

PACKET

MAY 23

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
Wednesday, May 23, 2018
6:30 p.m.
Wayland Town Building
Large Hearing Room
41 Cochituate Road

Proposed Agenda

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

- 6:30 pm 1.) Executive Session: Enter into Executive Session pursuant to Massachusetts General Laws Chapter 30A, Section 21 (a)(6), to discuss the purchase, exchange, lease or value of real property with respect to the Town's agreement with Twenty Wayland, LLC, relative to property and development located off 400-440 Boston Post Road; and pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(1), Section 21(a)(3), and Section 21(a)(7) to review and consider for approval and potential release of the following Executive Session minutes
APPROVE AND RELEASE WITH REDACTIONS: April 23, 2018; April 30, 2018; and May 7, 2018
- 7:00 pm 2.) Call to order by Chair
• Review agenda for the public
- 7:02 pm 3.) Announcements and public comment
- 7:10 pm 4.) Marijuana: Update on action steps with Town Planner
- 7:20 pm 5.) Rivers Edge: Update from Town Engineer; discuss and vote to approve extension to Land Disposition Agreement; review status of Sudbury water connection
- 7:30 pm 6.) Town Organization: Discussion with town boards and committees, the proposed Special Act on Town Manager
- 8:10 pm 7.) Contract for Independent Auditor: Vote to authorize the Town Administrator to engage Melanson Heath for a three-year contract
- 8:20 pm 8.) Affordable Housing: Vote to sign an amendment to the inter-municipal agreement with Regional Housing Services Office
- 8:30 pm 9.) Town Administrator Search: Update
- 8:35 pm 10.) Special and Annual Town Meeting: Vote dates

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41 Cochituate Road Wayland

Proposed Agenda Page Two

- 8:50 pm 11.) Town Administrator Report
1. Correspondence
 2. Proposed line item transfers
 3. Town Administrator office staffing
- 9:05 pm 12.) Minutes: Review and vote to approve and release the minutes of May 7, 2018; Vote to approve and release amended minutes of March 26, 2018
- 9:10 pm 13.) Executive Session Minutes: Vote to approve and release with redactions the Executive Session minutes of April 23, 2018; April 30, 2018; and May 7, 2018
- 9:15 pm 14.) Consent Calendar: Review and vote to approve (*see separate sheet*)
- 9:20 pm 15.) Correspondence: Review
- 9:25 pm 16.) Selectmen's reports and concerns
- 9:30 pm 17.) Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any
- 9:35 pm 18.) Adjourn

⑤ Rivers Edge

TO: Board of Selectmen

FROM: Paul Brinkman, Town Engineer

DATE: May 18, 2018

SUBJ: Rivers Edge Update

As requested, I am providing an update to the Board on the status of the Rivers Edge project. There are several concurrent activities being undertaken towards the finalization of the property transfer to Wood Partners. The Town has been in conversations with the MassDEP with the intent of developing an appropriate scope of work to allow the Town to complete the assessment and clean-up of asbestos containing materials found in the large, 34,000 cubic yards, soil spoil pile. These conversations have been productive and the MassDEP is currently reviewing a revised proposal that could allow the Town to complete our work in a timely and cost-efficient manner.

The Town finalized the MassWorks Grant for \$2.4M for the water system upgrade and extension that will be used on three separate construction projects. This will provide a new loop from River Road to Boston Post Road at Andrews Avenue. Two of the projects are planned to be constructed this year with the final section to be constructed next year. This timing works with the developers need for water service. As the loop will provide water supply from two separate locations, a formal Inter-Municipal Agreement (IMA) with Sudbury is not required at this time. Additionally, there is an existing emergency interconnection with the Sudbury Water District on River Road, which could be utilized. An IMA will be developed in the future to formalize this existing inter-connection.

As the current amendment to the Land Development Agreement (LDA) is about to expire on May 29, 2018, an extension is required to allow the Town adequate time to complete the assessment and clean-up of asbestos containing materials. A three-month extension is proposed to decrease the likelihood of a future extension. As with prior amendments, another amendment will be required to adjust the LDA for the extensions and the changes in the scope of developer work due to the MassWorks Grant.

**FIFTH AMENDMENT TO
LAND DISPOSITION AGREEMENT**

This Fifth Amendment to Land Disposition Agreement (this “Amendment”) is made and entered into by and between **TOWN OF WAYLAND**, acting by and through its Board of Selectmen (hereinafter “Seller”), a Massachusetts municipal corporation, and **WP EAST ACQUISITIONS, L.L.C.**, a Georgia limited liability company (hereinafter “Buyer”).

Recitals:

A. Seller and Buyer previously entered into that certain Land Disposition Agreement with an effective date of June 28, 2017, as amended by that certain First Amendment to Land Disposition Agreement dated as of October 24, 2017, as further amended by that certain Second Amendment to Land Disposition Agreement dated as of October 31, 2017, as further amended by that certain Third Amendment to Land Disposition Agreement dated as of December 18, 2017, and as further amended by that certain Fourth Amendment to Land Disposition Agreement dated as of February 26, 2018 (as amended, the “Contract”) for the purchase and sale of that certain parcel of land located 484-490 Boston Post Road, Wayland, Massachusetts (the “Property”), as is more fully described in the Contract.

B. The current Due Diligence Period under the Contract expires on May 29, 2018 (the “Inspection Date”).

C. The parties wish to extend the current Inspection Date while (i) the Seller completes ACM abatement, (ii) the parties await MassDEP’s approval of the NTAWP, and (iii) the parties work to finalize the terms of a more detailed amendment to the Contract to, among other things, address the parties’ respective rights and obligations as it relates to Addressing the Reportable Condition and payment of costs related to same.

Terms and Conditions:

In consideration of the mutual covenants, agreements, and undertakings set forth in the Contract and in this Amendment, the sufficiency of which is hereby acknowledged, and intending to be legally bound, Seller and Buyer agree as follows:

1. Capitalized Terms; Recitals. All capitalized terms used herein but undefined shall have the meaning as defined in the Contract. The foregoing Recitals are hereby incorporated as agreements of the parties hereto.

2. Extension of Due Diligence Period. The parties hereby agree that the current Inspection Date of May 29, 2018 shall be extended until August 31, 2018, so that the expiration of the Due Diligence Period for all purposes under the Contract shall be 5:00 p.m. Boston, Massachusetts time on August 31, 2018.

3. Ratification. Except as expressly amended by this Amendment, the Contract remains in full force and effect and is hereby expressly ratified and confirmed in its entirety by the parties hereto.

5. Multiple Counterparts. An executed facsimile or “PDF” of this Amendment is an acceptable form of acceptance of this Amendment and the parties may execute this Amendment in counterparts. This Amendment shall from this date forward be considered a part of the Contract.

[Signature Page to Follow]

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be executed under seal by persons duly empowered to bind the parties to perform their respective obligations under this Amendment to be effective on the last date set forth below.

BUYER:

WP EAST ACQUISITIONS, L.L.C.,
a Georgia limited liability company

By: _____

Name:

Title:

Date: _____

SELLER:

TOWN OF WAYLAND

By: _____

Name:

Title:

Date: _____

TOWN ORGANIZATION

BOARD OF SELECTMEN DISCUSSION WITH BOARDS AND COMMITTEES

MAY 23, 2018

The Board of Selectmen will meet with members of boards and committees on Wednesday May 23rd to discuss town organization. To guide the discussion, participants are asked to consider the questions below. Please keep in mind that the questions apply to anyone who might be in appointed or elected roles someday in the future rather than those presently occupying office.

1. **BUDGET:** Should the Town's current budget process be replaced with a budget process which assigns responsibility to the Town Administrator to develop the annual operating and capital budgets for all departments on behalf of the Board of Selectmen which would then, in turn recommend a final budget plan to Town Meeting? The Finance Committee would, under this type of organization, provide an independent review of the budget plan and report its findings to Town Meeting.
2. **REPORTING:** For what purposes should all department heads be accountable to the Town Administrator? For what purposes should a department head not be accountable to the Town Administrator?
3. **OTHER IDEAS:** Are there any changes that could be made to Town organization that would help you function better as a Department Head or, as applicable, as an elected or appointed member of a public body?

Attached please find a draft "Act Establishing the Position of Town Manager in Wayland" which would change the role and relationships of the chief executive officer, department heads, Board of Selectmen and Finance Committee.

DRAFT – AN ACT ESTABLISHING THE POSITION OF TOWN MANAGER IN THE TOWN OF WAYLAND – DRAFT

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 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.

(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 select board or town manager for consultation, conference, and discussion on matters relating to their respective offices.

SECTION 2. POWERS AND DUTIES OF THE SELECT BOARD

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

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

(c) The select board shall serve as the chief goal-setting and policy-making body of the town. The select board shall set guidelines and policy directives that are to be implemented by the town manager and by other officers and employees appointed by or under its authority. The 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 select board shall exercise, through the town manager, general supervision over all matters affecting the interests or welfare of the town. The select board shall not normally administer the day-to-day affairs of the town.

(e) The select board shall appoint the town manager, 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 select board may make

- appointments to all positions and committees the select board creates for special or general purposes.
- (f) The select board shall have oversight of such boards, committees, positions, or commissions appointed by the select board.
- (g) The 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 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 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 select board shall review the annual proposed budget prepared by the town manager and make revisions the select board deems advisable. The town manager shall present the budget as approved by the 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.

SECTION 3. APPOINTMENT OF THE TOWN MANAGER

- (a) The select board shall appoint, by an affirmative vote of at least 4 members, a town manager who shall be the chief administrative officer of the town. The select board shall appoint the town manager solely on that person's executive and administrative qualifications. The town manager 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 manager shall devote full time to the duties of the office and shall not engage in any other business or occupation during the term of employment by the town, unless such action is approved in advance, in writing, by the select board. The town manager shall hold no elective office in the town while serving as town manager, but the select board may appoint the town manager to any non-elective office or position consistent with the responsibilities of the town manager.
- (c) The select board may enter into a formal contract with the town manager and may set contract terms that shall have precedence over any town personnel bylaws. The select board shall set the compensation for the town manager, not to exceed an amount appropriated by the town meeting.
- (d) No member or former member of the select board shall be eligible to be appointed to the position of the town manager within 15 months of termination of such member's service.
- (e) Before entering upon the duties of the office, the town manager shall be sworn, in the presence of a majority of the members of the select board, to the faithful and impartial performance thereof by the town clerk or a notary public.
- (f) The town manager shall execute a bond in favor of the town for the faithful performance of the town manager's duties in such sums and with such sureties as may be fixed and approved by the select board, the cost for which will be borne by the town.
- (g) The select board shall provide for an annual review of the job performance of the town manager.

SECTION 4. REMOVAL OF TOWN MANAGER

- (a) The select board, by an affirmative vote of at least 4 members, may remove the town manager. At least 30 days before such removal shall be effective, the 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 manager.

(b) The town manager 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 manager's receipt of the resolution. If the town manager so requests, the 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 select board may adopt a final resolution of removal.

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

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

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

SECTION 5. ABSENCE OR VACANCY OF TOWN MANAGER

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

(b) If, in the sole opinion of the select board, the town manager's designee is unable to effectively perform the duties of the office during the temporary absence of the town manager, the 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 manager's absence.

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

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

(e) No member of the select board shall serve as acting town manager.

(f) If the select board determines, by majority vote of the full membership, that the town manager 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 manager shall be filled as soon as practical by the select board, provided that the select board may appoint an acting town manager to serve until a town manager is appointed. The duties of an acting town manager 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.

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

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

(b) The town manager 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 manager 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 manager shall advise the select board of all matters requiring action by the select board or by the town.
- (e) The town manager 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 manager may appoint a human resources director to assist with these human resources duties.
- (f) The town manager shall attend all meetings of the select board, except when excused, and shall have the right to speak but not vote. The town manager shall attend all annual and special town meetings and shall be permitted to speak when recognized by the moderator.
- (g) The town manager shall administer, either directly or through a person appointed by the town manager 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 select board.
- (h) The town manager shall have access to all information necessary for the proper performance of the duties of town manager in accordance with the town bylaws, except for attorney-client privileged information that is provided to or by the select board, unless the select board specifically authorizes such access.
- (i) The town manager 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 manager shall keep the 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 select board.
- (k) The town manager 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 manager 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 manager 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 manager 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 select board, the town manager shall prosecute, defend, or compromise all litigation to which the town is party.
- (o) The town manager shall keep full and complete records of town manager's office and annually submit to the select board a full written report of the operations of the office.
- (p) The town manager may authorize any subordinate officer or employee to exercise any power or perform any function or duty which the town manager 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 manager.

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

- (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 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 manager 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 select board.

(e) The town manager shall submit to the 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 manager shall prepare 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 manager shall include an estimate of revenues to be collected and free cash available at the close of the current fiscal year, including estimated balances in special accounts.

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

(g) To assist the town manager 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 manager, in writing, in such form as the town manager shall establish, a detailed estimate of the appropriations required and available funds.

(h) The town manager shall keep the 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 manager 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 manager, as soon as practicable, shall cause to have prepared audited financial statements. Upon completion of the audit, the town manager shall promptly distribute the statements to the select board and the finance committee.

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

(a) The town manager 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.

(b) Appointments proposed by the town manager, 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 select board meeting, unless the select board shall, within such period and by a majority vote, vote to reject such proposed appointment, or has sooner voted to affirm it.

(c) The town manager 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, 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.

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 manager. The town manager shall not make an appointment under this section without the consent of the multiple-member body cited herein. In the case of employees appointed under this section, the town manager 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 manager.

(d) Relative to appointments made by the town manager 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 manager and the town manager's staff.

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

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

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

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

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

The town manager 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 manager may reorganize, consolidate, establish, or abolish any department or position under the town manager's direction or supervision at the town manager's discretion and with the select board's approval. With the approval of both the select board and finance committee, the town manager 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 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 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 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 Manager 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 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.

7. Contract for Independent Auditor

DATE: MAY 23, 2018
TO: LEA ANDERSON, CHAIR, BOARD OF SELECTMEN
FROM: ELIZABETH DOUCETTE, ASSISTANT TOWN ADMINISTRATOR
RE: VOTE TO AUTHORIZE TOWN ADMINISTRATOR TO ENGAGE MELANSON HEATH & COMPANY, PC IN THREE-YEAR CONTRACT

BOARD ACTION REQUESTED

Vote to authorize the Town Administrator to engage in a three-year contract with Melanson Heath & Company, PC for the provision of the Town's audits

BACKGROUND

The Town issued a Request for Proposals in 2014 for the provision of Basic Financial Statements and CAFR. Melanson Heath & Company, PC was awarded a three-year contract and has served satisfactorily as the Town's outside auditor for three years. The Audit Committee met on May 16, 2018, reviewed the attached engagement proposal and voted to recommend that the contract be awarded to Melanson Heath & Company, PC for the next three years.

COST

The following lists costs for Basic Financial Statements, CAFR, Single Audit and Student Activity Funds. Further service details are provided in the attached engagement proposal.

- Fiscal Year Ended June 30, 2018 \$49,000
- Fiscal Year Ended June 30, 2019 \$49,500
- Fiscal Year Ended June 30, 2020 \$50,000

For comparison purposes the costs for the prior three fiscal years' audits were \$44,500, \$45,000 and \$45,500.

RECOMMENDATION

The Audit Committee recommends that the Board of Selectmen approve engaging Melanson Heath & Company, PC in contract for the next three years for the provision of outside auditor services and that the specific language listed in their attached memo, dated May 17, 2018, be included in the contract.

May 17, 2018

TO: Wayland Board of Selectmen

FROM: Wayland Audit Committee

RE: Auditor engagement letter

At yesterday's audit committee meeting, the committee reviewed the engagement letter from the auditors, Melanson Heath & Company, PC, that would include the town audits for the next three years. The committee recommends that the Board of Selectmen approves the engagement letter; however, it suggests that:

The MSA being drafted by KP Law should contain the following:

- Termination mechanisms, either for cause or convenience
- Acceptance criteria, giving the town an ability to require re-work of deliverables that are not up to standard
- Evidence of Insurance (general liability, professional liability, errors and omissions liability, etc.) according to town requirements
- Payment terms according to town procurement policy (current SOW states 'payable upon presentation')
- Data protection provisions - how MH will ensure our information is safe

The engagement letter can simply reference the Terms and Conditions outlined in the soon-to-be-executed MSA.

April 6, 2018

10 New England Business
Center Dr. • Suite 107
Andover, MA 01810
(978) 749-0005
melansonheath.com

Mr. Brian Keveny
Finance Director
Town of Wayland
41 Cochituate Road
Wayland, MA 01778

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

Dear Mr. Keveny:

You have requested that we audit the basic financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the Town of Wayland, Massachusetts (the Town), as of June 30, 2018 - 2020 and for the years then ended, and the related notes to the financial statements. In addition, we will audit the Town's compliance over major federal award programs for the years ending June 30, 2018 - 2020. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audits will be conducted with the objectives of our expressing an opinion on each opinion unit and an opinion on compliance regarding the entity's major federal award programs.

Accounting principles generally accepted in the United States of America require that certain information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the *Governmental Accounting Standards Board*, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI.

Supplementary information other than RSI will accompany the Town's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to

provide an opinion on the following supplementary information in relation to the financial statements as a whole:

- **Supplementary Statements and Schedules**

Also, the document we submit to you will include the following other additional information that will not be subjected to the auditing procedures applied in our audit of the financial statements:

- **Introductory Section**
- **Statistical Section**

Schedule of Expenditures of Federal Awards

We will subject the schedule of expenditures of federal awards to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the schedule to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on whether the schedule of expenditures of federal awards is presented fairly in all material respects in relation to the financial statements as a whole.

Data Collection Form

Prior to the completion of our engagement, we will complete the sections of the Data Collection Form that are our responsibility. The form will summarize our audit findings, amounts and conclusions. It is management's responsibility to submit a reporting package including financial statements, schedule of expenditure of federal awards, summary schedule of prior audit findings and corrective action plan along with the Data Collection Form to the federal audit clearinghouse. The financial reporting package must be text searchable, unencrypted, and unlocked. Otherwise, the reporting package will not be accepted by the federal audit clearinghouse. We will assist you in the electronic submission and certification. You may request from us copies of our report for you to include with the reporting package submitted to pass-through entities.

The Data Collection Form is required to be submitted within the earlier of 30 days after receipt of our auditors' reports or nine months after the end of the audit period, unless specifically waived by a federal cognizant or oversight agency for audits. Data Collection Forms submitted untimely are one of the factors in assessing programs at a higher risk.

The Objective of an Audit

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in accordance with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial

statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

General Audit Procedures

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS), the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States of America; the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Internal Control Audit Procedures

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or noncompliance (whether caused by errors, fraudulent financial reporting, misappropriation of assets, detected abuse, or violations of laws or governmental regulations) may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and Government Auditing Standards of the Comptroller General of the United States of America. Please note that the determination of abuse is subjective and Government Auditing Standards does not require auditors to detect abuse.

In making our risk assessments, we consider internal control relevant to the Town's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

Compliance with Laws and Regulations

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Audit of Major Program Compliance

Our audit of the Town's major federal award programs compliance will be conducted in accordance with the requirements of the Single Audit Act, as amended; and the Uniform Guidance, and will include tests of accounting records, a determination of major programs in accordance with the Uniform Guidance and other procedures we consider necessary to enable us to express such an opinion on major federal award program compliance and to render the required reports. We cannot provide assurance that an unmodified opinion on compliance will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or withdraw from the engagement.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the Town has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major federal award programs. Our procedures will consist of determining major federal programs and performing the applicable procedures described in the U.S. Office of Management and Budget OMB *Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the Town's major programs. The purpose of those procedures will be to express an opinion on the Town's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Also, as required by the Uniform Guidance, we will perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of the Town's major federal award programs. However, our tests will be less in scope than would be necessary to render an opinion on these controls and, accordingly, no opinion will be expressed in our report.

We will issue a report on compliance that will include an opinion or disclaimer of opinion regarding the Town's major federal award programs, and a report on internal controls over compliance that will report any significant deficiencies and material weaknesses identified; however, such report will not express an opinion on internal control.

Management Responsibilities

Our audit will be conducted on the basis that management acknowledges and understands that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America.
2. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.
3. For identifying all federal awards expended during the period including federal awards and funding increments received prior to December 26, 2014, and those received in accordance with the Uniform Guidance generally received after December 26, 2014.
4. For preparing the schedule of expenses of federal awards (including notes and non-cash assistance received) in accordance with the Uniform Guidance requirements.
5. For the design, implementation, and maintenance of internal control over compliance.
6. For identifying and providing report copies of previous audits, attestation engagements, or other studies that directly relate to the objectives of the audit, including whether related recommendations have been implemented.
7. For addressing the findings and recommendations of auditors, for establishing and maintaining a process to track the status of such findings and recommendations and taking corrective action on reported audit findings from prior periods and preparing a summary schedule of prior audit findings.
8. For following up and taking corrective action on current year audit findings and preparing a corrective action plan for such findings.
9. For submitting the reporting package and data collection form to the appropriate parties.
10. For making the auditor aware of any significant vendor/contractor relationships where the vendor/contractor is responsible for program compliance.
11. To provide us with:
 - i. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation, and other matters.
 - ii. Additional information that we may request from management for the purpose of the audit.
 - iii. Unrestricted access to persons within the Town from whom we determine it necessary to obtain audit evidence.
12. For including the auditor's report in any document containing financial statements that indicates that such financial statements have been audited by the Town's auditor.
13. For identifying and ensuring that the Town complies with laws, regulations, grants, and contracts applicable to its activities and its federal award programs and implementing systems designed to achieve compliance with applicable laws, regulations, grants, and contracts applicable to activities and its federal award programs.

14. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole.
15. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets.
16. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility: (a) for the preparation of the supplementary information in accordance with the applicable criteria; (b) to provide us with the appropriate written representations regarding supplementary information; (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and (d) to present the supplementary information with the audited financial statements, or if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

Reporting

We will issue a written report upon completion of our audit of the Town's basic financial statements. Our report will be addressed to the Board of Selectmen of the Town of Wayland, Massachusetts. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraphs, or withdraw from the engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance over financial reporting will not be an objective of the audit and, therefore, no such opinion will be expressed.

Provisions of Engagement Administration, Timing, and Fees

Scott C. McIntire, CPA, is the engagement officer for the audit services specified in this letter. Those responsibilities include supervising the Town's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fees are outlined below. Invoices will be rendered monthly and are payable upon presentation. We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate. Whenever possible, we will attempt to use the Town's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit.

	Fiscal Year Ended		
	<u>June 30, 2018</u>	<u>June 30, 2019</u>	<u>June 30, 2020</u>
Basic Financial Statements	\$ 33,000	\$ 33,500	\$ 34,000
CAFR	7,000	7,000	7,000
Single Audit	1,500	1,500	1,500
Student Activity Funds	<u>7,500</u>	<u>7,500</u>	<u>7,500</u>
	<u>\$ 49,000</u>	<u>\$ 49,500</u>	<u>\$ 50,000</u>

Other Services – Agreed upon Procedures for School End-of-Year Report

We agree to apply procedures to the End-of-Year Financial Report for the fiscal years ending June 30, 2018 - 2020. These procedures will be applied for the purpose of reporting our findings in regard to the results of the procedures performed. The procedures we will perform have been agreed to by the Town and the Wayland Public Schools. The agreed-upon procedures are based on the Massachusetts Department of Elementary and Secondary Education's Compliance Supplement for Massachusetts School Districts Agreed Upon Procedures Engagements which will be applied to the End-of-Year Financial Report.

Our engagement will be conducted in accordance with attestation standards for agreed-upon procedures engagements of the American Institute of Certified Public Accountants. Management of the Town and the Wayland Public Schools are solely responsible for the sufficiency of the agreed-upon procedures. Therefore, we make no representations as to the sufficiency of the procedures as described in the preceding paragraph or for any other purpose. The agreed-upon procedures are not designed to constitute an examination of the End-of-Year Financial Report in accordance with Generally Accepted Auditing Standards. Therefore, we will not express reasonable or limited assurance on the End-of-Year Financial Report. We have no obligation to perform any procedures beyond those agreed to by the specified parties as enumerated in this letter of engagement. If, for any reason, we are unable to complete the procedures, we will describe any restrictions on the performance of the procedures in our report or we will not issue a report as a result of this engagement.

Our procedures are also not designed to detect error or fraud that is immaterial to the End-of-Year Financial Report. However, we will inform you of any material errors or fraud that come to our attention, unless clearly inconsequential. Our responsibility is limited to the period covered by our procedures and does not extend to matters that might arise during any later periods for which we are not engaged. At the conclusion of our engagement, we will present a written report listing the procedures and our related

findings. This report will be intended for use by and restricted to the use of the management and governing body of the Town and the Wayland Public Schools, and our report will contain such restricted-use language.

The Town's management is responsible for maintaining a sound system of internal control. These controls are the best means of preventing or detecting errors or fraud. Management is also responsible for selecting and determining the suitability and appropriateness of the criteria upon which the End-of-Year Financial Report will be evaluated. Management is responsible for making all financial records and related information available to us. We understand that you will provide us with the basic information required for our procedures and that you are responsible for the accuracy and completeness of the information.

Our fee for this service is outlined above. Invoices will be rendered monthly and are payable upon presentation. If we encounter unusual activity that we believe could warrant additional procedures, we will discuss it with you prior to incurring additional costs.

Other Services – Agreed upon Procedures for Student Activity Funds

We agree to apply procedures to the Student Activity Fund records maintained at the Wayland Public Schools for the year ending June 30, 2018 - 2020. These procedures will be applied for the purpose of reporting our findings in regard to the results of the procedures performed. The procedures we will perform have been agreed to by the Wayland Public Schools. The agreed-upon procedures are based on the Massachusetts Department of Elementary and Secondary Education Agreed Upon Procedures and Audit Guidelines for Student Activity Funds.

Our engagement will be conducted in accordance with attestation standards for agreed-upon procedures engagements of the American Institute of Certified Public Accountants. Management of the Wayland Public Schools is solely responsible for the sufficiency of the agreed-upon procedures. Therefore, we make no representations as to the sufficiency of the procedures as described in the preceding paragraph or for any other purpose. The agreed-upon procedures are not designed to constitute an audit of the financial statements of the Student Activity Funds in accordance with Generally Accepted Auditing Standards. Therefore, we will not express reasonable or limited assurance on the Student Activity Fund financial statements. We have no obligation to perform any procedures beyond those agreed to by the specified parties as enumerated in this letter of engagement. If, for any reason, we are unable to complete the procedures, we will describe any restrictions on the performance of the procedures in our report or we will not issue a report as a result of this engagement.

Our procedures are also not designed to detect error or fraud that is immaterial to the student activity funds. However, we will inform you of any material errors or fraud that come to our attention, unless clearly inconsequential. Our responsibility is limited to the period covered by our procedures and does not extend to matters that might arise during any later periods for which we are not engaged. At the conclusion of our engagement, we will present a written report listing the procedures and our related findings. This report

will be intended for use by and restricted to the use of the management and governing body of the Wayland Public Schools, and our report will contain such restricted-use language.

The Wayland Public Schools' management is responsible for maintaining a sound system of internal control for the student activity funds. These controls are the best means of preventing or detecting errors or fraud. Management is also responsible for selecting and determining the suitability and appropriateness of the criteria upon which the student activity funds will be evaluated. Management is responsible for making all financial records and related information available to us. We understand that you will provide us with the basic information required for our procedures and that you are responsible for the accuracy and completeness of the information.

Our fee for this service is outlined above. Invoices will be rendered monthly and are payable upon presentation. If we encounter unusual activity that we believe could warrant additional procedures, we will discuss it with you prior to incurring additional costs.

Other Services

We will assist in compiling the government-wide financial statements, including consolidating various funds into governmental activities, converting to the accrual basis of accounting, and recording all long-term assets, long-term liabilities, and net position classifications. This consolidation and conversion process will be based on information from the Town's accounting records.

Other Services

We understand that your employees will prepare all confirmations we request and will locate any documents or support for any other transactions we select for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

We will also assist in the compilation of the following information based on information gathered during the audit process:

- Management's Discussion and Analysis
- Capital asset/depreciation schedules
- MS-535 form
- Schedule A form
- Schedule of Expenditures of Federal Awards (SEFA)

With respect to any nonattest services we perform, which may include assistance with the compilation of financial statements, the Town's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Other Matters

We understand that your employees will locate any documents or support for any other transactions we select for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

In accordance with the requirements of *Government Auditing Standards*, a copy of our latest external peer review report of our firm is available upon request for your consideration and files.

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

At the conclusion of our audit engagement, we will communicate to those charged with governance the following significant findings from the audit:

- Our view about the qualitative aspects of the Town's significant accounting practices.
- Significant difficulties, if any, encountered during the audit.
- Uncorrected misstatements, other than those we believe are trivial, if any.
- Disagreements with management, if any.
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process.
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures.
- Representations we requested from management.
- Management's consultations with other accountants, if any.

- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

The audit documentation for this engagement is the property of Melanson Heath and constitutes confidential information. However, we may be requested to make certain audit documentation available to regulators and federal agencies and the U.S. Government Accountability Office pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Melanson Heath's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to these agencies and regulators. The regulators and agencies may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

Please sign and return a copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,



Scott C. McIntire, CPA
Vice President/Principal

RESPONSE:

This letter correctly sets forth our understanding.

Acknowledged and agreed on behalf of the Town of Wayland, Massachusetts by:

Name: _____

Title: _____

Date: _____

DATE: MAY 23, 2018
TO: LEA ANDERSON, CHAIR, BOARD OF SELECTMEN
FROM: ELIZABETH DOUCETTE, ASSISTANT TOWN ADMINISTRATOR
SUBJECT: VOTE TO SIGN AMENDMENT TO INTERMUNICIPAL AGREEMENT
WITH REGIONAL HOUSING SERVICES OFFICE

BOARD ACTION REQUESTED

Vote to sign Amendment to Intermunicipal Agreement with Regional Housing Services Office to share costs and affordable housing services, including monitoring of the Town's affordable housing properties, with seven other towns

BACKGROUND

Regional Housing Services Office ("RHSO") provides affordable housing services to the towns of Acton, Bedford, Burlington, Concord, Lexington, Sudbury, and Weston. These participating municipalities share the services and total costs of operating a common Regional Housing Services Office and receive Core Housing Services, listed in Exhibit A of the RHSO Agreement (attached). A proportional share of these services and costs is determined based on the percentage of hours planned to support each municipality as represented in the fee schedule, listed in Exhibit B of the RHSO Agreement (attached).

BENEFITS

The primary benefits to the Town are to receive professional services for the provision of:

1. Monitoring of Affordable Housing properties, including required annual monitoring of ownership and rental units and reconciling the Town's inventory with Department of Housing and Community Development;
2. HOME program administration, including preparation of an annual Action Plan and Consolidated Reporting;
3. Local support to consult on projects;
4. Involvement in regional activities such as maintenance of a website, provision of programs for residents and assistance with regional linkages.

RECOMMENDATION

It is recommended that the Board of Selectmen vote to sign an Amendment to the Intermunicipal Agreement with Regional Housing Services Office to better serve the affordable housing needs of the Town.

A Community Preservation application is planned for fall of 2018 to provide continued funding.

AMENDMENT

The agreement entered into by and between the Towns of Acton, Bedford, Burlington, Concord, Lexington, Sudbury and Weston (collectively the “Municipalities”), dated June 1, 2017 (the “Agreement”) to share services of a Regional Housing Services Office provided by the Town of Concord (the “Agreement”), which is incorporated herein by reference, is hereby amended, effective July 1, 2018, as described below.

WHEREAS, the Town of Wayland (“Wayland”) is located adjacent to one or more of the Municipalities;

WHEREAS, Wayland desires to be added to the Agreement as an “Additional Community” pursuant to Section 10 of the Agreement and to share the services of the Regional Housing Services Office with the Municipalities;

WHEREAS, the Original Municipalities desire to add Wayland to the Agreement as an “Additional Community” pursuant to Section 10 of the Agreement and to share the services of the Regional Housing Services Office with Wayland;

WHEREAS, the Town of Concord agrees to provide the services described in the Agreement, as amended herein, to Wayland, in addition to the Municipalities; and

WHEREAS, Wayland agrees to be bound by and benefit from all of the terms of the Agreement, as amended herein;

NOW,

- The first sentence of the first paragraph is amended by adding “Wayland” after “Towns of” and after “Sudbury.”
- Section 6. Indemnification. This Section is amended by adding the “Wayland’s obligations shall be limited to the services provided for Wayland;” after the word Sudbury and before the words ‘and Weston’ in line 14.
- Section 17. Notices. This Section is amended by adding the following to the addresses in this Section: “Town of Wayland, Nan Balmer, Town Administrator, 41 Cochituate Road, Wayland, MA 01778
- The Town of Wayland Board of Selectmen shall be added as a signatory to the Agreement, as amended herein.
- Exhibit B. Fee Structure. This Exhibit is deleted and replaced in its entirety with the Membership Fee Schedule Chart for FY19, attached hereto as Exhibit B.

[SIGNATURE PAGES FOLLOW EXHIBIT B]

Exhibit B

Membership Fee Schedule Chart for FY19

The participating municipalities will proportionally share the total cost of operating the Regional Housing Services Office. The proportional share is determined based on the percentage of hours planned to support each municipality for core services as represented in the fee schedule.

FY19 Membership Fee Schedule			
	Hours	% of hrs	Pro rata \$
Acton	320	10%	\$24,493
Bedford	485	15%	\$37,123
Burlington	130	4%	\$9,950
Concord	500	16%	\$38,271
Lexington	390	12%	\$29,851
Sudbury	780	24%	\$59,702
Wayland	215	7%	\$16,456
Weston	365	11%	\$27,938
Total	3,185	100%	\$243,784

This fee structure does not include payment for additional hours in excess of the allotted hours or for additional supplemental services which will be proposed and invoiced outside of this agreement.

WITNESS OUR HANDS AND SEALS on _____, 2018.

TOWN OF ACTON

By its Board of Selectmen

WITNESS OUR HANDS AND SEALS on _____, 2018.

TOWN OF BEDFORD

By its Board of Selectmen

WITNESS OUR HANDS AND SEALS on _____, 2018.

TOWN OF BURLINGTON

By its Board of Selectmen

WITNESS OUR HANDS AND SEALS on _____, 2018.

TOWN OF CONCORD

By its Board of Selectmen

WITNESS OUR HANDS AND SEALS on _____, 2018.

TOWN OF LEXINGTON

By its Board of Selectmen

WITNESS OUR HANDS AND SEALS on _____, 2018.

TOWN OF SUDBURY

By its Board of Selectmen

WITNESS OUR HANDS AND SEALS on _____, 2018.

TOWN OF WAYLAND

By its Board of Selectmen

WITNESS OUR HANDS AND SEALS on _____, 2018.

TOWN OF WESTON

By its Board of Selectmen

DATE: MAY 23, 2018
TO: BOARD OF SELECTMEN
FROM: ELIZABETH DOUCETTE, ASSISTANT TOWN ADMINISTRATOR
SUBJECT: DISCUSSION AND POTENTIAL VOTE DATES FOR FALL TOWN MEETING 2018

BOARD ACTION REQUESTED

Discussion and potential vote dates for Fall Town Meeting 2018

FALL TOWN MEETING 2018

A Special Town Meeting is planned for fall 2018. The following are considerations for November:

- State Election is November 6 (*Town Clerk prefers to hold Town Meetings in a different week than Election*)
- Veteran's Day is November 12
- Thanksgiving is November 22

OTHER CONSIDERATIONS

- Certification Hearing: The Finance and Assessing Directors agree that holding the Certification Hearing during the week ending November 30, 2018 will work, however, the Director of Assessing suggests that holding the Certification Hearing as soon after Special Town Meeting as possible will be advantageous.
- Fall High School musical: The musical is tentatively planned for November 16, 17 and 18 with rehearsal dates of November 13, 14 and 15. The coordination of meeting/rehearsal times is expected to address parking and traffic concerns on November 14 and 15.

RECOMMENDATION

I recommend holding Special Town Meeting fall 2018 on November 14 with a second day on November 15, if necessary. An alternative is to hold Special Town Meeting fall 2018 on November 13 with a second day on November 14, if necessary, however this alternative requires setup over Veteran's Day holiday weekend. Tentative schedule is attached.

Attachment: Tentative schedule based on fall STM beginning on Wednesday, November 14, 2018

DRAFT *

Tentative 2018 SPECIAL TOWN MEETING SCHEDULE (Schedule for fall STM to begin on WEDNESDAY, NOVEMBER 14, 2018)

August 20	Selectmen vote on August 20 st to open warrant for Special Town Meeting;
August 22	Warrant open Wednesday, August 22, 2018 at 8:30 a.m. through Thursday, August 30, 2018 at 4:30 p.m.
August 30	Last day to submit articles for Special Town Meeting at 4:30 p.m. Petitioners' articles must be submitted to the Selectmen's office with at least 100 signatures. Article text must be in final form subject to Town Counsel review.
September 4	Finance Committee: Special Town Meeting Article Hearing
September 10	<u>Deadline for submission of petitioner's comments on STM articles at 4:00 pm.</u> Selectmen begin to review, order and vote on articles
October 15	<u>Deadline for submission of Special Town Meeting article comments from Finance Committee</u>
October 19	Compilation of Warrant completed and all changes made; Final Warrant copied and delivered to Selectmen, Moderator, Finance Committee, Town Clerk, Town Counsel and Finance Director; <u>Warrant sent to printer.</u>
October 26	Motions for articles submitted by Town Counsel and provided to Moderator and Town Clerk. Draft motions posted for public review.
October 29	Selectmen meet to sign warrant
October 31	Date by which warrant will be posted by Constable and mailing of warrants. (Town Code 36-2A, MGL c. 39, s. 10 – No later than 14 days before TM)
November 2 by 8:00 p.m.	Last day before Town Meeting to register to vote (No earlier than 10 days before STM).
November 5	Selectmen review revised motions ; Selectmen conduct Special Town Meeting Warrant Hearing with Moderator, 7:15 p.m. Large Hearing Room, Town Building.
November 14	Moderator's instructions to tellers and list of non-resident employees provided to Moderator and Town Clerk; Warrants, final errata sheets and supplemental material prepared, printed and delivered to Town Meeting site for distribution.
November 14	SPECIAL TOWN MEETING, WEDNESDAY 7:00 PM WAYLAND HIGH SCHOOL
November 15	Second day of Special Town Meeting, Thursday 7:00 pm.

*** DRAFT : Subject to change. To be reviewed by Town Counsel for compliance, Town Clerk and Finance Committee.**

*Note – Dates not set by general laws and town code may change.
Date of Document: 5/16/18*

DATE: MAY 23, 2018
TO: BOARD OF SELECTMEN
FROM: ELIZABETH DOUCETTE, ASSISTANT TOWN ADMINISTRATOR
SUBJECT: DISCUSSION AND POTENTIAL VOTE DATES FOR SPRING 2019 ANNUAL TOWN MEETING

Recommended Action: Discussion and potential vote on dates for Annual Town Meeting

A calendar indicating school vacation, AP exams, holidays and religious observances is attached.
Additional information is pending from town departments and the schools.

Current Constraints on Setting the First Day of 2019 Annual Town Meeting

By Town Code: Warrant closes on January 15th

Town Meeting must start between April 1 – May 15th

Annual town election is held 2-7 days before the start of ATM

Possible 2019 Annual Town Meeting Schedules

1. Election: Tuesday March 26 (*all poll workers may not be available*)
Town Meeting begins: Monday April 1 or later, continues that week
2. Election: Tuesday April 2
Town Meeting begins: Thursday April 4 or later, continues that week or the following week
3. Election: Tuesday April 23
Town Meeting Begins: Monday April 29 or later, continues that week
4. Election: Tuesday May 7
Town Meeting begins: Tuesday, May 14; continues May 16 or later

Other Considerations

Spring sports begin on March 18, 2019. The High School athletic director reports that they use the field house after this date; while not ideal they expect Annual Town Meeting to be held during that time. He suggests that an earlier time frame is better for them.

Town code 36-1: The Annual Town meeting shall commence on a day between April 1 and May 15 inclusive ordered by the Selectmen. The election of Town officers and the determination of all matters placed on the official ballot at such election shall take place within seven days, but no fewer than two days, before the annual Town meeting. In addition to the warrant required by MGL c. 39, § 9A, the Selectmen shall cause notice of the time and place(s) of each annual and special Town meeting and each annual and special election (1) to be published in a newspaper of general circulation in Wayland not later than the date fixed by them for the closing of the warrant pursuant to § 36-3 below and (2) to be posted on the Town sign boards. Such notice shall be posted on the Town sign boards commencing at least two weeks prior to the election and Town meeting and shall remain posted until the election is held and Town meeting is concluded.

Attachment: April / May Calendar indicating school, holiday and religious observance dates

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April 2019

Search Town Meeting Fall 2018 - Annual

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	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Mar 31 - Apr 6	Mar 31	Apr 1	2	3	4	5	6
	7	8	9	10	11	12	13
Apr 7 - 13						SCHOOL VACATION	
	14	15	16	17	18	19	20
Apr 14 - 20	SCHOOL VACATION				EASTER WEEK		
						PASSOVER	
	21	22	23	24	25	26	27
Apr 21 - 27	SCHOOL VACATION				PASSOVER		
	EASTER WEEK						
	PASSOVER						

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May 2019

Search Town Meeting Fall 2018 - Annual

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	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Apr 28 - May 4	Apr 28	29	30	May 1	2	3	4
	ORTHODOX EASTER COPTIC EASTER						
	5	6	7	8	9	10	11
May 5 - 11		AP EXAMS				AP US HISTORY EXAM	
		AP SPANISH EXAM					
	12	13	14	15	16	17	18
May 12 - 18	MOTHER'S DAY		AP EXAMS				
		AP BIOLOGY EXAM		AP ENGLISH EXAM			
	19	20	21	22	23	24	25
May 19 - 25							
	26	27	28	29	30	31	Jun 1
May 26 - Jun 1							

**TOWN ADMINISTRATOR'S REPORT
WEEK ENDING MAY 18, 2018**

1. CORRESPONDENCE

No comments.

2. PROPOSED LINE ITEM TRANSFERS

Please see attached and provide feedback. Final requests will be made at the 6/4 meeting.

3. TOWN ADMINISTRATOR OFFICE STAFFING

I will provide an update at the meeting.

DATE: MAY 23, 2018
TO: BOARD OF SELECTMEN
FROM: ELIZABETH DOUCETTE, ASSISTANT TOWN ADMINISTRATOR
SUBJECT: FY18 LINE ITEM TRANSFERS

BOARD ACTION REQUESTED

DISCUSSION ON REQUESTED LINE ITEM TRANSFERS FOR VOTE AT A FUTURE MEETING

LINE ITEMS TRANSFERS

The Finance Director has identified that there are funds available for the following requests:

1. Replacement Chairs: \$12,000
Chairs for the Selectmen's Meeting Room and Council on Aging would be replaced. While the selection is not yet finalized the chairs are estimated to cost \$100 each. Thirty chairs are planned for the Selectmen's Meeting Room and ninety chairs are planned for the Council on Aging.
2. Legal Services for cable negotiation: \$20,000
Cable negotiations will begin in Fiscal Year 2018 and continue through Fiscal Year 2019. *Funds will be encumbered through June 30, 2019.*
3. Building Department temporary office staff: \$4,000
A Building Department staff member had an extended unplanned absence requiring the services of temporary office staff. The Contractual Services Expense line item requires additional funds for this purpose.
4. Permitting Project Design: \$30,000
The Land Use departments seek to implement an electronic permitting process. This design project will provide the initial design required prior to implementation.
Funds will be encumbered through October 31, 2018.
5. Human Resources Consultant: \$10,000
A Human Resources Consultant is providing services previously conducted by the Human Resource Director. *Funds will be encumbered through October 31, 2018.*

AUTHORITY TO MAKE LINE ITEM TRANSFERS

The Board of Selectmen may vote to request that the Finance Committee approve a transfer of any funds that are available at the end of the year from one budgeted item to another pursuant to G.L. c. 44, Section 33B(b), as amended by the Municipal Modernization Act of 2016. The revised statute provides: "A town may, by majority vote at any meeting duly held, transfer any amount previously appropriated to any other use authorized by law. Alternatively, the selectmen, with the concurrence of the Finance Committee" ... may transfer within the last 2 months of any fiscal year, or during the first 15 days of the new fiscal year to apply to the previous fiscal year, any amount appropriated, other than for the use of a municipal light department or a school department, to any other appropriation."



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

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN

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

DRAFT

**Board of Selectmen
Meeting Minutes
May 7, 2018
6:45pm
Selectmen's Meeting Room
41 Cochituate Road, Wayland**

Attendance: Lea T. Anderson, Mary M. Antes, Louis M. Jurist, Cherry C. Karlson, Douglas A. Levine (arrived at 7:21 p.m.)

Also Present: Town Administrator N. Balmer

A1. Executive Session: Enter into Executive Session pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3) to discuss strategy with respect to three related pending litigations: New England Police Benevolent Association and Town of Wayland, MUP-18-6568 (Division of Labor Relations), Wayland MA Police Officers Association, NEPBA 176 V. Town of Wayland – Case 01-18-0001-1636 (AAA), and Ordway V. Wayland Police Dept. – No. 18WEM00371 (MCAD) L. Anderson called the meeting to order. 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)(3) to discuss strategy with respect to three related pending litigations: New England Police Benevolent Association and Town of Wayland, MUP-18-6568 (Division of Labor Relations); Wayland MA Police Officers Association, NEPBA 176 v. Town of Wayland, Case 01-18-0001-1636 (AAA); and Ordway v. Wayland Police Department, No. 18WEM00371 (MCAD). The Chair declares that a public discussion of these matters may have a detrimental effect on the litigating, negotiating or bargaining position of the Town. Roll call vote: YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson. NAY: none. ABSENT: D. Levine. ABSTAIN: none. Adopted 4-0. The Chair invites attendance by: Nan Balmer, Town Administrator, Wendy Chu, Labor Counsel, Patrick Swanick, Chief of Police, and David Porter, Executive Assistant. The Board will reconvene in open session in approximately 15 minutes to continue tonight's meeting and to discuss the items listed on the agenda.

A2. Call to Order by Chair L. Anderson reconvened the open session of the Board of Selectmen at 7:15 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.

A3. Announcement and Public Comment The Town Moderator's Town Meeting feedback forum will be held Thursday night at 7 p.m. The Planning Board will hold a hearing on marijuana tomorrow night.

D. Levine entered the meeting at 7:21p.m.

Ed Collins, Plain Rd., urged the Board to discuss the Supreme Judicial Court decision regarding the Open Meeting Law in Wayland for public education purposes.

A4. Town Administrator Search Committee: Update The Board discussed the community forum that was held with Community Paradigm. One question that kept coming up is if Wayland will be able to attract a qualified candidate before any of the Town's possible organizational changes are implemented. C. Karlson noted that good information came from the forum, but a lot of it consisted of what people want to change rather than desired candidate attributes. L. Anderson stated the draft profile will be ready sometime this week, and the Board will review and suggest edits if necessary at its next meeting.

A5. Town Administrator's Report

1. Correspondence: None.
2. Governance Guidelines: Updated draft - The Board went over the previous edits and suggested a few more. N. Balmer said she will update the Guidelines and then it will be complete.

A6. Minutes: Vote to approve and release minutes of April 23, 2018 M. Antes moved, seconded by D. Levine, to approve the minutes of April 23, 2018, as amended. YEA: L. Anderson, M. Antes, D. Levine, C. Karlson, L. Jurist. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A7. Consent Calendar: Review and vote to approve (See Separate Sheet) M. Antes moved, seconded by L. Jurist, to approve the Consent Calendar.

1. Vote the question of approving and signing the weekly payroll and expense warrants
2. Vote the question of approving the invoice for KP Law, dated April 26, 2018, Invoice No. 115799, for legal services rendered through March 31, 2018: \$12,229.38
3. Vote the question of approving the invoice for Mark J. Lanza, dated April 30, 2018, for legal services rendered through April 26, 2018: \$2,120.00
4. Vote to appoint Reverend David O'Leary to the Wayland Housing Partnership, effective immediately, for a term to expire June 30, 2021
5. Vote the question of approving the placement of two temporary sandwich board signs for the Eric Chase Blood Drive from June 4-9, 2018, at the Intersections of Route 27/126 and Route 20/126 advertising the Eric Chase Blood Drive to be held on Saturday June 9, 2018 at Wayland High School

YEA: L. Anderson, M. Antes, D. Levine, C. Karlson, L. Jurist. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A8. Review Correspondence: (See Separate Index Sheet) Board members remarked on the good information from the Health Department and also a request for the Board to participate at the Memorial Day parade. The Board agreed to let R. Turner know who will speak at the event. The Board noted the letter of resignation from Steven Streeter from the Public Ceremonies Committee and thanked him for his service. L. Anderson stated an email came in today announcing an anti-racism workshop on June 6.

A9. Selectmen's Reports and Concerns The Massachusetts Selectmen's Association will hold a regional meeting on the 16th regarding marijuana in Boston at their offices. The Board is still waiting to receive title work from Counsel regarding Twenty Wayland. L. Anderson and C. Karlson met with finance staff (Town and School) and the chairs of FinCom and School Committee to see how they can make the FY20 budget process work more effectively and efficiently. The Board is hoping to meet with FinCom at its next meeting to discuss the proposed budget process: ~~c~~Changes.

A10. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any: None.

A11. Adjourn D. Levine moved, seconded by L. Jurist, to adjourn the meeting at 8:00 p.m. YEA: L. Anderson, M. Antes, D. Levine, L. Jurist, C. Karlson. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of May 7, 2018.

1. Email from Beth Klein, Town Clerk, to Nan Balmer, dated May 7, 2018, re: Town Clerk requirement to provide AG decisions
2. Board of Selectmen Liaison Assignments for April 2018 through April 2019
3. Board of Selectmen Policy on Liaison Program
4. Email from Reverend Stephanie May to Lea Anderson, dated May 6, 2018, re: Anti-racism workshop June 6

Items Included as Part of Agenda Packet for Discussion During the May 7, 2018 Board of Selectmen's Meeting

1. Town Administrator's Report for the week ending May 4, 2018
2. Draft minutes of the Board of Selectmen meeting held on April 23, 2018

BOARD OF SELECTMEN

**Wednesday, May 23, 2018
Wayland Town Building
Large Hearing Room
41 Cochituate Road**

CONSENT CALENDAR

1. Vote the question of approving and signing the weekly payroll and expense warrants
2. Vote to adopt amended Governance Guidelines for 2018-2019
3. Vote the question of approving the application to sell wine at the Wayland Summer Farmers' Market at Russell's Garden Center, 397 Boston Post Road, for Coastal Vineyards, David Neilson, manager, on three Wednesdays: July 18, August 29, and September 12, 2018, from 12:00 p.m. to 5:00 p.m.
4. Vote the question of approving the application to sell wine at the Wayland Summer Farmers' Market at Russell's Garden Center, 397 Boston Post Road, for Stoneybrook Cider, LLC, Michael Lamontagne, manager, on three Wednesdays: July 11, August 8 and September 26, 2018, from 12:00 p.m. to 5:00 p.m.

**TOWN OF WAYLAND
GOVERNANCE GUIDELINES FOR
THE BOARD OF SELECTMEN AND
APPOINTED BOARDS, COMMITTEES, COMMISSIONS
REVISED: MAY 23, 2018**

1.0 Volunteer Appreciation

The Board of Selectmen thanks the members of all Boards, Committees and Commissions for giving their valuable time and effort to the improvement of the Wayland community.

2.0 Authority and Purpose of These Guidelines

The Wayland Board of Selectmen adopts these Guidelines for the governance of the Board of Selectmen and its appointed Boards, Committees and Commissions, referred to in this document as "public bodies". It is understood that elected public bodies including the Board of Assessors, Board of Health, Library Board of Trustees, Board of Public Works, Planning Board, Recreation Commission and School Committee possess independent authority to adopt these or separate Governance Guidelines consistent with law.

The purpose of these Guidelines is to promote among the Town's public bodies decision-making that is open, thoughtful, fact-based, respectful and fair, in compliance with Town bylaws and with all state and federal laws.

The Board of Selectmen will review, revise and distribute the Guidelines annually.

3.0 Organization

3.1 Annual Organization Meeting: The Board of Selectmen will elect a chair at the first meeting following the conclusion of Annual Town Meeting. Other appointed public bodies must organize annually after Annual Town Meeting, no later than July 15th or as otherwise required. Public bodies will elect a Chair and any other necessary officers such as a Vice-Chair or Co-Chair, Clerk and Assistant Clerk.

3.2: Assignment to Department: Each public body will be assigned to a department of the Town which will provide a secure location to maintain minutes and records.

3.3: Responsibilities under Charge and Local and State Law: Each appointed public body will conduct its business under a Town by-law, state statute or under a charge adopted by the Board of Selectmen.

These guidelines are superseded when in conflict with any federal or state law or Town By-Law. Please contact the Town Administrator whenever there is any uncertainty about appropriate procedure.

3.4 Annual Reports: Under Chapter 53 of the Town Code, all boards, commissions, committees, officers and agents of the Town shall submit a report to the Selectmen, not later than September 30 after the end of each fiscal year for publication each December in the Annual Town Report. The Selectmen shall notify all officers and agents of the Town and the Chairmen of all boards, commissions and committees of the final date for submitting such reports for publication. This notice shall be given by letter mailed or emailed in May of each year. If an appointed board, commission or committee of the Town, other than those created under the General Laws of the Commonwealth, does not submit its written report on or before such final date for publication in the Annual Town Report, it shall be dissolved, except in such instances where the creating vote specifically provides that it is to report at longer given intervals, or unless the Town at the next annual Town meeting, by vote naming the board, commission or committee, continues it in existence.

3.5 Rules of Procedure and Voting: Public bodies must establish a quorum before any meeting is called to order. Each public body may establish rules of procedure and voting consistent with local, state and federal law. The rules of procedure should include when public comment may be allowed by the Chair.

3.6 Advisory Committees: The Board of Selectmen may appoint advisory committees for a specific purpose under a temporary charge.

4.0 Role of Members: A member of any public body will:

1. Respect the role of the Chair in setting agendas and facilitating meetings.
2. Respect decisions of the public body and recognize that members take action as part of a public body and may not conduct Town business independently of the public body except as authorized by a vote of the public body.
3. Recognize that action at an official legal meeting is binding and that an individual member cannot bind the public body outside of such meeting.
4. Not make statements or promises about how he / she will vote on matters that come before the public body until he / she has had an opportunity to hear the pros and cons of the issue during the body's public meeting.
5. Uphold the intent of Executive Sessions and respect the privileged communication that exists in Executive Session, holding it in confidence.
6. Assume a high level of integrity, striving toward fact - based and objective public statements and deliberations. Make decisions only after all facts on a question have been presented and discussed.
7. As a general rule, work with Town staff at the direction of the public body so that Town staff are not subject to conflicting direction.

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8. If appointed by a majority of the public body, serve as a liaison to other public bodies.
9. Fulfill any training the Board of Selectmen may require so members can effectively fulfill their duties. Training may be provided at Town building, over the internet, or may require out of Town travel or require multiple sessions. Whenever training is required by the Town so that a volunteer can serve on a public body, the Town will pay for the costs of tuition and travel. All such costs must be approved in advance by a Department Head before the costs are incurred.
10. Be sworn in by the Town Clerk or Assistant Town Clerk after appointment or election and submit a letter of resignation to the Office of the Town Clerk when no longer willing or able to serve. New members of public bodies cannot vote until sworn in by the Town Clerk or Assistant Town Clerk. If a member wishes to resign before the end of a term he or she must submit to the Office of the Town Clerk a signed letter of resignation. The resignation is effective upon receipt by the Office of the Town Clerk unless a different date is specified. Upon expiration of a term, appointed members will continue to hold office until a successor is appointed.

5.0 Role of Chair and Vice Chair: The Chair will set meeting agendas, convene all meetings, and execute documents as authorized by the public body. The Chair will act only under authority provided by a quorum of the public body. The Chair will serve as the public body's primary contact with Town staff. As a general rule, the Chair will solicit the opinions of all members prior to stating his or her personal opinion on any agenda item before the public body. The Chair will be responsible for ensuring the proper preparation and disposition of all minutes under the Open Meeting Law. The Vice Chair will fulfill the duties of the Chair in his or her absence.

6.0 Role of Clerk: Although Town staff may record minutes for some public bodies, the public body is encouraged to elect a Clerk or individual member who takes responsibility for ensuring minutes are recorded, created and submitted for approval and filed along with supporting documents as a permanent record in the office of the assigned Town department.

6.0 Open Meeting Law

6.1 Requirement to comply with the Open Meeting Law: Public bodies must comply with all parts of the Open Meeting Law. Public bodies subject to the Open Meeting Law include any sub-committee of two or more members assigned by the public body to conduct business. Please refer to the MA Attorney General's Open Meeting Law Guide which is available on the Town website and through the Wayland Town Clerk and includes the following information important for members to know:

1. Definition of a public body
2. Definition of a meeting / 5 exceptions to the definition

These guidelines are superseded when in conflict with any federal or state law or Town By-Law. Please contact the Town Administrator whenever there is any uncertainty about appropriate procedure.

3. Definition of a meeting quorum
4. Requirements for posting meetings
5. Ten legal purposes for executive sessions
6. Requirements to allow remote participation
7. Required public participation.
8. Required records for open and executive sessions
9. Open Meeting Law complaint process

Determinations by the Attorney General that the public body was found in violation of the Open Meeting Law over the past five years.

The Town Administrator is available to provide or obtain assistance on Open Meeting Law questions. You may also contact the Division of Open Government at (617) 963-2540 or e-mail openmeeting@state.ma.us.

- Please see the attached Public Bodies' Checklist for requirements for posting meetings.
- Please see the attached allowable reasons for conducting an Executive Session. You are encouraged to call the Town Administrator before posting an Executive Session to review the requirements who will refer questions to Town Counsel if required.

6.2 Meeting Notices: All public bodies must comply with the Open Meeting Law, including but not limited to filing meeting agendas with the Town Clerk at least 48 hours in advance of the meeting. Saturdays, Sundays and legal holidays are excluded in the calculation of the 48 hours. The agenda may be filed with the Town Clerk in person or e-mailed to the Town Clerk at Townclerk@wayland.ma.us. Agendas must be received by the Town Clerk at least 30 minutes before the end of business in order to be posted the same day. Agendas received after the close of business will not be posted until the next day. Please contact the Town Clerk's office if you have a late filing. The agenda must include a list of topics that is sufficiently specific to reasonably inform the public of the items to be discussed at the meeting. The agenda must also include any Executive Sessions planned, citing one of the 10 legal purposes for calling an Executive Session.

6.3 Revised Agendas: If an agenda item is received by the Chair within 48 hours of a posted meeting, and the agenda item could not be reasonably anticipated by the Chair more than 48 hours before the meeting, the Chair may revise the posted agenda to include the new agenda item. It is preferred that agendas are revised only when the agenda item arises because of an emergency, which is defined as a sudden and generally unexpected occurrence or set of circumstances, demanding immediate action. All other matters should be heard at a later meeting of the public body. If you are filing a revised agenda it should be marked "REVISED" with the date and any changes or additions should be highlighted.

6.4 Requirement for Meeting Minutes: The Open Meeting Law requires public bodies to create and approve minutes in a timely manner. The Public Records Law

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requires that existing minutes be made available to the public within 10 days upon request, whether these minutes have been approved or are in draft form. Materials or other exhibits used by the public body in an open meeting must also be made available to the public within 10 days of request. Minutes of all staffed public bodies will be posted to the website by departmental staff. Minutes of all other public bodies will be emailed to townclerk@wayland.ma.us to be posted on the Town website.

6.5 Contents of Minutes: Minutes must include the name of the public body, the date, time, and place of the meeting, the names of members present and absent, the names of staff present, and the substance of all discussion including all subjects acted upon or heard. Minutes must include a full and complete record of all motions proposed for vote and will include the exact vote, the names of the mover and the seconder for each motion, and the names of those voting against each motion. Although a verbatim record of meetings is not required, the Open Meeting Law requires that the minutes include a summary of the discussion of each subject containing enough detail and accuracy that a member of the public who did not attend the meeting could read the minutes and have a clear understanding of what occurred. A list of all documents used by the public body must be included in the minutes.

- Please see Public Body Checklist on Minutes for more detailed requirements for meeting minutes.

6.6 Draft Minutes: Once created, draft regular meeting minutes are a public record available to the public, even if the minutes have not been presented at a meeting.

6.7 Executive Session Minutes: Minutes must be created for all Executive Sessions. Executive Session Minutes must not be released to the public until the reason for calling an Executive Session has ended, after which Executive Session Minutes must be reviewed and voted for approval and release by the public body.

6.8 Recording of Meetings: Any member of the public has the right to make an audio or video recording of an open session of a public meeting, but must notify the Chair before recording. The Chair must inform attendees of any such recording at the beginning of the meeting including that that the meeting will be broadcast on the Way-Cam government access channel. The Chair may impose reasonable requirements regarding audio or video equipment so recording does not interfere with the meeting.

6.9 Public Participation: Under the Open Meeting Law, the public is permitted to attend open meetings of public bodies. The public is excluded from an executive session that is called for a valid legal purpose cited in the agenda. The amount of time a member of the public will be allowed to speak to a public body will be determined at the discretion of the Chair. While the public is permitted to attend an open meeting, an individual may not address the public body without permission of the Chair. An individual is not permitted to disrupt a meeting of a public body, and at

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the request of the Chair, all members of the public will be silent. If after clear warning, a person is disruptive, the Chair may order the person to leave the meeting, and if the person does not leave, the Chair may authorize a police officer to remove the person.

6.10 Remote Participation at Meetings: The Town of Wayland permits remote participation. Members of Town boards and committees may participate and vote by teleconference, audio-conference or other means that allows all persons present, including the audience and the member participating remotely, to hear the proceedings. Under state regulation, remote participation is allowed if physical attendance by a member of a public body is unreasonably difficult.

All votes taken at such meetings where a member participates remotely must be taken by roll call vote and a quorum of members must otherwise be present, not including the remote participant. No remote participant may chair a meeting.

6.11 Open Meeting Law Complaint Process: Individuals who allege a violation of the Open Meeting Law must first file a complaint with the public body alleged to have violated the OML within 30 days of the date of the violation or the date the complainant could have reasonably known of the violation. The full complaint process, including the required response of the public body to the complainant within 14 days of receipt of the complaint is included in the Attorney General's Open Meeting Law Guide. Please provide a copy of all Open Meeting Law complaints to the Town Administrator's Office.

Within 14 business days of the date on which the complaint was filed, the public body must review the complaint and send to the Attorney General's Office (AGO) a copy of the complaint along with a description of any action taken to resolve the issue that was raised by the complaint. Within seven business days of the date that the complaint was filed, the public body may request additional information from the person making the complaint if necessary to resolve the complaint. The person making the complaint shall provide the additional information to the public body within 10 business days, and the public body shall have 10 additional business days (total 24 business days from the date complaint was originally filed) to act on the complaint and notify the AGO.

The public body may request additional time to consider taking remedial action and must make that request in writing to the AGO, to the Attention of the Director of the Division of Open Government. The AGO may, at its discretion, grant additional time to the public body if it determines there is a showing of good cause to grant the extension.

7.0 Use of E-Mail to Conduct Business

7.1 E-Mail and Public Records Law: E-mail communication created or received by a member of a public body while acting in his or her capacity as a member of the

These guidelines are superseded when in conflict with any federal or state law or Town By-Law. Please contact the Town Administrator whenever there is any uncertainty about appropriate procedure.

public body, is considered a public record and is subject to a public records request under the Public Records Law even if the e-mail is received by or created on a private computer or sent to only one individual. The Town will assign e-mail addresses to all members of appointed and elected boards and committees which must be used for all town business to avoid violations of the Public Records Law.

7.2 E-Mail and Open Meeting Law: Whenever one member of a public body uses e-mail to discuss the public body's business (except for administrative matters such as scheduling and the transmission of documents) with a quorum of the members, it constitutes "deliberation" and is in direct violation of the Open Meeting Law. E-mail communication between less than a quorum of a public body is also in violation of the Open Meeting Law if the e-mail between less than a quorum of members is later forwarded to or discussed with additional members outside of a public meeting, thus unintentionally creating a quorum.

7.3 Board of Selectmen Guideline on E-Mail: To avoid violations of the Open Meeting Law and the Public Records Law, it is preferred that e-mail between members of the Town's public bodies be restricted to scheduling meetings and distribution of agendas, documents and reports.

8.0 Code of Ethics and Code of Conduct

8.1 Code of Ethics: All members of public bodies are sworn in by the Town Clerk to uphold all state and local laws applicable to the public body's jurisdiction. Members must comply with the state ethics law (MGL Chapter 268A) regarding the conduct of public officials. Members must complete required ethics training and on-line tests. A member is required under the law to not vote on any matter in which the member or an immediate family member has a financial interest. Members are encouraged to recuse themselves if there is an "appearance" of a conflict of interest.

8.2 Standard of Conduct: All members will treat the public, applicants before the public body, Town employees and other members with respect and courtesy. The members and Chair of a public body should take time to listen to individuals speaking to the body. The Chair should make sure members of the public who are present also accord those speaking with respect and an opportunity to be heard uninterrupted.

8.3: Absences: The absence without appropriate explanation of any member of an appointed body from a majority of meetings held over a one year period or from three consecutive meetings may serve to vacate the office. The decision to recommend that the office be vacated will be made by a majority vote of other members of the public body and then transmitted to the Board of Selectmen.

8.4 Members are Bound by Applicable Personnel Policies and Law: Members of public bodies, when acting in their official capacity, are subject to any applicable state

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law and Town policies including those prohibiting sexual harassment, discrimination and workplace violence. Any allegation of misconduct made by the public, Town staff or a fellow member will be reported immediately to the Town Administrator.

8.5 Litigation against Town by a Member of an Appointed Public Body: An appointed member of any appointed public body may be temporarily suspended by the Board of Selectmen during a lawsuit filed by the member against the Town in a court of competent jurisdiction in the state of MA.

8.6 Removal under this Section: The Board of Selectmen, under such procedures it may adopt, may remove a member from an appointed public body for violations of this section.

9.0 Town Meeting and Public Bodies: Upon a majority vote, public bodies may sponsor and submit to the Board of Selectmen articles for the Board's consideration for inclusion in Annual and Special Town Meeting warrants. Articles submitted by committees that are advisory to the Selectmen shall be submitted and sponsored by the Board of Selectmen.

10.0 Policy on Legal Services

All requests for legal opinions will be made through the Town Administrator under the Board's policy on legal affairs of the Town.

SUPPLEMENTAL DOCUMENTS REFERENCED ABOVE:

- 1) Checklists for Public Bodies,
- 2) MGL 30 A, Section 21 (a): 10 Allowable purposes for entering executive session.

Other policies relevant to the work of public bodies are posted on the Board of Selectmen's website.

DATE OF ADOPTION / AMENDMENT: -May 23, 2018

These guidelines are superseded when in conflict with any federal or state law or Town By-Law. Please contact the Town Administrator whenever there is any uncertainty about appropriate procedure.

PUBLIC DOCUMENTS PROVIDED TO THE BOARD OF SELECTMEN FROM MAY 12, 2018, THROUGH AND INCLUDING MAY 18, 2018, OTHERWISE NOT LISTED AND INCLUDED IN THE CORRESPONDENCE PACKET FOR MAY 23, 2018

Items distributed to the Board of Selectmen – May 12, 2018-May 18, 2018

1. None

Items distributed for information and use by the Board of Selectmen at the Meeting of May 16, 2018

1. Draft letter from Carolyn Murray, Town Counsel, to Jonathan Sclarsic, Director of the Division of Open Government, Office of the Attorney General, re: Response to May 8, 2018 Open Meeting Law Complaint of George Harris
2. PowerPoint slides prepared by the Board of Public Works and the Department of Public Works, dated October 23, 2017 and May 16, 2018, re: Draft Private Roads Policy: Snow & Ice Removal
3. List of Private Roads prepared by the Department of Public Works, version: January 8, 2018
4. Email from Kara Harvey, 8 Wampum Path, re: Private Roads – Tonight's meeting
5. Draft of proposed Town Manager Act
6. Memorandum from Lea Anderson and Cherry Karlson to the Finance Committee, dated May 16, 2018, re: Agenda Item – Discuss FY2020 Budget Process and Discuss Process for Town Administrator Special Act
7. Open Meeting Law Presentation, prepared by the Office of Attorney General Maura Healey

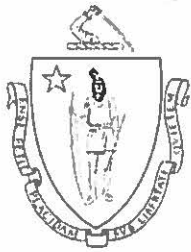
Items included as part of Agenda Packet for discussion during the May 23, 2018 Board of Selectmen's Meeting

1. Memorandum from Paul Brinkman, Town Engineer, to the Board of Selectmen, dated May 18, 2018, re: Rivers Edge Update
2. Fifth Amendment to the Land Disposition Agreement, Rivers Edge
3. Questions for participants in discussion regarding Town Organization, dated May 23, 2018
4. Draft of "An Act Establishing the Position of Town Manager in the Town of Wayland"
5. Memorandum from Elizabeth Doucette, Assistant Town Administrator, to Lea Anderson, dated May 23, 2018, re: Vote to authorize Town Administrator to engage Melanson Heath & Co., PC in three-year contract
6. Memorandum from the Wayland Audit Committee to the Board of Selectmen, dated May 17, 2018, re: Auditor engagement letter
7. Engagement letter from Scott McIntire, VP of Melanson Heath, to Brian Keveny, Finance Director, dated April 6, 2018
8. Memorandum from Elizabeth Doucette, Assistant Town Administrator, to Lea Anderson, dated May 23, 2018, re: Vote to sign Amendment to Intermunicipal Agreement with Regional Housing Services Office
9. Exhibit A and Exhibit B from the Amendment to Intermunicipal Agreement with Regional Housing Services Office
10. Amendment to Intermunicipal Agreement with Regional Housing Services Office
11. Intermunicipal Agreement with Regional Housing Services Office
12. Memorandum from Elizabeth Doucette, Assistant Town Administrator, to the Board of Selectmen, dated May 23, 2018, re: Discussion and potential vote dates for Fall Town Meeting 2018, with attachment: Tentative schedule based on Fall STM beginning on Wednesday, November 14, 2018
13. Memorandum from Elizabeth Doucette, Assistant Town Administrator, to the Board of Selectmen, dated May 23, 2018, re: Discussion and potential vote dates for Spring 2019 Annual Town Meeting, with attachment: April/May Calendar indicating school, holiday, and religious observance dates
14. Town Administrator's Report for the week ending May 18, 2018
15. Memorandum from Elizabeth Doucette, Assistant Town Administrator, dated May 23, 2018, re: FY18 Line Item Transfers

BOARD OF SELECTMEN
Wednesday, May 23, 2018
Wayland Town Building
Large Hearing Room

CORRESPONDENCE

1. Correspondence from The Commonwealth of Massachusetts Office of the Attorney General dated May 9, 2018 to George Harris, Esq. re: Open Meeting Law Complaint
2. Correspondence from The Commonwealth of Massachusetts Office of the Attorney General dated May 10, 2018 re: Open Meeting Law, G.. c. 30A, 18-25.
3. Letter from Office of the Governor Commonwealth of Massachusetts to Lea T. Anderson, Chair, Board of Selectmen re: acknowledgement receipt of correspondence to the Office of Governor Baker on May 4, 2018
4. Regional Housing Services Office – FY2018 Q3, plus April Status Report, dated May 14, 2018
5. Email correspondence between Lea Anderson and Cathy Balben, re: Private Road meeting
6. Correspondence from Jean Milburn, Horticulture Chairperson, Wayland Garden Club to Board of Selectmen dated May 17, 2018, re: Request to use 144 sq. ft. of Town –owned land near the Wayland Depot for the Purpose of Installing and Maintaining a Native Plant Demonstration Garden
7. Letter from Lea Anderson to Reverend May, dated May 14, 2018, re: Thank you for service on Wayland Housing Partnership Board
8. Letter from Nan Balmer, Town Administrator, to Senator Richard J. Ross, dated May 14, 2018, re: Support for District Local Technical Assistance amendment to FY19 budget



✓

THE COMMONWEALTH OF MASSACHUSETTS
OFFICE OF THE ATTORNEY GENERAL
ONE ASHBURTON PLACE
BOSTON, MASSACHUSETTS 02108

MAURA HEALEY
ATTORNEY GENERAL

(617) 727-2200
(617) 727-4765 TTY
www.mass.gov/ago

May 9, 2018

George Harris, Esq.
8 Holiday Road
Wayland, MA 01778

RECEIVED

MAY 14 2018

Board of Selectmen
Town of Wayland

RE: Open Meeting Law Complaint

Dear Attorney Harris:

Thank you for contacting the Attorney General's Office. On May 8, 2018, we received your Open Meeting Law complaint, which was originally received by the Wayland Board of Selectmen on or about March 22, 2018. We will review your complaint and will contact you in the event that we require additional information. We will notify you of our determination following our Office's review.

Your complaint may be resolved through either a formal order or informal action. Formal orders contain a detailed discussion of the alleged violation, applicable legal requirements, and may order any of the remedies provided in G.L. c. 30A, § 23(c). If a complaint is appropriate for informal action, we will attempt to resolve the matter by speaking to the parties, followed by a brief letter noting whether or not there was a violation and what remedial action was taken.

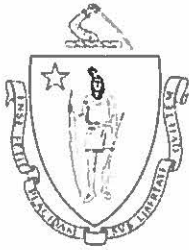
For additional information on the Open Meeting Law and the complaint process, please visit our website at www.mass.gov/ago/openmeeting. Please do not hesitate to contact the Division of Open Government with any further questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Kaitlin Maher".

Kaitlin Maher
Paralegal
Division of Open Government

cc: Carolyn M. Murray, Esq., KP Law, P.C.
Wayland Board of Selectmen



✓
THE COMMONWEALTH OF MASSACHUSETTS
OFFICE OF THE ATTORNEY GENERAL
ONE ASHBURTON PLACE
BOSTON, MASSACHUSETTS 02108

MAURA HEALEY
ATTORNEY GENERAL

(617) 727-2200
(617) 727-4765 TTY
www.mass.gov/ago

RECEIVED

MAY 14 2018

May 10, 2018

Board of Selectmen
Town of Wayland

George Harris, Esq.
8 Holiday Road
Wayland, MA 01778

RE: Open Meeting Law Complaint

Dear Attorney Harris:

We understand that on April 4, 2018, you filed a complaint with the Wayland Board of Selectmen ("Board") alleging a violation of the Open Meeting Law, G.L. c. 30A, §§ 18-25. The Board is required to notify our office of the complaint and any remedial action taken to address the complaint. G.L. c. 30A, § 23(b); 940 CMR 29.05(5). Our office received notification and a response from the Board on April 26, 2018.

Under the Open Meeting Law, our office may only review your complaint after 30 days have passed from the time you first filed your complaint with the Board. G.L. c. 30A, § 23(b); 940 CMR 29.05(6). After 30 days, you may file a request with our office for further review of your complaint.

Thirty days have now passed since you first filed your complaint with the Board. You may file your complaint for further review with our office up until ninety days have passed since the alleged violation date. Accordingly, we will presume that the action taken by the Board was sufficient and will close this file unless we receive a request for further review and a copy of the initial complaint by **Monday, June 4, 2018**.

Please feel free to contact us if you have any questions about the Open Meeting Law complaint process.

Sincerely,

Kaitlin Maher
Paralegal
Division of Open Government

cc: Carolyn M. Murray, Esq., KP Law, P.C.
Wayland Board of Selectmen



CHARLES D. BAKER
GOVERNOR

OFFICE OF THE GOVERNOR
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE • BOSTON, MA 02133
(617) 725-4000

RECEIVED

MAY 14 2018

Board of Selectmen
Town of Wayland

KARYN E. POLITO
LIEUTENANT GOVERNOR

May 11, 2018

Lea T. Anderson
Town of Wayland
Board of Selectmen
41 Cochituate Road
Wayland, MA 01778

Dear Lea:

This letter is to acknowledge receipt of your correspondence to the Office of Governor Baker on 5/4/2018. Our office has forwarded your letter along to the appropriate personnel.

Sincerely,

Constituent Services Aide
Office of Governor Charlie Baker
(617) 725-4005
www.mass.gov/governor/contact



Regional Housing Services Office

Serving Acton, Bedford, Burlington, Concord, Lexington, Sudbury, Wayland, and Weston

Office Address: 37 Knox Trail, Acton, MA 01720

Mailing Address: 2352 Main Street, Suite 2 Concord MA 01742

Website: WWW.RHSOhousing.org

Email: INFO@RHSOhousing.org

Phone: (978) 287-1092

May 14, 2018

To: Steven Ledoux, Richard Reed, John Petrin, Chris Whelan, Carl Valente, Melissa Murphy-Rodrigues, Nan Balmer, Donna VanderClock, Roland Bartl, Nancy Tavernier, Kristen Guichard, Michael Rosen, Jim Doherty, Marcia Rasmussen, Lee Smith, Jerry Evans, Aaron Henry, Carol Kowalski, Meagen Donoghue, Patricia Brown, Lydia Pastuszek, Elizabeth Doucette, Imaikalani Aiu, Sarah Rhatigan

CC: Dan Gaulin, Lara Plaskon, Liz Valenta

From: Elizabeth Rust

RE: Regional Housing Services Office – FY2018 Q3, plus April Status Report

This is the status report for activity from 1/1/2018 through 4/30/18 (FY18 Q23+) for Regional Housing Services Office, an inter-municipal collaboration between Acton, Bedford, Burlington, Concord, Lexington, Sudbury, Wayland and Weston. Please let me know if you have any comments or questions.

RHSO Program Administration:

We have completed the third quarter of FY18, and April.

Wayland official joined the RHSO effective March as the 8th community, and will sign on to the full IMA for July 1 start. We look forward to working with the Town.

The RHSO move is complete. Our physical office address is 37 Knox Trail Acton, and our mailing address is 2352 Main St Concord. The new address afforded us the opportunity to issue a press release for publication in all local papers which was sent in February.

The FY19 budget has been presented and finalized with each community at the Advisory Committee in February. As always, this comes early. Each community is also on a different schedule especially for CPA funding requests in preparation for spring town meetings. FY20 budget planning will start in September.

The Draft IMA amendment has been circulated for review and comment. The only changes are the addition of Wayland, and the updated FY19 budget.

And finally, many of the Town Manager/Administrators in the RHSO service are leaving their posts in the next year including Acton, Bedford, Burlington, Lexington, Wayland and Weston. We extend our appreciation for all their support and leadership to the RHSO.

Regional Activities:

Regional activities are performed for the RHSO communities equally and provide general housing resources, including trainings, reports, information and the website.

The website - RHSOHousing.org – continues to be a helpful and useful resource. The website has listings of properties with contact information for people to contact directly, though the waiting lists are long and people are looking for more immediate options

The RHSO was awarded a grant under the MAPC DLTA program for zoning bylaw recommendations aimed at strengthening the bylaws to be more effective with a focus on payment in lieu of units (PILU) methodologies. MAPC provided an initial report, and then placed the project on hold due to staffing concerns. This project has started back up, and MAPC will present its initial findings in May.



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The RHSO has started feasibility into creating a ready renter list for property managers with small numbers of LIP rental units. This RHSO service would provide renters for the occasional vacancies in accordance with the DHCD Affirmative Fair Housing Marketing requirements.

The RHSO worked with the member communities on qualifying for the Housing Choice Program, a new DHCD-sponsored program. Communities that qualify for designation have priority and access to additional state grants.

SHI Administration

Managing the SHI inventory is a key component of the RHSO services provided. A total of 979 units have been added to the Subsidized Housing Inventory for the member communities since they joined the RHSO. DHCD has published current SHI percentages for all municipalities as part of their biennial update, showing that there are 67 communities over the 10% in Massachusetts.

As 2020 approaches, communities are encouraged to review the annual Housing Unit Review Summary report from UMass Donahue in the fall. This shows what information is being aggregated into the Census, and is the place where tear downs can adequately be reported. The RHSO continues to assist with 2020 SHI projections as requested.

In this fiscal year, some communities (Bedford, Burlington, Lexington) had decreases reported in the number of DDS units (beds subsidized by the Department of Developmental Services and the Department of Mental Health and are reported periodically to DHCD and reported on the SHI). The addresses of these units are kept confidential and units are added and lost with no control or influence of the Town. Additionally, some units have 'lapsed' from the SHI, though they have not been officially removed.

	SHI 2018						FY19 Plans
	YR Housing Units	SHI Units	% Subsidized	+/- 10%	FY18 SHI Update	FY18 Details	
Acton	8,475	568	6.70%	-280		Planned: 184 Main (2), 146 Prospect (1), PO Crossing (3)	Powder Mill (173)
Bedford	5,322	974	18.30%	442	-3	Cottages (1), Fox Run (1), DDS (-5)	Evergreen (3)
Burlington	9,627	1283	13.33%	320	268	Corporate Drive (270), DDS (-2)	Simonds Park (2)
Concord	6,852	804	11.73%	119	81	Junction Village (83), DDS (-2)	
Lexington	11,946	1328	11.12	133	-2	Busa (6), Keeler (1), DDS (-9)	Manor House (6), Wright Farm (1)
Sudbury	5,921	664	11.21%	72			
Wayland	4,957	254	5.12%	-242			
Weston	3,952	167	4.23%	-228	18	Silver Hill (2), North Road (16)	Warren Ave (2)
total	57,052	6,036	10.58%	331	356		



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Monitoring:

The monitoring program is a core service of the RHSO with over 6,000 units of rental and ownership restricted housing across the communities. The table shows the 04/30/18 summary for each community. Note the %affordable for rental housing column: all the units in the development are able to 'count' as long as at least 20% or 25% meet the affordability requirements from the State, all communities surpass that minimum rental requirement.

AS OF 4/30/18	Rental								Ownership		
	Total SHI rental	%afford able	Total affordable rental	PHA	DDS, DMR	Private		Other Town or Specialized	Total	SHI	Other Local or Moderate
						Afford able	Market				
Acton	501	53%	265	159	28	78	236		68	67	1
Bedford	926	57%	527	100	61	236	399	130	54	48	6
Burlington	1,267	37%	469	107	83	279	798		27	16	11
Concord	753	53%	396	138	32	143	357	83	71	51	20
Lexington	1,309	49%	637	274	70	251	672	42	93	13	80
Sudbury	627	65%	405	92	0	313	222		37	37	0
Wayland	205	81%	166	136	5	25	39		54	49	5
Weston	140	91%	128	0	0	66	12	62	29	27	2
total	5,728	52%	2,993	1,006	279	1,391	2,735	317	433	308	125

Ownership Units: For the deed restricted ownership units, the annual monitoring review is performed by:

- Reviewing the registry of deeds.
 - Complete, results sent to each community
- Reviewing the owner mailing addresses versus the town database.
 - Complete
- Self-certifications to each owner, 3 mailings
 - Complete
- Providing annual certification reports
 - Planned for June

The ownership monitoring process establishes clear communication with the owners documenting their obligations, as well as provides a contact for on-going questions. The RHSO has received a 94%-95% response rate in the last two years and FY18 is complete with 95%.

4/25/2018	FY18 Self-Declaration			
	Sent	Rec'd	Open	% rec'd
Acton	56	52	4	93%
Bedford	52	48	4	92%
Burlington	24	23	1	96%
Concord	69	67	2	97%
Lexington	13	13	0	100%
Sudbury	34	33	1	97%
Weston	26	23	3	88%
total	274	259	15	95%

Rental Projects: Monitoring the Local Initiative Program (LIP) rental units on behalf on the member communities is also a RHSO service. There are 17 rental projects with 893 units in the RHSO service area where the Towns have the responsibility to monitor the units.



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The basic review includes monitoring the Property Manager records and files to ensure that the rents are calculated in accordance with the Regulatory Agreement, that the tenants are recertified using source documents according to the regulations, that the units are maintained in accordance with all applicable standards and that tenants are selected in accordance with Fair Housing requirements and current Affirmative Fair Housing Marketing Plans (AFHMP) including advertising requirements.

	Town	Development Name	SHI units	Subsidy Program	2018 Monitoring
1	Acton	Acton Housing Authority	4	LIP 40B	Final report in process
2	Acton	Inn at Robbins Brook	3	LIP-LAU	Final report in process
3	Bedford	Village at Concord Road	12	LIP 40B	Final report in process
4	Bedford	Patriot Place	10	LIP 40B	Final report in process
5	Bedford	Village at Taylor Pond	200	LIP-LAU	Spring 2018
6	Burlington	Arborpoint	34	LIP-LAU	Not in scope
7	Concord	Concord Mews	350	LIP 40B	Summer 2018
8	Concord	Concord Park	16	Local	Complete
9	Concord	405 Old Bedford Road (CHA)	4	LIP LAU	Winter 2018
10	Concord	Brookside Square	8	LIP-LAU	Complete
11	Concord	Warner Woods	80	MH NEF	Summer 2018
12	Lexington	Avalon at Lexington Hills	97	LIP 40B	Spring 2018
13	Lexington	Avalon Lexington	56	Local	Spring 2018
14	Lexington	LexHAB Scattered Sites	9	LIP-LAU	Fall 2018 (FY19)
15	Sudbury	Willis Lake (SHA)	1	LIP-LAU	Final report in process
16	Wayland	Residences At Wayland Center	12	LIP-LAU	Fall 2018 (FY19)
17	Weston	Church, Jones, Pine Street	4	LIP LAU	Summer 2018
18	Weston	Warren Ave	5	LIP 40B	Complete
			905		

Town-Specific Monitoring

Other monitoring efforts include assisting residents with refinancing as well as maintaining the inventory with new projects, new owners, and other general updates.

In Acton: Supported the marketing efforts and attended the lottery at Anthem Village/Martin St; Worked with owner on refinancing at Quail Ridge; Drafted annual MassHousing compliance reports for Franklin Place; Started monitoring for Acton Housing Authority LIP units.

In Bedford: Continued work on the Bedford Village/447 Concord Road expiring use project with intensive project team and town reviews in advance of the planned closing in May; Met with the new management company at Patriot Place twice and assisted with the transition of affordable tenant files; Assisted owner with refinancing request at Shawsheen Ridge; Supported the restructuring of Bedford Veteran's Quarters affordable unit mix.

In Burlington: Provided information to the Town on new income limits; Reviewed refinancing limits for a unit at Seven Springs.

In Concord: Assisted owners at Lalli Woods, Elm Brook and Concord Homes with refinance requests; Drafted annual MassHousing compliance reports for Elm Court; Drafted revisions to the Moderate Income Eligibility Guidelines regarding refinancing standards for review with Planning Board; Completed monitoring of Concord Park; Started monitoring for Concord Housing Authority LIP units; Reached out to CHAPA for latest



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monitoring at Fairhaven Gardens; Strategized about monitoring the smaller 100% affordable condominium developments (6 developments, 45 affordable units).

In Lexington: Assisted LexHAB with rent policies and income determination clarifications.

In Sudbury: Drafted annual MassHousing compliance reports for Snowberry Lane, Village at Old County Road, Landham Crossing and Maynard Road; Assisted owner with refinancing request at Villages at Old County Road; Started monitoring for Sudbury Housing Authority LIP unit; Continued work with Avalon on leasing the affordable units.

In Wayland: Started initial monitoring review including meeting with the Wayland Housing Authority; Started information gathering on potential foreclosure unit at Wayland Commons; Assisted with deed transfer at Wayland Commons.

In Weston: No monitoring activities this period.

HOME Support:

The activities in the HOME support category assist participating HOME communities (Bedford, Concord, Lexington, Sudbury and Wayland) commit and expend their available Program funds, develop HOME funded programs, as well as completing their administrative requirements. To date, the RHSO has assisted the member communities commit \$1,855,843 since FY13.

In this reporting period the RHSO attended the quarterly HOME meeting in February, completed the Annual Action Plan, requisitioned Administrative Funds, and:

- Bedford: Amended the Ashby Place HOME project for a schedule extension.
- Concord: Supported last payments to Peter Bulkeley phase 2.
- Lexington: Facilitated HOME lease addendum for Keeler Farm, started investigation into using HOME funds for the Pine Grove construction effort.
- Sudbury – Continued to explore HOME funds for Coolidge Phase 2 and provided information on Sudbury leaving the Consortium.

Local Support:

The local support category enables each municipality to have some amount of hours to support priority items that are not covered under other service categories. The following local support activities were performed for each community in this reporting period:

Acton: Reviewed the LIP application for 146 Prospect Street; Provided 2018 values to the assessor's office; Updated the Capital Improvement Application with new income limits.

Bedford: Attended periodic Bedford Housing Partnership and Bedford Housing Trust meetings; Started work on Bedford Housing Study with Steering Committee meetings, Focus groups and interviews, draft of Needs Assessment; Finalized Fair Housing release forms; Assisted with Pine Hill article for Town Meeting; Completed draft of Infographic; Provided 2018 values to the assessor's office; Updated the Small Grant Program application with new income limits.

Burlington: Provided 2018 values to the assessor's office; Provided comments on LIP application.

Concord: Facilitated spring housing roundtable; Completed and posted Housing Infographic; Drafted a memo on age-restricted developments; Assisted in preparing a map of Concord's affordable housing and posted it



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the RHSO website; Started work on Black Birch II affordable unit assessment; Assisted the CHDC by assisting with new member recruiting and re-appointments, preparing agendas, packets and minutes, assisting with year-end filings, administering the Small Grant Program, drafting various materials for Board review, assisting with the Open Space planning effort and assembling older invoices for reimbursement.

Lexington: Assisted LexHAB and the Town with the Wright Farm project by preparing the 40B application; Prepared initial memo and summary analysis on development of the Town space at Muzzey; Provided 2018 values to the assessor's office; .

Sudbury: Completed and implemented a capital improvement policy for Grouse Hill; Reviewed three applications for Frost Farm; Assisted the Sudbury Housing Authority with a MassHousing Planned Production grant application; Assisted the Town with the DHCD Housing Choice application; Provided 2018 values to the assessor's office; Provided building permit data to DHCD to keep the Avalon development on the SHI; Supported the Sudbury Housing Trust by: assisting with re-appointments, preparing agendas, packets and attending monthly meetings, supported the Maynard Road project with the developer payments, Condo Board establishment and tax payments, supporting the Small Grant Program by processing invoices for awarded funds, and updating the Small Grant Program application with the new income limits, supported the Home Preservation maintenance project by summarizing the inspections, and performed lottery and resale services by

- o Contracted for new lotteries with Postmark Square Reading, Wellington Woods Medford
- o Completed the LIP application for Northside Meadows in Framingham, Evergreen in Bedford, Fields at Sherborn, Corey Street Melrose, Post Office Crossing in Acton.
- o Qualified applicants and held lottery at Lexington Manor House.

Wayland: Completed the initial setup of the Wayland inventory on the RHSO website.

Weston: Assisted the Weston Affordable Housing Trust with its projects and programs, including: preparing meeting agendas and packets, worked to continued support for the Affordable Home Ownership Opportunity Fund by identifying opportunities including facilitating discussion on DOT properties for potential use for housing, drafted memos to Town boards related to Ash Street Sidewalk/Parcel 9 project, and the Town warrant article to transfer 0 Wellesley to the Trust for housing purposes, assisted in the reviewed and evaluation of the EHC CPC request for Brook School project, finalized rent and income policy for Warren Avenue in preparation for new lease up of units at 66-68 and prepared Annual Town Report for the Housing Trust.



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FY18 Hours and Budget Recap:

This tracking table shows the hours worked through April 30, 2018.

In terms of year-end projections:

- On track: Lexington, Sudbury, Wayland, Weston
- Purchasing add'l hours: Acton, Bedford and Concord, bring total of 10% additional hours purchased in FY18 (295 additional from a base of 2,980 in the IMA)
- Refunds due: Burlington

	YTD Actual	YTD Budget Annualized	Actual v Budget	Monthly Budget	Annual Budget (inc suppl)
Acton					
Monitoring	43	58	-15	6	70
408 Monitoring	56	17	39	2	20
Local Support	127	142	-15	14	170
Regional Activities	24	33	-9	3	40
Admin	33	33	0	3	40
Total	283	283	0	28	340
Bedford					
Monitoring	147	142	5	14	170
HOME administration	39	58	-19	6	70
Local Support	106	125	-19	13	150
Housing Study	86	50	36	25	125
Regional Activities	24	33	-9	3	40
Admin	33	33	0	3	40
Total	435	442	-7	50	595
Burlington					
Monitoring	24	13	11	1	15
Local Support	28	50	-22	5	60
Regional Activities	24	33	-9	3	40
Admin	33	33	0	3	40
Total	109	129	-21	13	155
Concord					
Monitoring	72	58	14	6	70
HOME administration	38	58	-20	6	70
Local Support (Town)	133	125	8	13	150
Local Support (CHDC)	136	125	11	13	150
Regional Activities	24	33	-9	3	40
Admin	33	33	0	3	40
Total	436	433	2	43	520
Lexington					
Monitoring	124	125	-1	13	150
HOME administration	21	42	-21	4	50
Local Support	159	133	25	13	160
Regional Activities	24	33	-9	3	40
Admin	33	33	0	3	40
Total	361	367	-6	37	440
Sudbury					
Monitoring	85	67	18	7	80
HOME administration	21	17	4	2	20
Local Support (Town)	138	196	-58	20	235
Local Support (Trust)	422	388	34	39	465
Regional Activities	24	33	-9	3	40
Admin	33	33	0	3	40
Total	723	733	-11	73	880
Wayland					
Monitoring	3	5	-1	5	18
HOME administration	0	0	0	0	0
Local Support	11	3	8	3	10
Regional Activities	3	4	-1	4	17
Admin	5	4	1	4	17
Total	22	16	7	16	62
Weston					
Monitoring	8	21	-13	2	25
Local Support (Town)	38	50	-12	5	60
Local Support (Trust)	191	150	41	15	180
Regional Activities	30	33	-3	3	40
Admin	27	33	-6	3	40
Total	294	288	7	29	345
Totals	2640	2675	-35	273	3337

✓
Porter, David

From: Balmer, Nan
Sent: Sunday, May 13, 2018 8:41 AM
To: Porter, David
Subject: Fwd: Private Road meeting

Correspondence

Nan Balmer
(508) 237-1330

Begin forwarded message:

From: "Anderson, Lea" <landerson@wayland.ma.us>
Date: May 13, 2018 at 8:24:56 AM EDT
To: "cbalben6@aol.com" <cbalben6@aol.com>
Cc: "Balmer, Nan" <nbalmer@wayland.ma.us>, "Karlson, Cherry" <ckarlson@wayland.ma.us>, "Antes, Mary" <mantes@wayland.ma.us>, "Levine, Doug" <dlevine@wayland.ma.us>, "Louis M. Jurist (ljurist@nehand.com)" <ljurist@nehand.com>
Subject: Re: Private Road meeting

Hi Cathy,

I am forwarding your email to the rest of the BoS, as you requested. I suggest we review correspondence from the Oct. 23, 2017 meeting. Unless there is new information you would like to share, I don't think you have to resend everything.

Best regards,
Lea

From: cbalben6@aol.com <cbalben6@aol.com>
Sent: Saturday, May 12, 2018 1:35 PM
To: Anderson, Lea
Subject: Re: Private Road meeting

Lea,

This meeting on the 5/16 do I have to bring all the info I gave you at the last meeting the video, the articles from 1982 of this very same issue which came up the in front of the selectman's then. The deed to my house. What will help, that Quincy road has been plowed since the town started plowing. The state accepted road law issue, states that the selectman can plow private roads if they choose to. I feel that if you don't plow my road it is a safety issues for Fire and Police. The Bryant Funeral Home will get to me

faster if have a life threatening problem. If anything I think that the exciting roads being plowed should stay being plowed. I also feel this discriminating because of my social-economical status in the community. I am on a fix income now. Three families live on this street. The road is a conveyance to 14 Quincy. Therefore the plowing will have to be paid by me. I have been paying on 1.25 Acres of land which include Quincy Road as part of my property. This will be a hardship for me. My neighbors at the end of my street have let say not been very kind. Therefore this is going to cause problems for me which in 57 years of living in Wayland I never had to deal with before.

Could you please forward to the rest of team. Let me know what I should bring I am very frustrated.

Best regards,
Cathy

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

From: Anderson, Lea <landerson@wayland.ma.us>
To: cbalben6@aol.com
Sent: Sat, Jan 20, 2018 2:08 pm
Subject: Re: Private Road meeting

Hi Cathy,

Thanks for letting me know about Tom's visit.

I notice that the attached email sent on Oct. 24 regarding David Owen's opinion seems to have an extra space in my email address. Maybe you were using that same address and that is why your email bounced.

Best regards,
Lea

From: cbalben6@aol.com <cbalben6@aol.com>
Sent: Saturday, January 20, 2018 1:20:23 PM
To: Anderson, Lea
Subject: Fwd: Private Road meeting

Sending again as it bounced back to me

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

From: cbalben6@aol.com <cbalben6@aol.com>
To: cbalben6@aol.com <cbalben6@aol.com>
Sent: Sat, Jan 20, 2018 1:17 pm
Subject: Re: Private Road meeting

Lea,

I want you to know that Tom Holder came to have a face to face chat with me at my home. He was very pleasant and professional. I did however go to the dump today where a DPW board member was looking for signatures for re-election. I was surprised to learn that he did not remember that Quincy road was one of the road being considered to discontinue plowing. I told him that this issue was already voted on in 1982 as there are many private roads in this town. I am hoping the selectman and selectwoman are concern for the safety of me and my family. My biggest concern is can the Fire and Police departments get to us in time as we are all getting older on this road.

Best Regards,
Cathy Balben

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

From: cbalben6 <cbalben6@aol.com>

To: landerson <landerson@wayland.ma.us>

Sent: Tue, Oct 24, 2017 4:31 pm

Subject: Private Road meeting

Dear Lea,

I wanted to make sure that you heard what David Owen attorney of law explained to us . That a private driveway is closed to the public but "private ways" are still open to be travelled on by the public. Easements protects the homeowner's from having the private way changed or moved , they don't restrict the rights of others to use it. The easement can only be granted to someone who has property nearby, not to the general public. My deed states that my conveyance allows my neighbors down the end of the property to go over my property to their new heated driveway. A Large Garbage truck backs down every Monday morning without any issues. Many UPS ,Fed-ex amazon trucks, any type of delivery they have turn around in the my parking lot along with using my private driveway.

As to the backing up of plowing trucks they do it all the time my brother Kevin Ahern worked for the Park department since he was 17 until he just retired two years ago as did my husband for many years before he went on the fire department. They backed up in plow trucks all the time. My concern for safety for Firefighters, Police and plow staff would be sleep deprivation which causes a number of problems high blood pressure, rapid heart rates and depression as well as anxiety to name a few diagnosis. The backing up of a plow I don't see it as a valid safety issue compared to lack of sleep. My husband and my brother never had any problems backing up the plows they drove.

Also my property taxes includes this conveyance and the water ravine used for water run off from Pemberton Road. I have never asked for an abatement on my taxes all the years(as the continue to rise). Wellesley and Weston plow private ways, Not private driveways. I also think the property owner should be home when you come to look at the roads.

Thanks for your service and time and effort from everyone on the board

May 17, 2018

To: Board of Selectman
Wayland MA

From: Jean Milburn, Horticulture Chairperson
Wayland Garden Club

Re: Request to use 144 sq. ft. of Town-owned land near the Wayland Depot
For the Purpose of Installing and Maintaining a Native Plant Demonstration Garden

Request: The Wayland Garden Club asks for the Selectman's permission to create and maintain a 144 sq. ft. Native Plant Demonstration Garden next to the new Rail Trail in the Railroad Interpretive Area.

Why: When the Garden Club accumulates some savings, the board spends those funds for the betterment of our community in various ways. The completion of the rail trail provides an opportunity for public education about the beauty and utility of native plants. When people walk and bike, they stop and notice their surroundings in a way that they cannot when zooming past in a car. Signage will be placed adjacent to the plants to explain the benefits of using these plants in both home gardens and on public lands to strengthen the health of our local ecosystem.

What: A flower bed will be created and planted with native plants that have been selected to support:

1. Butterflies and Moths
2. Native Bees and Honey Bees
3. Hummingbirds
4. Native Birds (who eat the larvae and caterpillars)

Budget: This project is fully funded by the Wayland Garden Club, its members, and generous members of the community-at-large who have volunteered to donate plants and/or labor.

Duration: WGC asks for use of this plot for a period of three years. Use of the plot does not confer any property rights to the WGC. The garden will be removed by the WGC at any time in response to a request from the BOS. If, at the end of three years, both WGC and BOS wish to continue the project, the timeline will be extended by mutual agreement.

Community Outreach to Stakeholders

Meetings/phone calls were held to discuss this project with the following people:

Gretchen Schuler. Historic District Commission Board Member. Provided letter of support.

Sarkis Sarkisian. Town Planner. Contacted & Obtained permission from DCR.
Larry Kiernan. Rail Trail Committee
Rick Conard. Railroad Interpretive Plan
Molly Faulkner. President. Wayland Historical Society.
Sherre Greenbaum. Chair. Wayland Conservation Commission
Joe Doucette. DPW Superintendent
Linda Hanifin. President. Wayland Depot
Denise M. Bartone, Sr. Environmental Engineer, Eversource - Licensing & Permitting
Paul Jahnige, MA Dept. of Conservation and Recreation

Plant Selection Criteria

Natives of New England
Known Sources of food or reproduction sites for local fauna
Perennials. No shrubs.

Plant Care Plan

No use of herbicides or pesticides.
Watering in first year to establish plants. There is no water on this site, so it will be carried in.
Maintain edge of garden to accommodate DPW mowing
All plants cut to the ground in winter.

Timeline.

To begin immediately upon approval:
Sod Removal
Soil improvement with Compost
Plant Installation
Mulching
Watering and Weeding care.
Educational sign installation & plant labels.

Below. Image of planting bed location. Photo taken from west side of Depot building.





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

May 14, 2018,

First Parish in Wayland
225 Boston Post Road
Wayland, MA 01778

Dear Reverend May,

Thank you for your dedicated service and thoughtful contributions to the Wayland Housing Partnership Board.

In Wayland, we rely on dedicated volunteers to make meaningful contributions to our boards and committees. The work of the Wayland Housing Partnership Board is important and, on behalf of the Board of Selectmen, I thank you for your service.

Best regards,

A handwritten signature in blue ink that reads "Lea Anderson".

Lea Anderson
Chair, Board of Selectmen



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May 14, 2018

Senator Richard J. Ross
State House
Room 419
Boston, MA 02133

Dear Senator Ross:

I am writing to respectfully urge you to cosponsor Senator Eldridge's District Local Technical Assistance (DLTA) amendment to restore language that will fund DLTA programs in the FY2019 budget. Without this amendment, DLTA will receive no funding in FY19.

DLTA funding has been a vital tool for communities to provide technical assistance to municipalities on a variety of functions that support some of the Commonwealth's key initiatives. Specifically, DLTA funding is appropriated for all 13 of the State's Regional Planning Agencies (RPAs), covering all of 351 municipalities in the Commonwealth. Funds are available for municipalities on a wide variety of land use permitting and planning functions, including zoning, housing production and preservation, economic development, open space and conservation planning, energy conservation and siting, etc. Equally important, DLTA is used to help cities and towns to improve the efficiency and effectiveness of local service delivery, and to regionalize planning, procurement, and service delivery wherever possible. Demand for DLTA assistance routinely outstrips the supply of funds. MAPC, for example, was only able to fund about half of the worthwhile applications received last year.

The range of issues demanding technical assistance continues to grow, especially as municipalities reduce staff size and depend upon RPAs for additional services. For example, few people would have predicted even five years ago that RPAs would be compelled to provide whole new types of service such as climate-related vulnerability analyses and adaptation planning; coping with short-term rentals such as Airbnb; and licensing of businesses for the distribution of marijuana. Yet, all of these are now on our plate, and the most cost-effective way to provide those services is on a regional basis.

Without Senator Eldridge's amendment there will not be funding for this critical program in our community.

Thank you for your consideration of this email. Please let me know if you will cosponsor this important amendment!

Sincerely,

Nan
Nan Balmer, Town Administrator
Town of Wayland