



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

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN

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

**BOARD OF SELECTMEN
Monday, January 29, 2018
6:30 p.m.**

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

Proposed Agenda

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

- | | | |
|---------|------|--|
| 6:30 pm | 1.) | Call to order by Chair <ul style="list-style-type: none">• Review agenda for the public; Announcements |
| 6:32 pm | 2.) | Public comment |
| 6:40 pm | 3.) | Annual Town Meeting: Meet with John Senchyshyn to review plan for large Town Meeting turnout |
| 6:55 pm | 4.) | Appointment: Interview and potential vote to appoint Rachel Sideman-Kurtz to the Wayland Cultural Council |
| 7:05 pm | 5.) | Departmental Report: Land Use |
| 7:15 pm | 6.) | Liquor License Violation Hearing: Lavin's Liquors |
| 7:30 pm | 7.) | River's Edge Status: Update from Town Engineer |
| 7:45 pm | 8.) | School Bus Parking: Plan for South Landfill repurposing; Alternative bus parking proposals and FY19 budget |
| 8:00 pm | 9.) | Proposition 2 ½ Exclusions: Finance Committee presentation; Discussion of merits of projects and form of debt exclusion vote |
| 8:45 pm | 10.) | Annual Town Meeting Articles: Discussion and vote |
| 9:00 pm | 11.) | FY19 Budget: Discussion and vote on response to Finance Committee |
| 9:15 pm | 12.) | Town Administrator's Report <ul style="list-style-type: none">1. Correspondence2. Town Building repairs |
| 9:30 pm | 13.) | Minutes: Vote to approve and release minutes of January 8, 2018 and January 16, 2018 |

BOARD OF SELECTMEN
Monday, January 29, 2018
6:30 p.m.
Wayland Town Building
Selectmen's Meeting Room
41 Cochituate Road, Wayland

Proposed Agenda Page Two

- 9:35 pm 14.) Consent Calendar: Review and vote to approve
- 9:40 pm 15.) Correspondence: Review
- 9:45 pm 16.) Selectmen's reports and concerns
- 9:50 pm 17.) Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any
- 9:55 pm 18.) Enter into Executive Session pursuant to Massachusetts General Laws Chapter 30A, Section 21 (a)(3), to discuss whether the Town should pursue legal proceedings with respect to the Town's agreement with Twenty Wayland, LLC, relative to property and development located off 400-440 Boston Post Road; and pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3) to review and consider for approval and potential release of the Executive Session minutes of January 8, 2018 and January 22, 2018 because a public discussion of these matters may have a detrimental effect on the litigating, negotiating or bargaining position of the Town
- 10:10 pm 19.) Executive Session Minutes: Vote to approve and potentially release with redactions the Executive Session minutes of January 8, 2018 and January 16, 2018
- 10:15 pm 20.) Adjourn

3. Annual Town Meeting

DATE: January 29, 2018
TO: Board of Selectmen
FROM: John Senchyshyn, Asst. Town Administrator/HR Director
RE: **2018 ANNUAL TOWN MEETING PLANS**

REQUESTED ACTION:

Direction for the planning and preparation for 2018 ATM.

BACKGROUND:

Public Buildings Director Ben Keefe, Executive Assistant David Porter, Fire Chief Dave Houghton, Police Chief Pat Swanick and I have continued to work on plans for a multi-venue 2018 Town Meeting. We have also been in contact with Town Moderator Dennis Berry to review potential layouts. We have reached a point where we need direction from the Selectmen regarding certain planning information.

ATM is scheduled for Monday, 4/2; Tuesday, 4/3; Thursday, 4/5; and Monday, 4/9. A good deal of the planning for a multi-venue meeting is dependent on the ordering of the articles. For planning purposes we have assumed the following:

- Monday, 4/2 – The primary focus will be on the budget article. One venue, the Field House, is planned.
- Tuesday, 4/3 – A combination of the Library, High School and Field articles will likely be the focus. There will be two venues, the Field House and the High School auditorium.
- Thursday, 4/5 - A combination of the Library, High School and Field articles will continue. There will again be two venues, the Field House and the High School auditorium.
- Monday, 4/9 – The remaining articles will be addressed. There will be one venue, the Field House.

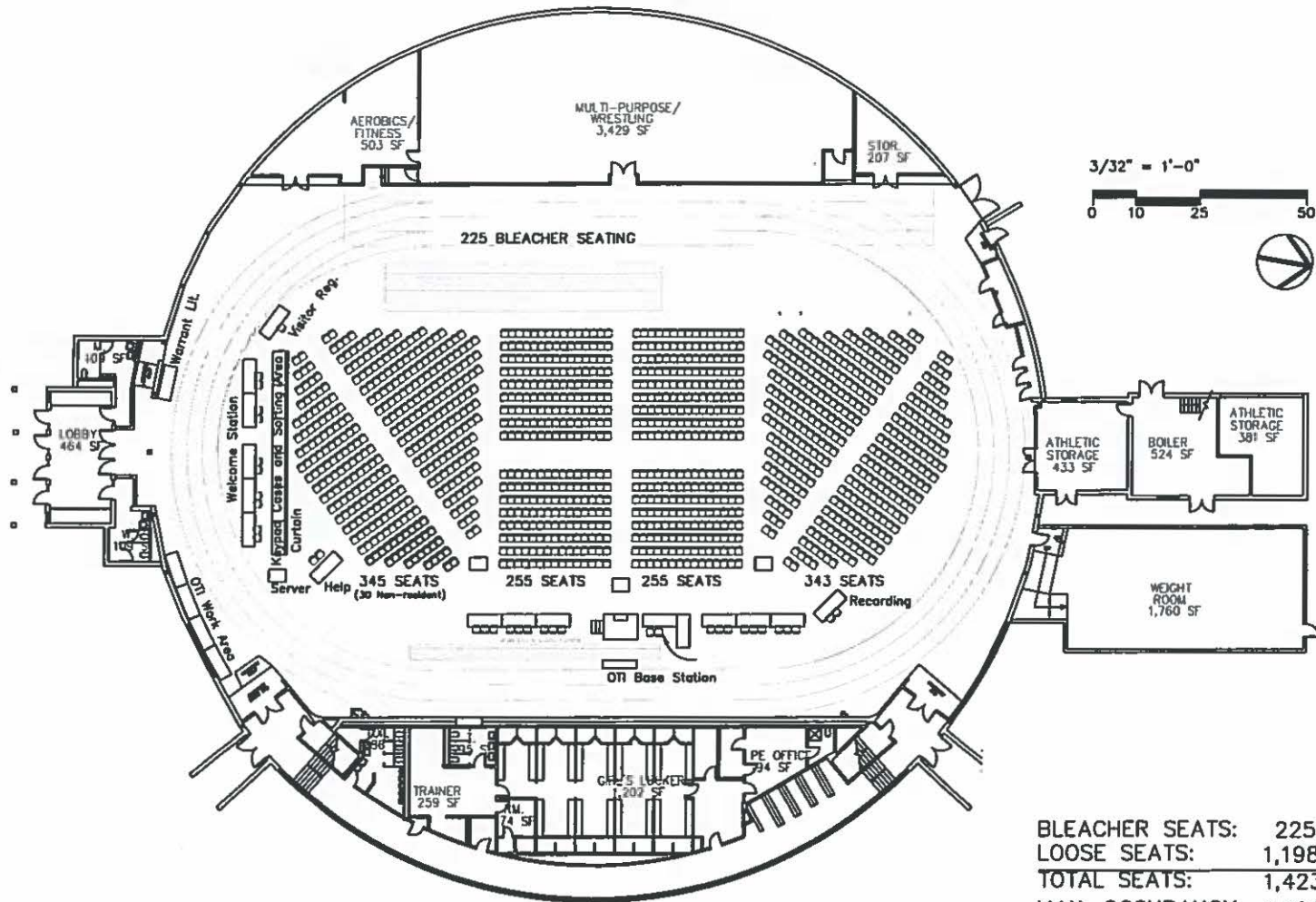
To accommodate this plan, we are recommending the following for the Board's consideration:

- The maximum occupancy capacity of the Field House is 1,875. Maintain the current configuration, but spread the seating for the length of the Field House and adjust the Moderator's platform. The maximum seating would be 1,423. A floor plan is attached.

- On 4/3 and 4/5 the second venue, the High School auditorium would be available for attendees. This adds another 600 seats. This will require:
 - An Assistant Moderator,
 - Two-way broadcasting between the Field House and the auditorium, and
 - A second electronic voting check-in station in the High School.
- The High School would to be opened on 4/3 and 4/5 to provide for additional bathroom facilities.
- To maximize capacity for Town Meeting participants a child care arrangement might be helpful. Perhaps the Wayland Dads can assist.
- Parking at the High School will be very limited on 4/3 and 4/5. Satellite parking will be required for those sessions with buses transporting attendees to and from the High School. We anticipate three to four remote sites with several buses shuttling ATM attendees.
- Additional detail officers should be deployed to assist at the second venue and satellite parking locations.
- Additional audio/visual equipment may be needed such as large screen TVs placed in various locations in the Field House and additional message boards to direct attendee parking.

A cost estimate was prepared for the above plans. We anticipate \$126,550 will be required to fund the multi-venue ATM. An itemized list of the expenses is attached. An approximate current year transfer of \$60,000 is projected to fund a multi-venue ATM. By comparison, the actual cost for Spring 2017 ATM was \$38,751.

All of the contributors to the 2018 ATM plans will be present at the Selectmen's meeting on Monday 1/29 to review and discuss options.



MAIN FLOOR PLAN
WAYLAND HIGH SCHOOL
FIELD HOUSE

BLEACHER SEATS: 225
LOOSE SEATS: 1,198
TOTAL SEATS: 1,423
MAX. OCCUPANCY: 1,875

SPRING 2018 ATM ESTIMATES

Assumes 2 venues for 2 nights

	2-Apr-18	3-Apr-18	5-Apr-18	9-Apr-18	actual ATM2017
	1 DAY	2 DAYS	3 DAYS	4 DAYS	2 DAYS
	2000 HANDSETS	2000 HANDSETS	2000 HANDSETS	2000 HANDSETS	600 HANDSETS
	10 WELCOME STA.	10 WELCOME STA.	10 WELCOME STA.	10 WELCOME STA.	5 WELCOME STA.
Printing	\$ 7,500.00				\$ 7,391.41
Postage	\$ 900.00				\$ 845.01
Details	\$ 300.00	\$ 1,200.00	\$ 1,200.00	\$ 300.00	\$ 502.50
Transportation		\$ 1,600.00	\$ 1,600.00		
Chair Rental	\$ 3,500.00				\$ 1,759.00
Audio/Video	\$ 9,800.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	\$ 7,858.50
eVoting	\$ 29,200.00	\$ 16,650.00	\$ 16,650.00	\$ 16,650.00	\$ 20,395.11
Daily Total	\$ 51,200.00	\$ 25,950.00	\$ 25,950.00	\$ 23,450.00	
ATM Total		\$ 77,150.00	\$ 103,100.00	\$ 126,550.00	\$ 38,751.53

4. Committee Appointment

DATE: January 29, 2018

TO: BOARD OF SELECTMEN

FROM: David Porter, Executive Assistant to the Town Administrator & Board of Selectmen

RE: Appointment to the Wayland Cultural Council

VOTE: TO APPOINT RACHEL SIDEMAN-KURTZ TO THE WAYLAND CULTURAL COUNCIL, EFFECTIVE IMMEDIATELY, FOR A TERM TO EXPIRE ON JUNE 30, 2019.

Rachel Sideman-Kurtz has expressed interest in serving on the Wayland Cultural Council. Ms. Kurtz has lived in Wayland for 15 years. In her role as a librarian at the Wayland Free Public Library, she organizes cultural programming and engages in outreach efforts with the goal of fostering a greater sense of community. She is committed to using the generous funds provided by the Massachusetts Cultural Council to raise awareness of and provide equitable access to cultural programming.

Rachel Sideman-Kurtz

69 Plain Road ♦ Wayland, MA 01778 ♦ 508-358-4338 ♦ rsideperson@yahoo.com

January 10, 2018

Dear Members of the Board of Selectman,

I am writing to express interest in becoming a member of the Wayland Cultural Council, to help steward resources for arts activities in our community.

I have lived in Wayland for 15 years and have worked for the last four as a librarian at the Wayland Free Public Library. In my position, I organize cultural programming and recognize the appreciation our patrons have for them. I've come to understand the associated costs and wish to support others in creating similar experiences. In my work at the library, I have engaged in outreach efforts, motivated by the desire to foster a greater sense of community.

I am invested in Wayland and the people who reside here having volunteered for years with the Council on Aging, Wayland Girl Scouts and Friends of Wayland Library. I appreciate that Wayland is a thriving community and understand not everyone can readily fund the cultural engagement initiatives they imagine.

We are fortunate to have Mass Cultural Council funds available to us and I would like to continue the work of the local council raising awareness of and providing equitable access to this funding source. My enthusiasm for community connection and my experience with outreach will be an asset to the Wayland Cultural Council. I look forward to the opportunity to serve. Thank you for considering this request.

Rachel Sideman-Kurtz

DATE: JANUARY 29, 2018
TO: BOARD OF SELECTMEN
FROM: NAN BALMER, TOWN ADMINISTRATOR
RE: JANUARY 29 AGENDA ITEMS

The following agenda items will be addressed through verbal reports and discussion with the Board.

- #5: Departmental Report: Land Use: Town Engineer Paul Brinkman will provide a brief review of recent projects and cooperative efforts of the land use departments. If the Board's future agendas permit, the Police, Fire and Land Use departments will make brief reports to the Selectmen through the year.
- #7: River's Edge Status: Town Engineer will provide a verbal report and answer the Board's questions.
- #8: School Bus Parking - Plan for South Landfill Repurposing; FY 19 Budget: Update from town Engineer Paul Brinkman and School Business Manager Susan Botton
- #9: Proposition 2 ½ Debt Exclusion: Finance Committee Chair David Watkins will provide the recommendation on debt exclusions requested by the Board of Selectmen, School Committee, Library, and Recreation Commission. Handout material will be available at the meeting.

Hearing

TOWN OF WAYLAND

41 COCHITUATE ROAD

WAYLAND, MASSACHUSETTS 01778



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January 9, 2018

Mr. Robert Lavin
Lavin's Liquors
330 Old Connecticut Path
Wayland MA 01778

Notice of Hearing

Please be advised that you are requested to attend a hearing for a liquor license violation scheduled for Monday, January 29, 2018 at 7:15 p.m. at the Town Building (Selectmen's Meeting Room) located at 41 Cochituate Road, Wayland.

The hearing is for violation of Massachusetts General Laws Chapter 138, Section 34 regarding the sale of alcoholic beverages to persons under twenty-one years of age. This violation is alleged to have occurred on December 21, 2017.

Please contact my office at (508) 358-3621 to confirm availability.

Sincerely,

Nan Balmer
Town Administrator

cc: P. Swanick, Chief of Police

Date: January 29, 2018

To: Board of Selectmen

From: David Porter, Executive Assistant to the Town Administrator & Board of Selectmen

Subject: Brief history of decisions for recent liquor license violations

To provide context for the liquor license violation hearing for Lavin's Liquors, the following table shows the liquor license violation hearings from the past three years and includes the allegations and the decisions rendered by the Board of Selectmen.

Licensee	Date of Hearing	Allegation(s)	Decision
Post Road Liquors	December 2014	Service to underage; No TIPS certification	1 day suspension 2 year probation
Bertucci's Restaurant	October 2015	Service to underage; No manager on duty; No TIPS certification	1 day suspension 1 year probation
Post Road Liquors	April 2016	Service to underage; Violation of probation	5 day suspension (on consecutive Sundays)
Coach Grill	April 2016	Service to underage; No TIPS roster	1 year probation
The Local	December 2016	Service to underage	1 year probation



WAYLAND POLICE DEPARTMENT

WAYLAND, MASSACHUSETTS 01778



PATRICK SWANICK
CHIEF OF POLICE

Memorandum

1/24/2018

To: Nan Balmer, Town Administrator

From: Chief Patrick Swanick

RE: Lavin's Liquors Recommendation

The Wayland Police Department conducts compliance checks for all tobacco and alcohol establishments within the Town of Wayland.

On December 21, 2017, The Wayland Police conducted compliance checks of all the establishments licensed to sell alcohol in Wayland. An underage individual, working as an agent for the Wayland Police Department, went into Lavin's Liquors located at 330 Old Connecticut Path and was able to purchase a 12 pack beer. The underage person was not asked for an I.D.

Lavin's Liquors is a family owned business that has been in operation since 1970. Prior to the aforementioned incident, Lavin's Liquors has never had an alcohol license violation.

I met with Mr. Lavin. He accepted responsibility and was very remorseful for his mistake. All employees are up to date with alcohol management training.

I recommend that Lavin's Liquors be placed on probation for a period of one year. During the period of probation, any violation of Massachusetts Liquor Laws, Chapter 138, concerning the sale of alcoholic beverages may result in a penalty of a minimum of a one day suspension of the liquor license for each violation.

cc: Nan Balmer, Town Administrator
Board of Selectmen

Wayland Police Department

**38 Cochituate Road
Wayland, MA 01778
(508) 358-4721**

Incident Report**Incident Number: 2017000015613****File No: N/A****Dispatch Incident Number: 2017000017308****Print Date: December 22, 2017****Printed By: jberger**

Incident Information										
Occurred On/From	Day of Week	Date	Time	Occurred To	Day of Week	Date	Time	Reported On	Date	Time
	Thurs	12/21/2017	4:18:33PM		Thurs	12/21/2017	4:18:33PM	→	12/21/2017	4:18:33PM
Reported As			Incident Type - Primary				Arresting Officer			
PD-Compliance Check P:015613			PD-Compliance Check							
Incident Address							Reporting Officer			
38 COCHITUATE ROAD, WAYLAND, MA 01778							Det. Sergeant Jamie Berger (71JB)			
Sector		Stat. Area		Sub Stat. Area		Census Tract		Landmark		
NORTH										
Business Name				Incident Types - Other				Action Taken		
N/A								Logged		

Related Incident Summary			
Incident No.	Date	Nature	Notes
No Related Incidents reported for Incident #: 2017000015613			

Wayland Police Department

38 Cochituate Road
Wayland, MA 01778
(508) 358-4721
Incident Report



Incident Number: 2017000015613

File No: N/A

Dispatch Incident Number: 2017000017308

Print Date: December 22, 2017

Printed By: jberger

Associated Businesses Summary

Type	Name	Primary Phone #	Secondary Phone #
Other	SPERRY'S LIQUORS	N/A	N/A
Address::	87 ANDREW AVENUE, WAYLAND, MA 01778		
Other	TAKARA RESTAURANT	N/A	N/A
Address::	15 ELISSA AVENUE, Wayland, MA 01778		
Other	BERTUCCI'S	N/A	N/A
Address::	14 ELISSA AVENUE, Wayland, MA 01778		
Other	Local, The (Restaurant)	N/A	N/A
Address::	11 ANDREW AVENUE, WAYLAND, MA 01778		
Other	PRIME BAR & GRILL	(508) 358-2400	N/A
Address::	131 BOSTON POST ROAD, WAYLAND, MA 01778		
Other	WAYLAND VARIETY AND DELI	(508) 358-7790	N/A
Address::	70 BOSTON POST ROAD, WAYLAND, MA 01778		
Other	POST ROAD LIQUORS	(508) 358-4300	N/A
Address::	44 BOSTON POST ROAD, WAYLAND, MA 01778		
Other	COACH GRILL RESTAURANT	(508) 358-5900	N/A
Address::	55 BOSTON POST ROAD, WAYLAND, MA 01778		
Other	Dudley Chateau	(508) 655-0100	N/A
Address::	20 CREST ROAD, Wayland, MA 01778		
Other	VILLA RESTAURANT	(508) 653-8570	N/A
Address::	124 EAST PLAIN STREET, WAYLAND, MA 01778		
Other	WAYLAND WINE + SPIRITS	(508) 545-1815	N/A
Address::	302 COMMONWEALTH ROAD, WAYLAND, MA 01778		
Other	China Rose Restaurant	(508) 975-4953	N/A
Address::	15 EAST PLAIN STREET, WAYLAND, MA 01778		
Other	DONELAN'S MARKET	(508) 653-5881	N/A
Address::	177 COMMONWEALTH ROAD, WAYLAND, MA 01778		
Other	110 Grill	(508) 975-4437	N/A
Address::	171 Commonwealth Road, Wayland, MA 01778		
Offender	LAVIN'S LIQUOR STORE	(508) 653-8771	N/A
Address::	330 OLD CONNECTICUT PATH, WAYLAND, MA 01778		

Involved Officers

Officer Title	Officer Name	Officer Type	Division
Det. Sergeant	Jamie Berger	Reporting Officer	Detective Division
Det. Sergeant	Jamie Berger	Responding Officer	Detective Division

IBR/UCR Offenses

Offense Number	IBR Type	Chapter	Section	Statute ID / IBR Type Description
No Incident Offenses Recorded for Incident #: 2017000015613				

Complaint Charges

Seq #	Chapter	Section	Name (Last, First, MI)	Description of Offense
No Complaint Offenses Recorded for Incident #: 2017000015613				

Wayland Police Department

38 Cochituate Road
Wayland, MA 01778
(508) 358-4721

Incident Report

Incident Number: 2017000015613

File No: N/A

Dispatch Incident Number: 2017000017308

Print Date: December 22, 2017

Printed By: jberger

Vehicle Info

Reg Plate - State (Year)	Vehicle Year, Make, Model	VIN	Primary Color	Second Color	Insurance Co.
No Vehicle Info Recorded for Incident #: 2017000015613					

Property

No Property Info reported for Incident #: 2017000015613

Citations

Citation No	Code	Date	Status	Statute	Description
No Citations reported for Incident #: 2017000015613					

Permits

Permit No	Type	Issue Date	Expire Date	Status	Issued To/Notes
No Permits recorded for Incident #: 2017000015613					

Wayland Police Department

38 Cochituate Road
Wayland, MA 01778
(508) 358-4721

Incident Report

Incident Number: 2017000015613

File No: N/A

Dispatch Incident Number: 2017000017308

Print Date: December 22, 2017

Printed By: jberger

Narratives for Incident Number 2017000015613 ? YesOther Narratives not authorized for print? None

Narratives this user authorized to print:

Narrative by: Det. Sergeant Jamie Berger (71JB) Division: Detective Division

<u>Date & Time</u>	<u>Narrative Description</u>	<u>Entered by</u>	<u>Status</u>	<u>Reviewed by</u>	<u>Last Edit Date</u>
12/22/2017 12:22	Alcohol Compliance Checks	Det. Sergeant Jamie Berger (71JB)	Open	Det. Sergeant Jamie Berger	12/22/2017

On Thursday, December 21, 2017, I conducted underage alcohol compliance checks of all licensed alcohol businesses/establishments in the Town of Wayland with the exception of Sandy Burr Country Club, Wayland Country Club and Water Lily which are all closed.

During these compliance checks, I sent an individual(s) under the age of 21 into each establishment, where they were instructed to attempt to purchase alcoholic beverages without showing identification.

Both of the individuals utilized were 18 years old. During these compliance checks, the following establishments did not sell alcoholic beverages to the underage individual(s).

Wayland Wine + Spirits
Sperry's Liquors
Wayland Variety & Deli
Post Road Liquors
Donelan's Supermarket
Takara Restaurant
Bertucci's Restaurant
The Local Restaurant
Prime Bar & Grill
Coach Grill
Dudley Chateau
The Villa Restaurant
China Rose Restaurant
110 Grill

At approximately 1812 hrs, I sent one underage individual into Lavin's Liquors, with the instructions to attempt to purchase an alcoholic beverage without showing identification. The individual was able to purchase a 12pack of Bluemoon Belgian White Wheat Ale. The purchase price was \$17.00. I entered into the store and spoke with the owner, Bob Lavin Sr. I advised him that he had sold a 12pack of beer to an underage individual and did not ask for identification. Lavin stated that the individual looked over 21. I told him that he was 18 and that I would write a report, forward it to the Chief of Police, who in turn would notify the Board of Selectman for a alcohol violation hearing.

The Wayland Police Department each year conducts underage compliance checks for all tobacco and alcohol establishments within the Town of Wayland.

Respectfully Submitted,
Detective Sergeant Jamie D. Berger

Signature - Reporting Officer

Signature - Reviewing Officer

Alcohol Compliance Check Form

Section 1:

Establishment:

Name: LAVINS

Address: _____

City: _____

Style of Establishment:

<input type="checkbox"/> Convenience Store	<input checked="" type="checkbox"/> Grocery Store	<input type="checkbox"/> Bar
<input type="checkbox"/> Restaurant	<input checked="" type="checkbox"/> Liquor Store	<input type="checkbox"/> Private Club (VFW)
<input type="checkbox"/> Country Club	<input type="checkbox"/>	<input type="checkbox"/>

Survey Participants

I.D. of Purchaser _____
 Age: 18
 Sex: M
 Officer: Ben
 Time of check: 6:12 AM/PM
 Date of check: 12-28-17
 Day of week: Thu
 WPD# _____

Section 2:

Was Compliance Check Completed? YES ☒ NO ☐

If YES please continue on to the next question, if NO skip this section and go to Section 3.

Was the purchaser asked for an ID? Yes ☐ NO ☒

Was the purchaser asked his/her age? Yes ☐ NO ☒

Sex of Clerk: Male ☒ Female ☐

Approximate age of clerk: Teen ☐ Young Adult ☐ Adult ☐ Older Adult ☒

Type of alcohol asked for: ☒ 12pk Blue Moon ☐ ☐ ☐

Was the sale made? YES ☒ NO ☐ If YES, cost of product: \$ 17.00

Purchaser made payment using: \$1 bills ☐ \$5 bill ☐ \$10 bill ☐ \$20 bill ☒ Other Combo ☐

Section 3:

If the youth did not enter the premises or did not attempt to purchase alcohol please indicate why:

<input type="checkbox"/> Out of business	<input type="checkbox"/> Temp. long-term closure	<input type="checkbox"/> Youth knows salesperson
<input type="checkbox"/> Does not sell alcohol		<input type="checkbox"/> Other
<input type="checkbox"/> Inaccessible by youth	<input type="checkbox"/> Closed at time of visit	<input type="checkbox"/> Permit Suspended
<input type="checkbox"/> Private Club	<input type="checkbox"/> Unsafe to access	<input type="checkbox"/> Other

ARTICLE LIST FOR 2018 ANNUAL TOWN MEETING

* Asterisk indicates articles proposed for abbreviated presentation procedure

January 29 th Meeting: Please consider votes on Articles F, H, O, and MM						
Article	2018 Article Name	Sponsor	Assignee Selectmen	Assignee FinCom	Position Selectmen	Position FinCom
A	Recognize Citizens and Employees for Particular Service to the Town	Board of Selectmen	L. Anderson	S. Correia		
B*	Pay Previous Fiscal Years Unpaid Bills	Board of Selectmen	L. Anderson	S. Correia		
C	Current Year Transfers	Board of Selectmen	L. Anderson	B. Steinberg		
D*	OPEB Funding	Finance Committee	C. Karlson	K. Shigley		
E	Amend Revolving Fund By-Law to Add Community Garden Revolving Fund	Conservation Commission	M. Antes	S. Correia		
F*	Compensation for Town Clerk	Board of Selectmen	L. Anderson	B. Steinberg		
G	FY 2019 Omnibus Budget	Finance Committee	L. Anderson	D. Watkins		
H*	Rescind Authorized but Unissued Debt	Board of Selectmen	C. Karlson	C. Martin		
I	Accept Gifts of Land	Board of Selectmen	C. Karlson	S. Correia		
J*	Hear Reports	Board of Selectmen	L. Anderson	B. Steinberg		
K*	Choose Town Officers	Board of Selectmen	L. Anderson	J. Gorke		
L*	Sell or Trade Vehicles and Equipment	Board of Selectmen	L. Jurist	J. Gorke		

* Asterisk indicates articles proposed for abbreviated presentation procedure; scheduled at 5 minutes each.

Updated January 25, 2018

ARTICLE LIST FOR 2018 ANNUAL TOWN MEETING

* Asterisk indicates articles proposed for abbreviated presentation procedure

Article	2018 Article Name	Sponsor	Assignee Selectmen	Assignee FinCom	Position Selectmen	Position FinCom
M*	Fiscal Year 2019 Revolving Fund Expenditure Limits	Board of Selectmen	L. Jurist	C. Martin		
N*	Rescind Acceptance of MGL Chapter 44, Section 53D to close Beach Revolving Fund	Recreation Commission	L. Jurist	C. Martin		
O*	Terminate the Non-Insurance Stabilization Fund and Transfer Balance to General Fund Stabilization Fund	Board of Selectmen	C. Karlson	G. Uveges		
P	Community Center at Town Center: Design, Construction and Bid Documents	Board of Selectmen	M. Antes	S. Correia		
Q	Appropriate Funds for Wayland Town Building Renovations	Board of Selectmen	D. Levine	G. Uveges		
R.	Appropriate Funds for Wayland Fire Station Number Two Renovations	Board of Selectmen	D. Levine	G. Uveges		
S.	Approve Lease in Excess of Three Years for Information Technology Network	Board of Selectmen	C. Karlson	G. Uveges		
T	Resolution: Energy and Carbon Savings in Municipal Building Construction	Energy and Climate Change / Board of Selectmen	C. Karlson	B. Steinberg		
U	Advanced Water Meter Reading Infrastructure	Board of Public Works	D. Levine	J. Gorke		
V	Zoning By-Law Amendment: Limited Site Plan Review	Planning Board	D. Levine	B. Steinberg		

ARTICLE LIST FOR 2018 ANNUAL TOWN MEETING

* Asterisk indicates articles proposed for abbreviated presentation procedure

Article	2018 Article Name	Sponsor	Assignee Selectmen	Assignee FinCom	Position Selectmen	Position FinCom
W	Zoning By-Law Amendment: Off Street Parking	Planning Board	D. Levine	B. Steinberg		
X	Appropriate Funds to Construct New Library Building	Library Trustees	D. Levine	J. Gorke		
Y	High School Stadium Complex Renovation	School Committee	L. Jurist	K. Shigley		
Z	Construction of synthetic turf athletic field at Loker Conservation & Recreation Area	Recreation Commission	L. Jurist	B. Steinberg		
AA	Home Rule Petition to Exempt Small Construction projects from Prevailing Wage Laws	Affordable Housing Trust	M. Antes	K. Shigley		
BB	CPA: Historic Preservation Library Windows, Depot Exterior, Dudley Woods Archaeology Monitoring	Community Preservation Committee	M. Antes	J. Gorke		
CC	CPA: Uncommitted – Partial Construction WHS Athletic Facilities	Community Preservation Committee	L. Jurist	K. Shigley		
DD	CPA: Uncommitted – Recreation projects – Canoe and Kayak launches; Aqueduct Pedestrian Crossings	Community Preservation Committee	M. Antes	S. Correia		
EE	CPA: Set Asides and Transfers	Community Preservation Committee	M. Antes	C. Martin		
FF	Initial Year Funding of Town Successor Collective Bargaining Agreements	Personnel Board	L. Anderson	G. Uveges		
GG	Accept Conveyance of Land at Plain Road	Recreation Commission	M. Antes	B. Steinberg		

ARTICLE LIST FOR 2018 ANNUAL TOWN MEETING

* Asterisk indicates articles proposed for abbreviated presentation procedure

HH	Personnel Bylaws and Wage & Classification Plan	Personnel Board	L. Anderson	D. Watkins		
II	Accept Chapter 41, section 110A as the MA General Law - Saturday Treated as a Holiday	Town Clerk	L. Anderson	K. Shigley		
JJ	Resolution to Continue Electronic Voting Through 2022	Petitioner	L. Anderson	S. Correia		
KK	Property Tax Credit for Charitable Contributions to Wayland School District	Petitioner	D. Levine	K. Shigley		
LL	Appropriate Funds to Design Renovation of Existing Library Building at 5 Concord Road for Continued Library Use Instead of Building a New Library	Petitioner	C. Karlson	J. Gorke		
MM	Close Septage Enterprise Fund	Board of Selectmen	C. Karlson	G. Uveges		
NN	High School Tennis Courts / Softball Field Reconstruction	School Committee	L. Jurist	K. Shigley		
OO	Limit the size of Oxbow Meadows athletic field	Petitioner	L. Anderson	B. Steinberg		
PP	Construct access road to Oxbow Meadows athletic field	Petitioner	L. Anderson	K. Shigley		

TOWN OF WAYLAND REQUEST FOR TOWN MEETING ARTICLE

Sponsor & Contact Information

1. SPONSOR:	BOARD OF SELECTMEN
2. DATE RECEIVED:	12/19/17
3. CONTACT PERSON:	NAN BALMER, TOWN ADMINISTRATOR
4. TELEPHONE/DAY:	(508) 358-3620
5. TELEPHONE/EVENING:	(508) 237-1330
6. BOARD VOTE:	
7. DATE OF BOARD VOTE:	JANUARY 8, 2018
8. PROPOSED FUNDING SOURCE:	GENERAL FUND

Article Information

9. ARTICLE TITLE:	COMPENSATION FOR TOWN CLERK
10. COST:	2.25% - \$1,676 + STEP EQUIVALENT \$2,636 = \$4,312
11. NO COST:	<input type="checkbox"/>
12. DATE COST ESTIMATE AVAILABLE:	

Article Text

13. SPONSOR'S ARTICLE TEXT:

To determine whether the town will vote to fix the salary for the Town Clerk, pursuant to Massachusetts General Laws Chapter 41, Section 108, to be effective July 1, 2018.

SALARY SCHEDULE – TOWN CLERK

	<u>FY 2018</u>	<u>FY 2019</u>
Town Clerk	\$ 74,500.00	\$ 78,812.00

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

Annual wage adjustments for the Town Clerk are subject to Annual Town Meeting approval. The proposed 2.25% FY 19 increase represents a nominal increase for non-union staff. The increase is consistent with across-the-board wage increases for other Town employees. In addition, the value of a step increase is added for consistency with other non-union Town employees.

15. FINANCE COMMITTEE DRAFT COMMENTS (UP TO 500 WORDS):

This Article is requesting Town Meeting to approve an increase for the Town Clerk. The Article sets forth a 2.25% wage increase in FY 19 plus the equivalent of a non-union step increase. This amount is consistent with FY 19 increases for other Town personnel.

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

The proposed wage allows for the equivalent of a periodic wage increase consistent with the proposed FY 19 increases for other employees.

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

Employees are sufficiently compensated under the existing wages.

18. CHAIR (OR DESIGNEE) SIGNATURE/DATE: _____

ARTICLE H: RESCIND AUTHORIZED BUT UNISSUED DEBT

Sponsored by: Board of Selectmen

TEXT: TO DETERMINE WHETHER THE TOWN WILL VOTE TO RESCIND THE FOLLOWING BORROWINGS, AUTHORIZED AT VARIOUS TOWN MEETINGS, THAT ARE DEEMED NO LONGER NECESSARY BECAUSE THE PROJECTS FUNDED BY THE BORROWINGS HAVE BEEN COMPLETED: 1) CONSTRUCTION OF DPW FACILITY AUTHORIZED STM 11/20/13 ARTICLE 2 2) ENERGY IMPROVEMENTS AUTHORIZED ATM 4/7/14 ARTICLE 6 3) CLAYPIT SCHOOL REMODEL AUTHORIZED ATM 4/7/14 ARTICLE 6 4) TOWN HALL BUILDING REPAIRS AUTHORIZED ATM 4/7/14 ARTICLE 6 5) SMALL SWAP LOADER AUTHORIZED ATM 4/7/16 ARTICLE 8 6) COCHITUATE APT SPRINKLERS AUTHORIZED ATM 4/7/16 ARTICLE 8

FINANCE COMMITTEE COMMENTS: Passage of this article will rescind borrowing authorization that is no longer necessary because the relevant projects have been either completed, are no longer being considered or been inactive for a long time. It does not prevent the Town from funding a similar capital item in the future. Following is a listing and status of the authorized/unissued debt being considered for rescission:

<u>Project</u>	<u>Status</u>	<u>Original Authorization</u>	<u>Remaining Unissued Debt</u>
DPW Facility	Completed	\$12,124,816	\$1,124,816
Energy Improvements	Completed	\$ 2,813,920	\$ 306,824
Claypit School Remodel	Completed	\$ 1,110,000	\$ 579,000
Town Building Repairs	Completed	\$ 617,400	\$ 100,400
DPW-Small Swap Loader	Completed	\$ 220,000	\$ 30,000
Cochituate Sprinklers	Completed	\$ 260,000	\$ 100,000

Approval of this article will increase the Town's borrowing capacity by \$2,241,040.

The Board of Selectmen recommends approval. (Vote 0-0-0).

ARGUMENTS IN FAVOR: The Town's ability to borrow for these items will be rescinded since it is no longer necessary.

Approval of this article will increase the Town's borrowing capacity.

ARGUMENTS OPPOSED: The Finance Committee is unaware of any.

RECOMMENDATION: The Finance Committee recommends xxxxxx. (Vote x-y-z)

QUANTUM OF VOTE: Majority [Town Council to provide citation].

CONSISTENCY WITH LAW: It is the opinion of Town Counsel that the foregoing article...

For more information about this article, contact Nan Balmer, Town Administrator at 508/358/3620 or by email at nbalmer@wayland.ma.us.

ARTICLE O: TERMINATE THE NON INSURANCE STABILIZATION FUND AND TRANSFER BALANCE TO GENERAL FUND STABILIZATION FUND

Proposed by: Board of Selectmen

Estimated Cost: None

To see if the Town will vote to transfer the entire balance of the non-insurance stabilization fund to the general fund stabilization fund and further, that the Town vote to terminate the non-insurance stabilization fund pursuant to GL. c. 40, Section 5B, effective July 1, 2018.

FINANCE COMMITTEE COMMENTS: There is no longer a purpose for the Town to maintain the non-insurance stabilization fund ("the Fund") separate from the General Fund Stabilization Fund ("the Stabilization Fund"). The Town Clerk's office has not been able to determine when, or if, the Fund was established by a Town meeting vote. The Town has operated the Fund as a Trust Fund and the balance has not changed over the last six years (or longer).

The \$1.2 million balance of this stabilization fund has already been included in available fund balance calculations by the auditors and rating agencies.

The consultants from the Collins Center (working with the Town under a Community Compact Financial Policies Grant) recommended that the Fund be closed out, the funds transferred by Town Meeting vote to the existing Stabilization Fund, and the Non-Insurance Stabilization Fund closed.

The Town's auditors, Melanson and Heath, concur with this recommendation.

The Board of Selectmen voted x-x in favor of this article.

ARGUMENTS IN FAVOR: There is no need to have both funds so the Town should consolidate the two stabilization funds.

Both funds are considered by Moody's rating service as available fund balance in its rating calculation of available fund balances as a percentage of operating revenue.

ARGUMENTS OPPOSED: The Finance Committee is not aware of any.

RECOMMENDATION: The Finance Committee recommends approval. Vote x-x.

QUANTUM OF VOTE:

ARTICLE MM: CLOSE SEPTAGE ENTERPRISE FUND

Proposed by: Board of Selectmen

To determine if the Town will vote:

- a. to transfer the entire balance of the Septage Enterprise Fund as of June 30, 2018 to the General Fund, and
- b. to terminate the Septage Fund pursuant to Massachusetts General Law Ch 40, Section 58, effective July 1, 2018.

FINANCE COMMITTEE COMMENTS: This article will transfer the remaining balance as of June 30, 2018 (estimated at approximately \$17,750) to the General Fund as miscellaneous revenue and also close the Septage Enterprise Fund.

The Septage Enterprise Fund was created for the purpose of managing income and expenses of the Septage Facility jointly managed by Wayland and Sudbury. The Facility was fully decommissioned and permanently closed in December 2009, and the remaining funds have been used to pay the legacy costs (health and life insurance; pension) for the employees. At this time, there remain three Wayland beneficiaries (two employees, one spouse) and one Sudbury beneficiary (employee).

The Septage Facility has been governed by three agreements – the first in 1976, the second in 1997 and the most recent in 2015. The 1997 agreement called for the creation of the Enterprise fund. Each has Wayland and Sudbury sharing costs equally.

At the close of FY2018, the Fund will have a remaining balance of approximately \$17,750 (plus interest). This article will close out that balance to the General Fund and terminate the Septage Fund. For FY2018, the legacy payments will be made from the General Fund and will be offset by the \$17,750 and payments due from Sudbury. Starting in FY2019, Septage legacy costs will be appropriated to and paid from the General Fund insurance line item without the extra step of going through the Septage Fund. Wayland and Sudbury will continue to share the legacy costs evenly, and it is anticipated that the gross payments could total approximately \$300,000 over the next ten years.

Wayland and Sudbury continue to work on a replacement inter-municipal agreement to succeed all three prior agreements. This agreement will restate that the two Towns share expenses equally and will address that Sudbury's part-time Septage employee did not have insurance and pension expenses paid from the Septage fund for the period of 2004-2015. While of interest to understand the future of Septage financial obligations, this does not impact the balance in the fund or the desire to close the fund.

The Board of Selectmen voted ~~x-x~~ in favor of this article.

ARGUMENTS IN FAVOR: The Septage Enterprise Fund has served its useful life. With no remaining funds, it should be closed. Appropriations for future expenses will be in the General Fund Unclassified Insurance 32B and Pension line items as are other retiree obligations.

This article does not impact the financial arrangements between Sudbury and Wayland, it solely deals with the accounting for the required payments. Wayland and Sudbury will continue to share the legacy expenses equally for the remainder of the retirees' lives.

ARGUMENTS OPPOSED: Some would say that the payments will not be as transparent as if they were continued to be paid through the Septage Fund.

RECOMMENDATION: The Finance Committee recommends approval. Vote x-x.

QUANTUM OF VOTE:

11. FY19 Budget

DATE: JANUARY 29, 2018
TO: FINANCE COMMITTEE
FROM: NAN BALMER, TOWN ADMINISTRATOR
RE: FY 19 BUDGET

The Board of Selectmen and School Committee considered the Finance Committee's request for a \$900,000 adjustment to the proposed FY 19 operating budget. The Board understands and greatly appreciates the Finance Committee's efforts to maintain high quality municipal and educational services at the best cost for Wayland's taxpayers and are partners in your efforts to balance the FY 19 budget.

FINANCE COMMITTEE'S CONSIDERATION FOR THE SELECTMEN'S APPROACH TO FY 18 BUDGET:

As you know, for budget year FY 18, the Board of Selectmen withdrew its request for all new positions including three new public safety officers (one Police Patrolman and two Firefighters) as its contribution to our common goal of improving the Town's financial position. By restraining the growth in municipal spending in FY 18 and implementing a tax title program through which the Treasurer's Office collected over \$1.5 million in back taxes, the Board of Selectmen helped place the Town on an improved fiscal path. The Town of Wayland is now better positioned to maintain its AAA bond rating.

THE BOARD OF SELECTMEN'S TWO HIGHEST BUDGET PRIORITIES:

1. Add 24th Police Officer:

- The authorized number of officers has been 23 officers since the late 1990's.
- During the last 25 years there has been significant growth in Wayland. There has been an increase in the population, number of roads, new homes, traffic, and police calls for service.
- Police Calls for Service: 2003 – just over 10,634 incidents (police log). 2017 – Wayland Police officers responded to over 16,000 incidents: 57% increase.
- When the Town Center was built, the consultants acknowledged that Wayland Police Department has not increased its staffing levels to keep up with the growing population. (Last Fiscal year – 214 incidents generated by the Town Center alone.)
- In Massachusetts, the average police department has 2.18 officers per 1000 residents. Towns with a population between 10,000-20,000 residents average 1.83 officers per 1000 residents. Wayland operates with only 1.6 officers per 1000 residents. Adding one officer, Wayland will still be under the average with only having 1.67 officers per 1000 residents.
- This additional officer would be assigned to the patrol division and give us the ability to have 3 patrol officers assigned to each shift from 7 a.m. to 11 p.m.

- The primary complaint of our citizens concerns speeding vehicles and traffic related issues. Having a third patrol officer will allow us to better address these concerns.
- Looking forward; Rivers Edge + Mahoney's site – projected estimate of an additional 80+ calls Rivers Edge alone (according to consultants).
- Increased officer safety: Officers will be able to have a two car response to dangerous situations and major incidents without leaving part of the town without police coverage
- The addition of the 24th officer will improve the overall safety of residents and our officers.

2. Add Two Firefighters:

- The authorized number of officers has been 24 firefighters since the late 1970's.
- During the last 25 years there has been significant growth in Wayland. There has been an increase in the population, number of roads, assisted living facilities, new homes, traffic, and overall calls for service.
- With an additional day-shift person, we will be able to have Paramedics on duty 80% of the time during the day time hours, and will be able to staff the second ambulance at a minimum of 35% of the time, allowing us not to rely on our mutual aid partners.
- Wayland's population is getting older and requires more services.
- Calls for Service: 1970 – just over 582 incidents. The ambulance service started in 1975 and the skill level of the EMS providers has dramatically increased with the use of paramedics versus basic EMT providers. The increase in calls for service is over 380% since 1970.
- When the Town Center was being built, the consultants acknowledged that Wayland Fire Department has not increased its staffing levels to keep up with the growing population. (Last Fiscal year – 253 incidents generated by the Town Center alone.)
- The Fire Chief's evaluation recommends the addition of one more firefighter paramedic per shift for a total of 4. Based on the current economic picture, we are requesting two now and will look for two more in the future. With the changes in the recent collective bargaining agreement, we will have the two new hires working a rotating day schedule and not the normal 24 hour shifts.
- Looking forward: Rivers Edge + Mahoney's site – are projected to increase our calls for service and during the construction phases more inspectional services.

- We are unable to maintain a "Call Department" and our full time staff is not able to reside in town and are living in areas with a greater travel time. Having an additional person on duty will help fill the gap.
- The addition of one more persons on duty during the day will increase safety for all. It is our intention to have this same level 24 hours a day in the not too distant future.

THE EFFECT OF REQUESTING NEW PERSONNEL ON THE BOARD'S ABILITY TO MEET THE FINANCE COMMITTEE'S GUIDELINE:

The addition of the three public safety officers in one year does, however, cause a onetime increase in the rate of increase in municipal expenses that is in excess of the Finance Committee's 3.5% FY 19 budget guideline. Without the addition of the new personnel, the percentage increase in the Town's payroll from FY 18 to FY 19 would be 2.74%. Including the new public safety positions and Project Manager position (discussed below) in FY 19 increases the town's FY 19 over FY 18 payroll expense by 4.45%.

The FY 19 town engineering department budget also includes a request for \$80,000 to fund a Project Manager. The payroll costs for this position and for the existing Public Buildings Director position will be partially offset by charging costs back to large projects such as the Town and Fire Station improvements, Library, Community Center and Athletic Facilities / Fields projects. This new revenue stream will be allowed by including language allowing project management expenses in Town Meeting appropriations on a project by project basis. We do not believe it is appropriate to budget these new revenues until the FY 20 budget when there will be a one year track record in charging back project management costs. If the Project Manager position and the additional public safety positions were to be cut from the FY 19 budget, the percentage increase in town payroll costs from FY 19 to FY 18 would be only 2.1%.

Please also consider that, although it cannot be quantified at this time, the costs of the additional public safety personnel will result in a decrease in overtime costs and an increase in ambulance receipts, partially offsetting the \$209,000 in new police and fire payroll expense.

SUGGESTIONS TO BALANCE THE FY 19 BUDGET:

1. HEALTH INSURANCE:

Decrease expense by: (\$377,458)

The Human Resources Director is responsible for calculating and managing the Health Insurance (32 B) budget. For several years at the Finance Committee's request, Mr. Senchyshyn has worked to manage a health insurance budget that avoids large turnbacks by more closely reflecting actual experience in future year budgets. Last week, the Human Resource Director and Finance Director reviewed FY 19 health insurance requirements and now recommend that the FY 19 health insurance budget should be based on a 10% increase over actual costs, plus the addition of a 1.5% contingency amount, and based on actual experience rather than worst case scenarios about how many employees elect health

insurance, take family rather than individual plans and select the most expensive plans. The new health insurance calculation results in an FY 19 health insurance budget recommendation that is less than the number included in the current FY 19 budget proposal. On February 8th, the Town expects to receive FY 19 health insurance rates from the West Suburban Health Group, anticipated to be in the range of an 8-12% increase over the current rates.

2. DISTRIBUTION OF WAGE INCREASES TO FIRE OPERATING BUDGET:

Increase payroll by: \$160,000

The Fire Union settlement occurred following the initial budget development. The Fire budget needs to be increased by a total of \$160,000 to cover FY 18 and FY 19 wage increases.

3. DECREASE IN FUNDS REQUIRED IN SALARY RESERVE:

Decrease expense: (\$40,000)

The Salary Reserve is budgeted at \$175,000 for FY 19. The Salary Reserve may now be decreased to \$135,000, given the settlement with the Fire Union. The Reserve for Salary Settlement line is available to fund unsettled collective bargaining agreements and unforeseen payroll expenses. Discussion of funding included in the Salary Reserve may take place in an Executive Session.

4. ADJUSTMENTS FOR NEW EMPLOYEES' OPEB AND RETIREMENT

Decrease expense by: (\$53,000)

The current FY 19 budget proposal includes \$13,000 for new employee OPEB expense and \$35,000 for new employee future retirement expense. We appreciate that the Finance Committees is demonstrating the cost of adding new employees. Future OPEB and retirement expense have not been included in prior year operating budgets however. OPEB is funded in a separate Town Meeting article and not in the operating budget. Retirement is funded based on an annual assessment from Middlesex Retirement. There is no comparable OPEB-type account or Town Meeting article for future retirement costs associated with the addition of each new employee.

5. SCHOOL BUS PARKING:

Decrease expense by: (\$140,000)

We now believe the earliest that the closing on Rivers Edge will occur will be no earlier than January 2019. The Selectmen will receive a report on the Rivers Edge timetable and school bus parking on January 29, 2018 including next steps on a project that could potentially provide school bus parking at the old South Landfill, in the Fall 2020. Because the School Committee plans to lease land to park the buses, this is currently a town expense due to legal limitations on the School Committee's ability to lease land. As of this date, the School Business Manager believes the maximum direct cost for school bus parking in FY 19 is \$50,000.

6. INCREASE IN LOCAL RECEIPTS REVENUE:

Increase revenue by: (\$100,000)

The Town received \$4,756,858 in FY 16 and \$5,607,746 in FY 17 revenue from local receipts and budgeted \$4,400,000 in FY 17 and \$4,709,746 in FY 18. Based on this data, a modest increase in the use of local receipts toward the FY 19 budget should be acceptable to the Department of Revenue and considered by the Finance Committee but must be limited until there are more years in the upward trend.

7. NON-SCHOOL DEPARTMENTS:

- Recreation Department: (\$44,389)
The FY 19 Recreation budget includes an appropriation of \$44,839 to match beach user fees that will be closed to free cash when the "53 D" beach revolving fund is closed 6/30/18. Because this appropriation will be fully funded by the increase in free cash from user fee from closing the 53 D fund, the \$44,839 should not count as an increase in town expenses. Because the \$44,839 closed to free cash, the use of the \$44,839 is not restricted to use for beach purposes.
- Police Department :
 - *Defer purchase of Tasers to a future year.* (\$50,000)
 - *Delay hiring one new patrolman until 10/1/18* (\$14,000)
- Fire Department:
 - *Delay hiring two firefighters until 10/1/18* (\$35,000)

Sub-Total: Non-School Departments: (\$143,389)

TOTAL RECOMMENDED FY 19 BUDGET ADJUSTMENTS TO ADDRESS
FINANCE COMMITTEE'S \$900,000 REQUEST: (\$693,847)

LOCAL RECEIPTS HISTORY

Amounts show in \$1,000's

Actual General Fund Local Receipts Revenue Fiscal 2012 thru Fiscal 2016- FY 2017 Actual							FISCAL 2018		
Local Receipts	ACTUAL						FY 2018 BUDGET	ACTUAL YTD FY18	% BUDGET COLLECTED
	2012	2013	2014	2015	2016	2017			
Motor Vehicle Excise	2,003	2,046	2,328	2,384	2,519	2,517	2,500	463	18.52%
Other taxes	166	173	209	217	220	237	225	121	53.78%
Penalties and Interest	205	216	163	223	254	578	325	137	42.15%
Payment in Lieu of taxes	33	23	22	26	63	46	40	0	0.00%
Departmental Fees	712	538	593	471	590	1,228	650	344	52.92%
License and Permits	769	1,006	687	999	945	793	790	395	50.00%
Special Assessments	10	16	16	6	7	6	6	3	50.00%
Fines and Forfeitures	89	81	87	61	62	44	43	24	55.81%
Investment Income	222	96	96	127	88	153	125	47	37.60%
Misc Recurring-MSBA	0	0	0	5	5	5	5	5	100.00%
Charges for water	3,451	0	0	0	0	0			
Totals	7,660	4,195	4,201	4,519	4,753	5,607	4,709	1,539	32.68%

1/29/18 BK

TOWN ADMINISTRATOR'S REPORT WEEK ENDING JANUARY 26, 2018

1. CORRESPONDENCE

- #1: Parmenter Foundation's request for space: The Department Heads were asked for their ideas about new space for the Food Pantry. I would also appreciate the ideas of the Selectmen and will respond by 2/1/18.
- #2: Middlesex Probate Court Petition: Please note filing with the AG seeking assent to the Town's petition regarding 5 Concord Road.

2. TOWN BUILDING REPAIR

Report from John Senchyshyn:

A meeting is pending with MIIA and their contractors regarding the damage to the hallway and floor in the Land Use area. Preliminary testing revealed the presence of asbestos. MIIA is recommending removing the floor, sub-floor and associated materials. The work would be done under the current \$5K deductible.

The remediation work will likely take 5-7 days if it is done as one continuous work order. This action would close the hallway from the double doors in the lobby to the ramp to the Large Hearing Room as well as all of the Land Use departments. Consideration is being given to relocating the Land Use staff to the Large Hearing Room on a temporary basis. This move would also keep the departments open for limited business with the general public. Access could be gained through the doors to the front parking lot. We are hoping to target the week of 2/19 for the work. An extensive education plan is being discussed for roll out to the employees, residents and general public. We are sensitive to the proximity of the Children's Way. An update will be provided following the meeting with MIIA.



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

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN

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

Board of Selectmen

Meeting Minutes

January 8, 2018

6:15pm

Selectmen's Meeting Room
41 Cochituate Road, Wayland

Attendance: Lea T. Anderson, Mary M. Antes, Louis M. Jurist, Cherry C. Karlson, Douglas A. Levine
(6:44pm)

Also Present: Town Administrator Nan Balmer

A1. Call to Order by Chair Chair L. Anderson called the meeting of the Board of Selectmen to order at 6:15p.m. in the Selectmen's Meeting Room of the Wayland Town Building and noted that the meeting will likely be broadcast and videotaped for later broadcast by WayCAM.

A2. Open meeting and enter into Executive Session pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3), to discuss whether the Town should pursue legal proceedings with respect to the Town's agreement with Twenty Wayland, LLC, relative to property and development located off 400-440 Boston Post Road; and to discuss strategy with respect to collective bargaining with the Fire Union and the Police Union At 6:15pm, 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 whether the Town should pursue legal proceedings with respect to the Town's agreement with Twenty Wayland, LLC, relative to property and development located off 400-440 Boston Post Road; and to discuss strategy with respect to collective bargaining with the Fire Union and the Police Union. 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, John Senchyshyn, Assistant Town Administrator/HR Director, David Houghton, Fire Chief, and David Porter, Executive Assistant. The Board will reconvene in Open Session in approximately 15 minutes.

The Board returned to open session at 6:28pm. L. Anderson reviewed the agenda.

C. Karlson moved, seconded by M. Antes, to approve the Memorandum of Agreement for Successive Collective Bargaining Agreement between the Town of Wayland and the International Association of Fire Fighters Local 1978 for the period of July 1, 2017 to June 30, 2020. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist. NAY: none. ABSENT: D. Levine. ABSTAIN: none. Adopted 4-0.

M. Antes announced that the next Wayland Little Theatre Concert is this Friday night at the High School.

A3. Annual Town Meeting Articles: Meet with the Planning Board on ATM articles and update on Marijuana Moratorium Dan Hill, Planning Board Chair, and S. Sarkisian, Town Planner, came before the Board to discuss the Planning Board articles planned for town meeting.

1. **Zoning Bylaw Amendment: Limited Site Plan** The Attorney General's office did not approve the article approved at 2017 town meeting as there was a procedural mishap with the advertising period and also suggested revisions to the language. The Planning Board would like to bring the article back this year. The article would require previously protected uses of land to be subject to a site plan review. S. Sarkisian stated the Planning Board is concerned that these types of uses can have a lot of impact on the town and should go through a public review process.
2. **Zoning Bylaw Amendment: Parking Requirements** This zoning amendment would provide flexibility in creating parking spaces for commercial and large-scale developments. The recent CVS was brought up as an example of land banking parking spaces and providing better buffer areas. The Planning Board supported this in 2013, along with the ZBA.

D. Levine entered the meeting.

D. Hill discussed the new subdivision on 209 Old Connecticut Path and proposed an article that would appoint the Planning Board the authority during a permitting process, which would include earth movement and removal. It was decided that due to time constraints, the Planning Board will bring this article to fall town meeting.

C. Karlson moved, seconded by M. Antes, to refer the two articles, one on land banking parking and one on site plan review, to the Planning Board. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

Sarah Greenaway from the Wayland Youth Advisory Committee and Wayland Youth & Family Director Jason Verhoosky came before the board to discuss a potential Marijuana Moratorium. S. Greenaway previously met with L. Anderson and C. Karlson to discuss this. L. Anderson said it likely made sense not to bring the Moratorium to Annual Town Meeting due to the many unknowns on the state and federal level as well as questions about the election process. D. Hill suggested an opt-out article on the warrant. C. Karlson and L. Jurist both said an opt-out is hard to do this spring since the Board just asked residents for the moratorium. C. Karlson said the Board wants to make certain both sides of the issue are examined. J. Verhoosky stated the draft regulations have been release by the state. L. Jurist suggested having an opt out in the fall as well as a potential zoning change. J. Verhoosky explained it's a two-part process for the opt out – ballot vote and town meeting vote. The Board discussed the upcoming deadlines and scenarios.

A4. Swearing in of Christopher Custodie as a Sergeant in the Wayland Police Department

Police Chief Patrick Swanick introduced the newest Sergeant, Christopher Custodie, and reviewed the Sergeant's background, skills and experience. Town Clerk B. Klein conducted the swearing in of Christopher Custodie as a Sergeant for the Town of Wayland. The Board offered its congratulations.

A5. Public Comment Gretchen Schuler, Old Connecticut Path, expressed her concern about the debt exclusion. She feels residents should be given an opportunity to take up each question separately.

Mike Lowery, 120 Lakeshore Drive, stated that when the Board requested Town Counsel to file a petition regarding use of 5 Concord Rd., the Board never had a vote. He suggested that the Board take a vote documenting that decision.

Anette Lewis, Claypit Hill Rd., urged the Board to allow the public to vote on individual debt exclusion items, so they can have a say on their own taxes.

Steven Klitgord, 274 Concord Rd., stated he believes the questions should not be bundled on the ballot. Each of the projects should get their own standing on their own merits.

Linda Segal, Aqueduct Rd., asked the Board to be mindful of the fiscal impacts on the larger community and take into consideration income levels of all residents when addressing the debt exclusion questions.

A6. Appointments: Interview and potential vote to appoint candidates to vacant committee seats The Board met with Rob Weiland and Wendy Levine about their interest in volunteering.

1. **Senior Tax Relief Committee:** Rob Weiland stated he would like to make sure everyone who is able to take advantage of tax breaks knows about them and know how to do it. He gave a brief history of himself and his past experiences. M. Antes said she is pleased with his interest and would like to see some forward progress on the committee.
2. **Council on Aging / Community Center Advisory Committee:** Wendy Levine came before the Board and discussed her background and experiences. She has been an environmental lawyer her entire career. She discussed why she was interested in the Committee and how she would bring her professional skills and experience to the role, especially in environmental work and permitting.

C. Karlson moved, seconded by D. Levine, to appoint Rob Weiland to the Senior Tax Relief Committee, effective immediately, for a term to expire on June 30, 2020. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

C. Karlson moved, seconded by D. Levine, to appoint Wendy Levine to the Council on Aging/Community Center Advisory Committee, effective immediately, for a term to expire on June 30, 2018. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A7. Petitioners' Workshop N. Balmer described Wayland's unique Petitioners' process for town meetings summarizing the process and deadlines and noting that the timeline and submission form are on the website. The warrant closes at 4:30pm on Jan. 16, 2018, and the Finance Committee Article Workshop is Jan. 22, 2018. Petitioner's access to Town Counsel is described in the Board's policy which is also available on the website. Duane Galbi, Stonebridge Road, briefly described a possible article he might submit and would like Town Counsel to look it over. N. Balmer suggested he write up an article to submit and then town counsel can review it. Judy Ling, Concord Road, asked if an article can be rejected. C. Karlson explained that the Board has no authority to pull or reject Petitioners Articles and as long as an article is submitted with the appropriate number of signatures, it will go forward.

A15. Consent Calendar: Review and vote to approve (See Separate Sheet)

M. Antes moved, seconded by C. Karlson, to approve the Consent Calendar. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A14. Minutes: Vote to approve minutes of December 4 and December 11.

M. Antes moved, seconded by D. Levine, to approve the minutes of December 4, 2017 and December 11, 2017 as amended. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A16. Review Correspondence: (See Separate Index Sheet) C. Karlson said she received a note at her residence that Eversource is doing tree trimming in Wayland and asked if the Board received any notice. L. Anderson noted there are 3 emails proposing the bundling of the debt exclusion questions.

A17. Selectmen's Reports and Concerns M. Antes and L. Anderson attended the River Stewardship Council meeting and discussed some issues of interest to the Council.

A8. Liquor License Hearing: Application filed by Dudley Chateau, LLC, for a new on-premises annual all alcoholic beverages license, at 20 Crest Road; Vote on application filed by Dudley Chateau, LLC for an annual restaurant license to sell all alcoholic beverages

L. Anderson opened the liquor license hearing at 7:46pm, read the legal notice, and briefly reviewed the Public Hearing process and order of events. The applicant would like to have her name, Mandy Phillips, on the liquor license as the owner. She's been the owner and operator for 8-10 years. Ken Phillips gave a brief overview of their situation and goals. Police Chief Swanick noted they are a very responsive establishment if there are any issues, but they have had very few. K. Phillips stated the ABCC is aware of the situation and will try to expedite the licensing process. He described the current state of litigation. M. Lowery stated the Chateau is a good member of the community and his wife gets a generous contribution from the Chateau for the Dudley Pond Fun Run.

L. Anderson declared the Public Hearing closed at 7:57pm.

M. Antes moved, seconded by C. Karlson, to approve the application of Mandy Phillips, owner of Dudley Chateau LLC, for a new annual on-premises liquor license to sell all alcoholic beverages at the Dudley Chateau restaurant located at 20 Crest Road. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A9. New Town Website: Presentation by Jorge Pazos, IT Director J. Pazos came before the Board to discuss the new website. He discussed the design objectives including ease of use, the homepage, and better communications. He also stressed the importance of making it easy for web users to update information. They maintained the existing website content, although some of it may be stale so it will need to be replaced. He went over some of the important features including the calendar, "how do I" section, Town news, and the individual department pages. C. Karlson asked about Town Meeting documents. J. Pazos suggested Town Meeting have its own section and be easy to find. The cost of the new site is approximately \$9,000.

A10. Capital Projects and Town Building Repairs: Meet with Ben Keefe, Public Buildings Director, to provide direction on Town Building repairs and FY19 building improvement projects for Town Building and Fire Station #2 Ben Keefe came before the Board and discussed the article regarding the Town Building repairs. Projects were evaluated and decided that some things can't be pushed off any longer, including electrical and mechanical. The HVAC upgrades will give the Town flexibility for future uses of the building. No changes were noted to the Fire Station #2 project. The Board and B. Keefe discussed timelines for the work. Further, he told the Board that a pipe burst in Town Building last week and caused damage. His team found ways to work around the damaged areas without getting temporary offices. B. Keefe also noted a septage pump recently failed.

A11. Debt Exclusion: Vote to approve letter to Finance Committee requesting a recommendation on Selectmen's intent to place debt exclusion question for building improvements on March 27, 2018 Town Election ballot; update on next steps with Finance Committee N. Balmer explained that the letter in the packet follows the Board's policy. The letter asks FinCom for its written recommendation on debt exclusion funding including a review of letters received from other boards/committees for debt exclusions projects. She discussed the process ahead. The Board asked about timing of formatting the ballot question. C. Karlson said she isn't ready to prepare the ballot question yet, but she approves of sending FinCom the letter.

C. Karlson moved, seconded by M. Antes, to approve a letter to the Finance Committee asking for its written recommendation on the Board's proposal to place a Proposition 2 1/2 Debt Exclusion question on the March 27th local election ballot to fund improvements to Town Building and Fire Station #2 and to allow the Chair and Town Administrator to make edits as necessary. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A12. Annual Town Meeting Articles: General discussion and vote to approve submission of:

1. **Recognize Citizens and Employees for Particular Service to the Town**
2. **Pay Previous Fiscal Year Unpaid Bills**
3. **Current Year Transfers**
4. **Compensation for Town Clerk**
5. **Choose Town Officers**
6. **Accept Gifts of Land:** C Karlson suggested renaming article "Accepts gifts of Land including at Town Center"
7. **Sell or Trade Vehicles and Equipment**
8. **Rescind Authorized but Unissued Debt**
9. **Adopt Annual Revolving Fund Caps** N. Balmer said it's too soon to release fund caps.
10. **Hear Reports** N. Balmer said she still needs to confirm if this applies to the Annual Town Report.
11. **Close Recreation Commission 53D Beach Account** C. Karlson would like to understand the dollar amounts and where its going to.
12. **Transfer Balance of Non-insurance Fund to Stabilization Fund:** N. Balmer stated the Non-Insurance Fund will be better served having it in the General Fund Stabilization fund
13. **Fund Council on Aging Design** B. Keefe discussed the article and recent minor changes.
14. **And 15. Fund Building Design and Improvements for Town Building and Fire Station #2**
16. **Approve Five-year Lease for Information Technology Network**
17. **Close Septage Fund:** C. Karlson stated the Finance Director determined to close the fund and instead run it through the regular benefits line item.

C. Karlson moved, seconded by M. Antes, to vote to submit the 16 Articles listed on the Agenda plus the 17th Article put at our place referencing the Septage fund for the Annual Town Meeting Warrant and authorize the Chair and Town Administrator to make minor edits as needed before submission. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A13. Town Administrator's Report

- **Correspondence:** None
- **FY19 Budget: Receive Town Administrator's recommendations on all departmental budgets except schools:** FY19 detailed budgets were submitted to the Board in the packet and hard copies are also available. N. Balmer reported that the FinCom will ask the Board to make cuts to the operating budget. N. Balmer said she has some ideas about what can be cut. The Finance Director provided a document describing the FinCom guidelines and the budget costs. N. Balmer briefly went over the numbers. She wants to wait and see what FinCom decides on for reductions. C. Karlson said she was looking for a summary of budget changes on the Town side. N. Balmer went over the Town and School's new FTE's
- **Annual Town Meeting logistics:** J. Senchyshyn provided a memo in the packet, and N. Balmer will come to Board at the end of the month with more information on logistics and expenses associated with Annual Town Meeting.
- **Collins Center update:** The final Collins Center Report will be posted on the Selectmen's web page next week. N. Balmer asked the Board's opinion of when to discuss the recommendations in the report. L. Jurist and D. Levine stated they would like to take this up after Town Meeting. C. Karlson stated she would like to go over it while the current Board, that requested and received the report, is in place. The Board decided to wait until March to decide the next step.
- **Conservation Open Capital Projects:** The Conservation Administrator prepared a memo regarding their open capital projects. FinCom did not recommend funding the tractor due to

open capital projects. N. Balmer stated that maybe they could go back to FinCom to convince them on the potential cost savings and acknowledging the change in leadership in the department.

- **Update on 5 Concord Road petition:** N. Balmer reported that town counsel has not yet completed the petition. In response to a public comment tonight, the Board agreed they told Town Counsel to proceed with the filing and noted that there was not a vote taken.
- **Update on HR Director position:** This has been a difficult position to fill. There is one new candidate but N. Balmer will look at alternative solutions (interims) just in case.
- **IT Munis Capital Project:** IT Director J. Pazos responded to FinCom's Chair regarding the question if sufficient funds/staffing were requested for this capital project

A17. Selectmen's Reports and Concerns, continued C. Karlson continued Selectmen's Reports and Concerns. She stated she would like an update on the LED lights, Oxbow Meadows, and if there was a response on the Audit Management letter.

A1. Continued, Executive Session pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3), to discuss whether the Town should pursue legal proceedings with respect to the Town's agreement with Twenty Wayland, LLC, relative to property and development located off 400-440 Boston Post Road; and to discuss strategy with respect to collective bargaining with the Fire Union and the Police Union At 9:38pm, 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 whether the Town should pursue legal proceedings with respect to the Town's agreement with Twenty Wayland, LLC, relative to property and development located off 400-440 Boston Post Road. Roll Call Vote: YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0. The Chair invites attendance by Nan Balmer, Town Administrator. The Board will return to open session solely for purpose of adjourning in approximately 15 minutes.

The Board returned to open session at 9:56pm.

A18. Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any The Chair said, "I know of none."

A19. Adjourn There being no further business before the Board, L. Jurist moved, seconded by C. Karlson, to adjourn the meeting of the Board of Selectmen at 9:56 p.m. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of January 8, 2018

1. Public Comment by Gretchen Schuler, re: Debt Exclusion
2. Table showing expenses and payroll for FY19 (requested) and FY18 (approved), source B. Keveny
3. Town Meeting article: "Terminate the Septage Fund and transfer balance to the General Fund"
4. Town Meeting article: "Appropriate funds for design, construction documents and bidding for a proposed Community Center at Wayland Town Center"

Items Included as Part of Agenda Packet for Discussion During the January 8, 2018 Board of Selectmen's Meeting

1. Email dated January 3, 2018 from Dan Hill, Chair of the Planning Board, to Nan Balmer and Sarkis Sarkisian, re: Meet with Board of Selectmen, with two attachments: Off Street Parking Zoning Amendment and Limited Site Plan Review Zoning Amendment
2. Memorandum dated January 8, 2018 from David Porter to the Board of Selectmen, re: Appointments to the Senior Tax Relief Committee, the Economic Development Committee, and the Council on

Aging/Community Center Advisory Committee (with attached letters and resumes from prospective committee members

3. Warrant Article Process: Guide for Petitioners
4. Form for petitioners to submit an article for Wayland Town Meeting
5. Board of Selectmen policy on Petitioners' Access to Town Counsel
6. Memorandum dated January 8, 2018 from David Porter to the Board of Selectmen, re: Application of Dudley Chateau LLC for a new annual on-premises all alcoholic beverages license
7. Procedure for Liquor License Hearing
8. Copy of the legal notice published in the Wayland-Weston Town Crier, dated 12/28/2017
9. Memorandum dated January 3, 2018 from Chief Swanick, re: Dudley Chateau Liquor Application

DRAFT



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

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN

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

Board of Selectmen

Meeting Minutes

January 16, 2018

7:00pm

Selectmen's Meeting Room
41 Cochituate Road, Wayland

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

Absent: Douglas A. Levine

Also Present: Town Administrator Nan Balmer

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

M. Antes announced that the Lunar New Year celebration is this Saturday, 2-5:00pm, at the High School.

A2. Public Comment None.

A3. Meet with representatives of Regional Housing Services Office and Housing Authority; Vote to enter into inter-municipal agreement Elizabeth Rust and Liz Valente from the Regional Housing Services Office came before the Board. E. Rust went over the RHSO work plan presentation discussing their programs and trainings, and demonstrated features of the website. She explained the zero-based budget process, including the FY18 RHSO Budget which includes potential services to Wayland in FY18 and FY19. An Intermunicipal Agreement would be required annually and there are regular meetings for the Towns involved. L. Jurist asked who is doing these housing functions now. N. Balmer said sometimes Town Counsel and Town staff, but most of the time they don't get done. N. Balmer reviewed the contract amounts and the approximately \$5000 shortfall; she is hopeful the Town could absorb the expense without going to Town Meeting for a reserve fund transfer. Brian Boggia, Executive Director of Wayland Housing Authority, stated he believes it's a good idea to formalize the relationship with the Town and with RHSO.

C. Karlson moved, seconded by M. Antes, to vote to enter into an agreement with the town of Concord to join the Regional Housing Services Office with the towns of Acton, Bedford, Burlington, Concord, Lexington, Sudbury, and Weston; approval is subject to approval by the Concord Board of Selectmen. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist. NAY: none. ABSENT: D. Levine. ABSTAIN: none. Adopted 4-0.

A4. Appointment: Interview and potential vote to appoint Ryan Scott to the Economic Development Committee. Ryan Scott came before the Board and described his interest in joining the Economic Development Committee (EDC). He has attended EDC meetings and discussed his experiences and skills that he would bring to the committee. He works in digital marketing and has had a long career in technology and marketing.

M. Antes moved, seconded by C. Karlson, to vote to appoint Ryan Scott to the Economic

Development Committee effect immediately for a term to expire on June 30, 2018. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist. NAY: none. ABSENT: D. Levine. ABSTAIN: none. Adopted 4-0.

A5. FY19 Operating Budget: Discuss request from the Finance Committee to reduce departmental budgets In a letter to the Town Administrator and School Superintendent, the Finance Committee has requested that the FY19 budget be reduced by \$901,329 and to submit the adjustments by Jan. 22. N. Balmer recommends asking for an extension to Tuesday, Jan. 30. She discussed areas for the potential budget cuts, including health insurance and school bus parking, as well as the potential for increased revenues in Local Receipts. L. Anderson said the Finance Committee has put a lot of thought into all the budget pieces including maintaining the Aaa bond rating, and thinks their 3.5% overall increase sounds like a reasonable number. L. Jurist stated he does not want to cut the FTE's for Public Safety. N. Balmer said the extra tax collection efforts last fiscal year may save the Town's Aaa bond rating. The Board reviewed the FTE requests in the FY19 budget. C. Karlson stated she's concerned with how the Unclassified: Reserved for Salary Settlement line item is being allocated. She stated that the Board's discussion should be communicated to FinCom, and that the Town Administrator and Superintendent should have a strong message to FinCom.

A6. FY18 Legal Budget: Plan for expenses in excess of budget Financial Analyst E. Doucette came before the Board to discuss the FY18 Legal Budget. She stated Town projects are requiring more money for legal services because of unanticipated cases, lengthy union contract negotiations, and other issues continuing beyond expected completion dates. She recommends requesting a reserve fund transfer or a current year transfer to meet the approximately \$75,000 shortfall through the end of this fiscal year. She recommends requesting that the Finance Committee provide \$75,000 in a reserve fund transfer at their next meeting. L. Anderson stated the biggest unanticipated legal bills are coming from 40b projects. The Board agreed they have an obligation to pay their bills. C. Karlson said she's willing to read a draft memo.

A7. Debt Exclusion: Review Board of Selectmen letter, review letters received from other committees, and discuss inclusion of CoA/CC design funding request. C. Karlson stated that if the Board is going to have a debt exclusion, they should also ask for information on the impact the CoA/CC design request in addition to the other projects identified. L. Anderson stated she's looking forward to receiving a report from the Finance Committee about the benefits and impacts of a debt exclusion.

A8. Annual Town Meeting Articles: Receive list of Annual Town Meeting articles There were 42 articles submitted. The Board discussed assignments and agreed on the following:

L. Anderson: Articles A, B, C, F, G, J, K, FF, HH, II, JJ, OO, PP
C. Karlson : Articles D, H, I, O, S, T, LL, MM
M. Antes: Articles E, P, AA, BB, DD, EE, GG
L. Jurist: Articles L, M, N, Y, Z, CC, NN
D. Levine: Articles Q, R, U, V, W, X, KK

A9. Town Administrator's Report

1. **Correspondence** None.
2. **Update on Oxbow Meadows** There will be a second conference call with Town Counsel, BoS Chair, and the Recreation Director and a Rec Commissioner. Many things are in process now; the heart of the discussion will be the willingness of the Town to support an access road. The Recreation Commission will perform a survey to continue its application for a permit from the Conservation Commission, which is requesting fewer trees be removed for the project.
3. **Street light budget** It was noted there was a FY19 budget change reducing the savings on street light costs because of project timing (partial year savings).

A10. Minutes: Vote to approve minutes of January 8, 2016 No minutes available.

A11. Consent Calendar: Review and vote to approve (See Separate Sheet)

M. Antes moved, seconded by C. Karlson, to approve the Consent Calendar. In discussion, the Board reviewed item 3 requesting placement of signs by a non-Wayland organization. The Board received a written statement from Mike Lowery, Lakeshore Drive, on the topic. L. Anderson stated that many Wayland families might benefit from the Camp Fair. C. Karlson said she agrees with M. Lowery on this issue and if the outside organization went through Recreation or one of the Wayland PTOs, this would have been an easier decision. It was decided that any organization that is not a Wayland organization must submit their requests through a specific Wayland department/group. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist. NAY: none. ABSENT: D. Levine. ABSTAIN: none. Adopted 4-0.

A12. Review Correspondence: (See Separate Index Sheet) The Board noted newly sworn in Sergeant C. Custodie received a Commendation. L. Jurist asked for information on the format of past debt exclusion votes. N. Balmer stated that item #15 from the MAPC was sent to department heads.

A13. Selectmen's Reports and Concerns M. Antes stated that with the upcoming Town Meeting articles and ballot questions some people have been asking for clarification of the rules on lobbying and advocating. She said it would be nice to have some clarification for staff, boards and committees. N. Balmer stated that KP Law wrote a legal opinion on the topic last year, and she will look into it. L. Anderson reported that last Thursday she went to the State House with S. Sarkisian, Larry Kiernan from the Rail Trail Committee, and Jack Carr from the Surface Water Quality Committee, to receive a Department of Conservation and Recreation certificate recognizing the grants Wayland has received.

A14. Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any The Chair said, "I know of none."

A15. Enter into Executive Session pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3), to discuss whether the Town should pursue legal proceedings with respect to the Town's agreement with Twenty Wayland, LLC, relative to property and development located off 400-440 Boston Post Road; and pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(2), Section 21(a)(3), Section 21(a)(6), Section 21(a)(7) to review and consider for approval and potential release of the Executive Session minutes of November 20, 2017 and December 4, 2017 because a public discussion of these matters may have a detrimental effect on the litigating, negotiating or bargaining position of the Town At 8:46 pm, 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 whether the Town should pursue legal proceedings with respect to the Town's agreement with Twenty Wayland, LLC, relative to property and development located off 400-440 Boston Post Road; and pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(2), Section 21(a)(3), Section 21(a)(6), Section 21(a)(7) to review and consider for approval and potential release of the executive session minutes of November 20, 2017 and December 4, 2017. 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 and David Porter, Executive Assistant. The Board will return to open session in approximately 20 minutes solely for purpose of voting on executive session minutes and adjourning.

The Board returned to open session at 9:10pm.

A16. Executive Session Minutes: Vote to approve and potentially release with redactions the Executive Session minutes of November 20, 2017 and December 4, 2017 The Board took no action at this time.

A17. Adjourn There being no further business before the Board, L. Jurist moved, seconded by C. Karlson, to adjourn the meeting of the Board of Selectmen at 9:11 p.m. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist. NAY: none. ABSENT: D. Levine. ABSTAIN: none. Adopted 4-0.

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of January 16, 2018

1. Public comment submitted by Mike Lowery, re: limiting temporary signs to Wayland organizations
2. Draft letter from L. Anderson to David Watkins, Chair of the Finance Committee, re: written recommendation of the Finance Committee on the Board's proposed Proposition 2 112 ballot question
3. Board of Selectmen policy on Proposition 2 1/2 ballot questions
4. Letter from the School Committee to the Board of Selectmen, dated January 16, 2018, re:
5. request for debt exclusion question for WHS athletic field capital projects
6. Town Meeting article: High School Stadium Complex Renovation
7. Town Meeting article: High School Tennis Courts I Softball Field Reconstruction
8. Letter from the Recreation Commission to the Board of Selectmen, dated January 16,
9. 2018, re: Request for debt exclusion ballot question through Prop 2 1/2
10. Town Meeting article: Construction of Synthetic Turf Field at Loker Conservation &
11. Recreation Area
12. Letter from the Board of Library Trustees to the Board of Selectmen, dated January 12, 2018, re: request for a debt exclusion question on the March 27, 2018 ballot
13. Town Meeting article: Appropriate Funds to Construct New Library Building

Items Included as Part of Agenda Packet for Discussion During the January 16, 2018 Board of Selectmen's Meeting

1. Memorandum from Nan Balmer, re: Housing Support and Organization
2. PowerPoint slide presentation from the Regional Housing Services Office
3. Memorandum from Elizabeth Rust, RHSO Administrator, re: RHSO Proposal for Wayland
4. Agreement between Towns of Wayland and Concord for Wayland to join the RHSO
5. Email from Ryan Scott, dated December 18, 2018, re: Application to join Wayland EDC,
6. with attached resume
7. Memorandum from Nan Balmer, re: Request for Budget Adjustments from Finance
8. Committee
9. Memorandum from Finance Committee to Nan Balmer and Arthur Unobskey, dated
10. January 11, 2018, re: Budget Guideline Adjustments
11. Finance Committee: Town/School Division of Unclassified Expenses, January 11, 2018
12. Memorandum from Elizabeth Doucette, Financial Administrator, re: Status of FY18 Legal
13. Budget
14. Memorandum from David Porter, Executive Assistant, re: Debt Exclusion Letters
15. Draft letter from L. Anderson to David Watkins, Chair of the Finance Committee, re: Proposition 2 112 Ballot Question
16. Memorandum from David Porter, Executive Assistant, re: Annual Town Meeting Articles 13. Town Administrator's Report for the week ending January 12, 2018

BOARD OF SELECTMEN

**Monday, January 29, 2018
Wayland Town Building
Selectmen's Meeting Room
41 Cochituate Road Wayland**

CONSENT CALENDAR

1. Vote the question of approving and signing the weekly payroll and expense warrants
2. Vote the question of changing the maximum useful life of a tractor purchased by the Department of Public Works to ten years from five years, to be financed with the proceeds of the \$190,000 borrowing authorized by the vote of the Town passed at the 2017 April Annual Town Meeting (Article 6, Motion 7).
3. Vote the question of appointing Katherine Vanderpool Provost as the Housing Authority representative to the Wayland Housing Partnership for a term to expire June 30, 2018.
4. Vote the question of approving a one-day liquor license for the 2nd Annual Knight of the Races at Saint Ann's Hall, 134 Cochituate Road, organized by the Knights of Columbus Good Shepherd Council #16156.
5. Vote the question of approving the placement of four temporary sandwich board signs from January 29 through February 4, 2018, at Route 20 at the Weston Town Line, Route 20 at the Intersection of Route 27, the Intersection of Old Connecticut Path and Routes 126 and 27, and the Cochituate Fire Station at the Corner of East Plain Street, advertising registration for the Wayland Public Schools Foundation 2018 Spelling Bee.



Town of Wayland
Treasurer/Collector's Office
41 COCHITUATE ROAD
WAYLAND MASSACHUSETTS 01778
www.wayland.ma.us TEL. 508-358-3633

Date: January 22, 2018

TO: Board of Selectmen

FROM: Zoe Pierce, Treasurer/Collector

RE: Vote of Select Board for the February Bond Offering

BACKGROUND:

The proposed structure of the bond offering scheduled to be issued in February is designed to maximize the Town's ability to borrow for future needs within the guidelines of current debt service policies. One of the mechanisms used to achieve this goal is to lengthen the useful life of relevant departmental equipment being financed with the proceeds of the borrowing. The Town is scheduled to borrow \$190,000 for a tractor. It has been suggested that the useful life of the tractor be extended to ten years. This would take a majority vote of the Selectmen to do so.

ACTION REQUIRED:

The attached vote would need to be read into the minutes and signed by the Chairman.

**TOWN OF WAYLAND, MASSACHUSETTS
VOTE OF THE SELECT BOARD**

I, the Chairman of the Select Board of the Town of Wayland, Massachusetts, certify that at a meeting of the board held January 29, 2018, of which meeting all members of the board were duly notified and at which a quorum was present, the following vote was unanimously passed, all of which appears upon the official record of the board in my custody:

Voted: that the maximum useful life of the departmental equipment listed below to be financed with the proceeds of the \$190,000 borrowing authorized by the vote of the Town passed at the 2017 April annual town meeting (Article 6, Motion 7) is hereby determined pursuant to G.L. c.44, §7(1) to be as follows:

<u>Purpose</u>	<u>Borrowing Amount</u>	<u>Maximum Useful Life</u>
Tractor	\$190,000	10 years

I further certify that the vote was taken at a meeting open to the public, that no vote was taken by secret ballot, that notice stating the place, date and time of the meeting was filed with the Town Clerk and a copy thereof posted in the office of the Town Clerk or on the principal official bulletin board of the town at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the vote were taken in executive session, and that the official record of the meeting was made available to the public promptly and remains available to the public, all in accordance with G.L. c.30A, §§18-25 as amended.

Dated: _____, 2018

Chairman of the Select Board

Porter, David

From: Balmer, Nan
Sent: Wednesday, January 24, 2018 8:32 AM
To: Porter, David
Subject: FW: Appointment to Housing Partnership

Consent Calendar back-up

From: spweinstein@gmail.com [<mailto:spweinstein@gmail.com>] **On Behalf Of** Susan Weinstein
Sent: Friday, January 19, 2018 9:51 AM
To: Balmer, Nan
Cc: Brian Boggia; Katherine Vanderpool Provost
Subject: Appointment to Housing Partnership

Good morning, Nan.

Last night, the Wayland Housing Authority Board of Commissioners voted unanimously to recommend to the Board of Selectmen that they appoint Katherine Vanderpool Provost as the Housing Authority representative to the Wayland Housing Partnership. We are confident that she will be an asset to the Partnership.

Given that Ms. Provost - as well as her experience with and support of affordable housing - are known to the community and Town officials, I request that you include her appointment in the next available Board of Selectmen meeting consent calendar.

Please contact me or Brian Boggia with any questions. Thank you!

My best,
Susan



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778
TEL. (508) 358-7755
www.wayland.ma.us

APPLICATION FOR ONE DAY LIQUOR LICENSE

CHECK ONE

- ☐ Application by a manager for a one-day liquor license for the sale or service of BEER & WINE to be drunk on the premises
- ☒ Application by a manager of a nonprofit organization for a one-day liquor license for the sale or service of ALL ALCOHOLIC BEVERAGES OR BEER & WINE to be drunk on the premises

DATE OF EVENT BEING APPLIED FOR: March 17, 2018

Exact times of the license: FROM 5:30 PM am/pm TO 11:00 PM am/pm

The undersigned hereby applies for a License for a One Day Liquor License in accordance with the provisions of the Statutes relating thereto:

Full name, address, phone(s), and email of the organization making this application:

Knights of Columbus Good Shepherd Council #16156

c/o Good Shepherd Parish

99 Main Street, Wayland, MA 01778

617-962-0486 hebertteam@comcast.net

Full name, address, phone (s), and email of the manager who shall be responsible for this license:

Edward Hebert

33 Heather Lane, Stow, MA 01775

617-962-0486

Is the Applicant or Caterer TIPS Certified? ☒ Yes ☐ No If yes, please attach documentation.

Description of Event: _____

A Meal will be served @ 6:00 pm. The Races will begin at 7:00 Pm, 6 wooden horses
with "volunteers" from the audience will travel around the track per the roll of the dice.

\$2 bets maybe made on your favorite contestant.

Number of Attendees 125 *If number of attendees exceeds 150 people, a police detail will be required)*

Is the applicant a non-profit organization duly registered with the Secretary of State? If yes, please attach appropriate documentation.

Location where event shall be held:

St. Ann's Hall

134 Cochituate Road

Wayland, MA 01778

Has the approval of the property owner been obtained? ☒ Yes ☐ No

Please supply written confirmation from the owner of the property stating that approval is given for the sale and service of alcohol, and the occupancy number for the location.

Has the applicant been issued similar license in Wayland in the past 12 calendar months?

☒ Yes ☐ No If yes, when? April 29, 2017 (1st Annual Knight at the Races)

Please attach a floor plan or diagram (8 1/2 x 11 sketch is acceptable) showing the exact location within the event area where alcoholic beverages will be dispensed.

The applicant hereby states that the applicant has received a copy of the Licensing Authority's regulations pertaining to One Day Liquor Licenses and is aware of and shall comply with all applicable statutes, bylaws, and regulations.

Signature of Applicant: Edward Hebert Date: 1/12/18

Return this form, along with check for fee of \$25 made out to the TOWN OF WAYLAND, to:

BOARD OF SELECTMEN
Wayland Town Building
41 Cochituate Road
Wayland MA 01778

If you have any questions, please call MaryAnn DiNapoli, Executive Assistant, Board of Selectmen, at 508-358-3621, or email mdinapoli@wayland.ma.us.

A certificate of insurance, showing evidence that the applicant has appropriate liability insurance, must be included with this completed application.

Good Shepherd Parish
99 Main Street
Wayland, MA 01778
508-650-3545

January 11, 2018

To Who It May Concern:

The Knights of Columbus Council 16156 has our permission to use the St. Ann Hall at 134 Cochituate Rd for their annual fundraiser, Knight at the Races. This event will take place on Saturday, March 17, 2018.

Please feel free to contact me with any questions.

Sincerely,

Jackie Fagone
Business Manager
Good Shepherd Parish

Congratulations!

You have successfully completed the ServSafe Alcohol® Responsible Alcohol Service Training and Certification Program. This is your official ServSafe Alcohol Certification Card and provides confirmation that you have studied, and are knowledgeable about, how to serve alcohol responsibly.

Thank you for participating in the ServSafe Alcohol program. Responsible alcohol service begins with the choices you make, and ServSafe Alcohol training will help you make the right decision when the moment arises.

By completing the ServSafe Alcohol program, you show your dedication to safe and responsible alcohol service. The ServSafe Alcohol program and the National Restaurant Association are dedicated to helping you continue to raise the bar on alcohol safety.

To learn more about our full suite of responsible alcohol service training products, contact your State Restaurant Association, your distributor or visit us at ServSafe.com.

We value your dedication to responsible alcohol service and applaud you for making the commitment to keep your operation, your customers and your community safe.

Sincerely,



Sherman Brown

Senior Vice President, National Restaurant Association Solutions



ID # 8306430
CARD # 14780500

ServSafe Alcohol® CERTIFICATE

EDWARD HEBERT

NAME

3/6/2017

DATE OF EXAMINATION

Card expires three years from the date of examination. Local laws apply.



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Ben for Vice President, National Restaurant Association Solutions



This certificate confirms completion of the ServSafe Alcohol® responsible alcohol service program.

In Alaska you must laminate your card for it to be valid.

NOTE: You can access your score and certification information anytime at ServSafe.com with the class number provided on this form.

If you have any questions regarding your certification please contact the National Restaurant Association Service Center at ServiceCenter@restaurant.org or 800.765.2122, ext. 6703



175 West Jackson Boulevard,
Suite 1500
Chicago, IL 60604 2814
1-800-SERVSAFE
312.715.1010 In the Chicago area
ServSafe.com

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Stage

BAR

Main Floor

Entry

Kitchen

Storage
Closet

Handicapped
Entrance

Rest Rooms

Porter, David

From: Porter, David
Sent: Saturday, January 20, 2018 9:16 PM
To: Julie E
Subject: RE: Sandwich Board signage

Hi Julie,

I'd be happy to assist you. I think you have included all the necessary information in your initial email -- organization, event description, and dates. I'll add your request to the Selectmen's consent calendar. I anticipate that they will be happy to approve your request, but will confirm in any case.

Best,
David

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

From: Julie E [<mailto:jellybogen@gmail.com>]
Sent: Saturday, January 20, 2018 7:23 PM
To: Porter, David <dporter@wayland.ma.us>
Subject: Re: Sandwich Board signage

Hi David, I'm following up on this email asking for permission to place a sign. Could you let me know if it will work?
Thank you! Best, Julie

> On Jan 12, 2018, at 5:54 PM, Balmer, Nan <nbalmer@wayland.ma.us> wrote:

>

> Julie

> David Porter who is copied on this email will take care of this for
> you Nan

>

> Nan Balmer

> (508) 237-1330

>

>

>> On Jan 12, 2018, at 4:17 PM, Julie E <jellybogen@gmail.com> wrote:

>>

>> Hi Nan, I'm not sure if you are who I ask this of but the Wayland Public Schools Foundation would like to place a sandwich board advertising our Annual Spelling Bee at the Intersection of Old Conn Path and 27/126 (?). They would like to do it the week of January 29th. If you're not the correct contact, could you kindly point me in the right direction?
Thanks so much and have a nice weekend.

>>

>> Best, Julie Ellenbogen

**PUBLIC DOCUMENTS PROVIDED TO THE BOARD OF SELECTMEN FROM
JANUARY 13, 2018, THROUGH AND INCLUDING JANUARY 19, 2018,
OTHERWISE NOT LISTED AND INCLUDED IN THE CORRESPONDENCE
PACKET FOR JANUARY 22, 2018**

Items distributed to the Board of Selectmen – January 20, 2018-January 26, 2018

1. None

**Items distributed for information and use by the Board of Selectmen at the
Meeting of January 22, 2018**

1. Memorandum from David Porter, dated January 22, 2018, re: Ten Year History of Debt-related Ballot Measures in Wayland
2. Draft memorandum from Nan Balmer, dated January 23, 2018, re: FY19 Budget
3. Interpretive Bulletin from the Massachusetts Office of Campaign and Political Finance, re: The Use of Governmental Resources for Political Purposes (OCPF-IB-91-01, revised February 25, 2015)
4. Interpretive Bulletin from the Massachusetts Office of Campaign and Political Finance, re: Activities of Public Officials in Support of or Opposition to Ballot Questions (OCPF-IB-92-02, revised February 25, 2015)

**Items included as part of Agenda Packet for discussion during the January 29, 2018
Board of Selectmen's Meeting**

1. Memorandum from John Senchyshyn, Assistant Town Administrator and HR Director, re: 2018 Annual Town Meeting Plans
2. Diagram of Town Meeting Setup for a large Town Meeting, dated April 2013
3. Budget estimates for Spring 2018 ATM
4. Memorandum from David Porter, Executive Assistant, re: Appointment to the Wayland Cultural Council
5. Letter from Rachel Sideman-Kurtz, dated January 10, 2018, re: Interest in joining the Wayland Cultural Council
6. Memorandum from Nan Balmer, re: January 29 Agenda Items (5, 7, 8, 9)
7. Notice of Hearing for Lavin's Liquors, dated January 9, 2018
8. Memorandum from David Porter, Executive Assistant, re: Brief history of decisions for recent liquor license violations
9. Memorandum from Patrick Swanick, Chief of Police, re: Lavin's Liquors Recommendation
10. Wayland Police Department Incident Report for liquor license compliance check on December 21, 2017
11. Wayland Police Department Alcohol Compliance Check Form for Lavin's Liquors, dated December 21, 2017
12. Article List for 2018 Annual Town Meeting, updated January 25, 2018
13. Town Meeting Article F: Compensation for Town Clerk
14. Town Meeting Article H: Rescind Authorized but Unissued Debt
15. Town Meeting Article O: Terminate the Non-insurance Stabilization Fund
16. Town Meeting Article MM: Close Septage Enterprise Fund
17. Memorandum from Nan Balmer, re: FY19 Budget
18. Town Administrator's Report
19. Draft minutes from Board of Selectmen meeting of January 8, 2018
20. Draft minutes from Board of Selectmen meeting of January 16, 2018

BOARD OF SELECTMEN
Monday, January 22, 2018
Wayland Town Building
Selectmen's Meeting Room

CORRESPONDENCE

Selectmen

1. Letter from Michael J. Halloran, Executive Director of The Parmenter Foundation, dated January 22, 2018, re: New space for the Parmenter Food Pantry
2. Email from Carolyn Murray, Town Counsel, dated January 23, 2018, re: Wayland Library Petition to Attorney General (with attached petition)
3. Letter from Patricia A. Leavenworth, Chief Engineer of MassDOT Highway Division, dated January 12, 2018, re: Updated Project Review Committee (PRC) Approval Letter
4. Email from Elizabeth Doucette, Financial Administrator, to David Watkins, dated January 22, 2018, re: Legal Budget Request for Reserve Fund Transfer (with attached Request for Transfer from the Reserve Fund)
5. Email from Beth Klein, Town Clerk, dated January 22, 2018, re: State primary election date
6. Email from Beth Klein, Town Clerk, dated January 25, 2018, re: AG Approval of STM arts 7 & 12 (with attachments)
7. Email from Evan Hughes, dated January 25, 2018, re: Single Ballot Question for Debt Exclusion
8. Email from Mark Hays, dated January 18, 2018, re: Cascade 40B: Will Mr. Zieff's team submit all of their documents tomorrow for the ZBA?
9. Email from Susan Cahaly, dated January 25, 2018, re: Single Ballot Question for Debt Exclusion
10. Email from Jay T. Moody, dated January 25, 2018, re: Single Ballot Question – Let us discuss!
11. Email from Amanda and Mischa Irsch, dated January 25, 2018, re: Single Ballot Question for Debt Exclusion
12. Email from Zoe Stella Hughes, dated January 25, 2018, re: Single Ballot Question for Debt Exclusion
13. Email from Mark Hughes, dated January 25, 2018, re: Single Ballot Question for Debt Exclusion
14. Email from Lucia Hughes, dated January 25, 2018, re: Single Ballot Question for Debt Exclusion
15. Email from Lucy Poole, dated January 26, 2018, re: Single Ballot Question for Debt Exclusion



The Parmenter Foundation

*A Legacy of Caring for
Our Communities*

RECEIVED

JAN 22 2018

Board of Selectmen
Town of Wayland

January 16, 2018

Office of the Town Administrator
Attn: Ms. Nan Balmer, Town Administrator
41 Cochituate Road
Wayland, MA 01778

Dear Ms. Balmer:

The Parmenter Foundation is seeking a new physical space for The Parmenter Food Pantry which has served Wayland residents for more than 23 years. Our property at 266 Cochituate Road needs significant infrastructure repairs that do not make sense for our small foundation to make. Therefore, we are in the process of selling the property and need to move the Pantry from that location within the next month or so. We are reaching out to our Wayland neighbors to see if you have any space or ideas for a new space for this purpose. While we are seeking a space for the Pantry, we are not seeking any other time or financial commitments from you as we plan to continue to facilitate and pay all costs for the Pantry.

To give you a sense of the space requirements, the Pantry requires storage for dry goods and canned foods. We can provide shelving units for this storage. We also need and will provide a refrigerator and a chest freezer. The small space needs to be approximately 150 square feet and minimally heated. It would also be ideal if residents could drop off donated goods periodically.

Distribution of the food to recipients occurs one morning per month over the course of three hours. This process requires a space for setting up 6-7 six to eight foot tables which we will provide and will remain in storage when not in use. Distribution also requires a Stop and Shop delivery (fresh meats and produce) on distribution mornings; as well as parking for recipients and volunteers.

The Parmenter Food Pantry delivers more than 5,000 meals to Wayland families in need each year and is an important part of our community. If you have any ideas for us or are interested in hosting the Pantry, please contact me at the phone number or e-mail below. Thank you so much for your consideration.

In addition, I have enclosed a flyer highlighting our new community Lecture Series, please share the same with your members, associates and residents. If you would like an electronic version to share, please let me know. Thank you!

My best,

Michael J. Halloran, Executive Director
The Parmenter Foundation



The Parmenter Foundation

LECTURE SERIES

We are pleased to present our new program, The Parmenter Foundation 2018 Lecture Series. This initiative will bring in well-respected speakers to inform attendees about a broad range of timely topics focusing on our mission: enhancing the health and well-being of the MetroWest community.

SPEAKERS:

6:00pm-7:30pm
Weston Community Center,
20 Alphabet Lane, Weston

Seating is limited, please e-mail
Gail Coppola at
gcoppola@parmenterfoundation.org
or call 508-358-3001 to reserve
your seat.

Light refreshments will be served.

All are welcome.
Free of Charge.



February 8

Brent P. Forester, MD, MSc
"An Update on the Diagnosis and
Treatment of Alzheimer's Dementia:
Is Prevention a Reality?"



May 10

Mark S. Klempner, MD
"Infectious Diseases:
Prevention, Diagnosis and
Treatment of Lyme Disease"



September 13

Neil B. Minkoff, MD
"Using Patient-Reported Data to
Drive Health Outcomes"

For more information please visit:
www.parmenterfoundation.org

Porter, David

From: Balmer, Nan
Sent: Tuesday, January 23, 2018 1:56 PM
To: Porter, David
Subject: FW: Wayland Library Petition to Attorney General
Attachments: WAYL AG_001.pdf

correspondence

From: Carolyn M. Murray [<mailto:CMurray@k-plaw.com>]
Sent: Tuesday, January 23, 2018 1:16 PM
To: Balmer, Nan; 'aida gennis'
Subject: Wayland Library Petition to Attorney General

Nan and Aida,

Attached is a copy of the petition that I sent to the Attorney General Public Charities Division yesterday, requesting her assent to filing the petition with the probate court. Since the AG is the defender of public charitable trusts, she must be notified before these petitions are filed, and if her assent is obtained, the whole process proceeds more smoothly. Assuming the AG consents, I will immediately file the petition with the probate court.

I have not included the exhibits, as they are voluminous, but if you would like a full copy, I will send them to you.

Please contact me with any questions.

Thank you,

Carolyn M. Murray, Esq.
KP | LAW
101 Arch Street, 12th Floor
Boston, MA 02110
O: (617) 654 1726
F: (617) 654 1735
C: (617) 257 9581
cmurray@k-plaw.com
www.k-plaw.com

This message and the documents attached to it, if any, are intended only for the use of the addressee and may contain information that is PRIVILEGED and CONFIDENTIAL and/or may contain ATTORNEY WORK PRODUCT. If you are not the intended recipient, you are hereby notified that any dissemination of this communication is strictly prohibited. If you have received this communication in error, please delete all electronic copies of this message and attachments thereto, if any, and destroy any hard copies you may have created and notify me immediately.

From: scans@k-plaw.com [<mailto:scans@k-plaw.com>]
Sent: Monday, January 22, 2018 2:28 PM
To: Carolyn M. Murray <CMurray@k-plaw.com>
Subject: Here is your scanned document.



The Leader in Public Sector Law

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

January 22, 2018

Carolyn M. Murray
cmurray@k-plaw.com

Courtney M. Aladro, Esq.
Assistant Attorney General
Non-Profit Organizations/Public Charities Division
Office of the Attorney General
One Ashburton Place, Room 1413
Boston, MA 02108

Re: Town of Wayland v. Maura Healey, as she is the Attorney General of the Commonwealth of
Massachusetts
Middlesex Probate Court Petition – Request for Assent of Attorney General

Dear Attorney Aladro:

Enclosed please find a petition to be filed with the Middlesex Probate Court on behalf of the Town of Wayland (the "Town"), seeking to have the terms of the Will of Warren Gould Roby administered cy pres, or in the alternative, seeking permission to deviate from the terms of Mr. Roby's Will such that the Town may use that portion of the Wayland Free Public Library that is subject to a public charitable trust for library-related purposes, other than traditional stacks and reading room. On behalf of the Town, I am serving this copy upon you and ask for the assent of the Attorney General to filing this petition with the Probate Court. For your convenience, I have enclosed a proposed Assent of the Attorney General at Exhibit P.

If you have any questions, please do not hesitate to contact me.

Thank you for your attention to this matter.

Very truly yours,

Carolyn M. Murray

CMM/man
Enc.

cc: Town Administrator (w/o exhibits) (by electronic mail)
Board of Library Trustees (w/o exhibits) (by electronic mail)

601804/WAYL/0088

COMMONWEALTH OF MASSACHUSETTS

MIDDLESEX, SS.

PROBATE AND FAMILY COURT
C.A. NO.

TOWN OF WAYLAND,

Plaintiff

v.

MAURA HEALEY, as she is the
ATTORNEY GENERAL OF THE
COMMONWEALTH OF MASSACHUSETTS,

Defendant

COMPLAINT

Introduction

1. This petition is brought by the Plaintiff, the Town of Wayland, acting by and through its Board of Selectmen and Library Trustees (collectively, the "Town") pursuant to G.L. c. 214, § 10B, seeking the application of the doctrine of cy pres or deviation to enable the Town to discontinue use as a primary library or to modify use for library-related purposes of a certain parcel of property donated by Warren Gould Roby (the "Roby Parcel") and the building thereon, known as the Town of Wayland Free Public Library building (the "Library"), located at 5 Concord Road in Wayland, MA (the "Library Site"). The Town holds the Roby Parcel and that portion of the Library situated on the Roby Parcel in trust under a charitable trust for library purposes. The Roby Parcel and the Library are no longer suitable for library purposes, and the Town is seeking to construct a new library on a different property. Once the new library is constructed, the Town proposes to use the existing Library, including that portion on the Roby Parcel, for public purposes related to the Library but not as a primary or branch library. Such proposed re-use of the existing Library, specific to the Roby Parcel, includes a cultural center, featuring visual arts,

music performances, studio use, and exhibits on the history of Wayland and Sudbury River, as well as an art and technology/innovation center.

The Parties

2. The Town of Wayland (the "Town") is a body politic and corporate, organized and existing under the laws of the Commonwealth of Massachusetts.
3. Defendant Maura Healey (the "Attorney General") is the Attorney General of the Commonwealth of Massachusetts and is named herein in her capacity as representative of the public interest in the administration of charitable trusts, pursuant to G.L. c.12, § 8G.

Background

The Trust by Warren Gould Roby

4. Article 5 of the Last Will and Testament of Warren Gould Roby (the "Roby Will") contained the following provision: "I give to the Town of Wayland, Massachusetts, one-half acre of my land on the east side of Concord Road and opposite the short road connecting the Sudbury Concord roads in the Town of Wayland, the same to be not nearer to my house than two hundred and twenty-five feet and the metes and bounds of which shall be fixed by my executors and a plan thereof recorded in the Middlesex South Registry of Deeds. And to erect a building thereon for use as a public library, as near fireproof as possible, I give to the Town of Wayland the sum of twenty-eight thousand dollars." A copy of the Roby Will is attached hereto as Exhibit A.
5. On or about September 4, 1899, by Deed from Cynthia C. Roby, widow of Warren Gould Roby, recorded with the Middlesex South District Registry of Deeds in Book 2764, Page 141 (the "Roby Deed"), the Town acquired a parcel of land consisting of one-half acre (the "Roby Parcel"). A copy of the Roby Deed is attached hereto as Exhibit B and a copy of the plan recited therein is attached hereto as Exhibit C.
6. The Town accepted the gift of land and sum of money under the Roby Will "to be devoted to the erection of a building thereon to be used as a Public Library" by vote of the Town Meeting under Article 25 at the 1898 Annual Town Meeting. A certified copy of said vote is attached hereto as Exhibit D.

The Present Library Site at 5 Concord Road

7. The Wayland Free Public Library is governed by an elected Board of Library Trustees, comprised of six members.
8. The Library was opened for general use in November, 1900, at a cost of just under \$29,000.00, using funds bequeathed by Warren Gould Roby and constructed on the Roby Parcel of one-half acre. At that time, the Town's population was just over 2,000.
9. At the March 5, 1923 Annual Town Meeting, under Article 10, the Town voted to accept a gift of about 16,000 SF of land abutting the Roby Parcel on the north and east "to enlarge the lot and to protect the property." A certified copy of the vote of the 1923 Town Meeting is attached hereto as Ex. E.
10. On March 20, 1923, the Town acquired two lots abutting the Roby Parcel from Amos I. Hadley and Alfred W. Cutting (the "Hadley-Cutting Parcel"). No purpose for the conveyance is stated in the deed. A copy of the Hadley/Cutting Deed is attached hereto as Ex. F.
11. Under Article 11 of the March 9, 1955 Annual Town Meeting, the Town voted to accept the gift of a parcel of land adjacent to the library from Mary A. Clifford. A certified copy of the vote of the 1955 Town Meeting is attached hereto as Ex. G.
12. On February 7, 1955, the Town acquired a parcel of land containing approximately 7,380 SF abutting the Library site from Mary A. Clifford (the "Clifford Parcel"). No purpose for the conveyance of the land is cited in the deed, but the deed references a plan of land "to be acquired by the Wayland Public Library." A copy of the Clifford Deed is attached hereto as Ex. H.
13. In June 1987-1988, a new wing was added to the library, such that the Library Site was enlarged to 14,000 gross square feet. A portion of this addition was located on the Roby Parcel, but the majority of this addition was located on the Hadley-Cutting Parcel. The purpose of the addition was to expand space for patrons and the library collection, to expand and move the Children's Room to its current location and to add the meeting room. A map showing the various parcels of land that comprise the Library Site with the outline of the Library building as it sits on those parcels is attached hereto as Ex. I.

Although the gross floor area of the current Library is calculated at nearly 18,000 SF, the usable or inhabitable space is only 8,527 SF, as shown on the Town of Wayland Assessors' property record for 5 Concord Road attached as Ex. J.

14. With the various acquisitions of parcels noted above, the current Library Site consists of 1.02 acres, which includes the Roby Parcel, as well as the subsequent land acquisitions. (See Ex. J) Of the various parcels comprising the current Library Site, only the Roby Parcel is subject to a public charitable trust.
15. Currently, the Library offers 8,527 SF of usable space for patrons, consisting of a finished basement, a first floor and a finished upper level or mezzanine. See Ex. J.
16. The Library is open 3,273 hours per year and serves approximately 116,653 patrons per year. Its total holdings consist of: 67,622 books; 8,530 audio cassettes and compact discs; 10,605 video cassettes/discs/DVDs; and 110 print periodicals, newspapers and other print serials. Its total circulation activity is 264,847 items per year. The Library provides 47 dedicated parking spaces and seating capacity for 82 patrons, which includes every available seat for patrons, even though a table for four is typically only occupied by one or two patrons simultaneously. The Library has no individual or group study rooms but does have one meeting room that can accommodate up to 50 or 60 people, which was used 509 times in the prior year. See excerpt from Town's application to the Commonwealth of Massachusetts Board of Library Commissioners application at pages 7-8, attached as Ex. K.
17. In April 2001, the Library Trustees formed a Library Planning Committee, comprised of Library Trustees and residents to assess the Town's vision for future library needs. Community-wide surveys and focus groups were conducted, resulting in the report of the Library Planning Committee released in April 2002. To meet these future library services and facilities, the Library Trustees requested, and Town Meeting approved, an appropriation of \$40,000.00 to hire a consultant to perform a feasibility study of the existing Library site and to determine how the existing site could be renovated and expanded to meet the Town's future library needs. In May 2004, the architectural firm of Lerner | Ladds + Bartels, Inc. was selected to conduct the feasibility study, and a year later, a final report was issued. The report offered four design alternatives, each using the existing site but each dependent upon the Town acquiring additional adjoining

property. Based on the identified space needs of the Library – 29,700 gross square feet – Lerner | Ladds + Bartels, Inc. determined that the existing property could not support the expansion and additional parking under the Town’s Zoning Bylaws. Specifically, the report noted that the Aquifer Protection Bylaw limited the amount of impervious surface to 20% of the total lot size; in its current configuration without the expansion, the existing Library exceeds this limitation. The southern portion of the Library Site is also located within the Historic District, and an appropriately sized addition would likely be out of scale to the surrounding Historic and Residential Districts. Accordingly, the report concluded that an expansion of the existing Library could not be accomplished without zoning or other bylaw relief or without acquiring adjoining property to increase the lot size. An excerpt from Lerner | Ladds + Bartels, Inc.’s Feasibility Study and Architectural Planning report dated April 2005 is attached hereto as Ex. L.

18. In order to accommodate the expansion of the Library at its existing site, Lerner | Ladds + Bartels, Inc. determined that the Town would have to acquire all or a portion of abutting property known as 11 Concord Road; however, doing so presented other issues, namely, land acquisition costs, acquiring property with a failed septic system, relocating an existing dwelling on that adjoining lot or integrating the dwelling into the Library design. Other options explored did not allow for future expansion of the Library, a condition mandated by the Massachusetts Board of Library Commissioners for parties seeking funding for library projects. See Ex. L.
19. Ultimately, further expansion of the existing Library Site was deemed not feasible by the Library Trustees, in part due to the Library Site’s location in a Water Resource Protection District (See Ex. M), the restrictions imposed by the Town’s Aquifer Protection Bylaw (See Ex. N), and the current parking requirements of the Town’s Zoning Bylaw (See Ex. O).
20. When it became evident that expansion of the existing Library building at 5 Concord Road was not feasible, the Town began to explore other options including investigations into the possibility of a combined Library/Council on Aging facility in a newly planned commercial development. Ex. K at p. 18. Neither of these studies produced a viable option for a new library.

21. From 2013-2017, the Library Trustees continued its long-range planning process by soliciting public input, which revealed increasing demands for a more spacious facility, larger collections, better parking and longer hours. See Ex. K at p. 18.
22. In 2015, the Town engaged the University of Massachusetts Donahue Institute to further evaluate the Library's needs for programs and services, which echoed the need for more space and programming. See Ex. K at p. 18.
23. Also, in January 2015, the Library Trustees formed a Library Planning Committee, a citizens' advisory committee of 21 community members that investigated the community's library needs, reviewed feasibility studies, visited other recently-constructed or renovated library facilities, investigated available parcels of land that might be suitable for a new library, and researched library uses, trends and designs. In the summer of 2015, this Committee submitted a recommendation that the Town submit an application to the Massachusetts Board of Library Commissioner's Public Library Construction Program. Ex. K at pp. 18-19.
24. Design Technique and Tappé Architects were hired to conduct the Town's Library Planning and Design Study. Tappé Architects consulted with the Town's Board of Library Trustees, the Permanent Municipal Building Committee and the Wayland Real Asset Planning Committee to identify the best site for the expanded library. This investigation included an examination of the existing Library Site at 5 Concord Road. For the reasons previously identified by the Lerner | Ladds + Bartels, Inc. study, the existing Library Site was again deemed not feasible, and the property at 195 Main Street was selected as the best site for an expanded library. Ex. K at p. 52.

The Proposed New Library

25. On January 19, 2017, the Town submitted an application for library construction funds to the Commonwealth of Massachusetts Board of Library Commissioners (the "Application"), which included a description of deficiencies of the current Library. See Ex. K at pp. 20-42
26. Specifically, the Application highlights the numerous deficiencies of the existing Library, including (See Ex. K at pp. 10 and 20-42):

- a. Insufficient space to meet or exceed basic levels for print volumes, periodicals, audio-visual materials, programs, public meetings, public use internet computers, and staff;
 - b. Inadequate seating for patrons for leisure reading, story time, quiet study, research and collaborative work;
 - c. Lack of dedicated Reference/Information services department for children or teenagers;
 - d. Inadequate or non-compliant access under the Americans with Disabilities Act;
 - e. Insufficient space for Circulation Desk to process borrowings;
 - f. Lack of climate-controlled environment for storage and preservation of historic materials;
 - g. Inadequate seating, craft and/or play area in Children's Room;
 - h. Lack of dedicated space for Young Adult/Teen collection;
 - i. Lack of a fire suppression system and surveillance cameras;
 - j. Location adjacent to wetlands and within high water table area subject the Library to flooding and undermine structural integrity of the building; and
 - k. Lack of space or infrastructure to accommodate current technology.
27. The proposed site for the new library is 195 Main Street in Wayland, consisting of 2.3 acres, and the proposed library building will consist of 33,530 gross square feet. See Ex. K at page 8.
28. The proposed new library will be a two-story modern facility with flexible, light-filled spaces and dedicated areas for children and teens, browsing, private study, small group meetings, community programs, as well as larger spaces for collections, technology, and customer service. See Ex. K at p. 8.
29. The proposed new library will offer the following amenities:
- a. Improved access to the physical collection of books and media, including compliance with the Americans with Disabilities Act (See Ex. K at pp. 17, 47 and 49);
 - b. A variety of community gathering spaces for different sized events (See Ex. K at p. 17);

- c. Improved quantity and quality of programming for educational and cultural events and presentations (See Ex. K at p. 17)
- d. Increased quantity and quality of spaces available to all age groups for individual or collaborative study, small group work and tutoring (See Ex. K at p. 17);
- e. Expanded space devoted to early literacy, children's and teen collections and programs (See Ex. K at p. 17); and
- f. Upgraded technology infrastructure, user access to new technology and training and provide flexible collaborative technology space (See Ex. K at p. 17);

Count I - Cy Pres

- 30. Plaintiff realleges paragraphs 1 through 29 and incorporates them herein.
- 31. The Roby Will manifests a general charitable intent to support a public library within the Town for the benefit of the public generally.
- 32. It has become impossible or impracticable to continue to use the Roby Parcel for the Town's primary or sole public library because the Roby Parcel and the other unrestricted parcels that comprise the Library Site at 5 Concord Road lack sufficient space for an expanded library to serve the Town's current and future library needs while also complying with the limitations imposed by the Aquifer Protection District zoning bylaw and satisfying parking requirements.
- 33. It has become impossible or impracticable to continue to use the Roby Parcel for the Town's primary or sole public library because the use of the Roby Parcel and the other unrestricted parcels that comprise the Library Site at 5 Concord Road for public library purposes cause hazardous crowding conditions and other health and safety issues. The Library on the Roby Parcel cannot meet the Americans with Disabilities Act requirements. The Library on the Roby Parcel lacks adequate space for programs necessary to serve, in particular, children, young adults and seniors; and expansion of the existing Library to meet the Town's needs is not possible or practical, given the limited land area of the site, its location within the Water Resource Protection District and

constraints that the Aquifer Protection District zoning bylaw impose on the total amount of impervious surface and the increased parking requirements commensurate with an expanded library.

34. The general intent of the Roby Will to offer land and money to build a public library would be more closely served by providing broader, upgraded library services to all of the Town's age groups in a new, fully accessible building, than to require the continued use of an obsolete building for limited library services to a limited segment of the community.
35. The general intent of the Roby Will to provide land and funds for the construction of a public library will continue to be served by using the existing Library building on the Roby Parcel for services and programs related to a modern library, i.e., a cultural center, featuring visual arts, music performances, studio use, and exhibits on the history of Wayland and Sudbury River, as well as an art and technology/innovation center.
36. The Attorney General has assented to the granting of the relief requested by this Complaint. (The original, executed Assent of the Attorney General is attached hereto as Exhibit P.)

Count II -- Deviation

37. The plaintiff realleges paragraphs 1 through 36 and incorporates them herein.
38. Through the Roby Will and Deed, a public charitable trust was created whose object was to provide land and funds for the construction of a public library.
39. The Town constructed and operated for the entirety of its useful life a public library on the Roby Parcel, thereby accomplishing the object and purpose of the trust.
40. Owing to circumstances not known or anticipated at the time of the bequest, namely that the Town's population would grow to current levels of over 14,000 and the definition of and services expected from a library would expand over the past 118 years, the needs of the community can no longer be served by the current Library and certainly cannot be served by just the portion of the Library building located on the Roby Parcel.
41. Other than requiring that the land and funds be used for the construction of a public library, Warren Gould Roby's Will contained no express limitation on the nature and

scope of library services to be offered; the Roby Will did not require that his gift be used solely to house only circulation stacks or a reading room. There is no language contained in the Roby Will to suggest that the use of the building on the Roby Parcel for a cultural center, featuring visual arts, music performances, studio use, and exhibits on the history of Wayland and Sudbury River, as well as an art and technology/innovation center – programs and uses commonly associated with a modern library - would not serve the public library interest in accordance with Mr. Roby's wishes.

42. Narrowly construing the definition of a library and requiring the Town to continue to use the Roby Parcel as a full-service library would likely defeat or substantially impair the purpose for which the trust was created, in that the current Library Site, including the Roby Parcel and the other unrestricted parcels, can no longer adequately serve the library needs of the community.
43. Without conceding whether the Roby Will manifests a general charitable intent and without conceding whether the proposed use for the Library building on the Roby Parcel is beyond the scope of library uses that Mr. Roby intended, but rather, out of an abundance of caution, the Town seeks to deviate from the express purpose of the Roby Will, should this Court determine that the proposed use for the Roby Parcel is beyond the scope of the Roby Will.
44. The Attorney General has assented to the granting of the relief requested by this Verified Complaint. The original, executed Assent of the Attorney General is attached hereto as Exhibit P.

WHEREFORE, the Plaintiff, Town of WAYLAND, respectfully requests that this Court enter judgment:

1. Finding that the Roby Will created a charitable trust;
2. Finding that the Roby Will had a general charitable intent to support a public library within the Town for the benefit of the public generally;
3. Finding that it is no longer practicable to use the Roby Parcel as a full-service public library for the Town;

4. Finding that the use of the Roby Parcel for a cultural center, featuring visual arts, music performances, studio use, and exhibits on the history of Wayland and Sudbury River, as well as an art and technology/innovation center is a modern extension of a public library and consistent with the intention expressed in the Roby Will, or alternatively, finding that the use of the Roby Parcel for programs associated with and overseen by the Town of Wayland Library Board of Trustees as a cultural center, featuring visual arts, music performances, studio use, and exhibits on the history of Wayland and Sudbury River, as well as an art and technology/innovation center is a natural and logical deviation from the charitable intent as expressed in the Roby Will that is consistent with and better promotes said charitable intent, for it will provide expanded public library services to greater numbers of the Town's residents in a safe, accessible facility;

5. Ordering that said charitable trust be administered cy pres and allowing the Town to use the Roby Parcel for programs associated with and overseen by the Library Trustees and not limiting the use of the Roby Parcel to historical library uses in the form of the Order attached hereto as Exhibit Q or in the alternative, allowing a deviation from said charitable trust such that the Town may use the Roby Parcel for programs associated with and overseen by the Library Board of Trustees but not limited to use as a traditional library with collection stacks and reading rooms; and

6. Granting such other and further relief as this Court deems just and equitable.

Respectfully submitted,

TOWN OF WAYLAND

By its attorneys,



Carolyn M. Murray (BBO# 653873)
Katharine Lord Klein (BBO# 544185)
KP Law, P.C.
Town Counsel
101 Arch Street
Boston, MA 02110
(617) 556-0007

600454/WAYL/0088



Charles D. Baker, Governor
Karyn E. Polito, Lieutenant Governor
Stephanie Pollack, Secretary & CEO
Jonathan L. Gulliver, Highway Administrator

Forwarded to Tom Holder



January 12, 2018

RECEIVED

JAN 22 2018

Dear Sir or Madam,

**Board of Selectmen
Town of Wayland**

Re: Updated Project Review Committee (PRC) Approval Letter

The purpose of this correspondence is to provide information regarding the new MassDOT Highway Division project intake tool and the updated Project Review Committee (PRC) Approval letter.

The Highway Division's streamlined project initiation process uses a new web-based application designed to help both state and municipal proponents map and initiate new projects. This tool will provide time savings to project proponents by reducing the need for rework while also reducing the risk of unanticipated permitting. Throughout the fall of 2017 MassDOT provided workshops through Baystate Roads demonstrating the new software. Workshop participants had the opportunity to create a test project. The new project intake tool is being used as the primary interface for all project creation.

Effective after the December 14, 2017 PRC meeting, an updated PRC letter will be sent out to municipalities with approved projects. Highlights of the letter include:

- If within two years of the date of the letter the municipality has not accomplished the following three milestones, the project will be deactivated unless the project is resubmitted to the PRC for continued project eligibility:
 1. Received MassDOT approval of the project's Scope/Workhours;
 2. Secured a signed contract with your design consultant for the entire design process; and
 3. Identified design funding
- Resubmission to the PRC may also be required if there is a significant increase in cost or change in scope over the life of the project.
- Detailed cost estimates will be required during the second week of January every year during project development in order to assist MassDOT with annual TIP development
- For projects requiring Right-of-Way (ROW), the preparation of ROW plans are required at every stage of design submission based on an instrument survey that meets 250 CMR 6.01 and 6.02. Recordable plans and instrument will be required.
- The letter will include a signature page, requiring a signature from a municipal official, to be returned to the District Highway Director in order for the project to advance.

This updated PRC letter is being implemented in conjunction with our new Project Intake tool called, Map It. Information about the PRC, as well as a sample PRC approval letter, can be found at the Highway Division's website at:

<http://www.massdot.state.ma.us/highway/Departments/ProjectManagement/ProjectReviewCommittee.aspx>

I hope this updated letter clearly identifies roles, responsibilities and expectations that are mutually beneficial, with the ultimate goal being the successful advertising of municipal projects. I look forward to our continued partnership as we work collectively to deliver future projects. If you have any questions, please contact the Chief Engineer at 857-368-9290 or your District Highway Director.

Sincerely,

A handwritten signature in blue ink, reading "Patricia A. Leavenworth". The signature is fluid and cursive, with the first name "Patricia" being more prominent and the last name "Leavenworth" following in a similar style.

Patricia A. Leavenworth, P.E.
Chief Engineer

Porter, David

From: Balmer, Nan
Sent: Monday, January 22, 2018 6:04 PM
To: Porter, David
Subject: FW: Finance Committee Agenda January 22, 2018 - Legal Budget Request for Reserve Fund Transfer
Attachments: Reserve Fund Transfer Legal Services FY18.pdf

Correspondence

From: Doucette, Elizabeth
Sent: Monday, January 22, 2018 5:14 PM
To: Watkins, David V
Cc: Keveny, Brian; Balmer, Nan
Subject: Finance Committee Agenda January 22, 2018 - Legal Budget Request for Reserve Fund Transfer

Dave,

Attached please find the Reserve Fund Transfer form and backup memo for the request for legal services.

Thank you for including in this evening's agenda.

Beth

Approved by Finance Committee 1/22/18.



**TOWN OF WAYLAND
REQUEST FOR TRANSFER FROM THE
RESERVE FUND**

To the Finance Committee of the Town of Wayland, request is hereby made for the following transfer from the Reserve Fund in accordance with Ch. 40, Sec. 6 of the Massachusetts General Laws:

1. Amount requested: \$ 75,000
2. Department name: Legal (Board of Selectmen)
3. To be transferred to MUNIS account: 10151002-52108
4. Present balance in the appropriation: \$ 13,412 *
5. The amount requested will be used for (give specific purpose):
Legal Services through June 30, 2018

6. This expenditure is extraordinary and/or unforeseen for the following reasons:
In Fiscal Year 2018 new matters and the unexpected complication and / or continuation of ongoing matters are expected to incur costs in excess of the \$200,000 adopted legal budget by \$75,000. The Board of Selectmen is not in a position to discontinue legal services for these matters. The funds requested will allow the Town to proceed with funding necessary legal services.

While some unplanned legal services are considered during the budget process, in Fiscal Year 2018 there are an extraordinary number of unforeseen legal matters. (The attached memo outlines these matters)

7. Is your next year's budget affected by this request? If yes, explain. No

7/1/18

Signature of Department Head
January 22, 2018

Date

Walter Balmer

Approved by Town Administrator
Ben K...

Finance Director

Approved by Finance Committee
Date of Meeting
Transfer voted in sum of \$

Chair, Finance Committee

Date

*Request should be made and transfers voted before any
expenditure is incurred in excess of the appropriation.*

* \$13,412 (includes account balance as well as Nov and Dec invoices in process)

DATE: JANUARY 22, 2017
TO: FINANCE COMMITTEE
FROM: ELIZABETH DOUCETTE, FINANCIAL ADMINISTRATOR
RE: REQUEST RESERVE FUND TRANSFER FOR COSTS ASSOCIATED WITH UNFORESEEN
BOARD OF SELECTMEN LEGAL SERVICES

ACTION REQUESTED

Vote to approve Reserve Fund Transfer of \$75,000 for costs associated with the extraordinary number of legal services that were unforeseen at the time the budget was adopted.

UNFORESEEN NEED

In Fiscal Year 2018 new matters and the unexpected complication and / or continuation of ongoing matters are expected to incur costs in excess of the \$200,000 adopted legal budget by \$75,000.

While some unplanned legal services are considered during the budget process, in Fiscal Year 2018 there are an extraordinary number of legal matters that could not have been reasonably anticipated at the time the budget was adopted.

The following matters began after the budget was adopted and could not have been reasonably anticipated:

- 40B Application for Windsor Place,
- 40B Application for Cascade,
- Unanticipated Labor matter,
- Trustees of Oxbow Condominium court order,
- Cochituate Commons,
- Loker / Dow.

The following matters are either unexpectedly complicated and /or continued far longer than could have been reasonably anticipated:

- Wayland Meadows,
- Bernstein versus Planning Board,
- Union salary negotiations,
- Town Center development,
- River's Edge LDA extensions and potential amendments during due diligence process,
- Nelson vs. Conservation Commission & Board of Health.

URGENCY OF REQUEST

There are insufficient funds available in the legal budget to pay the Town Counsel invoice for January Services and the remainder of the fiscal year. The funds requested will allow the Town to proceed with necessary legal services that the Board of Selectmen is not in a position to discontinue. Further, the Town cannot operate without legal counsel as we enter Annual Town Meeting season and continue with the matters listed. There are no other funds available in this line item that can be used to pay legal expenses.

BUDGETING LEGAL SERVICES WITHIN PROJECTS

Beginning in FY19 legal services will be included within Capital project budgets, whenever possible.

ACCOUNT STATUS

The available account balance of \$13,412 includes invoices in process for services through December. Costs projected for the remainder of the fiscal year are \$88,412, creating a deficit of \$75,000.

BOARD OF SELECTMEN LEGAL BUDGET

Type of Service	Budgeted	YTD (thru Dec.)	Projected (thru June)	Total
Town Counsel	\$ 140,000	\$ 134,307	\$ 52,112	\$ 186,419
Special Counsel	\$ 40,000	\$ 35,852	\$ 5,500	\$ 41,352
Labor Counsel	\$ 20,000	\$ 16,429	\$ 20,800	\$ 37,229
Contingency			\$ 10,000	\$ 10,000
TOTAL	\$ 200,000	\$ 186,588	\$ 88,412	\$ 275,000

I will be in attendance at the Finance Committee meeting to discuss the Legal budget within the scope of what is not confidential.

Porter, David

From: Balmer, Nan
Sent: Monday, January 22, 2018 9:49 AM
To: Porter, David
Subject: FW: State primary election date

Correspondence

From: Klein, Beth
Sent: Monday, January 22, 2018 9:39 AM
To: Keefe, Ben; Holder, Thomas; betsy_gavron@wayland.k12.ma.us
Cc: Secord, Julie; Baldwin, Christine; Gorham, Diane; Klein, Beth; Anderson, Lea; Balmer, Nan
Subject: State primary election date

The State has announced that the State primary will be held on September 4, 2018. This means that the polling places in the town building gym and the middle school will have to be set up on the Friday before the election. I know that this will inconvenience many as this means the gyms will not be available over the long holiday weekend and the election will be held on the first day of school. If you would like to discuss any ideas as to how this could be done with as little disruption as possible, please feel free to contact me. If the polling places cannot be set up until the weekend please let me know as soon as possible.

The Secretary of State has also said that he is recommending that there be early voting for 5 days before the primary, which currently there is not. If this happens I will need to reserve the Tots room beginning August 19th through September 5th. I will let you know if there will be early voting as soon as it is announced.

If you have any questions, please feel free to contact me.

Beth R. Klein

Beth R. Klein, CMC
Town Clerk
Town of Wayland
41 Cochituate Road,
Wayland, MA 01778
508-358-3631
bklein@wayland.ma.us
www.wayland.ma.us/pages/waylandma_clerk/index

Meeting Notices must be received in the Town Clerks office 30 minutes before the close of business to insure that they will be posted that day. Please email notices to townclerk@wayland.ma.us.

Porter, David

From: Balmer, Nan
Sent: Thursday, January 25, 2018 4:46 PM
To: Porter, David
Subject: FW: AG approval of STM arts 7 & 12
Attachments: AG approval lth 4-17 STM, 7&12.pdf; AG legal ad 11-14 STM-Publ.docx; ART 12-zoning bylaw#1.doc; ART 7-general bylaw#1.doc

correspondence

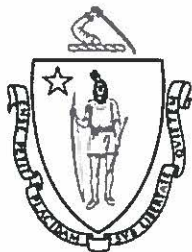
From: Klein, Beth
Sent: Thursday, January 25, 2018 10:44 AM
To: Secord, Julie; Sarkisian, Sarkis; Verhoosky, Jason
Cc: Balmer, Nan; Porter, David
Subject: AG approval of STM arts 7 & 12

Hi all,
I attached copies of the Attorney General approval of article 7 and 12. Once they are published in the Town Crier they take effect. If you have any questions please let me know.

Beth R. Klein

Beth R. Klein, CMC
Town Clerk
Town of Wayland
41 Cochrane Road,
Wayland, MA 01778
508-358-3631
bklein@wayland.ma.us
www.wayland.ma.us/pages/waylandma_clerk/index

Meeting Notices must be received in the Town Clerk's office 30 minutes before the close of business to insure that they will be posted that day. Please email notices to townclerk@wayland.ma.us.



MAURA HEALEY
ATTORNEY GENERAL

THE COMMONWEALTH OF MASSACHUSETTS
OFFICE OF THE ATTORNEY GENERAL

CENTRAL MASSACHUSETTS DIVISION
10 MECHANIC STREET, SUITE 301
WORCESTER, MA 01608

(508) 792-7600
(508) 795-1991 fax
www.mass.gov/ago

January 24, 2018

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

Re: Wayland Special Town Meeting of November 14, 2017 -- Case # 8722
Warrant Article # 12 (Zoning)
Warrant Article # 7 (General)

Dear Ms. Klein:

Articles 7 and 12 - We approve Articles 7 and 12 from the November 14, 2017 Wayland Special Town Meeting.

Note: Pursuant to G.L. c. 40, § 32, neither general nor zoning by-laws take effect unless the Town has first satisfied the posting/publishing requirements of that statute. Once this statutory duty is fulfilled, (1) general by-laws and amendments take effect on the date these posting and publishing requirements are satisfied unless a later effective date is prescribed in the by-law, and (2) zoning by-laws and amendments are deemed to have taken effect from the date they were approved by the Town Meeting, unless a later effective date is prescribed in the by-law.

Very truly yours,

MAURA HEALEY
ATTORNEY GENERAL

Margaret J. Hurley

by: Margaret J. Hurley, Assistant Attorney General
Chief, Central Massachusetts Division
Director, Municipal Law Unit
Ten Mechanic Street, Suite 301
Worcester, MA 01608
(508) 792-7600 x 4402

cc: Town Counsel Carolyn M. Murray

**LEGAL NOTICE
TOWN OF WAYLAND
AMENDMENTS TO TOWN CODE**

January 25, 2018

The following Articles were returned with the approval of the Attorney General's Office relative to the following amendments to the Town Code adopted at the Wayland Special Town Meeting, which convened on November 14, 2017.

GENERAL BYLAWS:

Article 7: Change Filing Deadline for Circuit Breaker Match Program

ZONING BYLAW:

Article 12: Non-Medical/Recreational Marijuana Moratorium

APPROVED BY THE ATTORNEY GENERAL	January 24, 2018
RECEIVED BY THE TOWN CLERK'S OFFICE:	January 25, 2018
POSTED BY THE TOWN CLERK'S OFFICE:	January 25, 2018
WAYLAND TOWN CRIER PUBLICATION DATES:	February 1, 2018 & February 8, 2018

Any claims that a zoning bylaw is invalid because of a defect in the procedure by which the bylaw was amended or adopted may only be made within 90 days of this posting. Copies of the bylaws amended and adopted are on file in the Office of the Town Clerk.

Beth R. Klein, CMC, Town Clerk

Legal Ad Wayland Town Crier 2/1/18 & 2/8/18

**SPECIAL TOWN MEETING
VOTE CERTIFICATE #1**

At a legal meeting of the qualified voters of the TOWN OF WAYLAND, held on November 14, 2017, the following business was transacted under Article 12:

ARTICLE 12: AMEND TOWN CODE CHAP. 198:NON-MEDICAL/RECREATIONAL MARIJUANA MORATORIUM –TEMPORARY MORATORIUM ZONING BYLAW AMENDMENT
--

To determine whether the Town will vote to amend Chapter 198 of the Town Code, the Town's Zoning Bylaw, by adding a new definition for "Marijuana Establishment" and establishing a temporary moratorium on the use of land, buildings or structures for said Marijuana Establishments in all zoning districts in the Town of Wayland, as follows:

1. Section One

Amend Section 104.2 by adding the following new definition:

Marijuana Establishment – as defined in Section 1 of Chapter 94G of the General Laws, meaning a "marijuana cultivator, independent testing laboratory, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana-related business."

11. Section Two

Amend Section 803.5 by adding the following new subsection:

Section 803.5.8 There shall be a temporary moratorium on Marijuana Establishments until December 31, 2018. During the moratorium period, the Town shall undertake a planning process to address the potential impacts of recreational marijuana in the Town, and to consider the Cannabis Control Commission regulations regarding Recreational Marijuana Establishments, and shall consider adopting new Zoning Bylaws in response to these new issues.

Planning Board Report: The following zoning article was submitted for the 2017 Special Fall Town Meeting. Pursuant to Massachusetts General Laws Chapter 40A, Section 5, the Planning Board held a public hearing on October 3, 2017 to discuss the proposed amendments to the Town's Zoning By-Laws and closed the public hearing the same night.

Article N: Non-Medical / Recreational Marijuana Moratorium – Zoning Bylaw amendment

On November 8, 2016, the voters of the Commonwealth approved a law regulating the cultivation, processing, distribution, possession and use of marijuana for recreational purposes. The law, which allows certain personal use and possession of marijuana, took effect on December 15, 2016. It was amended on December 30, 2016 via Chapter 351 of the Acts of 2016, and requires a Cannabis Control Commission to issue regulations regarding the licensing of commercial activities. Non-Medical or Recreational Marijuana Establishments (hereafter, "Recreational Marijuana Establishments"), as defined in G.L. c. 94G, § 1, are not specifically addressed in the Town's Zoning Bylaw. Regulations to be promulgated by

the Cannabis Control Commission may provide guidance on certain aspects of local regulation of Recreational Marijuana Establishments. The regulation of recreational marijuana raises novel legal, planning, and public safety issues. The Town needs time to: (1) study and consider the regulation of Recreational Marijuana Establishments, (2) address the potential impact of the State regulations on local zoning, and (3) undertake a planning process to consider amending the Zoning Bylaw regarding regulation of Recreational Marijuana Establishments. The sole purpose of the article is to adopt a temporary moratorium on the use of land and structures in the Town for Non-Medical/Recreational Marijuana Establishments until December 31, 2018 to allow the Town sufficient time to address the effects of such structures and uses in the Town and to enact appropriate bylaws.

The Planning Board recommends and voted approval. (Vote: 4-0-0)

MOTION:

Sarah Greenaway moved that the Town vote to amend the Code of the Town of Wayland, Chapter 198 – Zoning, as listed in Article 12 on Page 28 of the Warrant for the November 2017 Special Town Meeting by adding a new definition for “Marijuana Establishment” and establishing a temporary moratorium on the use of land, buildings or structures for said Marijuana Establishments in all zoning districts in the Town of Wayland, as follows:

I. Section One

Amend Section 104.2 by adding the following new definition:

Marijuana Establishment – as defined in Section 1 of Chapter 94G of the General Laws, meaning a “marijuana cultivator, independent testing laboratory, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana-related business.”

II. Section Two

Amend Section 803.5 by adding the following new subsection:

Section 803.5.8 There shall be a temporary moratorium on Marijuana Establishments until December 31, 2018. During the moratorium period, the Town shall undertake a planning process to address the potential impacts of recreational marijuana in the Town, and to consider the Cannabis Control Commission regulations regarding Recreational Marijuana Establishments, and shall consider adopting new Zoning Bylaws in response to these new issues.

MOTION TO TERMINATE DEBATE:

William Steinberg moved to terminate debate on the Motion.

VOTED ON MOTION TO TERMINATE DEBATE:

IN FAVOR:	545	
OPPOSED:	35	MOTION PASSED

VOTED ON MAIN MOTION:

IN FAVOR:	549	
OPPOSED:	97	MOTION PASSED BY 2/3 VOTE

A true copy, Attest:

Beth R. Klein
Town Clerk

**SPECIAL TOWN MEETING
VOTE CERTIFICATE #1**

At a legal meeting of the qualified voters of the TOWN OF WAYLAND, held on November 14, 2017, the following business was transacted under Article 7:

ARTICLE 7: AMEND TOWN CODE SEC. 19-8- FILING DEADLINE FOR CIRCUIT BREAKER MATCH PROGRAM
--

To determine whether the Town will vote to amend the Code of the Town of Wayland by modifying paragraph G in Section 19-8 of the Code of the Town of Wayland by deleting the crossed-out text and inserting the underlined text as follows:

G. Local Circuit Breaker Program. Applications for senior tax relief under the Town Circuit Breaker program must be filed with the office of the Board of Assessors no later than ~~December 31~~ April 1 of the year ~~in which the original tax filing was due~~ to which the tax relates, or within three months after the bill or notice of assessment was sent, whichever is later.

MOTION:

Cherry Karlson moved that the Town amend the Code of the Town of Wayland, Chapter 19 – Finances, Section 19-8, paragraph G, as set forth in Article 7 on Page 12 of the Warrant for the November 2017 Special Town Meeting by deleting the crossed-out text and inserting the underlined text as follows:

G. Local Circuit Breaker Program. Applications for senior tax relief under the Town Circuit Breaker program must be filed with the office of the Board of Assessors no later than ~~December 31~~ April 1 of the year ~~in which the original tax filing was due~~ to which the tax relates, or within three months after the bill or notice of assessment was sent, whichever is later.

VOTED:

IN FAVOR:	356
OPPOSED:	14 MOTION PASSED

A true copy, Attest:

Beth R. Klein
Town Clerk

Porter, David

From: Balmer, Nan
Sent: Thursday, January 25, 2018 3:10 PM
To: Porter, David
Subject: FW: Single Ballot Question for Debt Exclusion

correspondence

From: Hughes, Evan [<mailto:evan.hughes@wustl.edu>]
Sent: Thursday, January 25, 2018 3:09 PM
To: Anderson, Lea; Karlson, Cherry; Antes, Mary; Jurist, Louis; Levine, Doug
Cc: Balmer, Nan
Subject: Single Ballot Question for Debt Exclusion

Dear Board of Selectmen,

Wayland citizens need the opportunity to make informed decisions, which is why I'm writing to ask that for the March 27 election, please bundle all capital projects into one ballot question. Not only is it the way the town has done it in the past, but it's also the only way to assure that the town will have the chance to talk through the implications and complexities of each question at town meeting before deciding. Thank you for your consideration.

*Sincerely,
Evan Hughes
26 Lake Rd. Wayland, MA*

Porter, David

From: Balmer, Nan
Sent: Thursday, January 18, 2018 3:25 PM
To: Porter, David
Subject: FW: Cascade 40B: Will Mr. Zieff's team submit all of their documents tomorrow to the ZBA?

correspondence

From: Protect Wayland [<mailto:protectwayland@gmail.com>]
Sent: Thursday, January 18, 2018 3:16 PM
To: Joseph D. Peznola
Cc: Zoning Board of Appeal; Reef, Elizabeth; drporter@outlook.com; David Katz; Junghanns, Julia; Sarkisian, Sarkis; Hansen, Linda; Amy E. Kwesell; Karlson, Cherry; Anderson, Lea; Antes, Mary; Jurist, Louis; Levine, Doug; lmsegal@comcast.net; gennislaw@gmail.com; Balmer, Nan; Luke Legere
Subject: Cascade 40B: Will Mr. Zieff's team submit all of their documents tomorrow to the ZBA?

Dear Joseph:

Do you know if Mr. Zieff's team will submit all of the documents, Powerpoints etc. that they plan to use and reference in the hearing on the 25th, to the ZBA by COB tomorrow, 19 January.

In the ZBA hearing on 20 December, they agreed to submit all of their documents a week in advance - to give ZBA members and the Wayland community adequate time for review prior to the hearing.

Thanks,

Mark Hays for ProtectWayland.org

Porter, David

From: Balmer, Nan
Sent: Thursday, January 25, 2018 3:55 PM
To: Porter, David
Subject: FW: Single Ballot Question for Debt Exclusion

From: Susan Cahaly [<mailto:smcahaly@gmail.com>]
Sent: Thursday, January 25, 2018 3:50 PM
To: Anderson, Lea
Cc: Balmer, Nan
Subject: Single Ballot Question for Debt Exclusion

Dear Board of Selectmen,

Wayland citizens need the opportunity to make informed decisions, which is why I'm writing to ask that for the March 27 election, please bundle all capital projects into one ballot question. Not only is it the way the town has done it in the past, but it's also the only way to assure that the town will have the chance to talk through the implications and complexities of each question at town meeting before deciding. Thank you for your consideration.

Sincerely,

*Susan Cahaly
3 Jericho Lane*

Wayland , Ma 01778

Sent from my iPad

Porter, David

From: Balmer, Nan
Sent: Thursday, January 25, 2018 4:44 PM
To: Porter, David
Subject: FW: Single Ballot Question -- Let us discuss!

From: Jay Moody [mailto:jay_moody@wayland.k12.ma.us]
Sent: Thursday, January 25, 2018 11:20 AM
To: Anderson, Lea; Karlson, Cherry; Antes, Mary; Jurist, Louis; Levine, Doug
Cc: Balmer, Nan
Subject: Single Ballot Question -- Let us discuss!

Dear Board of Selectmen,

I'm hearing that there may be an initiative afoot to separate out various debt exclusion questions into different ballot questions for our March election. I'm concerned that that could prevent informed discussion of important initiatives at our April town meeting, should separate initiatives be voted down before that discussion.

For the March 27 election, please bundle all capital projects into one ballot question.

Please allow us the chance to talk through the initiatives at town meeting before deciding!

Thanks,

jay

Jay T. Moody, PhD
84 Lake Road Terrace, Wayland, MA 01778

Porter, David

From: Balmer, Nan
Sent: Thursday, January 25, 2018 4:43 PM
To: Porter, David
Subject: FW: Single Ballot Question for Debt Exclusion

From: Amanda Irsch [<mailto:amanda.irsch@gmail.com>]
Sent: Thursday, January 25, 2018 11:32 AM
To: Anderson, Lea; Karlson, Cherry; Antes, Mary; Jurist, Louis; Levine, Doug
Cc: Balmer, Nan
Subject: Single Ballot Question for Debt Exclusion

Dear Board of Selectmen,

Wayland citizens need the opportunity to make informed decisions, which is why I'm writing to ask that you please bundle all capital projects into one ballot question for the March 27 election. This is the way the town has done it in the past and it's also the only way to assure that residents will have the chance to talk through the implications and complexities of each question at town meeting before making a decision. Thank you for your consideration.

Sincerely,

Amanda and Mischa Irsch

2 Bow Road

Porter, David

From: Balmer, Nan
Sent: Thursday, January 25, 2018 4:43 PM
To: Porter, David
Subject: FW: Single Ballot Question for Debt Exclusion

From: Zoe Hughes [<mailto:zoestellahughes@gmail.com>]
Sent: Thursday, January 25, 2018 11:27 AM
To: Anderson, Lea; Karlson, Cherry; Antes, Mary; Jurist, Louis; Levine, Doug
Cc: Balmer, Nan
Subject: Single Ballot Question for Debt Exclusion

Dear Board of Selectmen,

Wayland citizens need the opportunity to make informed decisions, which is why I'm writing to ask that for the March 27 election, please bundle all capital projects into one ballot question. Not only is it the way the town has done it in the past, but it's also the only way to assure that the town will have the chance to talk through the implications and complexities of each question at the town meeting before deciding. Thank you for your consideration.

*Sincerely,
Zoe Stella Hughes
26 Lake Road, Wayland MA.*

Porter, David

From: Balmer, Nan
Sent: Thursday, January 25, 2018 4:47 PM
To: Porter, David
Subject: FW: Single Ballot Question for Debt Exclusion

correspondnece

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

From: Mark Peter Hughes [<mailto:mark@markpeterhughes.com>]
Sent: Thursday, January 25, 2018 9:59 AM
To: Anderson, Lea; Karlson, Cherry; Antes, Mary; Jurist, Louis; Levine, Doug
Cc: Balmer, Nan
Subject: Single Ballot Question for Debt Exclusion

Dear Board of Selectmen,

I am on the Board of Library Trustees but I am writing as an individual citizen to request a single debt exclusion ballot question. Not only is this the way such questions have been handled in the past by our town, but it is the only way to assure that the citizens of Wayland have the opportunity to thoroughly discuss each question, with each of its complexities and implications, at town meeting before making an informed decision. It is the right thing to do.

Thank you for your consideration.

-Mark Hughes
26 Lake Road, Wayland

Porter, David

From: Balmer, Nan
Sent: Thursday, January 25, 2018 6:34 PM
To: Porter, David
Subject: Fwd: Single Ballot Question for Debt Exclusion

Correspondence

Nan Balmer
(508) 237-1330

Begin forwarded message:

From: 18Lucia Hughes <lucia_hughes@student.wayland.k12.ma.us>
Date: January 25, 2018 at 6:32:44 PM EST
To: landerson@wayland.ma.us, ckarlson@wayland.ma.us,
mantes@wayland.ma.us, ljurist@wayland.ma.us, dlevine@wayland.ma.us
Cc: nbalmer@wayland.ma.us
Subject: Single Ballot Question for Debt Exclusion

Dear Board of Selectmen,

Wayland citizens need the opportunity to make informed decisions, which is why I'm writing to ask that for the March 27 election, please bundle all capital projects into one ballot question. Not only is it the way the town has done it in the past, but it's also the only way to assure that the town will have the chance to talk through the implications and complexities of each question at town meeting before deciding. Thank you for your consideration.

Sincerely,
Lucia Hughes
26 Lake rd Wayland

Porter, David

From: Balmer, Nan
Sent: Friday, January 26, 2018 7:39 AM
To: Porter, David
Subject: FW: Single Ballot Question for Debt Exclusion

Correspondence

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

From: 18Lucy Poole [mailto:lucy_poole@student.wayland.k12.ma.us]
Sent: Friday, January 26, 2018 7:18 AM
To: Anderson, Lea; Karlson, Cherry; Antes, Mary; Jurist, Louis; Levine, Doug
Cc: Balmer, Nan
Subject: Single Ballot Question for Debt Exclusion

Dear Board of Selectmen,

Wayland citizens need the opportunity to make informed decisions, which is why I'm writing to ask that for the March 27 election, please bundle all capital projects into one ballot question. Not only is it the way the town has done it in the past, but it's also the only way to assure that the town will have the chance to talk through the implications and complexities of each question at town meeting before deciding. Thank you for your consideration.

Sincerely,
Lucy Poole
3 Priscilla Path, Wayland MA