takes effect on passage and does not require going back to the voters.

3/7: no decision on this yet

Comment [mjw18]: Note that further transition provisions may be necessary, but these should be filled in only after all other decisions are made.

BOARD OF SELECTMEN SCHEDULE: 4/2/18 - 9/4/18

365 January 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

365 February 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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365 March 2018

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365 April 2018

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365 May 2018

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365 June 2018

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365 July 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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365 August 2018

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365 September 2018

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365 October 2018

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365 November 2018

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365 December 2018

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30	31					

1 Jan New Year's Day
15 Jan Martin Luther King Day
12 Feb Lincoln's Birthday
13 Feb Mardi Gras Carnival
14 Feb Valentine's Day
19 Feb Presidents Day
11 Mar Daylight Saving (Start)

17 Mar St. Patrick's Day
30 Mar Good Friday
1 Apr April Fool's Day
1 Apr Easter
2 Apr Easter Monday
5 May Cinco de Mayo
13 May Mother's Day

19 May Armed Forces Day
20 May Pentecost
21 May Pentecost Monday
28 May Memorial Day
14 Jun Flag Day
17 Jun Father's Day
4 Jul Independence Day

3 Sep Labor Day
11 Sep September 11th
17 Sep Citizenship Day
28 Sep Native American Day
8 Oct Columbus Day
16 Oct Boss's Day
20 Oct Sweetest Day

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

Calendar & Holidays

2018

Calendar-365.com

DATE: March 26, 2018
TO: Board of Selectmen
FROM: David Porter, Executive Assistant to the Town Administrator and Board of Selectmen
RE: Warrant Hearing Logistics

The Annual Town Meeting Warrant Hearing is scheduled to begin tonight at 7:30. Please try to remember to bring your Warrant books. There will be copies available for members of the Board of Selectmen and residents who forget to bring their own. As always, electronic copies of the Warrant are available at www.wayland.ma.us/sites/waylandma/files/uploads/2018_atm_warrant_to_post.pdf.

The motions are being reviewed by Town Counsel. As soon as they are available, they will be posted to the Annual Town Meeting web page, www.wayland.ma.us/town-meeting/pages/annual-town-meeting-2018.

ARTICLE LIST FOR 2018 ANNUAL TOWN MEETING

* Asterisk indicates articles proposed for abbreviated presentation procedure

Article	2018 Article Name	Sponsor	Assignee Selectmen	Position Selectmen	Position FinCom	Presenter
1	Recognize Citizens and Employees for Particular Service to the Town	Board of Selectmen	L. Anderson	5-0-0	6-0-0	L. Anderson
*2	Pay Previous Fiscal Years Unpaid Bills	Board of Selectmen	L. Anderson	5-0-0	5-0-0	L. Anderson
*3	Current Year Transfers	Board of Selectmen	L. Anderson	5-0-0	6-0-0	L. Anderson
*4	OPEB Funding	Finance Committee	C. Karlson	5-0-0	5-0-2	D. Watkins
*5	Rescind Revolving Fund for Wayland Town Beach	Recreation Commission	L. Jurist	5-0-0	6-0-0	F. Krasin
*6	Establish a Revolving Fund for Wayland Community Gardens	Conservation Commission	M. Antes	5-0-0	5-0-0	T. Klem
*7	Fiscal Year 2019 Revolving Fund Expenditure Limits	Board of Selectmen	L. Jurist	5-0-0	6-0-0	L. Jurist
8	Initial Year Funding of Town Successor Collective Bargaining Agreements	Personnel Board	L. Anderson	5-0-0	6-0-0	M. Jones
9	Fiscal Year 2019 Omnibus Budget	Finance Committee	L. Anderson	5-0-0	7-0-0	D. Watkins (operating) C. Martin (capital)
*10	Personnel Bylaws and Wage & Classification Plan	Personnel Board	L. Anderson	5-0-0	6-0-0	M. Jones

ARTICLE LIST FOR 2018 ANNUAL TOWN MEETING

* Asterisk indicates articles proposed for abbreviated presentation procedure

Article	2018 Article Name	Sponsor	Assignee Selectmen	Position Selectmen	Position FinCom	Presenter
*11	CPA: Set Asides and Transfers	Community Preservation Committee	M. Antes	5-0-0	5-0-0	G. Schuler
*12	Compensation for Town Clerk	Board of Selectmen	L. Anderson	5-0-0	5-0-0	L. Anderson
*13	Rescind Authorized but Unissued Debt	Board of Selectmen	C. Karlson	5-0-0	5-0-0	C. Karlson
*14	Terminate the Non-insurance Stabilization Fund and Transfer Balance to General Fund Stabilization Fund	Board of Selectmen	C. Karlson	5-0-0	6-0-0	C. Karlson
*15	Close Septage Enterprise Fund	Board of Selectmen	C. Karlson	5-0-0	6-0-0	C. Karlson
*16	Resolution to Continue Electronic Voting Through FY2022	Petitioner	L. Anderson	5-0-0	6-1-0	A. Reiss
17	Appropriate Funds to Construct a New Library Building	Library Trustees	D. Levine	5-0-0	5-0-2	A. Gennis
18	Appropriate Funds to Design Renovation of Existing Library Building at 5 Concord Road for Continued Library Use Instead of Building a New Library	Petitioner	C. Karlson	0-5-0	0-5-1	J. Ling
19	Accept Gifts of Land at Town Center	Board of Selectmen	C. Karlson	5-0-0	7-0-0	C. Karlson
20	Appropriate Funds for a Community Center at Town Center	Board of Selectmen	M. Antes	5-0-0		M. Foreman
21	Appropriate Funds for Wayland Fire Station Number Two Renovations	Board of Selectmen	D. Levine	5-0-0	7-0-0	D. Levine D. Houghton
22	Resolution: Energy and Carbon Savings in Municipal Building Construction	Energy and Climate Change / Board of Selectmen	C. Karlson	5-0-0	5-0-0	E. Tohn

ARTICLE LIST FOR 2018 ANNUAL TOWN MEETING

* Asterisk indicates articles proposed for abbreviated presentation procedure

Article	2018 Article Name	Sponsor	Assignee Selectmen	Position Selectmen	Position FinCom	Presenter
23	Appropriate Funds for Wayland Town Building HVAC Renovations	Board of Selectmen	D. Levine	5-0-0	7-0-0	D. Levine
24	Advanced Water Meter Reading Infrastructure	Board of Public Works	D. Levine	5-0-0	7-0-0	T. Abdella
25	High School Stadium Complex Renovation	School Committee	L. Jurist	4-0-1	3-0-3	J. Downs
26	High School Tennis Courts / Softball Field Reconstruction	School Committee	L. Jurist	4-0-1	4-0-2	J. Downs
27	CPA: Uncommitted – Partial Construction of WHS Athletic Facilities	Community Preservation Committee	L. Jurist	5-0-0	6-0-0	G. Schuler
28	Construction of Synthetic Turf Athletic Field at Loker Conservation & Recreation Area	Recreation Commission	L. Jurist	3-0-2	0-5-2	C. Fay
29	An Act Relative to the Prevailing Wage for Affordable Housing in the Town of Wayland	Affordable Housing Trust	M. Antes	5-0-0	5-0-0	M. Antes B. O’Herlihy
30	Limit the Size of Oxbow Meadows Athletic Field	Petitioner	L. Anderson			C. D’Ambrosio
31	Construct Access Road to Oxbow Meadows Athletic Field	Petitioner	L. Anderson		0-5-1	C. D’Ambrosio
32	Limited Site Plan Review – Zoning Amendment	Planning Board	D. Levine	5-0-0	6-0-0	D. Hill
33	Off Street Parking – Zoning Amendment	Planning Board	D. Levine	5-0-0	4-0-1	D. Hill
34	CPA: Historic Preservation of Library Windows and Depot Exterior; Dudley Woods Archaeological Monitoring	Community Preservation Committee	M. Antes	5-0-0	6-0-0	E. Scola
35	CPA: Uncommitted – Recreation Projects – Canoe and Kayak Launches; Aqueduct Pedestrian Crossings	Community Preservation Committee	M. Antes	5-0-0	7-0-0	H. Seabors

ARTICLE LIST FOR 2018 ANNUAL TOWN MEETING

** Asterisk indicates articles proposed for abbreviated presentation procedure*

Article	2018 Article Name	Sponsor	Assignee Selectmen	Position Selectmen	Position FinCom	Presenter
36	Accept MGL Chap. 41, Sec. 110A as the MA General Law - Saturday Treated as a Holiday	Town Clerk	L. Anderson	4-0-1	4-2-0	B. Klein
37	Property Tax Credit for Charitable Contributions to the Wayland School District	Petitioner	D. Levine	1-3-1	0-6-0	D. Galbi
*38	Hear Reports	Board of Selectmen	L. Anderson	5-0-0	5-0-0	L. Jurist
*39	Choose Town Officers	Board of Selectmen	L. Anderson	5-0-0	6-0-0	L. Jurist



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BOARD OF SELECTMEN

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

DRAFT

Board of Selectmen

Meeting Minutes

March 6, 2018

6:30pm

Selectmen's Meeting Room
41 Cochituate Road, Wayland

Attendance: Lea T. Anderson, Cherry C. Karlson, Mary M. Antes, Louis M. Jurist, Douglas A. Levine (7:02)

Also Present: Town Administrator Nan Balmer

A1. Call to Order by Chair Chair L. Anderson called the meeting of the Board of Selectmen to order at 6:30 p.m. in the Selectmen's Meeting Room of the Wayland Town Building and noted that the meeting will likely be broadcast and videotaped for later broadcast by WayCAM.

A2. Enter into Executive Session pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3) to discuss strategy with respect to collective bargaining with the Wayland Police Officers Union in affiliation with the New England Police Benevolent Association, as an open meeting would have a detrimental effect on the Town's bargaining position. At 6:30pm, L. Anderson stated that on February 26, 2018, the Board of Selectmen convened in Executive Session pursuant to Massachusetts General Laws Chapter 30A, Section 21(a), Purpose 2 to conduct collective bargaining sessions, including grievance hearings, specifically to conduct a grievance hearing with the Wayland Police Officers Union in affiliation with the New England Police Benevolent Association. L. Anderson declared that a public discussion of these matters would have a detrimental effect on the litigating, negotiating, or bargaining position of the Town.

L. Anderson moved, seconded by M. Antes, that the Board of Selectmen enter into executive session pursuant to Massachusetts General Laws Chapter 30A, Section 21(a), Purpose 3, to discuss strategy with respect to collective bargaining, specifically the grievance hearing with the Wayland Police Officers Union in affiliation with the New England Police Benevolent Association, as an open meeting would have a detrimental effect on the litigating, negotiating, or bargaining position of the Town. Roll call vote: YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson. NAY: none. ABSENT: D. Levine. ABSTAIN: none. Adopted 4-0. The Chair invites attendance by: Nan Balmer, Town Administrator; David Porter, Executive Assistant; Patrick Swanick, Chief of Police; Sean Gibbons, Police Lieutenant; and Wendy Chu, Labor Counsel for the Town. The Board will reconvene in open session in approximately 30 minutes to address the issues listed on the public meeting agenda.

L. Anderson reconvened the open session of the Board of Selectmen at 7:02 p.m. in the Selectmen's Meeting Room of the Wayland Town Building and noted the meeting was being taped.

A3. Announcements and Public Comment L. Anderson announced a procedural correction because when the Board went into Executive Session on February 26, it failed to identify one of the attendees. Attorney Adam Simms was present on February 26, 2018 in executive session for the matter of *Cass v. Wayland*. The minutes of March 6, 2018 will state he attended the Executive Session on February 26, 2018.

M. Antes announced that Fire Station Station #2 will conduct two tours to provide information on the Town Meeting article on renovations. The League of Women Voters held their 10th Annual Civics Bee on March 4, and Wayland won for the fourth time. M. Antes presented the trophy and thanked L. Jurist for his participation. L. Anderson read an announcement from DPW Director T. Holder on a presentation on the automated water meter technology on Tuesday, March 13 at 7pm. WayCAM will record the presentation. Also, the DPW deadline to order rain barrels is March 31. The League of Women Voters' Candidates Night is March 14. The discussion on turf field choices may be rescheduled due to snow.

Stu Cartwright, Commonwealth Road, thanked the Board for their vote to support the new Library. He explained the reasons he supports a new library and reviewed past town support.

Ruth Backman, West Plain Street, Sudbury-Wayland-Lincoln Domestic Violence Roundtable member, invited the Board to the White Ribbon event. She also discussed the celebration of the 20th year of the Roundtable this September.

A4. Collins Center Report on Financial Management Structure and Policy: Meet with Michael Ward, Director of Municipal Services for discussion and next steps Mike Ward from the Collins Center came before the Board to present a draft proposed Town Administrator Act. The goal is to connect the two prior reports with the draft TA act and discuss edits, decision points, questions, and feedback from the Board. Financial management will also be discussed. The Board received a copy of the presentation which structured the discussion.

M. Ward reviewed past work done by the Collins Center in Wayland. In 2016, the Collins Center conducted a study of Financial Process and Procedures, and that report was delivered and has been available on the Town website. In 2017, two studies were funded through the Community Compact program – a report on management structure and a second one on financial policies. The work on financial policies was started, but then put on hold to focus on the TA act being discussed tonight.

M. Ward reviewed the process and goals for adopting the proposed TA special act. He stated that once voted by the Board, the act would be treated as any home rule petition and, if enacted, would supersede current Town Administrator Acts and any conflicting bylaws. The draft would strengthen the Town Administrator and Finance Director positions, thus allowing the Board to focus on formally adopting financial policies and focus on goal-setting. At a minimum, the TA act requires Town Meeting approval and many towns also bring the proposal to the ballot.

M. Ward led the Board through a detailed review of the draft act and each decision point that had been highlighted. The draft act suggests rebalancing roles in the budget process, changing reporting structure, consolidating Town financial departments, considering fewer elected boards and changing the appointing authority for the Finance Committee. M. Ward expanded on other major decision points the Town will have to make including changing the title of Town Administrator to Town Manager, converting elected and appointed positions, changing the Board name to Selectboard, revising the process of the capital and operating budgets and procurement.

C. Karlson suggested N. Balmer talk to B. Keveny and FinCom and have them look at the draft report to get their feedback. The Board said they have a lot to think about, but expressed general support for moving forward. M. Ward discussed the options for Town Administrator recruitment and interim opportunities when N. Balmer leaves.

The Board briefly discussed making these structural and financial changes prior to hiring a new town administrator and a timeline for moving forward to a fall town meeting. M. Ward will make edits to the draft TA act for the Board's consideration and the Board will discuss further at a future meeting. The Board thanked M. Ward for his time.

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

A5. Town Administrator's Report: None.

A6. Minutes: None.

A7. Review Correspondance: (See Separate Index Sheet) L. Anderson noted the Chp 90 funding was announced and there was a nice commendation from Police Chief Swanick to certain officers.

A8. Selectmen's Reports and Concerns D. Levine stated he set up a meeting with Rep. Gentile, DPW Director T. Holder, and a member of BoPw to discuss a timeline for completing work on the intersection of Rt. 27/ 30. A MA DOT member will try and attend meeting. M. Antes said she attended the MAPC Winter Council Meeting on Wednesday.

A9. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any None.

A10. Adjourn C. Karlson moved, seconded by D. Levine, to adjourn the meeting at 9:13pm. YEA: L. Anderson, M. Antes, C. Karlson, D, Levine, L. Jurist. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of March 6, 2018.

1. Public Comment, submitted by Stu Cartwright, re: Public support for the new library
2. Printout of Wayland DPW web page, dated March 2, re: 2018 Rain Barrel Program
3. Slides prepared by Michael Ward of the Collins Center, "Working Session on Draft Proposed Town Administrator Act"

Items Included as Part of Agenda Packet for Discussion During the March 6, 2018 Board of Selectmen's Meeting

1. An Act Relative to the Position of Town Administrator in the Town of Wayland (Redline draft of December 7, 2017), prepared by Michael Ward and the staff of the Edward J. Collins, Jr. Center
2. Financial Management Structure Review for the Town of Wayland, Massachusetts, dated February 2018, prepared by the Edward J. Collins, Jr. Center for Public Management
3. Review of Financial Policies and Procedures for the Town of Wayland, Massachusetts, dated November 2016, prepared by the Edward J. Collins, Jr. Center for Public Management



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BOARD OF SELECTMEN

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DOUGLAS A. LEVINE

DRAFT

Board of Selectmen

Meeting Minutes

March 12, 2018

7:00pm

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

Attendance: Lea T. Anderson, Mary M. Antes, Louis M. Jurist, Douglas A. Levine (7:08)

Absent: Cherry C. Karlson

Also Present: Town Administrator Nan Balmer

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

M. Antes announced that Candidate's Night is this Wednesday in the large hearing room and will be taped by WayCAM. M. Antes thanked the Police, Fire and DPW for their work during the latest storm. L. Jurist announced the rescheduled discussion of turf field material options on Wednesday at 6:00pm.

A2. Public Comment Fire Chief D. Houghton discussed with the Board the coordinated effort to deal with the impact of the last storm and showed a large stack of index cards, one for each power line and tree limb that went down during the storm. He stated they learned a lot from the storm and the team is always looking for ways to improve. He asked the Board to reach out to the DPW to acknowledge its outstanding work.

A8. Minutes: Vote to approve and release minutes of February 26, 2018 M. Antes moved, seconded by D. Levine to approve the minutes of February 26, 2018, as amended. YEA: L. Anderson, M. Antes, D. Levine, L. Jurist. NAY: none. ABSENT: C. Karlson. ABSTAIN: none. Adopted 4-0.

A9. Consent Calendar: Review and vote to approve (See Separate Sheet) M. Antes moved, seconded by D. Levine, to approve the Consent Calendar. YEA: L. Anderson, M. Antes, D. Levine, L. Jurist. NAY: none. ABSENT: C. Karlson. ABSTAIN: none. Adopted 4-0.

A10. Review Correspondence: (See Separate Index Sheet) L. Jurist called attention to the Fire Department report, Houghty's Heroes. L. Anderson noted the Federal Disposition of land on Launcher Way is very interesting. She stated the Federal Administration passed legislation in 2017 that the property needs to be disposed of to the highest bidder.

A7. Town Administrator's Report:

1. **Correspondence** None

2. **Town Office and Departmental Organization**

- N. Balmer distributed a position paper on Wastewater after two years of work. The proposed structure is needed to authorize the DPW Director to provide oversight of the two wastewater facilities. The Town is proposing a Wastewater Operations Managers

position at 2018 Town Meeting. N. Balmer went over the funding and other details. Both governing bodies (School, WWMDC) retain responsibility and jurisdiction over each wastewater facility.

A3. Public Hearing: Petition by the NSTAR Electric Company d/b/a Eversource Energy for a Grant of Location to install one new pole #19/87A on the south side of Old Connecticut Path, approximately 302 feet east of Davelin Road. L. Anderson opened the public hearing at 7:16pm. She discussed the notices given and the process of the public hearing. Christine Cosby of NSTAR came before the Board and discussed NSTAR's pole request to support a new residential development, Whittemore Lane. L. Anderson noted the Board packet contains maps, photographs and a letter from the DPW approving this request.

Andy Meyers, 213 Old Connecticut Path, asked if this is a new or existing pole. C. Cosby said it would be a new pole.

L. Anderson closed the Public Hearing meeting.

M. Antes moved, seconded by D. Levine, to approve the petition of NSTAR Electric d/b/a Eversource Energy and Verizon New England Inc. for a joint grant of location to install a new utility pole number #19/87A and for other such fixtures including anchors and guys as may be necessary on the southerly side of Old Connecticut Path approximately 302 ft. plus or minus east of Davelin Rd. YEA: L. Anderson, M. Antes, D. Levine, L. Jurist. NAY: none. ABSENT: C. Karlson. ABSTAIN: none. Adopted 4-0.

A4. Municipal Parcel: Review draft letter to Raytheon with Public Buildings Director; Vote to sign Ben Keefe came before the Board and explained why a follow-up letter to Raytheon is necessary to request amending the AUL notice. B. Keefe will be the Town contact along with Ben Gould, the Town's LSP. In 2015, Raytheon suggested it was amenable to the Town's proposed uses and requested a meeting and further information. L. Anderson said it would be good to put a timeframe in the letter, and B. Keefe agreed. L. Anderson clarified that the Municipal Parcel is one of the four in which the town is interested in using. Appropriate parties will be copied on the letter.

M. Antes moved, seconded by L. Jurist, that the Board of Selectmen sign the letter to Raytheon regarding the amendment of Notice of Activity and Use Limitation dated Oct. 21, 1997 on the future municipal parcel at Wayland Town Center, Wayland MA. YEA: L. Anderson, M. Antes, D. Levine, L. Jurist. NAY: none. ABSENT: C. Karlson. ABSTAIN: none. Adopted 4-0.

A5. Debt Exclusions Letter: Review and vote to approve draft public letter M. Antes said she had some difficulty with the letter and thinks it needs to be reorganized. The Board offered L. Anderson several suggestions to make the letter more understandable to the public.

M. Antes moved, seconded by D. Levine, to allow the Chair to make the suggested edits and submit it for publication. YEA: L. Anderson, M. Antes, D. Levine, L. Jurist. NAY: none. ABSENT: C. Karlson. ABSTAIN: none. Adopted 4-0. The Board discussed other distributions of the memo.

A6. Annual Town Meeting Articles: Assign presenters and sign Warrant The Board agreed on the following assignments for making the motions on ATM articles:

L. Anderson: Articles 1, 2, 3, and 12.

C. Karlson: Articles 13, 14, 15, and 19.

D. Levine: Articles 21 and 23.

L. Jurist: Articles 7, 38 and 39.

M. Antes: Articles 20 (perhaps Mark Foreman, CoA/CC) and 29 (MAHT article)

M. Antes moved, seconded by D. Levine, to sign the 2018 Annual Town Meeting Warrant. YEA: L. Anderson, M. Antes, D. Levine, L. Jurist. NAY: none. ABSENT: C. Karlson. ABSTAIN: none. Adopted 4-0.

A7. Town Administrator's Report, continued:

2. Town Office and Departmental Organization, continued

- Thomas Lashmit has been appointed Town Surveyor and works with DPW/Engineering along with the Town Engineer and GIS Coordinator.
- The Town has received a number of applications for an HR Director/Assistant Town Administrator, but none had the combination of HR and Town experience warranting the high pay grade. There is an internal HR Director candidate, and there has been assistance from the Collins Center who has identified several potential candidates that N. Balmer will review. The Town could receive support from the Collins Center as well if a less experienced candidate is selected.
- E. Doucette has been appointed Assistant Town Administrator/Procurement Officer. This will be in an acting capacity until the Personnel Board makes a final decision on salary. N. Balmer reviewed the work being done in this position.
- The deadline for responses to the RFP to conduct a TA search is March 15. N. Balmer suggested that the Board also think about appointing an interim Town Administrator. More discussion can occur at the March 26th meeting.

A11. Selectmen's Reports and Concerns D. Levine said his meeting on the completion of the Rt 27/30 intersection work has been rescheduled to next week. The meeting will be attended by Rep. Gentile, a representative from Eversource and the MA DOT regional administrator. M. Antes attended the MMA's Selectmen meeting on Friday. M. Antes stated she would like to get started organizing the spring listening sessions about possible charter changes. L. Anderson attended a presentation at the COA by Brian Lynch from the MA Dept. of Revenue who talked about the Senior Tax Circuit Breaker Program. M. Antes spoke about the work of the Senior Tax Relief Committee and changes in the deadlines for the Circuit Breaker program.

A12. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any
None.

A13. Adjourn L. Jurist moved, seconded by D. Levine, to adjourn the meeting at 7:57pm. YEA: L. Anderson, M. Antes, D. Levine, L. Jurist. 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 March 12, 2018.

1. Draft Article on Debt Exclusions for the Wayland Town Crier
2. Article List for 2018 Annual Town Meeting
3. Letter from neighbors of 11 Hammond Road, dated March 12, re: Proposed 11 Hammond Road development
4. Memorandum from Nan Balmer to Fred Knight, Chair of the Wastewater Management District Commission and Arthur Unobskey, Superintendent of the Wayland Public Schools, dated March 12, re: Request for vote to authorize the Town Department of Public Works to provide managerial oversight of the Town and School wastewater treatment facilities

Items Included as Part of Agenda Packet for Discussion During the March 12, 2018 Board of Selectmen's Meeting

1. Memorandum from David Porter to the Board of Selectmen, dated March 12, 2018, re: Eversource Petition for Grant of Location to Install Pole #19/87A
2. Memorandum from the Board of Public Works to the Board of Selectmen, dated February 27, 2018, re: Eversource Energy Request- Grant of Location for Utility Pole (19/87A), with attached photographs of the location of the proposed pole
3. Letter from Kelly Ann Correia, Supervisor of Rights and Permits for Eversource, to the Board of Selectmen, dated January 23, 2018, re: Old Connecticut Path, W.O. #2240857, with attached petition and site map
4. Draft letter from Nan Balmer to Jerry Cellucci, Senior Corporate Counsel, Raytheon Company, re: Amendment of Notice of Activity and Use Limitation dated October 21, 1997 on Future Municipal Parcel at Wayland Town Center
5. Letter from Nan Balmer to Jerry Cellucci, Senior Corporate Counsel, Raytheon Company, dated October 6, 2015, re: Modification of Deed Restriction on Future Municipal Parcel at Wayland Town Center
6. Letter from Jerry Cellucci, Senior Corporate Counsel, Raytheon Company, to Nan Balmer, dated October 30, 2015, re: Future Municipal Parcel at Wayland Town Center
7. Draft Article on Debt Exclusions for the Wayland Town Crier
8. Article List for 2018 Annual Town Meeting, updated March 9, 2018
9. Report of the Town Administrator for the week ending March 9, 2018
10. Draft Minutes of the Board of Selectmen meeting on February 26, 2018

BOARD OF SELECTMEN

**Monday, March 26, 2018
Wayland Town Building
Large Hearing Room
41 Cochituate Road Wayland**

CONSENT CALENDAR

1. Vote the question of approving and signing the weekly payroll and expense warrants
2. Vote the question of approving the invoice for Deutsch Williams, dated March 12, 2018, Invoice No. 198, for legal services rendered through February 28, 2018: \$3,062.46

DEUTSCH WILLIAMS BROOKS
DeRENSIS & HOLLAND, P.C.
P.O. BOX 51480
BOSTON, MASSACHUSETTS 02205
(617) 951-2300
Fax (617) 951-2323

RECEIVED

MAR 14 2018

Board of Selectmen
Town of Wayland

INVOICE FOR LEGAL SERVICES

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

Page 1
03/12/2018
Account No. 5673-01M
Invoice No. 198

Attn: Town Administrator

Labor

FOR CURRENT SERVICES RENDERED

15.20 3,040.00

<u>Timekeeper</u>	<u>Recapitulation</u>		
	<u>Hours</u>	<u>Hourly Rate</u>	<u>Total</u>
J. Foskett (JF)	1.00	\$200.00	\$200.00
W. H. Chu (WHC)	14.20	200.00	2,840.00

Mileage expense	20.76
Parking Expense	1.70
TOTAL EXPENSES THRU 02/28/2018	22.46
TOTAL CURRENT INVOICE	3,062.46

PUBLIC DOCUMENTS PROVIDED TO THE BOARD OF SELECTMEN FROM MARCH 10, 2018, THROUGH AND INCLUDING MARCH 23, 2018, OTHERWISE NOT LISTED AND INCLUDED IN THE CORRESPONDENCE PACKET FOR MARCH 26, 2018

Items distributed to the Board of Selectmen – March 10, 2018-March 23, 2018

1. None

Items distributed for information and use by the Board of Selectmen at the Meeting of March 12, 2018

1. Draft Article on Debt Exclusions for the Wayland Town Crier
2. Article List for 2018 Annual Town Meeting
3. Letter from neighbors of 11 Hammond Road, dated March 12, re: Proposed 11 Hammond Road development
4. Memorandum from Nan Balmer to Fred Knight, Chair of the Wastewater Management District Commission and Arthur Unobskey, Superintendent of the Wayland Public Schools, dated March 12, re: Request for vote to authorize the Town Department of Public Works to provide managerial oversight of the Town and School wastewater treatment facilities

Items included as part of Agenda Packet for discussion during the March 26, 2018 Board of Selectmen's Meeting

1. Memorandum from Beth Doucette, Acting Assistant Town Administrator, to Board of Selectmen, dated March 26, 2018, re: Town Administrator Search Firm
2. Town Administrator's Report for the Week Ending March 23, 2018
3. Memorandum from Beth Doucette, Acting Assistant Town Administrator, to Board of Selectmen, dated March 26, 2018, re: School Bus Parking Lease – Status
4. Possible Town Administrator Special Act Timelines for the Wayland Board of Selectmen, revised March 21, 2018
5. An Act Relative to the Position of Town Administrator in the Town of Wayland (redline draft), updated March 20, 2018
6. Board of Selectmen Schedule: April 2, 2018 through September 4, 2018
7. Memorandum from David Porter, Executive Assistant, to the Board of Selectmen, dated March 26, 2018: re: Warrant Hearing logistics
8. List of Annual Town Meeting Articles, updated March 23, 2018
9. Draft Board of Selectmen meeting minutes from March 6, 2018 and March 12, 2018

**BOARD OF SELECTMEN
Monday, March 26, 2018
Wayland Town Building
Large Hearing Room**

CORRESPONDENCE

Selectmen

1. Memorandum from Brian Keveny, Finance Director, to Nan Balmer, dated February 28, 2018, re: Budget Status Report FY2018, 2nd Quarter
2. Letter from William Tyree, President of the Wayland Firefighters Local 1978, dated March 8, 2018, re: Additional firefighter/EMT/paramedic positions
3. Letter from Nan Balmer to Jerry Cellucci, dated March 15, 2018, re: Amendment to Notice of Activity and Use Limitation dated October 21, 1997 on Future Municipal Parcel at Wayland Town Center
4. Wayland Board of Health, Director's Report, dated March 19, 2018
5. Memorandum from Nan Balmer to Fred Knight, Chair of the Wastewater Management District Commission, and Arthur Unobskey, Superintendent of Wayland Public Schools, dated March 12, 2018 (revised March 20, 2018), re: Request for vote by the WWMDC and School Committee to authorize the DPW Director to provide managerial oversight of the town and school wastewater treatment facilities
6. Email correspondence between Mark Hays and Nan Balmer, dated March 17-20, 2018, re: IT Department independent penetration testing
7. Email from David Watkins, Chair of the Finance Committee, dated March 19, 2018, re: Memo from the Finance Committee (with attached memorandum and chart)
8. Letter from Amanda Oberlies, CEO of the Organization of Nurse Leaders, and Diane Hanley, President of the American Nurses Association Massachusetts, dated March 19, 2018, re: Opposition to mandated nurse staffing levels
9. Email from Juan Godinez, dated March 12, 2018, re: Petition for review of unconstitutional policy (with attachments)
10. Letter from Greg Franks, Senior Manager of Government and Regulatory Affairs for Xfinity, dated March 9, 2018, re: Annual Notice (with attachments)
11. Email from Mark Hays (on behalf of Protect Wayland), dated March 23, 2018, re: More delays from Mr. Zieff – unacceptable and contrary to 40B process (with attached letter)



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

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

To: Nan Balmer, Town Administrator
From: Brian Keveny, Finance Director
Date: February 28, 2018
Subject: Budget Status Report FY 2018, 2nd Quarter

Please find enclosed the budget status reports for the General Fund, Enterprise Funds, Health Insurance and Revolving Funds as of December 31, 2017 for the Town of Wayland. The reports detail actual revenues and expenditures to budget as well as a year to year comparison to Fiscal 2017.

General Fund Expenditures:

Town Departments have expended / encumbered \$19,781,393 or 51% of budgeted expenses. This spending rate is consistent with the prior year which was 52%. Actual FY 18 expenses are less than FY 17 in the amount of \$555,384. All inter fund transfers that were voted at the Annual Spring 2017 Town Meeting will be processed in May 2018. To date the Finance Committee has approved three transfers in the amount of \$177,000 leaving a current balance of \$73,000 in the Reserve Fund account.

The School Department has expended / encumbered \$18,529,202 or 52% of budget compared to \$17,778,920 or 47% of budgeted last year. Actual year to date expenses have increased year to year \$750,282 compared to \$298,627 in the prior year.

General Fund Revenues:

The Town has collected approximately 57% of Property Tax, Local Receipts and State Aid budgeted revenue thru 6 months compared to 47% in the prior year. The total dollar increase year to year is \$9,884,102 of which \$9,799,905 relates to Property Tax collections. Actual Local Receipts are down \$14,685 compared to prior year. Penalties and Interest related to prior years tax collections is off \$199,767. License on Permits and Motor Vehicle Excise show a positive variance. Motor Vehicle Excise collections show an increase of \$147,784 compared to last year. The majority of Motor Vehicle collections occur in March and April. The collection of unbudgeted revenue is related to prior year real estate and personal property receivables, payment from Recreation, and tax liens collections. Year to date the collection of unbudgeted revenue is \$574,073 compared to \$1,411,331 last year same period.

Fiscal 2017 Continuing Appropriations:

Both the town and school rolled over into Fiscal 2018 continuing appropriations from Fiscal 2017 in the amount of \$1,240,547. The unexpended balance of this appropriation is \$624,000 or 50% compared to \$122,000 or 22% last fiscal year. All unexpended rollovers will be closed to Free Cash.

Wastewater Enterprise Fund:

Revenue

Through six months the Wastewater Fund has collected 27% of budget revenue or \$198,157 compared to \$169,653 in FY 2017.

Expenditures:

Total expenses are \$168,890 or 23% of budget which is consistent with prior year. The current fund balance is \$1,403,867 compared to \$1,299,619 last year same period.

Water Enterprise Fund:

Revenue:

The Water Fund has collected 38% of budgeted revenue or \$1,534,982 compared to \$413,690 last fiscal year. Total revenue shows an increase of \$1,121,292 compared to prior year. The variance is related to timing of Water Meter Charges. The Fiscal 2018 budget also included using \$325,000 in Water Capital to support Fiscal 2018 capital appropriations.

Expenditures:

The Water Fund has expended \$1,222,332 in operating expenses. Approximately 30% of budget has been expended. Debt service expenses amount to \$406,323, which is \$202,721 higher than last year same period. The current fund balance is \$2,788,500 compared to \$3,058,381 last year same period.

Health Insurance:

Thru December 2017 the town has expended 46% of the Health Insurance Budget or \$3,361,168. At June 30, 2018, the Fiscal 2017 purchase order will be cancelled and a Fiscal 2018 purchase order will be generated in the amount of \$300,000. This Fiscal 2018 purchase order will support all vendor payments related to employee benefit cards.

Respectfully submitted,



Brian Keveny

Finance Director

Town of Wayland
Fiscal 2018
December 31, 2017

General Fund

	Fiscal 2018 Budget	Fiscal 2018 Actual	% Budget Spent
<i>Revenue</i>			
Taxation	64,666,538	39,647,242	61.31%
State Aid	5,267,121	2,620,297	49.75%
Local Receipts	4,709,404	1,445,695	30.70%
Transfers from Other Funds	1,862,402	-	0.00%
Other Sources			
Total	76,505,465	43,713,234	57.14%
Non Budgeted	-	574,073	n/a
Total Revenue	76,505,465	44,287,307	57.89%
<i>Expenditures</i>			
Town Budget	39,027,085	19,181,629	49.15%
School Budget	39,156,483	14,541,436	37.14%
Total Expense	78,183,568	33,723,065	43.13%

Water Enterprise Fund

	Fiscal 2018 Budget	Fiscal 2018 Actual	% Budget Spent
<i>Revenue</i>			
Operating revenue	4,005,702	1,534,982	38.32%
Use of Water Capital	325,000	225,000	0.00%
Unbudgeted Revenue	0	0	0.00%
Total Revenue	4,330,702	1,759,982	40.64%
<i>Expenditures</i>			
Operating expenses	4,005,702	1,222,332	30.51%
Use of Water Capital	325,000	0	0.00%
Total Expense	4,330,702	1,222,332	28.22%
Unbudgeted Expense	0	0	0.00%
Total Expenses	4,330,702	1,222,332	28.22%

Wastewater Enterprise Fund

	Fiscal 2018 Budget	Fiscal 2018 Actual	% Budget Spent
<i>Revenue</i>			
Operating revenue	712,744	198,157	27.80%
Total Revenue	712,744	198,157	27.80%
<i>Expenditures</i>			
Operating expenses	747,744	168,890	22.59%
Total Expense	747,744	168,890	22.59%

Town of Wayland, Massachusetts
General Fund Revenue Report
Fiscal 2018
December 31, 2017- Q-2 Report

	Fiscal 2017 YTD-Actual	Fiscal 2018 YTD-Actual	Fiscal 2018 Budget	\$ Variance 2018 / 2017	B / A Fiscal 2016 \$ Variance	% of Budget Collected
Taxation:						
Real Estate	29,470,788	39,233,574	64,222,212	9,762,786	(24,988,638)	61.09%
Personal Property	376,549	413,668	819,824	37,119	(406,156)	50.46%
Overlay	-	-	(375,498)	-	375,498	0.00%
Total	29,847,337	39,647,242	64,666,538	9,799,905	(25,019,296)	61.31%
State Aid:						
School Construction						
Local Aid : Cherry Sheet						
Chapter 70	2,021,231	2,131,939	4,265,052	110,708	(2,133,113)	49.99%
Charter Tuition Assessment	-	-	-	-	-	0.00%
Unrestricted Aid	434,569	451,512	903,034	16,943	(451,522)	50.00%
Veterans Benefits Chapter 115	33,095	6,366	5,854	(26,729)	512	108.75%
Exemption : Vets, Blind, Surviving Spouse	2,008	0	32,215	(2,008)	(32,215)	0.00%
State Owned Land Reimbursement	30,512	30,480	60,966	(32)	(30,486)	50.00%
Unknown	0	-	-	-	-	0.00%
Total	2,521,415	2,620,297	5,267,121	98,882	(2,646,824)	49.75%
Local Receipts:						
Motor Vehicle Excise	297,392	445,176	2,500,000	147,784	(2,054,824)	17.81%
Other Excise	115,603	121,296	225,000	5,693	(103,704)	53.91%
Penalties and Interest	327,559	127,792	325,000	(199,767)	(197,208)	39.32%
Payment in Lieu of Taxes	39,907	0	40,000	(39,907)	(40,000)	0.00%
Fees	326,992	323,526	650,000	(3,466)	(326,474)	49.77%
Licenses and Permits	284,000	357,000	790,000	73,000	(433,000)	45.19%
Special Assessments	0	2,783	6,000	2,783	(3,217)	46.38%
Fines and Forfeits	22,384	20,403	43,000	(1,981)	(22,597)	47.45%
Investment Income	46,543	47,719	125,000	1,176	(77,281)	38.18%
Miscellaneous Recurring	0	0	5,404	0	(5,404)	0.00%
Total	1,460,380	1,445,695	4,709,404	(14,685)	(3,263,709)	30.70%
Transfers from other funds:						
Fund 24-Ambulance	-	-	615,000	-	(615,000)	0.00%
Fund 24-Council on Aging	-	-	2,190	-	(2,190)	0.00%
Fund 24-Transfer Station	-	-	80,762	-	(80,762)	0.00%
Fund 24-Recreation	-	-	29,495	-	(29,495)	0.00%
Fund 25-Food Service	-	-	229,376	-	(229,376)	0.00%
Fund 25-BASE	-	-	226,657	-	(226,657)	0.00%
Fund 25-TCW	-	-	221,409	-	(221,409)	0.00%
Fund 25-Full Day Kinder	-	-	47,022	-	(47,022)	0.00%
Fund 61-Water	-	-	381,660	-	(381,660)	0.00%
Fund 62-Septage	-	-	0	-	0	#DIV/0!
Fund 63-Wastewater	-	-	28,831	-	(28,831)	0.00%
	-	-	1,862,402	-	(1,862,402)	0.00%
Total Budgeted Revenue	17,182,965	43,713,234	76,505,465	9,884,102	(32,792,231)	57.14%
Unbudgeted Revenue:						
Tax Title Liens	383,339	171,846	-	(211,493)	-	0.00%
Prior Year RE collections	523,144	392,354	-	(130,790)	-	0.00%
Fund 24-Recreation-New FY 17 accounts	482,618	7,666	-	(474,952)	-	0.00%
Wastewater / Library Agreement	22,230	2,207	-	-	-	0.00%
Total Unbudgeted Revenue	1,411,331	574,073	-	(817,235)	574,073	0.00%
Total All Revenue	35,240,463	44,287,307	76,505,465	9,066,867	(32,218,158)	57.89%

Town of Wayland
Fiscal 2018 Total Revenue and Expenditures-GAAP
December 31, 2017- Q-2 Report

	FISCAL 2018 BUDGET TO ACTUAL				FISCAL 2017 ROLLOVER BUDGET TO ACTUAL				
	Final Budget	YTD Actual	Encumbrance	FY 2018 Total (Uncollected) / Unspent	FISCAL 2017 CARRYFORWARD	FISCAL 2017 ACTUAL	ENCUMBERED CARRYFORWARD	UNENCUMBERED CARRYFORWARD	COMBINED FY 18 / FY 17
REVENUES:									
Taxation-net of overlay	64,666,538	39,647,242	n/a	(25,019,296)	n/a	n/a	n/a	n/a	(25,019,296)
State Aid:	5,267,121	2,620,297	n/a	(2,646,824)	n/a	n/a	n/a	n/a	(2,646,824)
Local Receipts	4,709,404	1,445,695	n/a	(3,263,709)	n/a	n/a	n/a	n/a	(3,263,709)
Transfers From Other Funds	1,862,402	-	n/a	(1,862,402)	n/a	n/a	n/a	n/a	(1,862,402)
Non Budgeted Revenue	-	574,073	n/a	574,073	n/a	n/a	n/a	n/a	574,073
Free Cash	1,092,858	-	n/a	0	n/a	n/a	n/a	n/a	n/a
Overlay	500,000	-	n/a	0	n/a	n/a	n/a	n/a	n/a
Bond Premium	85,245	-	n/a	0	n/a	n/a	n/a	n/a	n/a
Total Revenues	78,183,568	44,287,307	0	(32,218,158)	0	0	0		(32,218,158.00)
EXPENDITURES:									
General Government	4,589,760	1,864,090	303,658	2,422,012	301,759	213,570	84,190	3,999	2,426,011
Public Safety	6,396,291	2,943,960	125,404	3,326,927	27,802	28,093	-1,086	795	3,327,722
Education	39,156,483	14,541,436	3,987,765	20,627,282	483,612	324,259	103,313	56,040	20,683,322
Minuteman Reg School	185,000	11,128	0	173,872	0	0	0	0	173,872
Public Works	3,051,247	1,133,941	9,800	1,907,506	63,633	38,868	20,376	4,389	1,911,895
Health and Human Services	1,446,197	612,256	67,384	766,557	3,884	995	0	2,889	769,446
Culture and Recreation	1,263,024	529,906	74,458	658,660	29	0	29	0	658,660
State and County Assessments	153,498	76,808	-	76,690	0	0	0	0	76,690
Debt Service	7,544,703	2,255,582	-	5,289,121	0	0	29	-29	5,289,092
Pension	4,362,369	4,362,369	-	-	0	0	0	0	-
Unclassified	9,095,665	4,452,258	19,060.00	4,624,347	359,828	9,815	350,000	13	4,624,360
	-	-	-	-	0	0	0	0	-
Other Expenditures	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
Transfers To Other Funds	221,023	221,023.00	-	0	-	-	-	-	-
Transfer to Recreation	-	-	-	-	-	-	-	-	-
Transfer to Other Funds-Capital Overlay	718,308	718,308	-	-	-	-	-	-	-
	-	-	-	0	-	-	-	-	-
Total Expenditures	78,183,568	33,723,065	4,587,529	39,872,974	1,240,547	615,600	556,851	68,096	39,941,070

Town of Wayland, Massachusetts
Water Enterprise Fund
Fiscal 2018
Quarterly Report, 12/31/2017

	Fiscal 2018 Budget	Fiscal 2018 Actual	% Budget Collected / Expended	\$ Variance Budget / Actual	Fiscal 2017 Actual	\$ Variance FY 18 / FY 17
REVENUES						
<i>Operating Revenue:</i>						
Penalties and Interest	24,500	17,211	142.35%	(7,289)	4,457	12,754.00
Water Meter Charges	3,691,202	1,356,539	272.10%	(2,334,663)	362,490	994,049.00
Liens		9,253	0.00%	9,253	3,249	6,004.00
Water Administration Fee	200,000	118,293	169.07%	(81,707)	28,410	89,883.00
Water Service Order	40,000	8,299	481.99%	(31,701)	7,133	1,166.00
Misc. Revenue	50,000	22,050	226.76%	(27,950)	7,000	15,050.00
Interest on Savings		3,337	0.00%	3,337	951	2,386.00
Total	4,005,702	1,534,982	38.32%	(2,470,720)	413,690	1,121,292.00
EXPENDITURES						
<i>Operating Expenditures:</i>						
Personal Services	719,600	301,748	238.48%	417,852	156,556	145,192.00
Expenditures	1,569,617	514,261	305.22%	1,055,356	248,447	265,814.00
Funded Debt	1,331,350	406,323	327.66%	925,027	203,602	202,721.00
Indirect Fringe Transfers to GF	381,660	-	0.00%	381,660	-	-
Indirect Fringe Transfers to GF and OPEB	3,475	-	0.00%	3,475	-	-
Total	4,005,702	1,222,332	30.51%	2,783,370	608,605	613,727.00
OTHER FINANCING TRANSFERS TO WATER CAPITAL						
<i>Other Financing Uses:</i>						
Transfers to Capital Projects / Unbudgeted expense	325,000	-		325,000.00	-	-
<i>Other Financing Sources:</i>						
Water Surplus to Fund 42	325,000.00	225,000.00	-	-	-	-
Water Revenue to General Fund	-	-	-	-	-	-
Total YTD Revenues	4,330,702	1,534,982	0	(2,795,720)	413,690	1,121,292.00
Total YTD Expenditures	4,330,702	1,447,332	0	2,883,370	608,605	838,727.00
FUND BALANCE						
		2018				
Undesignated Fund balance		2,818,397				
YTD expenditures (Current Year & FY 17 rollover)		(1,564,879)				
YTD revenues		1,534,982				
Total Fund Balance		2,788,500				

Town of Wayland, Massachusetts
Wastewater Enterprise Fund
Fiscal 2018
Quarterly Report , 12/31/2017

	Fiscal 2018 Budget	Fiscal 2018 Actual	% Budget Collected / Expended	\$ Variance Budget / Actual	Fiscal 2017 Actual	\$ Variance FY 18 / FY 17
Operating Revenue:						
Penalties and Interest	-	292	0.00%	292	72	220
Wastewater User Charges	241,688	111,013	45.93%	(130,675)	59,990	51,023
Betterments	283,441	1,201	0.42%	(282,240)	1,426	(225)
Betterment Interest	187,615	438	0.23%	(187,177)	3,169	(2,731)
Betterment paid in advance	-	-	0.00%	-	-	-
Unapportioned WW betterment TC	-	24,336	0.00%	24,336	12,884	11,452
Unapportioned WW betterment TC-int	-	1,065	0.00%	1,065	481	584
WW Betterment TC RE	-	3,936				
WW Betterment TC Int	-	3,382				
Interest on Savings	-	2,847	0.00%	2,847	1,091	1,756
Misc. revenue	-	49,647	0.00%	49,647.00	4,523	45,124
Total	712,744	198,157	27.80%	(521,905)	83,636	107,203

Operating Expenditures						
Personal Services	29,555	13,946	0.00%	15,609	6,386	7,560
Expenditures	212,132	37,366	17.61%	174,766	25,556	11,810
Funded Debt	471,057	117,578	24.96%	353,479	122,432	(4,854)
Total	712,744	168,890	23.70%	543,854	154,374	14,516

Other Financing Sources / (Uses)						
Transfers to General Fund	-	-	0.00%	-	-	-
	35,000					
Total	35,000.00	-	0.00%	-	-	-

Total YTD Revenues	747,744	198,157	26.50%	(521,905)	83,636	114,521
Total YTD Expenditures	747,744	168,890	22.59%	543,854	154,374	14,516

FUND BALANCE

Undesignated Fund balance
Reserve for expenditure- Fiscal 2014
Current outstanding encumbrances
YTD expenditures (Current Year & FY 17 rollover)
YTD revenues

1,376,021
-
-
(170,311)
198,157
1,403,867

Undesignated Fund balance-

Town of Wayland, Massachusetts
Major Town Revolving Funds
Comparison Report: Q2 2018 to Q2 2017
December 31, 2017

	24220900 Amubulance Revolving Fund			2449400 Transfer Station Fund			24652000 Recreation Revolving Fund		
	FY 2018 Actual	FY 2017 Actual	FY 17 / FY 16 Variance	FY 2018 Actual	FY 2017 Actual	FY 17 / FY 16 Variance	FY 2018 Actual	FY 2017 Actual	FY 17 / FY 16 Variance
Beginning Fund Balance-7/01/17	1,070,106	1,242,929	(172,823)	88,295	231,235	(142,940)	699,322	944,608	(245,286)
REVENUE:									
Revenue from services :	345,806	429,004	(83,198)	191,098	255,937	(64,839)	-	-	-
Revenue from programs:	-	-	-	-	-	-	-	-	0
Beach	-	-	-	-	-	-	553	7,720.00	(7,167)
Snack Bar	-	-	-	-	-	-	11,002	-	-
Beach Other	-	-	-	-	-	-	37,260	-	-
Field Permits	-	-	-	-	-	-	0	110,501.00	(110,501)
Summer Camps	-	-	-	-	-	-	1,955	1,799.00	156
Youth Programs	-	-	-	-	-	-	74,327	73,954.00	373
Adult Programs	-	-	-	-	-	-	32,897	32,424.00	473
Misc revenue	-	-	-	-	-	-	(7,614)	(4,943.00)	(2,671)
Pre K Programs	-	-	-	-	-	-	17,657	15,223.00	2,434
Ski Programs	-	-	-	-	-	-	29,224	35,442.00	(6,218)
Seasonal events	-	-	-	-	-	-	7,900	6,547.00	1,353
Total	345,806	429,004	(83,198)	191,098	255,937	(64,839)	205,161	278,667	(73,506)
EXPENDITURES:									
Operating Expenditures									
Personal Services	-	-	-	71,607	78,243	(6,636)	279,624	136,545	143,079
Expenses	33,080	33,589.00	(509)	97,515	112,764	(15,249)	373,040	186,635	186,405
Total	33,080	33,589.00	(509)	169,122	191,007	(21,885)	652,664	323,180	329,484
Other Financing Sources / (Uses)									
Transfers to Other Funds	370,000	515,000	(145,000)	-	88,000.00	(88,000.00)	-	482,618.00	(482,618)
Total	370,000	515,000	(145,000)	-	88,000.00	(88,000.00)	-	482,618.00	(482,618.00)
Total YTD Revenues	345,806	429,004	(83,198)	191,098	255,937	(64,839)	205,161	278,667	(73,506)
Total YTD Expenditures	403,080	548,589	(145,509)	169,122	279,007	(109,885)	652,664	805,798	(153,134)
Year to date Fund Balance total:									
Beginning Fund Balance-7/01/17	1,070,106	1,242,929	(172,823)	88,295	231,235	(142,940)	699,322	944,608	(245,286)
Total YTD Revenues	345,806	429,004	(83,198)	191,098	255,937	(64,839)	205,161	278,667	(73,506)
Total YTD Expenditures	403,080	548,589	(145,509)	169,122	279,007	(109,885)	652,664	805,798	(153,134)
Balance 12/31/17:	1,012,832	1,123,344	(110,512)	110,271	208,165	(97,894)	251,819	417,477	(165,658)

Fiscal 2018- Reserve Fund

FY 2018 Budget	250,000.00
Year to date transfers:	
Legal Budget	(75,000.00)
Town Building Septic System	(32,000.00)
DPW Riversedge Removal	(70,000.00)
Adjusted balance:	73,000.00
Additional transfers:	
TBD	
Available budget:	73,000.00

**Town of Wayland
Fiscal 2018
Health Insurance Report**

	Fiscal 2018 Budget	Actual-8 Months Budget	4-Month Estimate	Estimated Total Expenses	Estimated Turnback	% of Total Budget
<i>Fiscal 2018</i>						
Health Insurance	6,921,180.00	4,316,866.99	2,156,082.12	6,472,949.11	448,230.89	6.48%
Incentive Waiver	191,820.00	138,823.44	96,560.76	235,384.20	(43,564.20)	-22.71%
Life Insurance	18,600.00	10,873.45	5,404.20	16,277.65	2,322.35	12.49%
Other Expenses	66,200.00	41,035.97	20,399.68	61,435.65	4,764.35	7.20%
Bench Mark	-	50,000.00	300,000.00	350,000.00	(350,000.00)	
	<u>7,197,800.00</u>	<u>4,557,599.85</u>	<u>2,278,446.76</u>	<u>7,136,046.61</u>	<u>61,753.39</u>	<u>0.86%</u>

William Tyree
President, Wayland Firefighters
Local 1978
WFDLocal1978@gmail.com

RECEIVED

MAR 09 2018

Board of Selectmen
Town of Wayland

March 8th, 2018

Town of Wayland Selectmen
41 Cochituate Rd
Wayland, Ma 01778

Honorable Board of Selectmen,

First, I would like to say thank you for taking the time to read this letter. The health and safety of the residents and employees of, and commuters through the Town of Wayland is extremely important to us. Part of that health and safety relies on properly staffing our Fire Department.

Previously I had written you supporting Chief Houghton's request for four additional Firefighter EMT/Paramedic positions. To our knowledge, it has been decided by the Town Management to support the hiring of two additional positions. We, the firefighters of Local 1978, do not support or encourage this decision. As we have been told on multiple occasions "we will support two to prove the need for additional personnel, and eventually we can get another two (four total)." But there has been no guarantee those second two will ever come. The need for four additional personnel has been proven through our increase in call volume, growth in population and business, and lack of increase in operational staffing since 1970! In fact, with the dissolution of the on-call department, one could argue we have had a reduction in operational force. Our service is operational 24 hours a day, seven days a week. To increase the staffing by one person we must account for 168 work hours per week. Two firefighters operating 42 hours per week (our current weekly hours) only covers half of that time. The solution of town management is to put the two firefighters on a day schedule only. This has the potential to cause a host of problems. We have seen other departments do this. We have heard the troubles they have retaining staff on a schedule separate from the rest of the department. And while the numbers show day-time may be our busiest time on average; it doesn't mean the extra person isn't needed at night. Just a few weeks ago The Wayland Fire Department responded to a fire, a baby delivery, and another serious medical call back to back to back. The ONLY reason those second and third calls didn't require an outside agency and/or ambulance was because we were lucky enough to have additional personnel covering the station due to the fire.

In May of 2011, the first full-time Firefighter/Paramedic was hired on the department. The goal was to attain 24/7 advanced life support. Just shy of seven years later we haven't succeeded in that goal. Watching our neighboring town appropriately add additional staff who are paramedics and attain 24/7 advanced life support coverage, YEARS faster than Wayland, has been frustrating. It's a commitment the leadership of this town made. It's frequent we encounter residents who aren't aware that commitment hasn't been fulfilled. Moreover, with the plan to add only two additional positions and continue gaining through attrition, there is no foreseeable point in the near future we will attain that goal. Furthermore, with no guarantee the town will add the

second two positions in the future, it's as if we are repeating the mistake we made when transitioning to ALS. We were told if those 3rd and 4th positions are never approved then the 1st and 2nd new positions will be terminated.

If the Town Management cannot commit to hiring the four personnel at this time; we urge you to consider doing an independent study to determine the needs of the Wayland Fire Department. Instead of approving the money to hire two personnel, who we may or may not keep, get the funding approved for a study. Allow the residents to be informed of the need to increase staffing and by how much. Then, once there is independent data, make the commitment to do what is necessary.

To be clear; the Firefighters of Local 1978 support the necessary increase in operational staff. This means running a full shift at seven personnel and a minimum of six personnel when necessary. Currently We run a full shift at six people but will run as few as five. Managements plan, as we know it, is to run seven during the day, six at night, and still a minimum of five. This plan is what we do not support.

Again, we urge the Town Management to consider a study of our staffing needs to guide this decision-making process. We feel confident a study would substantiate our claim for a necessary staffing increase. We feel strongly this would be better accomplished by committing to the full complement of additional staff instead of the piecemeal approach that has been proposed.

Thank you again for your time and consideration on this matter. Please do not hesitate to reach out with any questions or for a conversation.

Respectfully,

Will Tyree
President, Wayland Firefighters
Local 1978



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

March 15, 2018

Mr. Jerry Cellucci
Raytheon Company
870 Winter Street
Waltham, MA 02451-1449

Re: Amendment to Notice of Activity and Use Limitation dated October 21, 1997 on Future Municipal Parcel at Wayland Town Center, Wayland, Massachusetts

Dear Mr. Cellucci:

This letter is a continuation of correspondence concerning this subject started in October 2015.

The Town of Wayland has entered into an agreement for the four parcels of land known as the "Municipal Parcel," a portion of the property known as Wayland Town Center, located at 400 - 440 Boston Post Road, Wayland, Massachusetts.

These parcels are encumbered by a "Deed Restriction" still in effect and documented in filings dated October 21, 1997 consisting of "NOTICE OF ACTIVITY AND USE LIMITATION" (South Middlesex Registry of Deeds Book 27793, beginning on page 141) and "EASEMENT AND RESTRICTION AGREEMENT" (South Middlesex Registry of Deeds Book 27793, beginning on page 167).

In accordance with your previous letter, this correspondence is to introduce the Town's representatives for this project and to request a meeting with Raytheon and ERM to move forward with the amendment to the subject notice. The primary point of contact for the Town will be: Ben Keefe, Public Buildings Director. He can be reached at (508) 358-3786. Ben Gould of CMG Environmental, Inc., the Town's LSP, will work with Mr. Keefe.

The Town of Wayland anticipates using the parcels for municipal purposes, potentially including a Senior/Community/Recreation Center, boathouse, walking paths, playgrounds, and gardens. These facilities would be used during the daytime and evenings by residents encompassing a range of ages. We do not currently contemplate residential developments on these parcels.

We look forward to working with Raytheon and ERM to amend the subject notice and restore use of the subject parcels. Please contact Mr. Keefe with details on moving forward. If practical, we would appreciate an initial meeting before the end of March.

Sincerely,

Nan Balmer
Town Administrator

cc: Board of Selectman
Ben Keefe, Town of Wayland
Ben Gould, CMG Environmental, Inc.



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

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

Wayland Board of Health Director's Report March 19, 2018

File alley project update: this project has been temporarily on hold due the will now be underway again to finish reorganizing and going through old files and cleaning things out. We will begin this work next week and will continue for the next couple of months.

Town Building construction-Due to the burst frozen sprinkler pipe that flooded the hallway of the 1st floor and the Conservation and Health Department areas construction work is needed in the hallway and several areas of town building including our front counter area. The work is scheduled to begin April vacation week. Until the work is completed we have relocated the front counter area and staff into our small department area located in the back. We will continue to use this work area temporarily until the work is completed however, it is not ideal for production or assisting the public.

Dudley Pond Project-Darren has been working on the follow up from this project that was initiated last year by BoH member Susan Green (potential property transfers with no Title 5). Out of a list of 36 identified properties (sales since 1995 with questionable Title 5 compliance). There are 7 properties which require Title 5 inspections and/or a new system to be designed or other type of follow up (all other properties were property transfers within a family). Letters are in the process of being drafted to initiate steps to be taken by property owners.

Land Use Meetings-I continue to coordinate and facilitate the monthly land use meetings.

The scanning project for Title 5 reports and documents has been vetted and we plan to begin sometime in the next couple of weeks.

Permit program and workflow-Fire Chief Houghton and I have worked together to draft a scope of work outline for someone to be hired by the town to identify our workflow process in preparation for a new permitting program. We plan to meet with the front office at the end of this week to review the draft and discuss next steps. Tomorrow I will participate at a site visit located in Andover to view their permitting system.

Fire Dept. Station 2- We are still waiting for the installer to move forward with tank installations as the inclement weather has been a factor:

Attended Executive Committee meeting for Wayland Cares 2/13, Director Jason Verhoosky provided updates regarding grant status, SBIRT at WMS and WHS, presentations on wellness and Metrowest Adolescent Health Survey, upcoming trainings. Also, update on Recreational Marijuana and

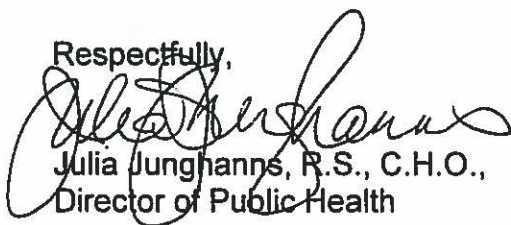
dispensaries; potential opt out for Wayland on Sept. 4th ballot and then STM, public forums will be arranged. I will be attending a training/educational overview of the new Recreational Marijuana Regulations (Adult use of Marijuana), as sponsored by Mass Association of Health Boards.

Annual permit renewal fees are in the process of being collected. Research is being done to determine if we will make permanent changes to our annual permitting cycle for renewals (calendar year vs fiscal year).

Ruth Mori-PHN/Nurse Leader update- Things have been very busy. We have continued to offer flu vaccinations for our community. Outreach through our media outlets as well as electronic signs with flu vaccine availability messaging with support and collaboration through DPW and Police. We have booked private and state injectable vaccine for next year. State will have limited flu Mist doses for the 2018-2019 flu season as it has been accepted as an ACIP recommendation, doses for this to still be booked. Working with Community Health Nurses and families to ensure required student physicals and immunizations are up to date and submitted to health rooms. Schools are close to full compliance at this point. Also, working on school policy, procedure and guidelines around life-threatening allergies with school physician, nurses and school committee sub policy group. Additional health policies to also be reviewed and updated as needed. Working with school department staff, and fire department around upcoming School AED regulation coming into effect July 1, 2018 to ensure we are compliant. Working on public health emergency preparedness grant (PHEP). Collaborate with fire department regarding this. Ongoing communicable disease surveillance and follow up continue alongside MDPH. In the past 3 storm events we have been contacted by the Local Emergency Planning Committee/including Police and Fire, as our assistance was identified as a possible need for providing shelter to the public. As such we had regular communication with key representatives of the LEPC and our MRC Volunteers regarding our situation in Wayland and potential needs for sheltering due to power outages. We were not called out to assist with shelters in Wayland (due to lack of need), however, our volunteers were on standby for the critical timeframes during all 3 events. This is a process that is being done on our cell phones so streamlining management of this will be reviewed.

Food inspections due to power outages-Food inspector Beth Grossman and I conducted food inspections on 3/9 at businesses in areas of extended power loss after the snow storm last week. The inspection determined if proper process was followed and to identify any food handling violations.

Respectfully,



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

Revised March 20, 2018

DATE: MARCH 12, 2018

TO: FRED KNIGHT, CHAIR WASTEWATER MANAGEMENT DISTRICT COMMISSION
ARTHUR UNOBSKEY, SUPERINTENDENT OF WAYLAND PUBLIC SCHOOLS

FROM: NAN BALMER, TOWN ADMINISTRATOR

RE: **REQUEST FOR VOTE BY THE WASTEWATER MANAGEMENT DISTRICT COMMISSION AND THE WAYLAND SCHOOL COMMITTEE TO AUTHORIZE THE DIRECTOR OF THE TOWN DEPARTMENT OF PUBLIC WORKS TO PROVIDE MANAGERIAL OVERSIGHT OF THE TOWN AND SCHOOL WASTEWATER TREATMENT FACILITIES**

Over the past year, the DPW Director and Town Engineer informally provided technical support to the Wastewater Management District Commission and the Wayland Public Schools for the operation of their respective wastewater treatment plants and facilities. During 2017, it was agreed by a working group of all parties that, due to the condition and age of both facilities, continued oversight by the DPW Director with the support of the Town Engineer is in the best interests of the WWMDC and School Department. It was also agreed that a full-time Wastewater Operations Manager reporting to the DPW Director and shared by the Commission (60%) and School Department (40%) would: 1) significantly improve contract management, 2) allow the WWMDC / School Committee to plan and implement capital improvements and maintenance not covered by the contract operator and, 3) provide direct wastewater system monitoring to reduce the number of failures and emergencies. It is understood that the proposed hiring of a Wastewater Operations Manager reporting to the DPW Director should also result in a significant reduction in contract operations ~~over a two-year period~~ going forward as the WWMDC and the School Department Operations Manager gains familiarity with the operations of both wastewater systems.

I request that the WWMDC and School Committee vote to authorize the DPW Director to continue to provide oversight of the wastewater systems. Assuming the WWMDC and School Committee vote to approve the authorization of the DPW Director to oversee the two systems, I as Town Administrator will assign this managerial responsibility for the wastewater facilities to the DPW Director, understanding that the responsibility for and jurisdiction over these wastewater facilities remains with the WWMDC and School Committee and not with any other town governing body.

The following summarizes the significant terms agreed upon for the management of the WWMDC and School Department wastewater facilities:

1. **Responsibility for and jurisdiction over wastewater facilities remains with the Wastewater Management District Commission and the School Committee and not with any other town governing body.**
2. **Day to day managerial oversight of the wastewater systems will be provided by the DPW Director and is defined as:**
 - a. Supervision of any town or contracted ~~support~~ operations staff;
 - b. In coordination with WWMDC and School budget managers, approval of purchases, invoices, contracts and procurement;
 - c. Approval of correspondence and reports to DEP and EPA;
 - d. Approval of recommendations to the WWMDC and the School Superintendent for annual operating budget submissions, including estimated annual allocations of costs for personnel to WWMDC and School Department based on the estimated hours of staff time used; and
 - e. Approval of recommendations to the School Committee and the WWMDC for capital improvements and significant unanticipated costs.
3. **Support Operations staff reporting to the DPW Director will include:**
 - a. Operations: The new position of Wastewater Operations Manager is proposed in the FY 19 budget as a full- time, DPW position, subject to the terms of the collective bargaining agreement;
 - b. Engineering Support: Town Engineer – Services will be reasonably limited as interpreted by the DPW Director so as not to interfere with previously established job duties.
 - c. Building Maintenance and Improvements: Public Building Director
4. **Funding:**
 - a. WWMDC - Personnel costs are included as a charge to the Wastewater Enterprise Fund indirect costs paid to the General Fund. FY 19 payroll and benefits costs for the Wastewater Operations Manager will be charged 60% to the indirect costs paid from the Wastewater Enterprise Fund. The WWMDC / School allocation may be reviewed at the request of either party before submission of the FY 20 or future year operating budgets.
 - b. School Department - Personnel costs include:
 - i. Wastewater / public buildings payroll and benefits costs for oversight and and for limited engineering support are funded by the general fund and budgeted in the town, non-school operating budget.
 - ii. Wastewater Operations Manager: FY 19 payroll costs of the Wastewater Operations Manager will be directly and entirely charged on a bi-weekly

basis at 40% to the School Operating Budget and may be reviewed at the request of either party before submission of the FY 20 and future operating budgets. Benefit costs will be charged to the town unclassified budget.

- c. Other reasonable costs will include direct charges to the WWMDC and School Department operating budget for the use of a DPW vehicle, costs of fuel and computer / office furnishings.

CC: Board of Selectmen, School Committee Chair, Board of Public Works Chair, Board of Health Director, Town Engineer, DPW Director

Porter, David

From: Balmer, Nan
Sent: Tuesday, March 20, 2018 8:17 AM
To: Mark Hays
Cc: LeishaSimon; Ellen Grieco; Kim Reichelt; Unobskey, Arthur; Karlson, Cherry; Anderson, Lea; Antes, Mary; Jurist, Louis; Levine, Doug; Aina Lagor; Porter, David; Doucette, Elizabeth; Michael McCann; Porter, David
Subject: RE: Thanks! Has Wayland budgeted for independent penetration testing?

Mark

Jorge's judgment call was that penetration testing should be done after the recommended infrastructure changes are in place in order to get the most benefit.

The server replacement and desk top configuration are nearing completion. I am aware that IT professionals, including yourself, may differ on Jorge's approach to wait until the system is better configured.

Right now, this is as much depth as I can give you in a response.

We know the importance of staffing IT management and are working hard to find someone to take Jorge's place.

Nan

From: Mark Hays [<mailto:markallenhays@gmail.com>]
Sent: Monday, March 19, 2018 5:13 PM
To: Balmer, Nan
Cc: LeishaSimon; Ellen Grieco; Kim Reichelt; Unobskey, Arthur; Karlson, Cherry; Anderson, Lea; Antes, Mary; Jurist, Louis; Levine, Doug; Aina Lagor; Porter, David
Subject: Thanks! Has Wayland budgeted for independent penetration testing?

Dear Nan: Thank you for your reply, and for hiring Mike to make sure IT security and operations processes are maintained during the transition period.

On a related note, has Wayland budgeted for independent penetration testing by a third party -- to make sure adequate defenses are in place and properly configured? This should be a standard annual process, as recommended by SANS. There are a number of companies in the Boston area that are highly qualified, e.g. Rapid7.

This was included in the recommendations following the repeated breaches of the Wayland Treasurer's office -- but basic upgrades were needed first, e.g. the new firewalls. Pen testing should have been done since then.

Mark Hays

On Mon, Mar 19, 2018 at 9:52 AM, Balmer, Nan <nbalmer@wayland.ma.us> wrote:

Mark,

As with all staff changes, established procedures will continue.

Mike McCann has been engaged to provide consulting services to staff during the transition to a new IT Director.

The process of hiring a new IT Director is well underway.

Nan

Nan Balmer, Town Administrator

Town of Wayland

41 Cochituate Road

Wayland, MA 01778

(508) 358-3620 office

(508) 237-1330 cell



From: Mark Hays [mailto:markallenhays@gmail.com]

Sent: Saturday, March 17, 2018 10:25 AM

To: LeishaSimon; Ellen Grieco; Balmer, Nan

Cc: Kim Reichelt; Unobskey, Arthur; Karlson, Cherry; Anderson, Lea; Antes, Mary; Jurist, Louis; Levine, Doug; Aina Lagor

Subject: Digital security for Wayland: Who is responsible now?

Wayland Public Schools and the Town of Wayland hold a significant amount of personal and confidential data on current and former Wayland residents.

Now that Jorge Pazos has moved on, who is managing and responsible for protecting all of our confidential data -- including medical, behavior, employment, credit card and personal identity data?

For example:

WPS is still using Adobe Flash:

<https://helpx.adobe.com/security/products/flash-player/apsb18-05.html>

WPS and the Town use VMware:

www.us-cert.gov/ncas/current-activity/2018/03/15/VMware-Releases-Security-Updates

Mac malware more than doubled in 2017:

www.computerweekly.com/news/252436453/Mac-malware-more-than-doubled-in-2017

As noted previously, a breach could easily impact thousands of current and former residents and create a costly liability for the Town and Wayland taxpayers.

Mark Hays

Porter, David

From: Balmer, Nan
Sent: Monday, March 19, 2018 7:04 PM
To: Porter, David
Subject: FW: Memo from the Finance Committee
Attachments: free cash forecast.pdf; Funding Sources Memo.pdf

correspondence

From: Watkins, David V
Sent: Tuesday, March 13, 2018 8:00 PM
To: Doug Levine; Anderson, Lea; Karlson, Cherry; Mary Antes; Louis Jurist
Cc: Balmer, Nan; Keveny, Brian
Subject: Memo from the Finance Committee

Please see the attached memo from the Wayland Finance Committee regarding Funding Sources for Article 4, 18 and 20.

Very truly yours,

Dave Watkins
508-416-6021



Town of Wayland Massachusetts

Finance Committee

Steven Correia

Jen Gorke

Carol Martin (Vice Chair)

Klaus Shigley

William Steinberg

George Uveges

Dave Watkins (Chair)

March 13, 2018

To: Board of Selectmen

From: Finance Committee

The Finance Committee understands that the Board of Selectmen will be discussing the funding method for three Articles on Wednesday. Committee members felt it would be helpful to provide the following information regarding each of these funding methods for decision making purposes.

Funding Source	Information
Borrowing	<ul style="list-style-type: none">• Minimizes effect on Fund Balance and has no effect on Free Cash.• Minimizes effect on current tax burden.• Supports preservation for Moody's rating by minimizing the effect on Town's cash balance as a % of budget• Requires a 2/3 versus simple majority vote.• Increases Town's debt burden thus increases future debt service cost and required fund balance.
Cash Capital	<ul style="list-style-type: none">• No effect on Town's cash balance.• No effect on borrowing and debt levels.• Requires a majority vote at Town Meeting.• Increases taxes in the year funded.
Free Cash	<ul style="list-style-type: none">• Does not impact borrowing or taxation.• Requires a majority vote at Town Meeting• The use of free cash has a negative impact on the amount of Free Cash and Free Cash as a percentage of budget, which is one of the key targets upon which Moody's has focus.

The following are the committee's recommendations regarding the funding methods for the proposed articles:

Article	Funding Source	Amount	Note(s)
4. OPEB Funding	Cash Capital	\$492,819	<ul style="list-style-type: none"> • Committee recommendation by consensus was to fund with cash capital • Advised methodology by Financial Advisor • Recurring cost that should be incorporated into the Town's annual operating expenses.
20. Appropriate Funds for a Community Center at Town Center	Borrowing OR Combination of Free Cash and Cash Capital	\$470,000	<ul style="list-style-type: none"> • Committee did not reach consensus on funding • Committee was split between borrowing or a combination of free cash/cash capital (to be determined by the need to retain an acceptable Fund Balance and balancing the concern as to the impact on the FY19 Tax Rate).
18. Appropriate Funds to Design Renovation of Existing Library Building at 5 Concord Road for Continued Library Use Instead of Building a New Library	Borrowing OR Combination of Free Cash and Cash Capital	\$175,000	<ul style="list-style-type: none"> • Committee did not reach consensus on funding • There was not a clear consensus for the method of funding for the Library design project.

In general, Finance Committee members were sympathetic to the 2/3 vote scenario that would impact each of these if borrowing were the selected methodology. There was also a concern to not over-use free cash or to unduly burden taxpayers using cash capital and thus, the dilemma.

Brian Keveny has prepared a forecast of free cash for the next three years, copy attached. The forecast has projected an increase in free cash of \$1.4 million in FY 18 but has several significant assumptions:

- Under spending of the FY18 budget of \$1.2 million
- Revenue more than FY 18 budget of \$500,000
- Collection of prior year revenue of \$750,000
- Snow removal cost over FY18 budget funded by free cash of \$200,000, which is likely to increase, based upon recent snow storms.

An additional consideration is that free cash needs to increase by approximately \$350,000 to maintain the current ratio of free cash to expenditures, a key measurement used by Moody's.

Please feel free to contact Brian Keveny or Dave Watkins if you have questions about the information presented herein.

FREE CASH ANALYSIS	Fiscal 2017	Fiscal 2018	Fiscal 2019	Fiscal 2020	Fiscal 2021	Fiscal 2022
Budget growth rate at- 3.50%		77,970	81,757	84,618	87,580	90645.39
General Fund / Unappropriated Budgets						
Free Cash Balance beginning year:	4,641	7,299	8,690	9,614	10,496	
<i>Uses of Free Cash</i>						
Current year increase	-335	-	-	-	-	
Art-9 STM High School Part 1	-	-152	-	-	-	
Art-2 STM Current Year Transfer-Nov 2017	-	-6	-	-	-	
Art-2 ATM Current Year Transfer-April 2018	-	-	-	-	-	
OPEB-ATM 2018	-	-	-	-	-	
COA-ATM 2018	-	-	-	-	-	
IT Leasing ATM 2018	-	-	-	-	-	
Snow & Ice ATM 2018	-	-200	-	-	-	
Town Meeting-ATM 2018	-	-70	-	-	-	
Future Article estimates	-	0	-750	-750	-750	
Overlay to support subsequent year budget	-500	-	-	-	-	
Support subsequent year operating budget	-500	-	-	-	-	
OPEB Funding after 2018	-221	-	0	0	0	
Capital Projects subsequent year	-219	-1126	-1,200	-1,300	-1,400	
DOR adjustments- various fund deficits	-284	-200	-200	-200	-200	
Total	(2,059)	(1,754)	(2,150)	(2,250)	(2,350)	
<i>Sources of Free Cash</i>						
Net change in year to year overlay	613	300	300	300	300	
Amortization of MSBA	5	5	5	5	5	
Prior year recovery	145	284	200	200	200	
Current year unbudgeted revenue	-	-	-	-	0	
OPEB transfers to General Fund	50	50	50	50	50	
Recreation Revolving Transfer Recreation to GF	482	-	-	-	0	
Prior Year Real Estate / PP revenue	1,293	750	750	750	750	
Account Closeouts	59	-	-	-	-	
Current year excess revenue over budget	753	500	500	500	500	
Prior year rollover appropriation turnback	108	100	100	100	100	
Turnbacks-Current Year (Equals 1.50% of CY Budget)	1,209	1,156	1,170	1,226	1,269	
Total	4,717	3,145	3,075	3,131	3,174	
Net annual source & use change:	2,658	1,391	925	881	824	
Free Cash Balance Beginning Of Next Fiscal Year	7,299	8,690	9,614	10,496	11,320	
Free Cash as % of next year budget	9.36%	10.63%	11.36%	11.98%	12.49%	

March 19, 2018

RECEIVED

MAR 21 2018

Board of Selectmen
Town of Wayland

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

Dear Selectman Anderson:

The November election may seem far away, but we are writing today to share some important information with you about a proposed ballot question. Massachusetts voters may be asked to consider whether our state should have government mandated nurse staffing levels. This proposed law would require every hospital to adopt the same rigid, one-size-fits-all ratios of nurses on duty to patients at all times regardless of a hospital's size, location or the needs of individual patients.

Specifically, we want to share with you why The Massachusetts Chapter of the American Nurses Association and the Organization of Nurse Leaders are adamantly opposed to this proposal.

Massachusetts is home to some of the best hospitals in the nation. People come from all over the world to receive care from our healthcare professionals. It makes no sense to override the professional judgment of nurses and doctors who are charged with managing caregiver teams. **We want to be clear that this will fundamentally change the way care is delivered in Massachusetts – and this will have negative and very real implications for our nurses, our hospitals and most importantly, our patients and their families.**

This misguided and dangerous proposal would take vital decision-making abilities away from nurses at the bedside, where experience and education saves lives, and put them in the hands of an unworkable and unfunded government mandate. You may be aware that Massachusetts has tried this type of rigid approach with ICU ratios and the unintended consequences are alarming.

Since ICU ratios were implemented four years ago, more than 34 ICU beds have been closed as a direct result of the staffing law, of which 30 were from neonatal intensive care units (also known as NICUs) – a 11% reduction in NICU beds in our state. Hospitals have also reported a backup in emergency departments and delays in transferring patients in and out of ICUs and post-anesthesia care units, because there is no flexibility around the ICU ratios leaving nurses, patients and their families frustrated at a time when we should be doing everything possible to give them the very best care.

Further, hospitals are reporting a dramatic increase in transferring patients to different hospitals, sometimes even out of state.

Many states have considered similar proposals, yet only California has enacted mandated ratios. However, after 14 years, there is no evidence those ratios have improved the quality of care for patients in California. In fact, Massachusetts hospitals equal or exceed California in nearly every meaningful measure of patient care.

Finally, cost studies conservatively estimate the aggregate statewide cost of implementing the ballot question in the first year would be at least \$881 million and well over \$800 million annually thereafter, without any promise of improved care. Aside from threatening hospitals' financial stability, this proposal would drive up costs for patients and businesses, cause emergency room wait times to skyrocket and lead to closures of community hospitals. Even those that can stay open would have to make painful cuts in critical treatment areas and vital community health programs, including resources to battle the opioid crisis. As you know, opioid addiction has hit every community; the loss of vital local services such as treatment and recovery beds will only intensify the crisis.

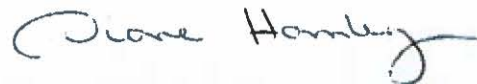
Massachusetts's patients deserve better.

We hope you would consider joining us in opposing the staffing proposal. We would be happy to provide you with more detailed information, answer any questions or set up further conversations regarding this important matter.

Sincerely,



Amanda Oberlies, PhD, MBA, RN, CENP
CEO, Organization of Nurse Leaders



Diane Hanley, MS, RN-BC, EJD
President, American Nurses Association
Massachusetts

Porter, David

From: Juan Godinez <juang@rovepestcontrol.com>
Sent: Monday, March 12, 2018 5:12 PM
To: Selectmen
Cc: akwesell@k-plaw.com; cmurray@k-plaw.com
Subject: Petition for Review of Unconstitutional Policy
Attachments: PastedGraphic-1.tiff; wayland_application_for_soliciting_permit.pdf; Legal opinion on limited hours.pdf; Hawker-Peddler Regs Appr. 6 12 17.docx

Dear Board of Selectmen, Town of Wayland,

My name is Juan Godinez and I am a local business manager that would like to continue our door-to-door sales program in the Town of Wayland. My business associates and I have been in the pest control industry for a combined total of over 60 years dating back to 1998. We have successfully run door-to-door programs for the last two decades, developing strong relationships with the towns and cities in which we work, in large part due to our compliance with local laws and regulations and our ethical sales approach. We have hired and trained a number of employees in the Greater Boston area. We hope that we can continue to make a positive impact on the local economy and provide a valuable service to your residents. To be sure, as a permanent business fixture in the Boston area, it is in our best interest to see the community thrive.

In reviewing the policies of Wayland's police department concerning door-to-door solicitations ("Application for Soliciting Permit," Accessed online March 12, 2018) (attached), we have significant concerns regarding the constitutionality of the same. In particular, the police department's policy pertaining to soliciting hours appears to be in violation of the First Amendment and the Due Process Clause of the US Constitution. The police department's regulation prohibits soliciting door-to-door after 5pm, which is when many homeowners are just leaving work to return home. Such a restriction would prevent our sales representatives from speaking with a number, if not the majority, of Wayland homeowners, and would likely result in the loss of significant revenue. An attorney for the town of Fall River, MA, addressing the question of whether an hours restriction for door-to-door solicitations for commercial purposes was constitutional, reasoned that an hours restriction was likely a violation of the First Amendment and Due Process Clause, and was therefore unconstitutional (see attached, p. 12-14; *see also* City of Watseka v. Illinois Pub Act Council, 479 U.S. 1048 (1987)(affirming appellate court's decision invalidating a city ordinance that limited solicitation to the hours of 9am to 5pm).

We recently worked with the nearby town of Wellsley to update their bylaws (removing a similar unconstitutional 5pm restriction) (see attached document dated June 12, 2017, emailed to me by Ms. Blythe Robinson, Board of Selectmen, Wellsley). Having reviewed the Wayland's bylaws concerning "Sales" and "Door to Door Solicitation" we find no hours restriction dictated by the Board of Selectmen. We are concerned, however, with the apparently unfettered authority vested in the Chief of Police to further regulate "the hours and conditions" under which soliciting activities may occur. We have no reason to believe the Chief would abuse this authority but it is not readily apparent what our remedy would be should he or she decide to implement further restrictions in violation of our constitutional rights.

This matter is of great concern to our company's interests. We will suffer damages in the event we are not permitted to solicit door-to-door in the Town of Wayland to the full extent provided by the First Amendment and the Due Process Clause. The 5pm restriction made it impractical for us to solicit door to door in Wayland last summer, resulting in the loss of significant man-hours, sales, and revenue. As a temporary remedy, I would respectfully request that the Board ask the Police Department to cease enforcement of the 5pm policy as it

conflicts with the rights guaranteed under the First Amendment as set forth in Supreme Court precedence. Arresting or otherwise citing a duly licensed sales representative for merely exercising her constitutional right to solicit after 5pm, in the absence of trespass or some other infraction, would be unlawful. We will, of course, contact the Wayland Police Department, which we did last year, and inform them of our whereabouts each day and our hours of operation (it is our company policy to conclude door-to-door solicitations when it gets dark, which is what most surrounding towns require). Our employees already have been or will be licensed by the Massachusetts Department of Standards before they begin their sales routes. I had a wonderful and productive meeting with Mr. Andrew Novotny and his team last year at the DoS.

We look forward to developing a strong working relationship with your town and appreciate your kind resolution of this matter.

Attachments:

- 1) Application for Soliciting Permit, Wayland Police Department
- 2) Legal Opinion, Town of Fall River, MA
- 3) Revised Soliciting Regulation, Town of Wellsley

CC: Town Counsel (KP Law)

Very respectfully,
Juan Godínez | **Manager** | 508.658.2847

PRIVACY: This e-mail may contain information that is privileged or confidential. If you are not the intended recipient, please delete the e-mail and any attachments and notify the sender immediately, and do not use, copy, or disclose to anyone any of the contents hereof.

Wayland Police Department

Application for Soliciting Permit

Date _____

Name _____
(Last) (First) (MI)

Address _____

Previous Address _____

(If less than 5yrs) _____

Phone # _____ Cell # _____

Date of Birth: _____ Social Security #: _____

Drivers License # _____ State: _____

Race _____ Sex _____ Height _____ Weight _____ Eyes _____ Hair _____

Product Being Sold: _____

Name of Company: _____

Address: _____

Phone # _____

Vehicle Being Used: _____ / _____ / _____

License Plate: _____ State: _____

Signature: _____ Date: _____

- Soliciting hours are Monday through Saturday 9:00 a.m. to 5:00 p.m.
- I.D. Must be visible at all times - Fee \$50.00

Police Use Only:

Permit # _____ Issued Date _____ Expires _____

(Feb.2008)



CITY OF FALL RIVER, MASSACHUSETTS
CITY COUNCIL

COLLEEN A. TAYLOR
CLERK OF COMMITTEES

INÊS LEITE
ASSISTANT CLERK OF COMMITTEES

May 10, 2012

Dear Councilor:

A meeting of the City Council Committee on Ordinances & Legislation will be held on Tuesday, May 15, 2012 at 5:15 pm in the Council Chamber, Government Center, to discuss the following items:

1. Proposed traffic amendments (misc.) (ref. 5-8-12)
2. Proposed handicapped parking traffic amendments (ref. 5-8-12)
3. Proposed taxicab vehicles ordinance (ref. 4-24-12)
4. Proposed ordinance prohibiting consumption of marihuana in public places (ref. 5-8-12)
5. Resolution – Review ord. 66-64 re removal of curbing for installation of private driveway (tabled 5-7-12)
6. Resolution – Committee on Ordinances and Legislation review ordinance 14-661 regarding door-to-door solicitation (tabled 4-9-12)
7. Resolution – Committee on Ordinances & Legislation meet to discuss residency requirement for city employment (ref. 4-10-12)

It is respectfully requested that you attend this meeting.

Very truly yours,

Inês Leite
Assistant Clerk of Committees

Committee Members:

E. Poulin, Chr.
P. Casey
D. Dennis
M. Miozza
R. Mitchell

City of Fall River, *In City Council*

BE IT ORDAINED by the City Council of the City of Fall River, as follows:

That Chapter 70 of the Revised Ordinances of the City of Fall River, Massachusetts, 1999, which chapter relates to traffic be amended as follows:

By striking out in Section 70-387, which section relates to handicapped parking the following:

Fourth Street, west side, starting at a point 295 feet south of Plymouth Avenue, for a distance of
20 feet southerly
Buckley Street, west side, starting at a point 68 feet north of County Street, for a distance of
20 feet northerly
Durfee Street, west side, starting at a point 40 feet north of Walnut Street, for a distance of
20 feet northerly
Edgmond Street, north side, starting at a point 25 feet east of Pitman Street, for a distance of
25 feet easterly
Hamlet Street, north side, starting at a point 48 feet east of Melville Street, for a distance of
20 feet easterly
Kilburn Street, west side, starting at a point 95 feet north of Dwelly Street, for a distance of
20 feet northerly
King Phillip Street, south side, starting at a point 497 feet east of King Street, for a distance of
20 feet easterly
Lawton Street, south side, starting at a point 280 feet east of Rodman Street, for a distance of
20 feet easterly
Ridge Street, east side, starting at a point 206 feet south of Osborn Street, for a distance of
20 feet southerly
Ridge Street, east side, starting at a point 232 feet north of Osborn Street, for a distance of
20 feet northerly

City of Fall River, In City Council

2

BE IT ORDAINED by the City Council of the City of Fall River, as follows:

That Chapter 70 of the Revised Ordinances of the City of Fall River, Massachusetts, 1999, which chapter relates to traffic be amended as follows:

By inserting in Section 70-387, which section relates to handicapped parking, in proper alphabetical order the following:

Cambridge Street, north side, starting at a point 127 feet west of Oxford Street, for a distance of 20 feet westerly

Charles Street, north side, starting at a point 112 feet west of King Street, for a distance of 20 feet westerly

Hood Street, north side, starting at a point 26 feet west of North Belmont Street, for a distance of 20 feet westerly

Locust Street, south side, starting at a point 60 feet west of Seabury Street, for a distance of 20 feet westerly

Wellington Street, south side, starting at a point 137 feet west of Fulton Street, for a distance of 20 feet westerly

Woodman Street, north side, starting at a point 312 feet west of King Street, for a distance of 20 feet westerly

City of Fall River, *In City Council*

3

BE IT ORDAINED, by the City Council of the City of Fall River, as follows:

That Chapter 78 of the Revised Ordinances of the City of Fall River, Massachusetts, 1999, which chapter relates to Vehicles for Hire, be amended as follows:

Section 1.

By striking out Section 78-65, which subsection relates to execution; numbering; contents; term, in its entirety, and inserting in place thereof, the following:

Every taxicab license shall be signed by the city clerk, who shall assign a permanent taxicab license number to each taxicab at the time the license is first issued. The number shall be used for each subsequent license renewal. It shall set forth the name, residence and place of business of the licensee, the owner of the motor vehicle to be operated under it, if not the licensee, a description of the motor vehicle to be operated under it, the current registration number, the engine number of the vehicle, and the number of persons, exclusive of the operator, which it may carry, and, unless sooner revoked or rendered void, shall continue in effect until January 1 next after the date thereof. All taxicab licenses assigned to a taxicab business shall be picked up each year by January 1 of that year or said license shall become available. The owner of a vehicle that has a taxicab license assigned to it shall within two weeks of the vehicle being removed from service or taken off the road, either apply to transfer that license to another vehicle or return the license and plate to the City Clerk's office. Licenses held in the City Clerk's office shall become available. The application process must be completed no longer than 30 days after submission to the City Clerk.

Section 2.

By inserting a new Section 78-68, which section shall relate to renewals, the following:

Sec. 78-68. Renewals.

- a) A license issued under the provisions of this article shall be subject to renewal annually.
- b) Applications for vehicle licenses and plates shall be made at the office of the City Clerk. Applications for licenses and plates shall set forth such information as the City Clerk may require, in addition to the following information: Name of the applicant, home and business address of the applicant; name of the registered owner of the vehicle, home and business address of the vehicle owner, if not the applicant; make, model, vehicle identification number and registration number of the vehicle. All applications must be accompanied by a valid certificate of registration.
- c) It shall be a further requirement that in order to operate such a vehicle that the vehicle have a taxi plate and no other license plate shall be permitted in order to license said vehicle.

Section 3.

By inserting a new Section 78-69, which section shall relate to conditions to issuance of license, the following:

Sec. 78-69. Conditions to Issuance of License.

Notwithstanding City Council approval of any new application, no taxicab license, including any renewal thereof, shall be issued by the City Clerk without written notification from the Chief of Police that:

- 1) The applicant for a license has presented for examination in the case of each vehicle to be licensed, a valid certificate of registration.
- 2) Each vehicle to be licensed has been found to have affixed to its windshield, a valid inspection sticker.
- 3) Each vehicle to be licensed has been inspected by the Police Department and found to have:
 - a) A taximeter as required by Sec. 78-32 that has been approved by the Sealer of Weights and Measures as required by M.G.L. c. 98 s. 45.
 - b) To have an illuminated sign as required by Sec. 78-34.
 - c) To have lettering painted on the vehicle as required by Sec. 78-67(b).

**CITY OF FALL RIVER
IN CITY COUNCIL**

APR 24 2012

*Referred to the Committee
on Ordinances and Legislation*

4

City of Fall River
Office of the Corporation Counsel

WILLIAM A. FLANAGAN
Mayor

STEVEN A. TORRES
Corporation Counsel



ELIZABETH S. PEREIRA
First Assistant Corporation Counsel

GARY P. HOWAYECK
Assistant Corporation Counsel

May 3, 2012

Eric Poulin, Chairman
Committee on Ordinances
Fall River City Council
One Government Center
Fall River, MA 02722

RECEIVED
MAY - 3 P 2:20
CITY CLERK
FALL RIVER, MA

Re: Proposed ordinance prohibiting consumption of marihuana in public places

Dear Councilor Poulin:

This is a response to your request for a proposed ordinance prohibiting marihuana use in public places. This request stems from concerns from law enforcement that since the decriminalization of possession of an ounce or less of marihuana public use of marihuana has been prevalent in the community. As of January 2, 2009 marihuana was decriminalized (but not legalized) for possession of one ounce or less of marihuana or tetrahydrocannabinol (THC). THC is a major active ingredient both of marihuana (a Class D substance) and hashish (a Class C substance). M.G.L. c. 94C, §§ 31L-32N together provide for a \$100 civil penalty for possession of one ounce or less of marihuana or THC, using the existing citation procedures found in M.G.L. c. 40 § 21D. Police may issue a civil citation to the violator, who within 21 days must then either pay the \$100 civil penalty to the city or send a request to the clerk magistrate for a civil hearing before a magistrate or judge. The law also authorizes for forfeiture of the contraband marihuana. There are additional penalties for violators under 18 such as the requirement of attending a drug awareness program.

After careful review municipalities may adopt ordinances and by-laws prohibiting public use. The new law specifically allows cities and towns the option of adopting: "ordinances or bylaws regulating or prohibiting the consumption of marihuana . . . in public places and providing for additional penalties for the public use of marihuana . . ." M.G.L. c. 94C § 32L. Communities such as Salisbury, Arlington, Wrentham, Yarmouth, Hopkinton, Lenox, Littleton, Medway, Mendon, Marlborough and Nantucket have passed similar legislation. The Attorney General's office has developed a model by-law for municipalities that wish to enact such regulation.¹

¹ Public Consumption of Marihuana or Tetrahydrocannabinol

No person shall smoke, ingest, or otherwise use or consume marihuana or tetrahydrocannabinol (as defined in G.L. c. 94C, § 1, as amended) while in or upon any street, sidewalk, public way, footway, passageway,


4

I have attached a proposed ordinance regulating the public consumption of marihuana or tetrahydrocannabinol. I have modeled the proposed ordinance after the model by-law developed by the Attorney Generals office and by-laws that have been adopted by other communities.

All research is available upon request. Should you have further questions in this regard, please feel free to contact me.

Very truly yours,


Elizabeth Sousa
First Assistant Corporation Counsel


Steven A. Torres
Corporation Counsel

cc. City Clerk

CITY OF FALL RIVER
IN CITY COUNCIL

MAY 08 2012

a/cx placed on file

stairs, bridge, park, playground, beach, recreation area, boat landing, public building, schoolhouse, school grounds, cemetery, parking lot, or any area owned by or under the control of the town; or in or upon any bus or other passenger conveyance operated by a common carrier; or in any place accessible to the public. This by-law may be enforced through any lawful means in law or in equity including, but not limited to, enforcement by criminal indictment or complaint pursuant to G.L. c. 40, § 21, or by noncriminal disposition pursuant to G.L. c. 40, § 21D,* by the Board of Selectmen, the Town Administrator, or their duly authorized agents, or any police officer. The fine for violation of this by-law shall be three hundred dollars (\$300) for each offense. Any penalty imposed under this by-law shall be in addition to any civil penalty imposed under G.L. c. 94C, § 32L.

BE IT ORDAINED by the City Council of the City of Fall River, as follows:

By inserting Chapter , a new Article , Public Consumption of Marihuana or Tetrahydrocannabinol and inserting under said article, the following new sections to read as follows:

Section Use of marihuana in public.

No person shall smoke, ingest, or otherwise use or consume marihuana or tetrahydrocannabinol (as defined in M.G.L. c. 94C, § 1, as amended) while in or upon any street, sidewalk, public way, footway, passageway, stairs, bridge, park, playground, beach, recreation area, boat landing, public building, schoolhouse, school grounds, cemetery, parking lot, or any area owned by or under the control of the City of Fall River; or in or upon any bus or other passenger conveyance operated by a common carrier; or in any place accessible to the public.

Section Name, address and date of birth to be provided.

Upon request by any duly sworn police officer, any person charged with violating this chapter shall provide his or her true name, address and date of birth.

Section Violations and Penalties.

This Article may be enforced through any lawful means in law or in equity including, but not limited to, enforcement by criminal indictment or complaint pursuant to M.G.L. c. 40, § 21, or by noncriminal disposition pursuant to M.G.L. c. 40, § 21D. The fine for violation of this Article shall be three hundred dollars (\$300) for each offense. Any penalty imposed under this Article shall be in addition to any civil penalty imposed under M.G.L. c. 94C, § 32L.

Section Seizure of controlled substances.

All controlled substances being used in violation of this Article may be seized and held until final adjudication in court whereupon they will be destroyed by the Police Department.

CITY OF FALL RIVER
IN CITY COUNCIL

MAY 08 2012

*Referred to the Committee
on Ordinances and
Legislation*

City of Fall River, In City Council

5

(Councilor Michael L. Miozza)

WHEREAS, Ordinance 66-64, addressing the removal of curbing for the installation of a private driveway does not address situations where driveways are constructed without the need to remove curbing, and

WHEREAS, the lack of language addressing this situation has led to different and varying interpretations of the ordinance, and

WHEREAS, there is an apparent need to close loopholes and better define the ordinance, now therefore

BE IT RESOLVED, that Ordinance 66-64 be reviewed by the Committee on Ordinances and Legislation.

In City Council, January 24, 2012

Adopted

A true copy. Attest:

Alison M. Bruchard

City Clerk

*table 2-7-12
Corp. Ord. to submit
prop. ord. w/ updates
table 5-7-12
prop. ord. attached
Dir on 5-15 agenda)*

Suggested revisions for Chapter 66, Article III. Streets, Division 1. Generally

The above Chapter is amended by adding the following section:

66-67 Connection to a public street for a private driveway.

No person shall connect a private driveway to a public street without first obtaining permission as provided for in this section. All applications to connect a private driveway which is to be constructed after the passage of this ordinance, shall be filed with the city engineer and shall be accompanied by a fee as prescribed in the fee schedule in Appendix A to this revision. All work described in the application or provided for in the conditions for approval shall be performed by a licensed contractor. The sidewalk or driveway shall be constructed by the licensed contractor in a manner satisfactory to the city engineer and at no expense to the city. The city engineer may, in his discretion, grant permission to connect a private driveway not more than 16 feet in width. Any application to connect a driveway that exceeds 16 feet in width shall be forwarded by the city engineer with his recommendation first to the traffic commission, and, if approved by the traffic commission, to the city council. The private driveway shall not be connected to the public street without first having received the approval of both the traffic commission and the city council. Before approving such application, the city council shall conduct a public hearing and give due notice thereof in accordance with section 20 of chapter 30A of the General Laws, to all abutting property owners. If the application for connecting a private driveway to a public street is not approved in accordance with the preceding provisions, no person shall make second application for connecting a private driveway to a public street on the same property for a period of two years from the date the denial is recording in the office of the City Clerk.

Ords

6

City of Fall River, In City Council

(Councilor Michael L. Miozza)
(Councilor Eric Poulin)

WHEREAS, there is door-to-door solicitation occurring after dark, and

WHEREAS, there are many citizens frightened by this night time solicitation, and

WHEREAS, there is genuine concern in the community for the safety of these individuals, and

WHEREAS, city ordinance 14-661 does not address hours of solicitation, and

WHEREAS, the ordinance is narrow in scope because it only covers door-to-door sales solicitation and not non sales solicitation, therefore

BE IT RESOLVED, that the Committee on Ordinances review ordinance 14-661 with the intent of revising said ordinance to include language that defines door-to-door solicitation hours and expands the scope of coverage to include non sales solicitation.

In City Council, March 13, 2012
Adopted

A true copy. Attest:

Alison M. Bouchard

City Clerk

*Tabled, pending legal opinion
4-9-12*

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City of Fall River
Office of the Corporation Counsel

WILLIAM A. FLANAGAN
Mayor

STEVEN A. TORRES
Corporation Counsel



RECEIVED
ELIZABETH S. PEREIRA April 10
First Assistant Corporation Counsel
GARY P. HOWAYECK
Assistant Corporation Counsel
FALL RIVER, MA

April 30, 2012

Eric Poulin, Chairman
Committee on Ordinances
Fall River City Council
One Government Center
Fall River, MA 02722

Re: Proposed Amendment to Article XX (Door to Door Solicitation)

Dear Councilor Poulin:

This is a response to your request for review of the proposed amendments to Article XX, Section(s) 14-661-14-671 (Door to Door Solicitation). The proposed amendments would impose a time restriction on solicitation, would include expanding the restrictions to include canvassers (religious and political) and adopting a "no-knock" list, prohibiting solicitors and canvassers from going to the residence of anyone who opts to be on the "no knock" list.

I. DETERMINING THE CONSTITUTIONALITY OF THE REGULATION OF DOOR TO DOOR SALES

While the City of Fall River must be mindful of concerns related to door to door solicitation, Constitutional protection of this trade cannot be ignored. In recent years the U.S. Supreme Court has held that even speech that "does no more than propose a commercial transaction" is protected by the First Amendment. *Virginia State Board of Pharmacy v. Virginia Citizens Consumer Council, Inc.* 425 U.S. 748 (1976). Since 1976, the U.S. Supreme Court and all other courts in the country have protected commercial speech. For example, the Seventh Circuit of Appeals invalidated a City of Kenosha ordinance, which prohibited door to door canvassing after 8:00 p.m. *Wisconsin Action Coalition v. City of Kenosha*, 767 F.2d 1248 (1985). Although the court in *Wisconsin Action Coalition* said that protecting municipal residents' privacy and crime prevention are legitimate and important government interests, the court held that the city ordinance violated First Amendment. The court also reasoned that persons who wish to maintain their privacy from door to door canvassers may do so by less restrictive means, such as posting "no solicitation" signs and enforcing trespass laws.

Using the same logic, the court in *City of Watseka v. Illinois Public Action Council* 479 U.S. 1048 (1987) invalidated an ordinance that limited door to door

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soliciting to the hours between 9:00 a.m. and 5:00 p.m. The court in *Watseka* concluded that the City failed to show that the time period limitation was narrowly tailored to achieve either the city's crime prevention objective or its interest in protecting the privacy of its citizens. Courts often hold restrictions on the time when solicitors can engage in their trade invalidated.

In *Central Hudson Gas & Electric Corp. v. Public Service Comm.* 447 U.S. 557 (1980) the Supreme Court established a four prong test for determining the constitutionality of a regulation imposed on commercial speech. **First**, it must be determined whether the expression is protected by the First Amendment. **Second**, whether the assertive governmental interest is substantial. **Third**, whether the regulation directly advances the governmental interest asserted. **Fourth**, whether or not it is more extensive than is necessary to serve that interest.

Commercial speech is unprotected by the First Amendment *only* if it is misleading or proposes an illegal transaction. *Project 80's Inc. v. City of Pocatello*, 876 F.2d 711 (1988). Therefore, door to door sales constitutes protected speech. The government has a duty of proving that the restriction imposed upon commercial speech serves a substantial government interest. *Central Hudson* at 2351. Many ordinances fail the third prong of the *Central Hudson* test, which requires that the regulation directly advance the claimed interest. In particular, the Ninth Circuit held that the interest in protecting the privacy of residents presents some difficulty for the cities. *Project 80's Inc* at 714. The court went on to say that privacy is inherently an individual matter; it is difficult to violate a person's privacy unless that person wishes to be let alone. *Id.* The ordinances thus do not protect privacy when applied to residences whose occupants welcome uninvited solicitors. *Id.* On the other hand, when the residents wish not to be disturbed, the ordinances directly protect their privacy. *Id.* The Court criticized the ordinances of Pocatello for seeking to make the choice for the resident. *Id.* Even if the ordinance materially advances a legitimate state interest, the ordinance may fail under the fourth prong of the *Central Hudson* test. This "least restrictive alternative" requirement has been used to strike down many ordinances. For example, in *Project 80's* the court noted that residents who want privacy can post a notice to that effect and requiring solicitors to register with the city can prevent crime. The court concluded that less restrictive means were clearly available to the cities and both cities ordinances had swept too broadly in attempting to protect privacy for either one to satisfy the fourth requirement of *Central Hudson*.

In addition to complying with First Amendment protections of commercial speech, ordinances must also comply with the Due Process Clause. Procedural due process refers to the procedures that the government must follow before it deprives a person of life, liberty, or property. Substantive due process asks whether the government has an adequate reason for taking away a person's life, liberty or property. The Supreme Court has defined property interests to include all those things to which people have a right. *Albright v. Oliver* 114 S.Ct. 807, 818-819 (1994). Given that door to door solicitation is a right protected by the First Amendment, solicitors are deprived of property when their right to solicit is denied. Furthermore, the U.S. Supreme Court

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defined "liberty" in *Board of Regents of State College v. Roth* 408 U.S. at 572, as follows:

While this court has not attempted to define with exactness the liberty... guaranteed by the Fifth and Fourteenth Amendment, the term denotes not merely freedom from bodily constraint but also the right of the individual to contract, to engage in any common occupations of life, to acquire useful knowledge, to marry, establish a home and bring up children, to worship God according to the dictates of his own conscience, and generally to enjoy those privileges long recognized . . . as essential to the orderly pursuit of happiness by free men. In the constitution for a free people, there can be no doubt that the meaning of "liberty" must be broad indeed.

(Id at 572)

This language includes such liberties as the ability of door to door solicitors to engage in such common occupations of life as employment and free market sales and door to door canvassers.

II. DETERMINING THE CONSTITUTIONALITY OF REGULATING CANVASSERS (RELIGIOUS AND POLITICAL)

Jehovah Witnesses have led the way in setting precedent in this area. For over 50 years, the Supreme Court has invalidated on First Amendment grounds restrictions on door-to-door canvassing and pamphleteering by Jehovah's Witnesses. "The dangers of distribution can so easily be controlled by traditional legal methods, leaving to each householder the full right to decide whether he will receive strangers as visitors that stringent prohibition can serve no purpose but that forbidden by the Constitution, the naked restriction of the dissemination of ideas." *Martin v. City of Struthers*, 319 U.S. 141, 147 (1943). In *Watchtower Bible and Tract Society v. Village of Stratton*, the Court struck down an ordinance that made it a misdemeanor to engage in door-to-door advocacy—religious, political, or commercial—without first registering with the mayor and receiving a permit. 122 S. Ct. 2080 (2002). "It is offensive to the very notion of a free society," the Court wrote, "that a citizen must first inform the government of her desire to speak to her neighbors and then obtain a permit to do so." 122 S. Ct. at 2089. The ordinance violated the right to anonymity, burdened the freedom of speech of those who hold "religious or patriotic views" that prevent them from applying for a license, and effectively banned "a significant amount of spontaneous speech" that might be engaged in on a holiday or weekend when it was not possible to obtain a permit. 122 S. Ct. at 2090.

III. DETERMINING THE CONSTITUTIONALITY OF ESTABLISHING A "NO KNOCK LIST"

We next turn to the constitutionality of adopting a "no-knock" list and requiring solicitors and canvassers to refrain from contact with persons who chose to be on the "no-knock" list. There appears to be no judicial record to cite or opinion to guide this

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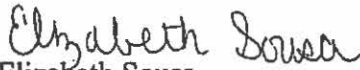
analysis. The City of Parma, Ohio has adopted its own "No Solicitation" law that includes an opt-in alternative to the blanket laws, whereby a resident may prohibit all person from canvassing or soliciting their home without a license. See *Parma, Ohio, Codified Ordinances §§ 757.01-757.06 (2009)*. The opt-in version of the law works similarly to the national "Do Not Call" registry, whereby local residents can place their address on the list to warn solicitors that they do not want to be visited. A legitimate argument could be made that a "Do Not Knock" law is a form of limitation on pure speech which might prevent such free and general discussion of public matters as seems absolutely essential to prepare the people for an intelligent exercise of their rights as citizens. On the other hand, a legitimate argument could be made that a "Do Not Knock" list is analogous to being a large scale "No Solicitation" sign that people can place on their front lawns which the Supreme Court has held to be sufficient to prevent unwanted solicitors. Even though Parma has not yet met a judicial challenge to its "Do Not Knock" ordinance the question remains whether these "Do Not Knock" laws are sufficiently narrow to pass the *Central Hudson* test and thus complying with the First Amendment, this may prove difficult to accomplish and I would caution the Council in enacting any "Do Not Call" lists.

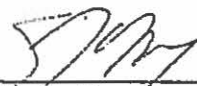
IV. CONCLUSION

Although municipalities may regulate door to door solicitations, such rights must be exercised reasonably and without infringing on First Amendment and Due Process rights. It is clear that religious and political ideas are protected by the First Amendment and that commercial speech also enjoys the protections afforded by the First Amendment. The proposed amendments would potentially lead to a legal challenge. Therefore, I would strongly caution the Council from enacting the proposed amendments. Should a court find that a government entity deprived the plaintiff of its First Amendment right to free speech, and in doing so, was acting under color of state law, the plaintiff is entitled to its reasonable attorney's fees pursuant to 42 U.S.C. 1988. Additionally, as a matter of right, the plaintiff may be entitled to a jury trial to determine its compensatory damages under 42 U.S.C. 1983.

All research is available upon request. Should you have further questions in this regard, please feel free to contact me.

Very truly yours,


Elizabeth Sousa
First Assistant Corporation Counsel


Steven A. Torres
Corporation Counsel

cc. City Clerk

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City of Fall River, In City Council

(President Linda M. Pereira)

WHEREAS, there are many qualified Fall River residents in need of employment, and

WHEREAS, there are many occasions that residents are not hired for city positions and they are equally qualified, now therefore

BE IT RESOLVED, that the Committee on Ordinances and Legislation meet to discuss the possibility of a residency requirement for city employment.

In City Council, April 10, 2012
Adopted.

A true copy. Attest:

Alison M. Bouchard

City Clerk

These regulations governing for-profit transient vendors/businesses, hawkers and peddlers, and door-to-door solicitations are hereby enacted pursuant to the authority set forth in the Police Regulations of the Town of Wellesley, Bylaw Article 49.33. These regulations are intended to supplement, and not to replace or override, the Massachusetts General Law governing the foregoing activities, all as set forth in M.G.L. Chapter 101, §§ 1 through 34.

I. Definitions. The following terms shall have the following meanings for the purposes of these regulations as follows:

1. "Soliciting" or "Solicitation" shall mean selling, attempting to sell, or seeking to obtain orders for the purchase and future delivery of goods, wares, merchandise, or services.

2. "Transient Vendor", "Transient Business": A transient vendor is a person who conducts a transient business of profit. A transient business (also called a temporary business) is any exhibition and sale of goods, wares, merchandise, or services which is carried on in any structure (such as a building, tent, or booth) unless such place is open for business during usual business hours for a period of at least 12 consecutive months.

2. "Hawker and Peddler": Any person, either principal or agent, who goes from place to place within the Town selling goods, wares, merchandise, or services, whether on foot or in a vehicle, for profit, is a hawker or peddler (these two terms are interchangeable).

3. "Person": For purposes of these regulations, the persons being regulated herein are those persons over the age of 16 who are engaging in the activities regulated herein for or on behalf of for-profit organizations. (See Section VI, Exemptions).

Comment [BM1]: I deleted the reference to M.G.L. c. 101, §§ 1 *et seq.* because the "Soliciting" definition does not appear therein. I made a few changes to include services, and the "Hawker and Peddler" definition does not track the statute precisely.

Comment [BM2]: These terms are defined but only appear in the preamble to the regulations.

II. Purpose. The purpose of these regulations is to ensure public safety by requiring persons conducting the foregoing activities, which historically have a high potential for fraud and abuse, to be licensed, either at the state level or local level, so that the Town's citizenry will know who is conducting these activities and that, to the degree set forth herein or in the applicable Massachusetts General Laws, they have identified themselves to the proper authorities, are bonded if required, and satisfy the minimum criteria.

III. Scope. These regulations shall apply to all persons conducting the foregoing activities within the Town.

IV. Compliance Requirements: Each person engaging in the foregoing activity shall, be subject to, responsible for, and fully in compliance at all times with the following requirements:

1. Registration requirements.

a. Persons not registered (licensed) by the state shall make application for a Wellesley registration card to the Chief of Police, on a form containing the following information: The applicant's name, signature, home address, the name and address of the owner or parties in whose interest the business is to be conducted, their business address and phone number, cellular telephone numbers for the applicant and business; a brief description of the business to be conducted within the Town; the applicant's social security number; the description and registration of any motor vehicles used by the applicant; and whether the applicant has ever been charged with a felony. The application shall be made under oath. The applicant shall be photographed for purpose of identification. The Chief of Police shall approve the application and issue a registration card within 48 hours of its filing unless he determines either that the application is incomplete, or that the applicant is a convicted felon, or is a fugitive from justice. The registration card shall be in the form of an identification card, containing the name, signature and photograph of the licensee. Such card shall be non-transferable, and valid only for the person identified therein and for the purpose as shown on the license. The card shall be valid for a period of two years from the date of issuance. Any such registration card shall be void upon its surrender or revocation, or upon the filing of a report of loss or theft with the Wellesley Police Department. The Chief of Police may revoke such registration card for good cause.

b. Persons registered (licensed) by the state shall not be subject to the foregoing paragraph, but are required to make themselves known to the Wellesley Police Department.

2. Registration card or license to be visibly displayed.

Such state or local registration card or license shall be displayed at all times while the business activity is being conducted, and shall be provided to any police officer upon request. The license shall also be affixed conspicuously on the outer garment of the licensee whenever he or she shall be engaged in the activity, except in the case of a transient business when the license shall be displayed visibly within the structure where such business is being conducted. Such registration

card or license, if issued locally, shall be the property of the Town of Wellesley and shall be surrendered to the Chief of Police upon its expiration.

3. Registration card (license) fee.

The filing of a copy of a state license as required shall not be subject to a fee; the fee for a local registration card shall be \$ \$62.00 or as otherwise specified by the Director of the Office of Consumer Affairs and Business Regulation under Chapter 101, §22 of the Massachusetts General Laws.

4. Restrictions on activity.

a. No activity governed by these regulations shall be conducted upon public or private premises that have been duly posted "No Solicitation" or words of similar meaning.

b. No solicitations will be made after 8:00 pm or before 8:30 am.

c. No solicitations will be made on official holidays or Sundays.

d. No person may use any plan, scheme or ruse, or make any false statement of fact, regarding the true status or mission of the person making the solicitation.

e. The Chief of Police may further regulate the hours and conditions under which the licensee may engage in door-to-door solicitation.

V. Violations and Penalties.

1. Any and all violations of these regulations may be enforced by any police officer, either by initiating criminal proceedings, or through the noncriminal disposition procedure set forth in Town Bylaw Article 52.1 et seq.

2. Any person violating any one or more of these regulations shall be subject to the following fines:

a. \$150 for the first offense.

b. \$300 for each subsequent offense, with each such subsequent offense constituting a separate offense.

3. Any person found committing a violation of these regulations may be arrested by a police officer without a warrant.

VI. Exemptions.

These regulations shall not apply to any person conducting sales of second hand articles as defined in Rules and Regulations Relating to Flea Markets, Garage Sales, and Estate Sales in the Town of Wellesley, nor to any person engaged in the foregoing activities for or on behalf of a not-for-profit organization incorporated under Chapter 180 of the Massachusetts General Laws.

Promulgated this ____ day of _____ 2017, effective upon the filing of a copy hereof with the Town Clerk.

WELLESLEY BOARD OF SELECTMEN

Marjorie R. Freiman, Chair

Ellen F. Gibbs, Vice Chair

Jack Morgan

Elizabeth Sullivan Woods

Thomas H. Ulfelder

RECEIVED

MAR 12 2018

Board of Selectmen
Town of Wayland



March 9, 2018

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

Re: Annual Notice

Dear Chairman and Members of the Board:

In accordance with Massachusetts cable regulations (207 CMR 10.01(2) and 10.02(6)), enclosed is a copy of Comcast's policies and procedures, sample subscriber bill, work order and rate & channel line-up information for your community.

Should you have any questions, please do not hesitate to contact me at 508-647-1418.

Sincerely,

Greg Franks

Greg Franks, Sr. Manager
Government & Regulatory Affairs

Enclosures



X65688

Comcast Customer Privacy Notice For Cable Video, High-Speed Internet, Phone, and Home Security Services

Why is Comcast providing this notice to me?

As a subscriber to cable service or other services provided by Comcast, you are entitled under Section 631 of the federal Cable Communications Policy Act of 1984, as amended, (the "Cable Act") to know the following:

- the limitations imposed by the Cable Act upon cable operators in the collection and disclosure of personally identifiable information about subscribers;
- the nature of personally identifiable information we collect;
- the nature of the use of personally identifiable information;
- under what conditions and circumstances we may disclose personally identifiable information and to whom;
- the period during which we maintain personally identifiable information;
- the times and places at which you may have access to your personally identifiable information; and
- your rights under the Cable Act concerning personally identifiable information and its collection and disclosure.

Personally identifiable information is information that identifies a particular person; it does not include de-identified, anonymous, or aggregate data that does not identify a particular person or persons. This notice is also provided to you in accordance with applicable California law, which only applies to our customers located in California who are served by a cable television corporation.

In addition, Section 222 of the Communications Act of 1934, as amended, (the "Communications Act") provides additional privacy protections for certain information related to our phone and Internet services:

- information about the quantity, technical configuration, type, destination, location, and amount of your use of the phone and Internet services; and
- information contained on your bill concerning the type of phone and Internet services and features you receive.

That information is known as customer proprietary network information or CPNI for short. This notice, which includes our CPNI Policy, describes what CPNI information we obtain, how we protect it, and how it may be used. If you are a customer of our phone and Internet services, you have the right, and Comcast has a duty, under the Communications Act and applicable state law, to protect the confidentiality of CPNI. In addition, the FCC's rules provide additional privacy protections specific to our phone services that we describe in this notice.

We explain below under **"HOW DO I GIVE OR WITHHOLD MY APPROVAL FOR COMCAST TO USE CPNI TO MARKET ADDITIONAL PRODUCTS AND SERVICES TO ME?"** how you can approve our use of CPNI or withdraw your approval in the event Comcast decides to use CPNI for marketing purposes.

Special Note: Our CPNI Policy applies to the voice and Internet communications-related services provided by the applicable Comcast operating company that delivers those services to our customers.

In this notice, the terms "Comcast," "we," "us," or "our" refer to the operating company, subsidiaries or affiliates of Comcast Cable Communications, LLC that (i) owns and/or operates the cable television system in your area pursuant to a cable television franchise with the local franchising authority, or (ii) is the operating company that delivers voice services in your area. The term "you" refers to you as a subscriber to one or more of our cable service and other services.

I. Collection

What kind of information does this notice apply to?

The Cable Act applies to personally identifiable information that you have furnished to Comcast, or that Comcast has collected using the cable system, in connection with the provision of cable service or other services. The Communications Act applies to CPNI related to our regulated phone and Internet services, and certain orders of the Federal Communications Commission apply the CPNI rules to our interconnected voice over Internet protocol communications services.

Special Note: This notice only applies to our cable video service, our high-speed Internet service, our phone and communications services, and our home security service. It applies to you as a subscriber to one or more of these services as provided for by applicable law and except as otherwise noted. It does not cover information that may be collected through any other products, services, or websites, even if you access them through our cable services and even if they are co-branded with Comcast brands or the brands or logos of our affiliated companies. You should read the privacy policies for these other products, services, and



websites to learn how they handle your personal information. You can read the privacy policy for Comcast's web services at <http://xfinity.comcast.net/privacy/>.

For what purposes may Comcast collect personally identifiable information and CPNI?

The Cable Act authorizes Comcast as a cable operator to use the cable system to collect personally identifiable information concerning any subscriber for the following purposes:

- to obtain information necessary to render our cable service or other services to our subscribers; and
- to detect unauthorized reception of cable communications.

The Cable Act prohibits us from using the cable system to collect personally identifiable information concerning any subscriber for any purposes other than those listed above without the subscriber's prior written or electronic consent.

The Communications Act authorizes us to use, disclose, or permit access to individually identifiable CPNI in our provision of:

- the telecommunications services from which this information is derived; or
- services necessary to, or used in, the provision of these services, including the publishing of directories.

The Communications Act prohibits us from using CPNI for any purposes other than those listed above except as permitted or required by law or with your approval.

What kind of personally identifiable information and CPNI does Comcast collect?

Comcast collects information from you at several different points when you request, turn on, and use our services under an account we create for you. Some of this information is personally identifiable information, but much of it is not. We collect certain personally identifiable information that our subscribers furnish to us in connection with the provision of cable service or other services. In order to provide reliable, high quality service to you, we keep regular business records containing information about you that may constitute personally identifiable information. These account records include some, but typically not all, of the following information:

- your name;
- service address;
- billing address;
- e-mail address;
- telephone number;
- driver's license number;
- social security number;
- bank account number; and
- credit card number.

With respect to phone services, examples of CPNI include information typically available from telephone-related details on your monthly bill:

- location of service;
- technical configuration of service;
- type of service;
- quantity of service;
- amount of use of service; and
- calling patterns

CPNI does not include your name, address, and telephone number because the Communications Act classifies that information as "subscriber list information" which is not subject to the CPNI protections. However, that information is also subject to certain protections as described below under "To whom may Comcast disclose personally identifiable information?" The FCC has not yet adopted specific rules or definitions regarding CPNI as it relates to Internet access.

We also collect and maintain certain other information about your account. For example, this information may include:

- your account number;
- billing, payment, and deposit history;
- additional service information;
- customer correspondence and communications records;
- maintenance and complaint information;
- the device identifiers and network addresses of equipment used with your account;
- records indicating the number of television sets, set-top boxes, modems, telephones, home security and automation devices, or other devices connected to our cable system; and
- additional information about the service options you have chosen.

Some of our services permit you to establish secondary accounts, and if you do so we collect similar information in order to establish and service the secondary accounts. During the initial provisioning of our services, and during any subsequent changes or updates to our services, Comcast may collect technical information about your televisions, any set-top boxes, computer hardware and software, cable modems, telephones, other cable or other service-related devices, home security and automation devices, and customization settings and preferences. Additionally, if you rent your residence, we may have a record of whether landlord permission was required prior to installing our cable services as well as your landlord's name and address.

What kind of information does Comcast collect if I use cable video services?

When you use cable video services, our cable system automatically



generates information about your use of the services and their features, and we collect much of this information as part of providing services to you. For example, we receive information about the use of set-top boxes, remote controls, electronic program guides, video players, applications, and other devices and software connected to our cable system. This information includes which channels, programs, and advertisements are viewed and for how long, for example. It may also include information about navigation through program guides and applications, and use of devices like remote controls and tablets. Except as described below, we collect this *activity data* without names and addresses or other personally identifiable information and we consider it *de-identified data*.

Our system may collect activity data with personally identifiable information for particular requests or transactions like when you order a pay-per-view program or purchase a product. This information typically consists of account and billing-related information such as the programs or other products, services, or features ordered so that you may be properly billed for them. Follow your program guide commands or any special instructions on your screen when you make these transactional requests. These commands and instructions will explain your choices so that you can complete or cancel your requests as you wish.

What kind of information do you collect and use to improve your cable services and deliver relevant advertising?

Comcast's cable system, set-top boxes, and other equipment generate activity data that we collect and store. We use this information for a number of purposes including to determine which programs are most popular, how many people watch a program to its conclusion, and whether people are watching commercials. As described below under "How does Comcast use personally identifiable information and CPNI?", we may also provide information like subscriber lists or certain de-identified, anonymous, and/or aggregate information (such as activity data) to third parties working on our behalf -- such as audience measurement or market research firms. We, or these firms, working as our service providers, may combine this information with aggregated or non-aggregated demographic information (such as census records) and other audience attributes, such as purchasing data, demonstrated interests (for example, in sports programs or movies), loyalty programs, organizational affiliations, advertiser customer lists, and the like to provide us with audience analysis data. We require third parties working on our behalf to treat all information we provide as confidential and to use it only for Comcast's business purposes. We may also work with academic or research interest groups to analyze de-identified, anonymous, and/or aggregate information we provide to them for specific purposes or projects.

We use this information and analysis to improve our cable video service and other services and make programming and advertising more relevant to our subscribers. We may also use this information to distribute and deliver relevant programming and advertising to you without disclosing personally identifiable information about you to programmers or advertisers. In addition to this privacy notice, we may provide additional notices to you regarding specific advertising or other initiatives. These notices will describe the initiatives in greater detail and may, as appropriate, contain information you can use to choose to participate, or not participate, in these initiatives.

II. Use

How does Comcast use personally identifiable information and CPNI?

We collect, maintain, and use personally identifiable information and CPNI as permitted by the Cable Act and the Communications Act and other applicable laws. We use this information primarily to conduct business activities related to providing you with our cable service and other services, and to help us detect theft of service. Generally speaking, we use personally identifiable information in connection with:

- billing and invoicing;
- administration;
- surveys;
- collection of fees and charges;
- marketing;
- service delivery and customization;
- maintenance and operations;
- technical support;
- hardware and software upgrades; and
- fraud prevention.

More specifically, we also use personally identifiable information to:

- install, configure, operate, provide, support, and maintain our cable service and other services;
- confirm you are receiving the level(s) of service requested and are properly billed;
- identify you when changes are made to your account or services;
- make you aware of new products or services that may be of interest to you;
- understand the use of, and identify improvements to, our services;
- detect unauthorized reception, use, or abuse of our services;
- determine whether there are violations of any applicable policies and terms of service;
- manage the network supporting our services;



- configure cable service and other service-related devices; and
- comply with law.

The Communications Act further permits Comcast to use, disclose, and permit access to CPNI obtained from our customers, either directly or indirectly, to:

- initiate, render, bill, and collect for telecommunications services;
- protect our rights and property, and protect our users of these services and other carriers from fraudulent, abusive, or unlawful use of, or subscription to, these services;
- provide any inbound telemarketing, referral, or administrative services to you for the duration of the call, if you initiated the call and you approve of the use of this information to provide these services; and
- to provide call location information concerning the user of a commercial mobile phone service.

Comcast may not use CPNI to market products and services to you other than enhancements to services you already have without your approval in accordance with our policies described below.

Comcast transmits, and may collect and store for a period of time, personally identifiable and non-personally identifiable information about you when you use our high-speed Internet and phone services to:

- send and receive e-mail, video mail, and instant messages;
- transfer and share files;
- make files accessible;
- visit websites;
- place or receive calls;
- leave and receive voice mail messages;
- use the applicable communications center or voice center;
- establish custom settings or preferences;
- communicate with us for support; or
- otherwise use the services and their features.

Comcast transmits, collects, and stores comparable information when you use our home security service. Our transmission, collection, and storage of this information is necessary to render the services. In certain situations, third-party service providers may transmit, collect, and store this information on our behalf to provide features of our services. These third parties are not permitted to use your personally identifiable information except for the purpose of providing these features.

How does Comcast use activity data and other data in connection with cable video service?

We associate activity data with particular devices such as set-

top boxes, portable devices, and other supported devices so that we know where to deliver the services and how to troubleshoot them. In general, Comcast uses de-identified and aggregate activity information to understand better how our customers use our products and services so that we can improve them, including by delivering more relevant content and advertising. We may try to determine how well our products and services deliver value to our customers, for example, by determining which programs are most popular, how many people watch a program to its conclusion, and whether and how often people are watching commercials. As discussed below, we may also combine activity data with other non-personally identifying demographic and similar information from our business records.

When we collect activity data, we may also use it to determine how many people view commercials (impressions) and to provide de-identified or aggregate reports to third-party advertisers. When we do this reporting on advertising impressions we do not provide any personally identifiable information about our subscribers to third-party advertisers. We, or our service providers, may combine de-identified activity data with other data to determine and report how an advertiser's messages are viewed, including on other platforms and services.

We may also use activity data to help us learn how popular certain programs are and how our customers as a whole generally prefer to view certain kinds of programming using cable video service (such as whether they like to watch certain programs live, or they prefer to view them when we offer them on demand, on mobile devices, or online). As described below, this may require us to compare or combine activity data on our cable system with online activity data. We may also use activity data to determine whether promoting content and services in certain ways helps attract a larger audience and more customers. While we may provide aggregate reports on these observations to programmers or others, we do not provide any personally identifiable information about our subscribers, or the activities of individual subscribers, to those programmers and others.

We may also use, or combine information about, your use of our cable services with other information we obtain from our business records (such as your Comcast account number or device identifiers), or from third parties, to deliver better and more relevant products, services and advertising. However, we do not store or share your activity data in association with your name or address, except as necessary to render or bill for our services. We may try to determine, using aggregated data, which groups of our customers use which of our products and services and how they use them. To do this we, or third parties working on our behalf, may combine demographic and other generally available information, or advertiser information, including purchasing data and membership in loyalty programs, with our subscriber lists.



From this information, we or our third party providers prepare de-identified and aggregated reports about how groups of customers with common characteristics – such as age and gender, or a demonstrated interest in a particular third party product – use our services and respond to the programming and advertising that we distribute. We may use this information to improve and communicate with you about our own products and services, and also to help us deliver relevant information and advertising on behalf of other companies and advertisers to certain subscriber groups – known as *ad groups* – who may be most interested in this information and advertising. When we do this, we do not share your personally identifiable information with these advertisers, unless you provide your express consent.

We may also combine personally identifiable information, which we collect as described in this notice as part of our regular business records, with personally identifiable information obtained from third parties for the purpose of creating an enhanced database or business records. We may use this database and these business records for marketing, advertising, and other activities related to our cable service and other services. We also maintain records of research concerning subscriber satisfaction and viewing habits, which are obtained from subscriber interviews, questionnaires, and surveys or panels.

How does Comcast use information about use of cable video services on other platforms like websites or mobile applications?

We may compare or combine information such as *activity data* we receive when you use cable video services to view content or advertising with information about your use of content and advertising that we deliver on other platforms, such as on our Xfinity websites and mobile applications. We may also compare or combine this information or data with that generated by your viewing of advertising placed or sold by Comcast on other websites and mobile applications. We do this to better understand, among other things, how our customers access and use our products and services in all of the places that we offer them.

III. Disclosure

Under what circumstances may Comcast disclose personally identifiable information to others?

Comcast considers the personally identifiable information contained in our business records to be confidential. The Cable Act authorizes Comcast as a cable operator to disclose personally identifiable information concerning any subscriber if the disclosure is:

- necessary to render, or conduct a legitimate business activity related to, the cable service or other services provided to the subscriber;

- required by law or legal process (described below under “When is Comcast required by law to disclose personally identifiable information and CPNI by law?”); or
- of the names and addresses of subscribers for “mailing list” or other purposes (subject to each subscriber’s right to prohibit or limit this disclosure and the CPNI Policy described below under “How do I place myself on Comcast’s ‘do not call’ and ‘do not mail’ lists?”).

The Cable Act prohibits us as a cable operator from disclosing personally identifiable information concerning any subscriber for any purposes other than those listed above without the subscriber’s prior written or electronic consent.

To whom may Comcast disclose personally identifiable information?

We may disclose personally identifiable information as provided for in the Cable Act when it is necessary to render, or conduct a legitimate business activity related to, the cable service or other services we provide to you. These kinds of disclosures typically involve billing and collections, administration, surveys, marketing, service delivery and customization, maintenance and operations, incident verification and response, service notifications, fraud prevention, and services to improve our programming and advertising offerings, for example. We may also collect, use, and disclose information about you in de-identified, anonymous, or aggregate formats, such as ratings surveys and service usage and other statistical reports, which do not personally identify you, your particular viewing habits, or the nature of any transaction you have made over the cable system. The frequency of any disclosure of personally identifiable information varies in accordance with our business needs and activities.

The Cable Act authorizes Comcast as a cable operator to disclose limited personally identifiable information to others, such as charities, marketing organizations, or other businesses, for cable or non-cable “mailing list” or other purposes. From time to time we may disclose your name and address for these purposes. However, you have the right to prohibit or limit this kind of disclosure by contacting us by telephone at 1-800-XFINITY or by sending us a written request as described below under “How do I contact Comcast?” Any “mailing list” and related disclosures that we may make are limited by the Cable Act to disclosures of subscriber names and addresses where the disclosures do not reveal, directly or indirectly, (i) the extent of any viewing or other use by the subscriber of a cable service or other service provided by us; or (ii) the nature of any transaction made by the subscriber over our cable system.

We may sometimes disclose personally identifiable information about you to our affiliates or to others who work for us. We



may also disclose personally identifiable information about you to outside auditors, professional advisors, service providers and vendors, potential business merger, acquisition, or sale partners, and regulators. We make these disclosures as provided for in the Cable Act. Typically, we make these disclosures when the disclosure is necessary to render, or conduct a legitimate business activity related to, the cable service or other services we provide to you. We may be required by law or legal process to disclose certain personally identifiable information about you to lawyers and parties in connection with litigation and to law enforcement personnel.

If we (or our parent company) enter into a merger, acquisition, or sale of all or a portion of our assets, subscribers' personally identifiable information will, in most instances, be one of the items transferred as part of the transaction. If this notice will be changed as a result of a transaction like that, you should refer below under "Will Comcast notify me if it changes this notice?"

We may also use or disclose personally identifiable information about you without your consent to protect our customers, employees, or property, in emergency situations, to enforce our rights under our terms of service and policies, in court or elsewhere, and as otherwise permitted by law.

When may Comcast disclose personal information to others in connection with phone service?

Comcast may disclose to others personally identifiable information in connection with features and services such as Caller ID, 911/E911, and directory services as follows:

- We may transmit your name and/or telephone number to be displayed on a Caller ID device unless you have elected to block such information. Please note that Caller ID blocking may not prevent the display of your name and/or telephone number when you dial certain business or emergency numbers, 911, 900 numbers, or toll-free 800, 888, 877, 866 or 855 numbers.
- We may provide your name, address, and telephone number to public safety authorities and their vendors for inclusion in E911 databases and records, inclusion in "reverse 911" systems, or to troubleshoot 911/E911 record errors.
- We may publish and distribute, or cause to be published and distributed, telephone directories in print, on the Internet, and on disks. Those telephone directories may include subscriber names, addresses, and telephone numbers, without restriction to their use.
- We may also make subscriber names, addresses, and telephone numbers available, or cause such subscriber information to be made available, through directory assistance operators.

- We may provide subscribers' names, addresses, and telephone numbers to unaffiliated directory publishers and directory assistance providers for their use in creating directories and offering directory assistance services.
- Once our subscribers' names, addresses, and telephone numbers appear in telephone directories or directory assistance, they may be sorted, packaged, repackaged and made available again in different formats by anyone.

We take reasonable precautions to ensure that non-published and unlisted numbers are not included in our telephone directories or directory assistance services, but we cannot guarantee that errors will never occur.

When is Comcast required to disclose personally identifiable information and CPNI by law?

We make every reasonable effort to protect subscriber privacy as described in this notice. Nevertheless, we may be required by law to disclose personally identifiable information or individually identifiable CPNI about a subscriber. These disclosures may be made with or without the subscriber's consent, and with or without notice, in compliance with the terms of valid legal process such as a subpoena, court order, or search warrant.

For subscribers to our cable video service, Comcast may be required as a cable operator to disclose personally identifiable information to a third-party or governmental entity in response to a court order. If the court order is sought by a non-governmental entity, we are required under the Cable Act to notify the subscriber of the court order. If the court order is sought by a governmental entity, the Cable Act requires that the cable subscriber be afforded the opportunity to appear and contest in a court proceeding relevant to the court order any claims made in support of the court order. At the proceeding, the Cable Act requires the governmental entity to offer clear and convincing evidence that the subject of the information is reasonably suspected of engaging in criminal activity and that the information sought would be material evidence in the case.

For subscribers to our high-speed Internet, phone, and home security services, Comcast may be required to disclose personally identifiable information and individually identifiable CPNI to a private third party in response to a court order, and, if so, we are required to notify the subscriber of the court order. Comcast may also be required to disclose personally identifiable information and individually identifiable CPNI about subscribers to high-speed Internet, phone, and home security services to a government entity in response to a subpoena, court order, or search warrant, for example. We are usually prohibited from notifying the subscriber of any disclosure of personally identifiable information to a government entity by the terms of the subpoena, court order, or search warrant.



How does Comcast protect personally identifiable information?

We follow industry-standard practices to take such actions as are necessary to prevent unauthorized access to personally identifiable information by a person other than the subscriber or us. However, we cannot guarantee that these practices will prevent every unauthorized attempt to access, use, or disclose personally identifiable information.

How long does Comcast maintain personally identifiable information?

Comcast maintains personally identifiable information about you in our regular business records while you are a subscriber to our cable service or other services. We also maintain this information for a period of time after you are no longer a subscriber if the information is necessary for the purposes for which it was collected or to satisfy legal requirements. These purposes typically include business, legal, or tax purposes. If these purposes no longer apply, we will destroy, de-identify, or anonymize the information according to our internal policies and procedures.

IV. Customer Access and Choice

How can I see my personally identifiable information or CPNI and correct it, if necessary?

You may examine and correct, if necessary, the personally identifiable information regarding you that is collected and maintained by Comcast in our regular business records. In most cases, the personally identifiable information contained in these records consists solely of billing and account information. We will correct our records if you make a reasonable showing that any of the personally identifiable information we have collected about you is inaccurate.

If you have Internet access, you can view and change certain information yourself by going to www.comcast.com/myaccount and signing in with your Comcast username and password to access the My Account feature. If you are a home security customer, you can go to the subscriber portal at www.xfinity.com/xhportal.

You may also examine the records containing your personally identifiable information at your local Comcast office upon reasonable prior notice to us and during our regular business hours. If you wish to examine these records, please contact us by mail or telephone at 1-800-XFINITY, giving us a reasonable period of time to locate and, if necessary, prepare the information for review, and to arrange an appointment. You will only be permitted to examine records that contain personally identifiable information about your account and no other account.

If you make an affirmative, written request for a copy of your CPNI, we will disclose the relevant information we have to you at your

account address of record, or to any person authorized by you, if we reasonably believe the request is valid. However, subscribers to our phone services should be aware that we generally do not provide them with records of any inbound or outbound calls or other records that we don't furnish in the ordinary course of business (for example, as part of a bill) or which are available only from our archives, without valid legal process such as a court order. In addition, we cannot correct any errors in customer names, addresses, or telephone numbers appearing in, or omitted from, our or our vendors' directory lists until the next available publication of those directory lists. Further, we may have no control over information appearing in the directory lists or directory assistance services of directory publishers or directory assistance providers that are not owned by our subsidiaries or us.

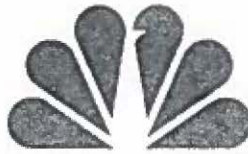
Comcast reserves the right to charge you for the reasonable cost of retrieving and photocopying any documents that you request.

How do I manage or opt out of uses of information about my Comcast account?

You may opt out of receiving more relevant advanced advertising delivered with programs made available through our cable video service by going to <http://www.comcast.com/adservices>. Even if you opt out, you will still receive advertising and we will continue to send you Comcast marketing messages based on the way you use our products and services and the information we have collected about you.

How do I give or withhold my approval for Comcast to use CPNI to market additional products and services to me?

Various direct and indirect subsidiaries and affiliates of Comcast Cable Communications, LLC offer many communications-related and non-communications related services, such as high-speed Internet and home security services. From time to time we may like to use the CPNI information we have on file to provide you with information about our communications-related products and services or special promotions. Our use of CPNI may also enhance our ability to offer products and services tailored to your specific needs. In addition, Comcast also offers various other services that are not related to the services to which you subscribe. Under the CPNI rules, some of those services, such as Comcast cable video services, are considered to be non-communications related products and services. Therefore, you may be asked during a telephone call with one of our representatives for your oral consent to Comcast's use of your CPNI for the purpose of providing you with an offer for communications related or non-communications related products and services. If you provide your oral consent for Comcast to do so, Comcast may use your CPNI only for the duration of that telephone call in order to offer you additional services.



If you deny or restrict your approval for us to use your CPNI, you will suffer no effect, now or in the future, on how we provide any services to which you subscribe.

How do I place myself on Comcast's "do not call" and "do not mail" lists?

You may contact Comcast at 1-800-XFINITY to ask us to put your name on our internal company "do not call" and "do not mail" lists so that you do not receive marketing or promotional telephone calls or postal mail from us or made at our request. You also have the right to prohibit or limit disclosure of your personally identifiable information for "mailing list" or other purposes as described above in this notice by contacting us at 1-800-XFINITY.

If you prefer to contact Comcast in writing instead of by telephone, you may send a written request to the address listed below under "How do I contact Comcast?" Be sure to include your name and address, your Comcast account number, and a daytime telephone number where you can be reached in the event we have any questions about your request. The person who is identified in our billing records as the subscriber should sign the written request. If you have a joint account, a request by one party will apply to the entire account. If you have multiple accounts, your notice must separately identify each account covered by the request.

What email communications will Comcast send to me and how do I manage them?

We may send a welcome email and sometimes other information to new subscribers to our cable service and other services (including each new secondary account holder, where applicable). We may also send service-related announcements to our subscribers from time to time. For example, we may send you an email announcement about a pricing change, a change in operating policies, a service appointment, or new features of one or more of the cable service or other services you receive from us. You may not opt-out of these service-related communications. If you fail to check your primary email address for service-related announcements, you may miss important information about our services, including legal notices, for example.

We reserve the right to send you promotional or commercial email as permitted by applicable law. You can manage the promotional or commercial emails Comcast may send to you by following the instructions contained in the emails or by going to the Web page located at www.comcast.com/preferences and following the directions there. We may ask for additional information on this preferences page such as your zip code, for example. By providing this additional information to us we will be able to better inform you of the availability of special offers and promotions in your area. If you no longer wish to receive these emails you may opt-out of receiving them by going to the same page and changing your contact preferences.

What can I do if I think my privacy rights have been violated?

If you believe that you have been aggrieved by any act of ours in violation of the Cable Act or other applicable laws, we encourage you to contact us directly as described below in "How do I contact Comcast?" in order to resolve your question or concern. You may also enforce the limitations imposed on us by the Cable Act as applicable with respect to your personally identifiable information through a civil lawsuit seeking damages, attorneys' fees, and litigation costs. Other rights and remedies may be available to you under federal or other applicable laws as well. This customer privacy notice neither supersedes nor modifies any arbitration agreement to which you may be bound relating to the provision of our cable video service, our high-speed Internet service, our phone and communications services, or our home security service to you as a subscriber to one or more of these services.

Will Comcast notify me if it changes this notice?

As required by the Cable Act, we will provide you with a copy of this customer privacy notice at the time we enter into an agreement to provide any cable service or other service to you, and annually afterwards, or as otherwise permitted by law. You can view the most current version of this notice by going to www.comcast.com/Corporate/Customers/Policies/CustomerPrivacy.html

We may modify this notice at any time. We will notify you of any material changes through written, electronic, or other means and as otherwise permitted by law. If you find the changes to this notice unacceptable, you have the right to cancel your service. If you continue to use the service following notice of the changes, we will deem that to be your acceptance of and consent to the changes in the revised privacy notice. This includes your consent for any personally identifiable information that we may collect and use starting on the effective date of the revised notice, as well as for any personally identifiable information that we have collected prior to the effective date of the revised notice. However, we will only deem your continued use of the service to be your acceptance of and consent to changes in the revised privacy notice for changes made after December 31, 2006.

How do I contact Comcast?

If you have any questions or suggestions regarding this privacy notice, or wish to contact us about your personal information, please reach us as follows:

Phone: 1-800-XFINITY
Website: <http://customer.comcast.com/contact-us>
Mail: Comcast Cable Communications, LLC
Attn: Law Department - Customer Privacy Notice
One Comcast Center
Philadelphia, PA 19103-2838

Revised and effective: November 8, 2016

IMPORTANT INFORMATION FOR XFINITY TV CUSTOMERS



SERVICE PROBLEMS

You will find helpful information for troubleshooting TV picture or signal quality issues at www.xfinity.com/support. If the problem does not clear up, please feel free to chat with us at www.xfinity.com/support/contact-us or call us at 1-800-XFINITY, and a customer service representative will attempt to address that issue. We will try to resolve any complaints you have concerning the quality of our signals promptly and efficiently. We will respond to your report of a service interruption no later than 24 hours after you notify us, except in extraordinary circumstances or where conditions are beyond our control. We will respond to your report of other service problems no later than the next business day after you notify us. We may need access to your home in order to correct a service related issue. If a service call is required it will be scheduled at a time convenient to you. If you are dissatisfied with our resolution of your service problem, you may contact your local franchising authority to discuss the problem with your service. If your local franchise authority information is not listed on your bill, please call us at 1-800-XFINITY for the name and address of your local franchising authority.

SERVICE OR BILLING COMPLAINTS

Information regarding your XFINITY services and billing is available through My Account at www.xfinity.com. You also may download the XFINITY My Account app to your smartphone or other device for quick access to up to date information on your account. If you have a complaint regarding your XFINITY TV service or your bill, you will find information on contacting us through chat or by phone at <https://www.xfinity.com/support/contact-us>. Also, you can visit us at one of our XFINITY store locations. Visit <https://www.xfinity.com/support/service-center-locations/> to find the XFINITY store closest to you. If you wish to put your comments in writing, your letter should be addressed to us at the local address listed on the How To Reach Us insert.

We will try to resolve your complaint promptly. If you are dissatisfied with our resolution of your complaint, or we are unable to resolve your complaint, you may contact your local franchising authority to discuss your complaint. If your local franchise authority information is not listed on your bill, please call us at 1-800-XFINITY for the name and address of your local franchising authority.

If you have a complaint regarding closed captioning please email us at accessibility@comcast.com or call us at 1-855-270-0379.

MOVING

Before you move, please call us at 1-800-XFINITY. This is the best way for us to arrange for your service to be disconnected and to schedule an installation at your new home, if your new home is in our service area.

EQUIPMENT COMPATIBILITY

XFINITY TV service is encrypted and requires a TV Box, TV Adapter, CableCARD or other navigation device that is compatible with our system for each television you wish to use with our service. You may not be able to use special features or functions of your television, VCR or DVD player/recorder with XFINITY TV service. Some of these problems may be resolved

by the use of signal splitters, and/or other supplemental equipment that can be purchased from us or at electronic stores. Please call us if you would like to discuss the type of special equipment needed to resolve individual compatibility problems or if you have any questions regarding other equipment compatibility issues.

If you have a TiVo digital cable-ready DVR, you can access switched digital video services by obtaining a "tuning adapter" device. If you have a TiVo DVR or other digital cable-ready devices, you will need a TV Box, TV Adapter, or CableCARD from us to access switched digital video and other two-way cable services. Upon your request, we will provide you with the technical parameters necessary for a navigation device rented or acquired from retail outlets to operate with our system. Because of the need to protect our XFINITY TV service, we will not authorize the use of a navigation device that does not conform to all required signal security specifications. For information regarding other navigation devices, please go to <https://www.xfinity.com/support>.

REMOTE CONTROL UNITS

If you rent a TV Box or TV Adapter from us we will provide a compatible remote control. Also, you may purchase compatible remotes at local electronic stores or other retail outlets. A representative list of compatible remote control models currently available from local retailers includes: Philips PHL PMDVR8, RCA RCR612, and Sony RM-V202. A list of additional compatible remotes may be obtained from your local XFINITY store. Although these remote control units are compatible with the TV Box or TV Adapter that we currently offer, these remotes may not be functional if we change the type of TV Box or TV Adapter we rent. If you have any questions regarding whether a particular remote control unit would be compatible with our equipment, please contact us.

SERVICE CHANGES AND INSTALLATION

Standard installations are generally completed within 7 business days. If you change the services you receive, you may be subject to an installation or change of service charge. You may obtain additional information about our current services, fees and prices online at www.xfinity.com or by calling us at 1-800-XFINITY.

OTHER INFORMATION

Information on upcoming programmer contract expirations can be found at www.xfinitytv.com/contractrenewals or by calling 866-216-8634.

For those of our customers receiving service through commercial accounts, bulk rate arrangements or similar arrangements, some of the policies, procedures and services herein may not apply. Please call us at 1-800-XFINITY to talk to one of our customer service representatives for further information.

SERVICE AREA
MA, NH & ME

PHONE NUMBERS

Billing/Repair

1-800-COMCAST (266-2278)

New Services/Sales

1-800-COMCAST (266-2278)

After-Hours Repair

1-800-COMCAST (266-2278)

MAILING/OFFICE ADDRESS

Comcast
1 Comcast Center
Philadelphia, PA 19102

PUBLIC INFORMATION OFFICES
FRANCHISE AUTHORITIES

Consumer Division of
the Department of
Telecommunications and Cable
1-800-392-6066

1000 Washington Street, Suite 820
Boston, MA 02118

Office of the Attorney General
Consumer Protection and
Antitrust Bureau
33 Capital Street
Concord, NH 03301

Office of the Attorney General
Consumer Information and
Mediation Service
6 State House Station
August, ME 04333

Work Order

02/04/2018 12:31

Job Receipt (516082)

WoNum: [REDACTED]
 Job Number: [REDACTED]
 SchdDate: 02/04/2018
 Account: [REDACTED]
 Phone #: [REDACTED]
 Customer: [REDACTED]
 Address: [REDACTED]

Services:
 Install Codes: \$39.99 2P TV-XI INS
 \$20.00 2P TV-XI INS
 \$0.00 1 TV INS \$0
 \$0.00 X1 FAILEDGIK
 \$0.00 FSIK XI-XV

Tech: XXXX

Equip at Location: [REDACTED]

Equip Added:

Equip Removed:

Payments:

Deposits:

Cust Satisfaction:

This notice is required by the Rules of the Federal Communications Commission. Comcast Digital Voice service (CDV) may have the 911/E911 limitations listed below. I understand and agree to the following: In order for my 911 to be properly directed to emergency services, Comcast must have my correct service address. If I move CDV to a different address without Comcast's approval, 911 calls may be directed to the wrong emergency authority, may transmit the wrong address, and/or CDV (including 911) may fail altogether. CDV uses the electrical power in my home. If there is an electrical power outage, 911 calling may be interrupted if the battery back-up in the associated multimedia terminal adapter is not installed, fails or is exhausted after several hours. Calls, including calls to 911, may not be completed if there is a problem with the network facilities, including network congestion, network/equipment/power failure, or another technical problem. Prior to changing my address, or if I have any 911-related questions, I will call 1-800-Comcast. Comcast will need several business days to update my service address in the E911 system. USE OF CDV AFTER DELIVERY OF THIS DOCUMENT CONSTITUTES YOUR ACKNOWLEDGEMENT OF THE E911 NOTICE ABOVE. By signing below, I represent that I am at least 18 years old; I am the owner of, or tenant in, the premises at the above address and that the installation, repair or other work provided has been satisfactorily completed. If this work order relates to the initial installation of

services, I acknowledge receipt of the Comcast Welcome Kit which contains the Comcast Residential Customer Agreement, the Comcast Cable Subscriber Policy Notice and other important information about the services. I agree to be bound by the Comcast Customer Agreement which constitutes the agreement between Comcast and me for the services as well as any applicable Comcast acceptable use policies. If other non-installation work was provided, I agree to be bound by the current Comcast Customer Agreement as well as any applicable Comcast acceptable use policies. I authorize Comcast to obtain a credit report from a consumer credit agency in connection with the provision of the services I am receiving. IF I SUBSCRIBE TO COMCAST DIGITAL VOICE, I ACKNOWLEDGE MY RECEIPT AND UNDERSTANDING OF THE E911 NOTICE ABOVE.

Signature:




- SAMPLE -
Subscriber Bill

Account Number	
Billing Date	02/08/18
Total Amount Due	\$115.05
Payment Due By	02/22/18
	Page 1 of 10

Contact us: @ xfinity.com/customersupport

For service at:

LAWRENCE MA 01843-3720

Thanks for choosing XFINITY from Comcast

With parental controls, you can choose and manage the programming that is right for your family. Learn more at: <http://parents.xfinity.com/tv/>

For quick and convenient ways to manage your account, view and pay your bill, please visit www.xfinity.com/myaccount

Monthly Statement Summary

Previous Balance	104.67
Payment - 01/20/18 - Thank You	-104.67
New Charges - <i>see below</i>	115.05
Total Amount Due	\$115.05
Payment Due By	02/22/18

New Charges Summary

TV	79.90
Add'l Products, Services & Equipment	15.94
Other Charges & Credits	14.75
Taxes, Surcharges & Fees	4.46
Total New Charges	\$115.05

Detach and enclose this coupon with your payment. Please write your account number on your check or money order. Do not send cash.



If undeliverable, please return to:

P.O. BOX 21828 EAGAN MN 55121-0828 NO

Account Number	
Payment Due By	02/22/18
Total Amount Due	\$115.05
Amount Enclosed	\$

Make checks payable to Comcast, and remit to address below

COMCAST
PO BOX 1577
NEWARK NJ 07101-1577



Service Details

Contact us: @ xfinity.com/customersupport

Account Number

Billing Date

02/08/18

Total Amount Due

\$115.05

Payment Due By

02/22/18

Page 2 of 10

TV

Digital Starter	02/15 - 03/14	69.95
Includes Limited Basic, Expanded Basic With 1st TV Box And Remote.		
HD Technology Fee	02/15 - 03/14	9.95
Total TV		\$79.90

Add'l Products, Services & Equipment

Service To Additional TV	02/15 - 03/14	9.95
With TV Box And Remote		
Service To Additional TV	02/15 - 03/14	5.99
With TV Adapter		
Total Add'l Products, Services & Equipment		\$15.94

Other Charges & Credits

Broadcast TV Fee	8.00
Regional Sports Fee	6.75
Total Other Charges & Credits	\$14.75

Taxes, Surcharges & Fees

TV	
Franchise Fee	4.17
FCC Regulatory Fee	0.08
MA License Fees	0.19

Taxes, Surcharges & Fees, cont.

State Sales Tax	0.02
Total Taxes, Surcharges & Fees	\$4.46

Important Account Information

Please call Comcast at 1-800-934-6489 if you have any questions regarding the charges billed to your account. You have 120 days from the date of this bill to dispute any charges included on this bill.

For residential customers, if you are not satisfied with our resolution of a problem with your video service, or if you have a complaint regarding our video prices, you may contact the MA Department of Telecommunications and Cable Consumer Division, 1000 Washington St., Boston, MA 02118- 6500. Call 617-305-3531 or 800-392-6066 or email: consumer.complaints@state.ma.us. Local Franchising Authority: (the MA DTC at the above address). The FCC ID for your town is: MA0056.

Channel Lineup Change: Starting March 20th, Newsy will no longer be available on ch 1498, but will remain on Digital Preferred chs 125/1114.

Regional Sports Fee recovers a portion of the costs to transmit certain regional sports networks.

The Broadcast TV Fee recovers a portion of the cost of retransmitting television broadcast signals.

For closed captioning concerns and other accessibility issues affecting customers with disabilities, call 855-270-0379, go online for a live chat at <https://www.xfinity.com/support/account/accessibility-services> or email accessibility@comcast.com or write to Comcast 1701 John F. Kennedy Blvd., Philadelphia, PA 19103-2838. Attention: S. Adams, or fax: 1-866-599-4268.

Hearing/Speech Impaired call 711.

Your nearest XFINTITY Store:

Methuen XFINTITY Store - 70 Pleasant Valley Street,
M-Sat 9am-8pm, Sun 11am-4pm.



Service Details, cont.

Contact us: @ [xfinity.com/customersupport](https://www.xfinity.com/customersupport)

Account Number

Billing Date

02/08/18

Total Amount Due

\$115.05

Payment Due By

02/22/18

Page 3 of 10

Important Account Information, cont.

Moving? Visit [xfinity.com/moving](https://www.xfinity.com/moving) today to help you stay connected to all of your XFINITY services.

IMPORTANT INFORMATION REGARDING YOUR XFINITY SERVICES AND RATES

Wayland & Weston, MA

Effective December 20, 2017

TRIPLE PLAY PACKAGES

	Current	New
Starter XF Triple Play Bundle	\$148.49	\$153.49
Preferred XF Triple Play Bundle	\$161.49	\$166.49
HD Preferred XF Triple Play Bundle	\$171.49	\$176.49
HD Preferred Extra XF Triple Play Bundle	\$188.49	\$193.49
HD Premier XF Triple Play Bundle	\$216.49	\$221.49
HD Complete XF Triple Play Bundle	\$246.49	\$251.49
Economy Plus Latino Triple Play	\$135.99	\$140.99
Starter Latino Triple Play	\$143.49	\$148.49
Preferred Latino Triple Play	\$161.49	\$166.49
Preferred Extra Latino	\$171.49	\$176.49

DOUBLE PLAY PACKAGES

	Current	New
Internet Plus	\$82.95	\$85.95
Internet Pro Plus with HBO®	\$89.95	\$92.95
Internet Pro Plus with Showtime®	\$86.95	\$89.95
Internet Plus Latino	\$82.95	\$85.95

XFINITY® TV

	Current	New
Limited Basic	\$7.00	\$7.50
Broadcast TV Fee	\$7.00	\$8.00
Franchise Related Cost		
Weston	\$1.03	\$.92
Expanded Basic	\$62.95	\$62.45
Regional Sports Fee	\$5.00	\$6.75
TV Box Limited Basic	\$1.00	\$2.50
HD TV Box Limited Basic	\$1.80	\$2.50
CableCARD (second card in same device)	\$.65	\$.80

INSTALLATION FEES (Effective 1/1/18)

	Current	New
Hourly Service Charge	\$35.20	\$40.00
In-Home Service Visit	\$36.95	\$40.00

XFINITY® Voice

	Current	New
Internet/Voice Equipment Rental	\$10.00	\$11.00

XFINITY® Internet

	Current	New
Performance Pro - XFINITY Internet Service Only	\$84.95	\$89.95
Performance Pro - with XFINITY TV or Voice Service	\$71.95	\$76.95
Blast! - XFINITY Internet Service Only	\$87.95	\$92.95
Blast! - with XFINITY TV or Voice Service	\$74.95	\$79.95
Performance Pro Speed Upgrade	\$10.00	\$15.00
Blast! Speed Upgrade	\$13.00	\$18.00
Extreme Pro Speed Upgrade	\$12.00	\$7.00
Gigabit Speed Upgrade	\$17.00	\$12.00
Gigabit Pro Speed Upgrade	\$225.00	\$220.00
Internet/Voice Equipment Rental	\$10.00	\$11.00



Services & Pricing

Effective January 1, 2018

1-800-XFINITY | xfinity.com

WAYLAND, MA

Weston, MA

BUNDLED PACKAGES^{1,2}

QUAD PLAY PACKAGES

QUAD PLAY PACKAGE PRICING BELOW IS ADDITIONAL TO TRIPLE PLAY PACKAGE PRICING

with Secure add ³	\$39.95
For SurePrice add ⁴	\$35.00

TRIPLE PLAY PACKAGES

Starter XF Triple Play Bundle

Includes Digital Starter for primary outlet, Performance Pro Internet and XFINITY Voice Unlimited

SurePrice⁵ \$124.99

Preferred XF Triple Play Bundle

Includes Digital Preferred for primary outlet, Performance Pro Internet and XFINITY Voice Unlimited

SurePrice⁵ \$144.99

HD Preferred XF Triple Play Bundle

Includes Digital Preferred and Starz[®] for primary outlet, HD Technology Fee, Performance Pro Internet and XFINITY Voice Unlimited

SurePrice⁵ \$154.99

HD Preferred Extra XF Triple Play Bundle

Includes Digital Preferred, Showtime[®], Starz[®], The Movie Channel[®] and Streampix for primary outlet, HD Technology Fee, Blast! Internet and XFINITY Voice Unlimited

SurePrice⁵ \$174.99

HD Premier XF Triple Play Bundle

Includes Digital Premier, Streampix and DVR Service or AnyRoom DVR Service for primary outlet, HD Technology Fee, Blast! Internet and XFINITY Voice Unlimited

SurePrice⁵ \$194.99

HD Complete XF Triple Play Bundle

Includes Digital Premier, Streampix, Sports Entertainment Package and DVR Service or AnyRoom DVR Service for primary outlet, Service to Additional TV on up to 3 TVs, HD Technology Fee, Blast! Internet, Internet/Voice Equipment Rental and XFINITY Voice Unlimited

SurePrice⁵ \$224.99

XFINITY LATINO TRIPLE PLAY PACKAGES

Economy Plus Latino Triple Play

Includes Economy Plus Latino TV for primary outlet, Performance Pro Internet, XFINITY Voice Unlimited and Carefree Minutes Latin America 300.

SurePrice⁵ \$124.99

Starter Latino Triple Play

Includes Starter Latino TV for primary outlet, Performance Pro Internet, XFINITY Voice Unlimited and Carefree Minutes Latin America 300.

SurePrice⁵ \$134.99

Preferred Latino Triple Play

Includes Digital Starter, Digital Preferred and XFINITY TV Latino for primary outlet, Performance Pro Internet, XFINITY Voice Unlimited and Carefree Minutes Latin America 300.

SurePrice⁵ \$144.99

XF TRIPLE PLAY PACKAGE REWARDS / XFINITY LATINO TRIPLE PLAY PACKAGE REWARDS

	Regular Price	Starter XF, Starter Latino	Preferred XF, Preferred Latino	HD Preferred XF, Preferred Extra Latino	HD Preferred Extra XF	HD Premier XF ⁶	HD Complete XF ⁶
HBO [®]	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	Included	Included
Showtime [®]	\$12.00	\$12.00	\$12.00	\$12.00	Included	Included	Included
Starz [®]	\$12.00	\$12.00	\$12.00	Included	Included	Included	Included
Cinemax [®]	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	Included	Included
The Movie Channel [®]	\$12.00	\$12.00	\$12.00	\$12.00	Included	Included	Included
Sports Entertainment Package ⁸	\$9.95	\$9.95	\$9.95	\$9.95	\$9.95	\$9.95	Included
Streampix ²³	\$4.99	\$4.99	\$4.99	\$4.99	Included	Included	Included
DVR Service ⁹	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	Included	Included
AnyRoom DVR Service ¹⁰	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	Included	Included
Service to Additional TV ¹¹	\$9.95	\$9.95	\$9.95	\$9.95	\$9.95	\$9.95	Included for three additional TVs
HD Technology Fee ¹²	\$9.95	\$9.95	\$9.95	Included	Included	Included	Included
Blast! Speed Upgrade	\$79.95	\$18.00	\$18.00	\$18.00	Included	Included	Included
Extreme Pro Speed Upgrade ³⁴	\$99.95	\$25.00	\$25.00	\$25.00	\$7.00	\$7.00	\$7.00
Gigabit Speed Upgrade ³⁴	\$104.95	\$30.00	\$30.00	\$30.00	\$12.00	\$12.00	\$12.00
Gigabit Pro Speed Upgrade ^{34,35}	\$299.95	\$238.00	\$238.00	\$238.00	\$220.00	\$220.00	\$220.00

Refer to the last page for additional information. For information about XFINITY policies and terms of service, go to xfinity.com/terms.

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Preferred Extra Latino	
Includes Digital Starter, Digital Preferred, XFINITY TV Latino and Starz® for primary outlet, HD Technology Fee, Performance Pro Internet, XFINITY Voice Unlimited and Carefree Minutes Latin America 300.	\$176.49
SurePrice⁵	\$154.99

DOUBLE PLAY PACKAGES

Internet Plus	
Includes Limited Basic, HBO®, Streampix, TV Box and remote for primary outlet and Performance Internet	\$85.95
SurePrice⁵	\$64.99

Internet Pro Plus with HBO®	
Includes Digital Economy, HBO® and Streampix for primary outlet and Performance Pro Internet	\$92.95
SurePrice⁵	\$74.99

Internet Pro Plus with Showtime®	
Includes Digital Economy, Showtime® and Streampix for primary outlet and Performance Pro Internet	\$89.95
SurePrice⁵	\$74.99

Preferred XF Double Play	
Includes Digital Preferred for primary outlet and Performance Pro Internet	\$149.85
SurePrice⁵	\$109.99

Premier XF Double Play	
Includes Digital Premier for primary outlet and Performance Pro Internet	\$187.99
SurePrice⁵	\$139.99

XFINITY LATINO DOUBLE PLAY PACKAGES

Internet Plus Latino	
Includes Basic Latino TV, TV Box and remote for primary outlet and Performance Internet	\$85.95
SurePrice⁵	\$64.99

Economy Plus Latino Double Play	
Includes Economy Plus Latino TV for primary outlet and Performance Internet	\$111.90
SurePrice⁵	\$99.99

Starter Latino Double Play	
Includes Starter Latino TV for primary outlet and Performance Internet	\$131.90
SurePrice⁵	\$109.99

Preferred Latino Double Play	
Includes Digital Preferred and XFINITY TV Latino for primary outlet and Performance Pro Internet	\$167.80
SurePrice⁵	\$119.99

XFINITY TV¹

BASIC SERVICES

Limited Basic^{13,16}	\$7.50
Broadcast TV Fee (all areas)	\$8.00

Franchise Related Cost^{15,16}	
Wayland	\$0.69
Weston	\$0.92

Expanded Basic¹⁴ Includes TV Box and remote for primary outlet	\$62.45
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DIGITAL SERVICES

Digital Economy	
Includes Limited Basic, additional digital channels, TV Box and remote for primary outlet, access to Pay-Per-View and On Demand programming and Music Choice	\$39.95
With XFINITY Voice or Internet Service	\$37.95

Digital Starter Includes Limited Basic, Expanded Basic, MoviePlex, access to Pay-Per-View and On Demand programming and Music Choice	\$69.95
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Digital Preferred Includes Digital Starter and the Digital Preferred Tier	\$87.90
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Digital Premier Includes Digital Preferred, HBO®, Showtime®, Starz®, Cinemax® and The Movie Channel®	\$134.90
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Basic Latino TV Includes Limited Basic, XFINITY TV Latino, TV Box and remote for primary outlet	\$27.95
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Economy Latino TV Includes Digital Economy and XFINITY TV Latino for primary outlet	\$41.95
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Economy Plus Latino TV Includes Economy Latino TV and additional digital channels for primary outlet	\$49.95
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Starter Latino TV Includes Economy Plus Latino TV and additional digital channels for primary outlet	\$69.95
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XFINITY TV SERVICES

HBO®⁷	\$15.00
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Showtime®⁷	\$12.00
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Starz®⁷	\$12.00
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Cinemax®⁷	\$12.00
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The Movie Channel®⁷	\$12.00
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Playboy®⁷	\$15.00
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Digital Preferred Tier¹⁸ Includes over 65 channels including CBS College Sports, Destination America, Disney XD, Encore and Science Channel	\$17.95
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Digital Preferred Tier plus One Premium Includes Digital Preferred Tier and choice of Showtime®, Starz®, Cinemax® or The Movie Channel®	\$29.95
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Digital Preferred Tier with HBO® Includes Digital Preferred Tier and HBO®	\$32.95
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Digital Premier Tier Includes Digital Preferred Tier, HBO®, Showtime®, Starz®, Cinemax® and The Movie Channel®	\$64.95
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Sports Entertainment Package⁸ Includes over 14 channels including NFL Red Zone and CBS Sports Network	\$9.95
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Family Tier¹⁷ Includes over 10 channels including C-SPAN, Discovery Family Channel, Food Network, HGTV, Universal Kids, National Geographic Channel and The Weather Channel	\$14.95
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HD Technology Fee¹²	\$9.95
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DVR Service⁹	\$10.00
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AnyRoom DVR Service¹⁰	\$10.00
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Service to Additional TV¹¹	\$9.95
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with DVR Service ⁹	\$19.95
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with AnyRoom DVR Service	\$19.95
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with AnyRoom DVR Service (client)	\$9.95
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with CableCARD ¹⁹	\$7.45
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Service to Additional TV with TV Adapter²¹	\$5.99
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INTERNATIONAL SELECTIONS⁷

Rai Italia (Italian)	\$9.99
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TV5 MONDE (French)	\$9.99
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CTI-Zhong Tian Channel (Chinese/Mandarin)	\$11.99
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RTN (Russian)	\$14.99
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Willow Plus (South Asian/Cricket Sport)	\$14.99
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Zee TV (South Asian)	\$14.99
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SIC International (Portuguese)	\$9.99
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TV Globo (Portuguese/Brazilian)	\$19.99
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PFC (Portuguese/Brazilian)	\$19.99
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TV Globo & PFC (Portuguese/Brazilian)	\$24.99
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Refer to the last page for additional information. For information about XFINITY policies and terms of service, go to xfinity.com/policies

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PAY-PER-VIEW AND ON DEMAND SUBSCRIPTION SERVICES²⁰

Eros Now On Demand	\$12.99
Eros Now On Demand w/a South Asian international selection	\$9.99
here! TV On Demand	\$7.99
The Jewish Channel On Demand	\$6.99
Disney Family Movies On Demand	\$5.99
Gaiam TV Fit & Yoga On Demand	\$6.99
Lifetime Movie Club On Demand	\$3.99
History Vault On Demand	\$4.99
Kidstream On Demand	\$4.99
Grokker Yoga Fitness On Demand	\$6.99
UP Faith and Family On Demand	\$4.99
Anime Network On Demand	\$6.99
Stingray Karaoke On Demand	\$6.99
DOGTV On Demand	\$4.99
Gala On Demand	\$9.99
AMC Premiere On Demand	\$5.99
FX+ On Demand	\$5.99
Stingray Classica On Demand	\$6.99
Streampix ²³	\$4.99
Pay-Per-View and On Demand Movies and Events ²² (per title or event)	Prices Vary
Vivid On Demand Subscription ²⁴	\$19.99
Hustler On Demand Subscription ²⁴	\$19.99
TEN On Demand Subscription ²⁴	\$19.99
Girlfriends Films On Demand ²⁴	\$19.99
Too Much for TV On Demand	\$14.99
Wicked On Demand ²⁴	\$19.99
Urban Fantasy On Demand ²⁴	\$19.99
Falcon On Demand ²⁴	\$19.99
Homegrown Amateur On Demand ²⁴	\$19.99
Evil Angel ²⁴	\$19.99
Mature Lust ²⁴	\$19.99

SPORTS PACKAGES²⁰

MLB Extra Innings [®]	Call 1-800-XFINITY for pricing
NHL [®] Center Ice [®]	Call 1-800-XFINITY for pricing
NBA League Pass	Call 1-800-XFINITY for pricing

XFINITY TV EQUIPMENT

TV Box Limited Basic	\$2.50
TV Box	\$2.50
Remote	\$0.18
HD TV Box Limited Basic	\$2.50
TV Adapter (Limited Basic — Primary TV)	\$0.00
TV Adapter (Limited Basic — 1st and 2nd Additional TVs)	\$0.00
TV Adapter (Limited Basic — 3rd Additional TV)	\$0.50
CableCARD (first card in device)	\$0.00
CableCARD (second card in same device)	\$0.80

INSTALLATION

(PER OCCURRENCE UNLESS NOTED)	Initial Installation of Service	After Initial Installation of Service
Professional Installation ^{25,26}	\$79.99	N/A
In-Home Service Visit ²⁷	N/A	\$40.00
Hourly Service Charge ²⁵ (For custom installation work)	\$40.00	\$40.00
XFINITY Internet Gigabit Pro Professional Installation (per occurrence)		\$500.00
Wireless Networking On-Site Professional Set-Up (Separate trip, per occurrence)		\$99.95
Wireless Networking On-Site Professional Set-Up (each additional device over 4 devices per occurrence)		\$29.95

REACTIVATION

(NO IN-HOME VISIT REQUIRED—PER OCCURRENCE UNLESS NOTED)

Reactivation - TV	\$6.00
Reactivation - Internet	\$6.00
Reactivation - Voice	\$6.00

MISCELLANEOUS (PER OCCURRENCE UNLESS NOTED)

Customer-Owned Video Equipment Credit See www.comcast.com/equipmentpolicy for additional information	\$2.50
Regional Sports Fee ²⁸ (per month)	\$6.75
Service Protection Plan ²⁹ (per month) Optional plan that protects against charges for service visits to diagnose or repair In-Home Wiring that works with residential XFINITY TV, XFINITY Internet, or XFINITY Voice services. See xfinity.com/spp for terms.	\$5.95
Field Collection Charge Visit to customer's residence required to collect past due balance or unreturned equipment	\$30.00
Returned Payment Item (each)	\$20.00
Late Fee	5% of overdue balance
Agent Assisted Payment For payment made by phone with a Customer Care Representative	\$5.99
Unreturned or Damaged Equipment Fees ³⁰ (per piece)	Replacement Cost
Self Install Kit Shipping and Handling (Standard Shipping)	\$15.00
Self Install Kit Shipping and Handling (Priority Shipping)	\$29.95
Accessory Shipping and Handling	\$5.95
TV Guide [®] Weekly Magazine (per month)	\$4.20

XFINITY VOICE^{1,31}

XFINITY Voice—Unlimited	\$44.95
With TV and Internet Service	\$39.95
XFINITY Voice—Local with More	\$34.95
With TV or Internet Service	\$24.95

CAREFREE MINUTES INTERNATIONAL CALLING PLANS

Carefree Minutes International Calling Plans are additional call plans to specific countries or international regions

Carefree Minutes Latin America 300	\$9.95
Carefree Minutes World Select 300	\$9.95

OTHER CHARGES (PER MONTH UNLESS OTHERWISE INDICATED)

VoiceMail	\$3.95
Additional Line with Calling Features	\$21.95

Refer to the last page for additional information. For information about XFINITY policies and terms of service, go to xfinity.com/policies.

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Additional Line without Calling Features	\$11.95
Internet/Voice Equipment Rental	\$11.00
Unreturned or Damaged Equipment Fees³⁰ (per piece, per occurrence)	Replacement Cost

XFINITY INTERNET^{1 32}

	XFINITY Internet Service Only	with XFINITY TV or Voice Service
Performance Starter³³	\$49.95	\$49.95
Performance	\$74.95	\$61.95
Performance Pro	\$89.95	\$76.95
Blast!	\$92.95	\$79.95
Extreme Pro³⁴	\$99.95	\$86.95
Gigabit³⁴	\$104.95	\$91.95
Gigabit Pro^{34,35}	\$299.95	\$299.95
Internet/Voice Equipment Rental		\$11.00
Ciena 3931 Modem & Netgear Wireless Router Rental³⁶		\$19.95
Additional IP Address (first)		\$4.95
Additional IP Address (each additional, up to 3 additional)		\$9.00
Wireless Adapter (each, one-time charge)		\$30.00
Gigabit Pro Activation Fee (per occurrence)		\$500.00
Unreturned or Damaged Equipment Fees³⁰ (per piece, per occurrence)		Replacement Cost

- ¹ Certain services available separately or as a part of other levels of service. Comcast service is subject to Comcast's standard terms and conditions of service. Unless otherwise specified, prices shown are the monthly charge for the corresponding service, equipment or package. Prices shown do not include applicable taxes, franchise fees, FCC fees, Regulatory Recovery Fee, Public Access fees, other state or local fees or other applicable charges (e.g., per call toll or international charges). Prices, services and features are subject to change. If you are an XFINITY TV customer and you own a compatible TV Box or CableCARD device, please call 1-800-XFINITY for pricing information or visit www.xfinity.com/equipmentpolicy. ©2017 Comcast. All rights reserved.
- ² Requires Internet/Voice Equipment, except for the Complete Triple Play Packages.
- ³ XFINITY Home Secure requires 2 year agreement with early termination fee. Early termination fee applies if all XFINITY services are terminated during the agreement term. For additional information go to www.xfinity.com/home.
- ⁴ SurePrice only available for 12 months to Quad Play customers with Starter XF Triple Play, Preferred XF Triple Play, HD Preferred XF Triple Play and HD Preferred Extra XF Triple Play customers after 12 month promotional pricing with 12 month contract. SurePrice only available for 12 months to Quad Play customers with HD Premier XF Triple Play and HD Complete XF Triple Play customers after 24 month promotional pricing with 24 month contract.
- ⁵ SurePrice only available to qualifying 12 month promotional packages.
- ⁶ AnyRoom DVR Service is included with HD Premier XF Triple Play and HD Complete XF Triple Play if AnyRoom DVR Service is installed on primary outlet.
- ⁷ Requires TV Box or CableCARD and Limited Basic.
- ⁸ Requires Digital Starter.
- ⁹ Requires HD Technology Fee. Service to Additional TV required for DVR Service on additional TVs. Not available to customers with Limited Basic only.
- ¹⁰ Sold only with Service to Additional TV for up to 3 TVs, maximum 3 clients per household. Requires HD Technology Fee and professional installation. Not available to customers with Limited Basic only.
- ¹¹ Not available to Limited Basic only customers. Digital service tier on additional TV corresponds to digital service tier on primary outlet.
- ¹² Not available to customers with Limited Basic only. Must subscribe to HD Technology Fee to receive HD programming.
- ¹³ Requires TV adapter, CableCARD or TV Box.
- ¹⁴ Requires Limited Basic.
- ¹⁵ Franchise Related Costs are costs associated with providing public, educational and/or government access facilities and equipment and/or other related costs in your community.
- ¹⁶ For Wayland customers: Discount of 10% off of Limited Basic (including discount on Broadcast TV Fee and FRC) available to seniors who qualify for discount. Age and income restrictions apply. Call 1-800-XFINITY for more information.
- ¹⁷ Requires TV Box and Limited Basic and cannot be combined with Expanded Basic. Family Tier programming included in Digital Services except for XFINITY TV Latino.
- ¹⁸ Requires Digital Starter or Starter Latino TV.
- ¹⁹ Not available to customers with Limited Basic only. Includes a customer-owned video equipment credit. An additional charge will apply for additional CableCARDs in the same device.

- ²⁰ Requires TV Box and Limited Basic. Subscription can be billed at once or in 4 total payments. Restrictions may apply.
- ²¹ Includes TV Adapter and remote. Digital service tier on additional TV corresponds to digital service tier on primary outlet. Does not include access to On Demand content, premium channels or channel numbers above 1000 unless otherwise noted on the channel lineup. Not available to customers with Limited Basic only.
- ²² Price of Pay-Per-View and On Demand Movie or Event is displayed prior to the completion of the Pay-Per-View or On Demand ordering process.
- ²³ Requires TV Box and Limited Basic to receive Streampix on television. Requires HD Technology Fee to receive HD programming. Streaming to iOS device requires XFINITY TV app. Internet service with bandwidth of at least 600 Kbps and a subscription to Limited Basic. Streaming to laptop/computer requires equipment meeting minimum requirements posted at <https://www.xfinity.com/support/internet/requirements-to-run-xfinity-internet-service/>. Internet service with bandwidth of at least 600Kbps and a subscription to Limited Basic.
- ²⁴ Requires Limited Basic and TV Box. Not available in all areas.
- ²⁵ Standard installations include installations up to 125 feet from existing Comcast plant, unless noted differently in the local franchise agreement. Custom installations include installations which require in-wall wiring or installations in extensive drop ceilings, basements, or crawl spaces.
- ²⁶ Includes standard installation of XFINITY TV, XFINITY Internet and/or XFINITY Voice and installation of additional outlets and wireless networking set-up if requested at time order is placed. Does not include installations of XFINITY Home or XFINITY Gigabit Pro Internet.
- ²⁷ Applies to installation, relocation and activation of additional outlets as well upgrade/downgrades of service after initial installation of service and in-home visits not covered under Service Protection Plan. Does not cover installation or in-home visits for XFINITY Home.
- ²⁸ Applies to XFINITY TV Digital Starter and above and Starter Latino TV.
- ²⁹ See <http://www.xfinity.com/spp> for information on Service Protection Plan.
- ³⁰ Contact 1-800-XFINITY for questions regarding equipment replacement charges.
- ³¹ Requires Internet/Voice Equipment. Unlimited Local and Long Distance package pricing applies only to direct dialed calls from home to locations included in the plan. Plans do not include other international calls. For more information regarding XFINITY Voice pricing go to <http://www.xfinity.com/corporate/about/phoneterms/service/comcastdigitalvoice/cdrstatepricing.html>.
- ³² Internet/Voice Equipment required. For more information regarding XFINITY Internet go to <http://www.xfinity.com/internet-service.html>.
- ³³ Download speed up to 10 Mbps and upload speed up to 2 Mbps. Many factors affect speed. Actual speeds may vary and are not guaranteed.
- ³⁴ Not available in all areas. May require installation and non-refundable installation charge.
- ³⁵ Requires 2 year contract. Monthly rental of Gigabit Pro compatible cable modem/router additional. Activation and professional installation fees additional. Gigabit Pro does not qualify for Comcast 30-day money back guarantee.
- ³⁶ Requires Gigabit Pro.

XFINITY Home License Numbers:

AL: 001484, 001504; AR: 12-030; AZ: ROC 280515, 8TR 18287-0; CA: CSLB 974291, ACO 7118; CT: ELC 0189754-C5; DE: FAL-0299, FAC-0293, SSPS 11-123; FL: EF0000921, EF20001002, EF0001095; GA: LVU406303, LVU406264, LVU406190, LVU406354; IL: PACA 127-001503; LA: F1691; MA: SS-001968; MD: 107-1776; ME: LM50017039; MI: 3601206217; MN: TS674412; NC: 2335-CSA, 29443-SP-FALV; NJ: Burglar and Fire Alarm Business Lic. # 348F00047700; NM: 373379; NY: licensed by the N.Y.S. Department of State 12000305421; OH: LIC# 53-89-1732; OR: CCB 192945; SC: BAC-13497, FAC-13440; TN: ACL 1597, ACL 1604; TX: ACR-1672104-1818, B16922, B02571; UT: 8226921-6501; VA: 2705145289, DCJS 11-7361; VT: ES-02366; WA: COMCABS892DS; WASHINGTON, DC: ECS 902687, BBL 602512000005; WV: WVD49211.

MS: 15018010

Valid 4/19/17. See www.xfinity.com/home-security for current list.



Channel Lineup

EFFECTIVE JANUARY 4, 2018

1-800-XFINITY | xfinity.com

Needham, MA

Natick, Newton, Watertown, Wayland, Wellesley & Weston, MA

LIMITED BASIC

2 WGBH (PBS)
3 HSN
4 WBZ (CBS)
5 WCVB (ABC)
6 NECN
7 WHDH
8 Public Access
9 Educational Access
10 WBTS (NBC)
12 WLVI (CW)
13 WFXT (FOX)
14 WSBK (MyTV)
15 WBPX (ION)
16 WGBX (PBS)
17 WJTF (UMAS)
18,1050 WBIN (IND)
19 WNEU (TEL)
20 WMFP (IND)
21 WJTF (UNV)
22 WSBE (PBS)
23,1058 WYDN (DAY)
25,1032 Jewelry TV
44,1128 C-SPAN
58 QVC
81 WWDP (IND)
99 Government Access
183,1067 Jewelry FL
184,640 Xfinity Latino
Entertainment Channel
229,1661 TBN
247,1129 C-SPAN2
268,1669 CatholicTV
283,1097 Leased Access
721,981,1024 WFXZ-CD
(AZT)
724,986,1196 WJTF LATV
791,1034 QVC HD
801,1044 WGBX HD (PBS)
802,1002 WGBH HD (PBS)
803,1068 WBPX HD (ION)
804,1004 WBZ HD (CBS)
805,1005 WCVB HD (ABC)
806,1025 WFXT HD (FOX)
807,1007 WHDH HD
808,1056 WLVI HD (CW)
810,1010 WBTS HD (NBC)
813,1062 WMFP HD (IND)
814,1038 WSBK HD (MyTV)
815,1060 WNEU HD (TEL)
816,1066 WUNI HD (UMAS)
817,1027 WJTF HD (UNV)
818,1046 WWDP HD (IND)

819,1036 WSBE HD (PBS)
840,1127 NECN HD
906,1015 HSN HD
930,1168 WBZ Decades
935,1171 WBTS-CoziTV
936,1176 WHDH ThisTV
939,1179 WLVI BuzzR
942,1182 WCVB MeTV
948,1188 WFXT-Escape
949,1189 WFXT Laft TV
956,1160 WGBH World (PBS)
958,1161 WGBX Kids (PBS)
959,1162 WGBX Create
(PBS)
965,1164 WSBE Learn (PBS)
983,1193 WNEU TeleXitos

EXPANDED BASIC

(DIGITAL STARTER INCLUDES
LIMITED BASIC AND EXPANDED
BASIC)

26,208 Hallmark Channel
27 Disney Channel
28 MTV
29 VH1
30 FX
31 TBS
32 HGTV
33 TNT
34 E!
35 USA Network
36 Lifetime
37 A&E
38 TLC
39 Discovery
40,186 truTV
41 FOX News Channel
42 CNN
43 HLN
45 Bloomberg TV
46 CNBC
47 The Weather Channel
48 Freeform
49 ESPN
50 ESPN2
51 NESN
52 NBC Sports Boston
53,251 MSNBC
54 Nickelodeon
56,238,1668 EWTN
57 Bravo
59 AMC
60 Cartoon Network

61 Comedy Central
62 Syfy
63 Animal Planet
64,1426 TV Land
65 NBC Sports Network
66 Food Network
67 Travel Channel
69 Golf Channel
71 HISTORY
83,234,1655 INSP
84 NESN+
85,1256 NBC Sports
Boston Overflow
88,1049 HSN2
97 BET
124,1420 WGN America
199 Hallmark Movies &
Mysteries
200,1757 MoviePlex
210 National Geographic
Channel
214 TV One
215 WE tv
216 Oxygen
218 Universal Kids
235 UP
241 BBC America
249,1130 C-SPAN3
250 FOX Sports 1
252 Investigation
Discovery
256 FXX
265,715 NFL Network
267,1425 GSN
270 LMN
284 FOX Business Network
784,1488 Travel
Channel HD
788,1456 LMN HD
789,1123 FOX Business
Network HD
790,1459 Hallmark Movies
& Mysteries HD
794,1463 Bravo HD
795,1121 CNBC HD
799,1428 WE tv HD
821,1473 National
Geographic HD
823,1449 Discovery HD
824,1715 Disney
Channel HD
825,1728 Nickelodeon HD
826,1742 Freeform HD

827,1606 MTV HD
828,1612 MTV Live HD
829,1607 VH1 HD
830,1409 FX HD
831,1434 TBS HD
832,1492 HGTV HD
833,1404 TNT HD
834,1466 E! HD
835,1403 USA Network HD
836,1455 Lifetime HD
837,1402 A&E HD
839,1243 Velocity HD
841,1110 FOX News
Channel HD
842,1111 CNN HD
843,1112 HLN HD
844,1122 Bloomberg TV HD
847,1102 The Weather
Channel HD
848,1223 Golf Channel HD
849,1205 ESPN HD
850,1206 ESPN2 HD
851,1250 NESN HD
852,1251 NBC Sports
Boston HD
853,1215 NFL Network HD
854,1484 Food Network HD
858,1435 Comedy
Central HD
859,1405 AMC HD
860,1734 Cartoon
Network HD
862,1411 Syfy HD
863,1471 Animal Planet HD
865,1207 NBC Sports
Network HD
867,1450 TLC HD
872,1478 HISTORY HD
894,1255 NESN+ HD
901,1113 MSNBC HD
902,1430 truTV HD
905,1625 BET HD
907,1458 Hallmark
Channel HD
908,1457 UP HD
909,1444 Investigation
Discovery HD
912,1626 TV One HD
920,1418 BBC America HD
921,1465 Oxygen HD
924,1410 FXX HD
925,1208 FOX Sports 1 HD

927,1707 Universal
Kids HD

DIGITAL ECONOMY (INCLUDES LIMITED BASIC)

26,208 Hallmark Channel
27 Disney Channel
34 E!
35 USA Network
36 Lifetime
37 A&E
39 Discovery
40,186 truTV
41 FOX News Channel
42 CNN
47 The Weather Channel
56,238,1668 EWTN
59 AMC
60 Cartoon Network
61 Comedy Central
63 Animal Planet
64,1426 TV Land
66 Food Network
71 HISTORY
97 BET
123,1627 ASPIRE
256 FXX
823,1449 Discovery HD
824,1715 Disney
Channel HD
834,1466 E! HD
835,1403 USA Network HD
836,1455 Lifetime HD
837,1402 A&E HD
841,1110 FOX News
Channel HD
842,1111 CNN HD
847,1102 The Weather
Channel HD
854,1484 Food Network HD
858,1435 Comedy
Central HD
859,1405 AMC HD
860,1734 Cartoon
Network HD
863,1471 Animal Planet HD
872,1478 HISTORY HD
902,1430 truTV HD
905,1625 BET HD
907,1458 Hallmark
Channel HD
924,1410 FXX HD

DIGITAL PREFERRED
(INCLUDES DIGITAL STARTER)

55 Spike
123,1627 ASPIRE
125,1114,1498 Newsy Live
137 SEC Network
138,1322 SEC Network
Overflow
176 Ovation
182,1427 POP
187,1637 Revolt
190,1117 BBC World News
191,1709 BabyFirst
Americas
193,1477 Smithsonian
Channel
196,1685 Jewish Life
Television (JLTV)
197,1741 STARZ ENCORE
Family
198,1429 ReelzChannel
201,1440 SundanceTV East
202,366,1771 FLIX East
203,1775 STARZ ENCORE
Action East
204,1779 STARZ ENCORE
Classic East
205,1782 STARZ ENCORE
Suspense East
206,1758 IndiePlex
207,1784 STARZ ENCORE
Westerns East
212 IFC
220,1727 Nicktoons
221,1714 Discovery
Family Channel
222 Disney XD
223,1702 Nick Jr.
224,1740 TeenNick
225,1756 RetroPlex
226 OWN (Oprah Winfrey
Network)
227 Science
228,1729 Nick 2
230,1497 Discovery Life
232 Nat Geo WILD
233 Destination America
236,1682 The Impact
Network
239,1485 Cooking Channel
240,1493 DIY Network
242 VICELAND
243 fyi
244,1701 Disney Junior
248 ESPNNews
253,1480 American Heroes
Channel
254 FOX Sports 2
255,1236 Outdoor Channel
257,599 NBA TV
259 NHL Network
260,1246 TVG
261 CBS Sports Network
266 Tennis Channel
269 MLB Network
271 fuse

272,1615 Nick Music
273,1639 MTV2
274 BET Her
275,1630 BET Soul
276,1619 CMT Music
277,1614 MTV Classic
278,1766 FX Movie Channel
279,1620 Great American
Country (GAC)
280,1633 BET Jams
281,1439 Logo
286 ESPN
326 STARZ ENCORE East
666 HITN
686 Mnet
705,1232 NBC Universo
710,1229 Univision
Deportes Network
711 MTV TR3s
719 Galavision
783,1613 AXS TV
785,1773 STARZ ENCORE
East HD
792,1716 Disney XD HD
793,1467 fuse HD
796,1210 ESPNNews HD
797,1486 fyi HD
798,1438 IFC HD
822,1217 NHL Network HD
838,1224 Tennis
Channel HD
846,1222 Olympic
Channel HD
855,1412 Spike HD
856,1303 CBS Sports
Network HD
857,1464 OWN HD (Oprah
Winfrey Network)
866,1451 Science HD
900,1301 ESPN HD
904,1765 MGM HD
910,1436 VICELAND HD
911,1487 Destination
America HD
913,1218 NBA TV HD
914,1219 MLB Network HD
915,1462 Ovation HD
922,1472 Nat Geo WILD HD
923,1209 FOX Sports 2 HD
928,1321 SEC Network HD

ECONOMY PLUS**LATINO TV**(INCLUDES DIGITAL ECONOMY
AND XFINITY TV LATINO)

28 MTV
29 VH1
30 FX
32 HGTV
38 TLC
43 HLN
46 CNBC
48 Freeform
53,251 MSNBC
54 Nickelodeon
57 Bravo

62 Syfy
67 Travel Channel
83,234,1655 INSP
88,1049 HSN2
124,1420 WGN America
200,1757 MoviePlex
210 National Geographic
Channel
213 TCM
214 TV One
215 WE tv
218 Universal Kids
226 OWN (Oprah Winfrey
Network)
236,1682 The Impact
Network
241 BBC America
250 FOX Sports 1
256 FXX
267,1425 GSN
270 LMN
284 FOX Business Network
663,1781 STARZ ENCORE en
Espanol
784,1488 Travel
Channel HD
788,1456 LMN HD
789,1123 FOX Business
Network HD
794,1463 Bravo HD
795,1121 CNBC HD
799,1428 WE tv HD
821,1473 National
Geographic HD
825,1728 Nickelodeon HD
826,1742 Freeform HD
827,1606 MTV HD
828,1612 MTV Live HD
829,1607 VH1 HD
830,1409 FX HD
832,1492 HGTV HD
839,1243 Velocity HD
843,1112 HLN HD
846,1222 Olympic
Channel HD
857,1464 OWN HD (Oprah
Winfrey Network)
862,1411 Syfy HD
867,1450 TLC HD
901,1113 MSNBC HD
903,1755 TCM HD
912,1626 TV One HD
920,1418 BBC America HD
924,1410 FXX HD
925,1208 FOX Sports 1 HD
927,1707 Universal
Kids HD

STARTER LATINO TV(INCLUDES DIGITAL ECONOMY,
ECONOMY PLUS LATINO TV
AND XFINITY TV LATINO)

28 MTV
29 VH1
30 FX
31 TBS
32 HGTV

33 TNT
38 TLC
43 HLN
46 CNBC
48 Freeform
49 ESPN
50 ESPN2
51 NESN
52 NBC Sports Boston
53,251 MSNBC
54 Nickelodeon
57 Bravo
62 Syfy
65 NBC Sports Network
67 Travel Channel
69 Golf Channel
83,234,1655 INSP
84 NESN+
85,1256 NBC Sports
Boston Overflow
88,1049 HSN2
124,1420 WGN America
200,1757 MoviePlex
210 National Geographic
Channel
213 TCM
214 TV One
215 WE tv
218 Universal Kids
226 OWN (Oprah Winfrey
Network)
236,1682 The Impact
Network
241 BBC America
250 FOX Sports 1
256 FXX
265,715 NFL Network
267,1425 GSN
270 LMN
284 FOX Business Network
663,1781 STARZ ENCORE en
Espanol
784,1488 Travel
Channel HD
788,1456 LMN HD
789,1123 FOX Business
Network HD
794,1463 Bravo HD
795,1121 CNBC HD
799,1428 WE tv HD
821,1473 National
Geographic HD
825,1728 Nickelodeon HD
826,1742 Freeform HD
827,1606 MTV HD
828,1612 MTV Live HD
829,1607 VH1 HD
830,1409 FX HD
831,1434 TBS HD
832,1492 HGTV HD
833,1404 TNT HD
839,1243 Velocity HD
843,1112 HLN HD
846,1222 Olympic
Channel HD
848,1223 Golf Channel HD

849,1205 ESPN HD
850,1206 ESPN2 HD
851,1250 NESN HD
852,1251 NBC Sports
Boston HD
853,1215 NFL Network HD
857,1464 OWN HD (Oprah
Winfrey Network)
862,1411 Syfy HD
865,1207 NBC Sports
Network HD
867,1450 TLC HD
894,1255 NESN+ HD
901,1113 MSNBC HD
903,1755 TCM HD
912,1626 TV One HD
920,1418 BBC America HD
924,1410 FXX HD
925,1208 FOX Sports 1 HD
927,1707 Universal
Kids HD

XFINITY TV LATINO

641 TBN Enlace
642 Telefe
643 TeleFormula
644 Pasiones
645 TV Chile
646 Nuestra Tele
647 Video Rola
648 FOX Life
649 TVE Internacional
650 TV Venezuela
652 Telehit
653 Ritmoson
654 Bandamax
655 De Pelicula
656 De Pelicula Clasico
657 SUR Peru
658 Vme Kids
659 SUR TV
660 Once Mexico
661 Multimedios
662 Mexicanal
666 HITN
667 Cinema Dinamita
668 EWTN en Espanol
670 Ecuavisa
673 Caracol TV
674 Canal 52MX
675 Cine Sony
678 Latin American Sports
704 Supercanal
705,1232 NBC Universo
706 Discovery en Espanol
707 Cinelatino
708,1230 FOX Deportes
709 CNN en Espanol
710,1229 Univision
Deportes Network
711 MTV TR3s
712 ViendoMovies
713 Cine Mexicano
716 HISTORY en Espanol
717 WAPA America

continued

718 Telemicro
Internacional
719 Galavisión
720,1231 ESPN Deportes
722 BabyFirst Americas -
Spanish
723 Centroamerica TV
725 Discovery Familia
726,1228 beIN
Sports-Spanish
727 UniMás Alt
728 Univision Alt
757 TV Dominicana

FAMILY TIER

27 Disney Channel
32 HGTV
43 HLN
47 The Weather Channel
54 Nickelodeon
66 Food Network
210 National Geographic
Channel
218 Universal Kids
221,1714 Discovery
Family Channel
222 Disney XD
224,1740 TeenNick
227 Science
240,1493 DIY Network
792,1716 Disney XD HD
821,1473 National
Geographic HD
824,1715 Disney
Channel HD
825,1728 Nickelodeon HD
832,1492 HGTV HD
843,1112 HLN HD
847,1102 The Weather
Channel HD
854,1484 Food Network HD
866,1451 Science HD
927,1707 Universal
Kids HD

SPORTS ENTERTAINMENT PACKAGE

126,1445 Crime &
Investigation
127,1479 Military
History Channel
128,1266 SNY OOM
130,1280 NBC Sports
Chicago OOM
133,1297 NBC Sports Bay
Area OOM
135,1302 ESPN
GoalLine/Bases Loaded
136,1237 Sportsman
Channel
192,1227 beIN
Sports-English
194,1329 Pac-12
195 Outside Television
213 TCM

248 ESPNews
255,1236 Outdoor Channel
257,599 NBA TV
259 NHL Network
260,1246 TVG
261 CBS Sports Network
265,715 NFL Network
269 MLB Network
282 CMT
285 BTN
286 ESPNU
287 NFL RedZone
726,1228 beIN
Sports-Spanish
796,1210 ESPNews HD
822,1217 NHL Network HD
853,1215 NFL Network HD
856,1303 CBS Sports
Network HD
864,1608 CMT HD
885,1313 BTN HD
899,1216 NFL RedZone HD
900,1301 ESPN HD
903,1755 TCM HD
913,1218 NBA TV HD
914,1219 MLB Network HD

PREMIUM CHANNELS

202,366,1771 FLX East
301 HBO East
302 HBO2 East
303,1806 HBO Signature
East
304,1808 HBO Family East
305,1810 HBO Comedy East
306 HBO Zone East
307 HBO Latino East
321 STARZ East
322 STARZ Edge East
323,1872 Starz In Black
East
324 STARZ Kids & Family
East
325,1876 STARZ Cinema
East
327 STARZ Comedy
338,1830 5StarMAX
339,1832 OuterMAX
340,1828 MovieMax
341 CINEMAX East
342,1822 MoreMAX East
343,1824 ActionMAX East
344,1826 ThrillerMax East
361 Showtime East
362 Showtime 2 East
363,1846 Showtime
Showcase East
364 Showtime Extreme East
365,1844 Showtime Beyond
East
381 The Movie Channel
East
382 The Movie Channel
Xtra East
451 Playboy

773,1814 HBO Latino HD
East
775,1812 HBO Zone HD East
868,1820 CINEMAX HD East
870,1802 HBO HD East
871,1804 HBO2 HD East
873,1870 STARZ Edge HD
874,1874 STARZ Kids &
Family HD
875,1868 STARZ East HD
876,1878 STARZ Comedy HD
877,1840 Showtime HD East
878,1842 Showtime 2 HD
East
880,1848 Showtime
Extreme HD
883,1860 The Movie
Channel HD East
884,1862 The Movie
Channel Xtra East HD

INTERNATIONAL SELECTIONS

134,685,3285 Willow Plus
679,3280 RAI
International
680,3293 TV Globo
681,3216 SIC
International
682,3210 Premiere
Futebol Clube
688,3294 TV5 Monde
701,3287 ZeeTV
702,3138 CTI Zhong Tian
Channel
703,3226 RTN (Russian)
3101 Willow Plus HD
3102 TV Asia HD
3103 ZeeTV HD
3104 Star Bharat
3105 Star India Plus HD
3106 SET HD
3107 Star India Gold
3109 NDTV 24X7
3110 NDTV GOOD
3111 NDTV INDIA
3128 Vijay
3135 CCTV4
3137 Phoenix Info News
3139 Phoenix NA
3150 TVB Jade
3180 TV JAPAN HD
3185 Saigon Broadcasting
Television Network
3194 The Filipino Channel
3195 GMA Pinoy TV
3196 GMA Life TV
3203 TV Polonia
3211,3291 Bandeirantes TV
3212 RecordTV Europa HD
3213 TV Globo HD
3217 RTPi (Portuguese)
3225 RTVI (Russian)
3227 Russian Kino
3228 NTV America
3229 Channel One Russia

3230 Impact TV
3232 RTR PLAN
3233 ROSSIYA
3234 CTC
3245 ART Network
3250 The Israeli Network
3260 DW (Deutsch+)
3265 TV5 Monde HD
3275 Antenna TV
3281 Mediaset Italia
3286 TV Asia
3288 Star India Plus
3289 SET
3290 TV JAPAN
3292 RecordTV

PAY-PER-VIEW

257,599 NBA TV
399,800 IN DEMAND PPV HD
400 IN DEMAND PPV BARKER
401 IN DEMAND PPV 1
402 IN DEMAND PPV 2
435 Penthouse Block
452 Juicy
453 Vivid TV
457 TEN
458 XTSY
459 Hustler TV
601-610 NBA/MLS PPV
612,1387 MLB/MLS PPV HD
621-634 MLB/NHL PPV
635,1370 INDEMAND
MLB/NHL HD
636,1371 INDEMAND
MLB/NHL 2 HD
913,1218 NBA TV HD
1372-1385 MLB/NHL PPV
1388-1397 NBA/MLS PPV

ON DEMAND

1,1000 Xfinity On Demand
404,1751 Free Movies On
Demand
405,1801 HBO On Demand
406 HD On Demand
407 Free HD Channels On
Demand
408,1800 HD Premium
Channels On Demand
409 HD Music On Demand
410,1750 Movies On Demand
450 Adult On Demand
886-893 Searchlight On
Demand
929 Red Sox On Demand

MUSIC CHOICE 501-550 MUSIC CHOICE

XFINITY INSTANT TV KIDS & FAMILY

27 Disney Channel
28 MTV
38 TLC
48 Freeform
54 Nickelodeon

60 Cartoon Network
210 National Geographic
Channel
218 Universal Kids
220,1727 Nicktoons
222 Disney XD
223,1702 Nick Jr.
224,1740 TeenNick
244,1701 Disney Junior
792,1716 Disney XD HD
821,1473 National
Geographic HD
824,1715 Disney
Channel HD
825,1728 Nickelodeon HD
826,1742 Freeform HD
827,1606 MTV HD
860,1734 Cartoon
Network HD
867,1450 TLC HD
927,1707 Universal
Kids HD

XFINITY INSTANT TV ENTERTAINMENT

26,208 Hallmark Channel
29 VH1
30 FX
31 TBS
32 HGTV
33 TNT
34 E!
35 USA Network
36 Lifetime
37 A&E
39 Discovery
57 Bravo
59 AMC
61 Comedy Central
62 Syfy
63 Animal Planet
66 Food Network
71 HISTORY
97 BET
214 TV One
226 OWN (Oprah Winfrey
Network)
256 FXX
794,1463 Bravo HD
823,1449 Discovery HD
829,1607 VH1 HD
830,1409 FX HD
831,1434 TBS HD
832,1492 HGTV HD
833,1404 TNT HD
834,1466 E! HD
835,1403 USA Network HD
836,1455 Lifetime HD
837,1402 A&E HD
854,1484 Food Network HD
857,1464 OWN HD (Oprah
Winfrey Network)
858,1435 Comedy
Central HD
859,1405 AMC HD
862,1411 Syfy HD

continued

863,1471 Animal Planet HD
872,1478 HISTORY HD
905,1625 BET HD
907,1458 Hallmark
Channel HD
912,1626 TV One HD
924,1410 FXX HD

XFINITY INSTANT TV SPORTS & NEWS

41 FOX News Channel
42 CNN
46 CNBC
49 ESPN
50 ESPN2
51 NESN
52 NBC Sports Boston
53,251 MSNBC
65 NBC Sports Network
69 Golf Channel
84 NESN+
85,1256 NBC Sports
Boston Overflow
248 ESPNNews
250 FOX Sports 1
265,715 NFL Network
284 FOX Business Network
286 ESPN2
789,1123 FOX Business
Network HD
795,1121 CNBC HD
796,1210 ESPNNews HD
841,1110 FOX News
Channel HD
842,1111 CNN HD
848,1223 Golf Channel HD
849,1205 ESPN HD
850,1206 ESPN2 HD
851,1250 NESN HD
852,1251 NBC Sports
Boston HD
853,1215 NFL Network HD
865,1207 NBC Sports
Network HD
894,1255 NESN+ HD
900,1301 ESPN HD
901,1113 MSNBC HD
925,1208 FOX Sports 1 HD

XFINITY INSTANT TV DEPORTES

192,1227 beIN
Sports-English
678 Latin American Sports
705 NBC Universo

708,1230 FOX Deportes
710,1229 Univision
Deportes Network
720,1231 ESPN Deportes
726,1228 beIN
Sports-Spanish

XFINITY INSTANT TV LATINO

644 Pasiones
658 Vme Kids
667 Cinema Dinamita
675 Cine Sony
706 Discovery en Espanol
707 Cinelatino
709 CNN en Espanol
712 ViendoMovies
713 Cine Mexicano
716 HISTORY en Espanol
719 Galavisión
722 BabyFirst Americas -
Spanish
725 Discovery Familia

A subscription to Limited Basic is required to receive video services unless otherwise indicated. TV Box, TV Adapter or CableCARD is required to receive video services. Channel lineup for outlets with TV Adapters is same as the primary outlet with the following exceptions: premium channels are not available and only the following HD channels with channel numbers above 1000 are available: The Weather Channel, Fox News, CNN, HLN, MSNBC, CNBC, Bloomberg, Fox Business, CSPAN, CSPAN2, CSPAN 3, and your local news stations. Except for Limited Basic only customers, HD programming requires subscription to HD Technology Fee and HD compatible equipment. Channel lineup subject to change. Additional restrictions may apply. See Services & Pricing card for additional information. © 2017 Comcast. All rights reserved.

87731000: 2170,2180,2190,2200,2210,2230,2330,3000

For more information visit xfinity.com/channellineup.

Porter, David

From: Balmer, Nan
Sent: Friday, March 23, 2018 9:58 AM
To: Porter, David
Subject: Fwd: More delays from Mr. Zieff -- unacceptable and contrary to the 40B process
Attachments: PW - letter to ZBA - FINAL - 3.22.2018.pdf; ATT00001.htm

Correspondence
Nan Balmer
(508) 237-1330

Begin forwarded message:

From: Protect Wayland <protectwayland@gmail.com>
Date: March 23, 2018 at 9:54:27 AM EDT
To: Zoning Board of Appeal <zba@wayland.ma.us>, "Reef, Elizabeth" <ereef@wayland.ma.us>, lmsegal@comcast.net, gennislaw@gmail.com, "Sachs, Jonathan" <jsachs@apslaw.com>, jgrumbach@bostonlawcollaborative.com, David Katz <davidkatz47@gmail.com>, "Joseph D. Peznola" <jpeznola@hancockassociates.com>, "drporter@outlook.com" <drporter@outlook.com>, "Junghanns, Julia" <JJunghanns@wayland.ma.us>, "Sarkisian, Sarkis" <ssarkisian@wayland.ma.us>, "Hansen, Linda" <lhansen@wayland.ma.us>, "Amy E. Kwesell" <AKwesell@k-plaw.com>, "Karlson, Cherry" <ckarlson@wayland.ma.us>, "Anderson, Lea" <landerson@wayland.ma.us>, "Antes, Mary" <mantes@wayland.ma.us>, "Jurist, Louis" <ljurist@wayland.ma.us>, "Levine, Doug" <dlevine@wayland.ma.us>, "Balmer, Nan" <nbalmer@wayland.ma.us>, Luke Legere <LLegere@mcgregorlaw.com>, Brandon Faneuf <bfaneuf@ecosystem-solutions.com>
Subject: More delays from Mr. Zieff -- unacceptable and contrary to the 40B process

To the members of the Wayland Zoning Board of Appeals:

We checked the ZBA's Cascade site and could not find the long-promised hydrogeo study, flood zone study or any rebuttal to the scientific evidence presented by ProtectWayland.org experts.

If Mr. Zieff is not prepared to follow the 40B process, he should withdraw the Cascade application, or the ZBA should close the hearing and rule based on the lack of essential evidence, which Mr. Zieff has not provided.

Attached is a letter with more details.

ProtectWayland.org

To: Wayland Zoning Board of Appeals

41 Cochituate Road

Wayland, MA 01778

Phone: 508.358.3600

Email: ZBA@Wayland.ma.us

From: ProtectWayland.org

RE: Yet-more delays from Mr. Zieff

Date: 22 March, 2018

To the members of the Wayland Zoning Board of Appeals:

We checked the ZBA website today and could not find the long-promised hydrogeo study, flood zone study or any rebuttal to the scientific evidence we presented at ZBA hearings, including the risk of pollution, bacterial and viral contamination of Pine Brook, risks to native Eastern Brook Trout and Great Meadows National Wildlife Refuge, serious health threats to hundreds of children at YMCA Camp Chickami and flood damage threats to properties upstream and down, including Camp Chickami.

When Mr. Zieff filed his 40B Comprehensive Permit application on 25 July, 2017, he and his team should have known that a hydrogeo study, flood zone study and environmental assessment of the impacts on Pine Brook were all required. These studies should have been launched a year ago and delivered months ago. Mr. Zieff's repeated excuses near the end of the 40B hearing process are unacceptable and disrespectful of the ZBA's time and effort.

The ongoing delays created by Mr. Zieff are contrary to the legislative intent behind the 40B law, where a fast and firm schedule is central to 40B laws and regulations. If Mr. Zieff is not prepared to follow the 40B process, he should withdraw the Cascade application, or the ZBA should close the hearing and rule based on the lack of essential evidence, which Mr. Zieff has not provided.

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Kerry-Ann & Brent Kendall
Stewart Smith & Kim Woods
Tom Nuspl
Kevin & Kristen FitzPatrick
Marie Winter
Rita & Richard Tse
Mark & Nadine Hays
Peter & Sue Keller
Tonya & Rich Peck
Michelle Leinbach & Rob Travis
Jasmine & Jim Newland
Janet Kutner
Malcolm Astley
Ron & Pami Terren
Marisol Tabares & Jorge Alzate
Jane Shulman-Griffin
Lisa & Stephen Breit
Amelie Gubbels
Ray & Lucille Nava
Nancy Boyle
Kathy Heckscher
Tejal & Avi Shetty
Laura Wung & Erik Thoen
Matt & Alexandra Gill
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Jen & Jeff Manning
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Patricia Starfield
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Adam & Nicolette Mascari
Larina Mehta
Marie Schaff
Kaushal & Kamine Mehta
Adam Janoff
Chris & Katie Demo
Katherine Bassick
Reagan Beck & Emad Tinawi
Don & Michele Apruzzese
Lana Carlsson-Irwin
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