

**PACKET**

**JAN 16**

**2018**



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**  
**Tuesday, January 16, 2018**  
**7:00 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.*

- 7:00 pm 1.) Call to order by Chair  
• Review agenda for the public; Announcements
- 7:02 pm 2.) Public comment
- 7:12 pm 3.) Meet with representatives of Regional Housing Services Office and Housing Authority; Vote to enter into inter-municipal agreement
- 7:30 pm 4.) Appointment: Interview and potential vote to appoint Ryan Scott to the Economic Development Committee
- 7:40 pm 5.) FY19 Operating Budget: Discuss request from the Finance Committee to reduce departmental budgets
- 8:10 pm 6.) FY18 Legal Budget: Plan for expenses in excess of budget
- 8:25 pm 7.) Debt Exclusion: Review Board of Selectmen letter, review letters received from other committees, and discuss inclusion of CoA/CC design funding request
- 8:40 pm 8.) Annual Town Meeting Articles: Receive list of Annual Town Meeting articles
- 8:55 pm 9.) Town Administrator's Report  
1. Correspondence  
2. Update on Oxbow Meadows  
3. Street light budget
- 9:10 pm 10.) Minutes
- 9:15 pm 11.) Consent Calendar: Review and vote to approve
- 9:20 pm 12.) Correspondence: Review
- 9:25 pm 13.) Selectmen's reports and concerns
- 9:30 pm 14.) Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any

**BOARD OF SELECTMEN**  
**Monday, January 8, 2018**  
**7:00 p.m.**  
**Wayland Town Building**  
**Selectmen's Meeting Room**  
**41 Cochituate Road, Wayland**

**Proposed Agenda Page Two**

- 9:35 pm 15.) 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
- 10:05 pm 16.) Executive Session Minutes: Vote to approve and potentially release with redactions the Executive Session minutes of November 20, 2017 and December 4, 2017
- 10:10 pm 17.) Adjourn

### 3. RHSO Inter-municipal Agreement

DATE: JANUARY 16, 2018  
TO: BOARD OF SELECTMEN  
FROM: NAN BALMER, TOWN ADMINISTRATOR  
RE: HOUSING SUPPORT AND ORGANIZATION

**REQUESTED ACTION: 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**

**BACKGROUND:**

- **HOUSING REPORT:** In October of 2016, the Board of Selectmen received a report and recommendations from Housing Consultant Karen Sunnarborg which began a review of how to best provide additional support for the Town's affordable housing efforts.
- **RESOURCES:** The Regional Housing Services Office (RHSO) and the Wayland Housing Authority (WHA) emerged as the two most effective resources to support the Town's affordable housing efforts.
  - The support RHSO would provide is outlined in the attached proposal and agreement and includes maintenance and hosting of the Wayland housing inventory on the RHSO website, local technical support, and regional support (training and programs). In FY 19, HOME program support would be added. Please note that RHSO tracks use of its services and carries over the value of unused hours for use in future years.
  - The Wayland Housing Authority would increase and formalize its affordable housing monitoring efforts on behalf of the Town.
- **FUNDING:** Community Preservation funds of \$20,000 were approved by Town Meeting in 2017 to fund affordable housing technical support. Because the proposed Agreement for services from RHSO would begin on March 1, 2018, CPA funds will not be requested for this purpose until 2019 Annual Town Meeting. Instead \$5,000 in additional CPA funds were requested from the CPC's administrative budget to support the program through 6/30/19 and CPA funding for this purpose will again be considered by the 2019 Town Meeting if the Community Preservation Committee agrees. CPC supports the request for administrative funds. By Tuesday's meeting, I hope to close the funding gap of \$5,000. If I am unable to do so, I will delay the start of the project until 7/1/18.

- **BUDGET:**

<b>PERIOD</b>	<b>RHSO</b>	<b>WHA</b>	<b>TOTAL</b>
MARCH 1, 2018 – JUNE 30, 2018	\$4,100	\$2,000	\$6,100
JULY 1, 2018 – JUNE 30, 2019	\$18,000	\$6,000	\$24,000
<b>TOTAL CPA FUNDS AVAILABLE /REQUESTED</b>	<b>\$22,100</b>	<b>\$8,000</b>	<b>\$30,100</b>

- **NEXT STEPS:**

1. **RHSO AGREEMENT:** Wayland Board of Selectmen vote to enter an agreement with the Town of Concord (host community) for RHSO services. Town of Concord vote is scheduled for 1/22/18.
2. **WHA AGREEMENT:** Develop and enter into a contract for increased monitoring of affordable housing.
3. **IDENTIFY TOWN PROJECT MANAGER:** The Town Planner and Executive Director of the Housing Authority provide staff support on an ad hoc basis. A next step will be to appoint a specific staff member, other than the Town Administrator to manage and make effective use of these new affordable housing resources and to participate as a member of the RHSO Advisory Board.

**REGIONAL HOUSING SERVICES OFFICE**

Wayland Board of Selectmen  
January 16, 2018

Regional Agreement between Acton, Bedford, Burlington, Concord, Lexington, Sudbury, and Weston

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### RHSO Update – Service Model

REGIONAL HOUSING SERVICES OFFICE, ESTABLISHED 2011

Acton

Bedford

Burlington

Concord

Lexington

Sudbury

Weston

**Member Towns receive housing services for an annual fee per town - Municipal Agreement**

- Administration
- Inventory Management
- Program Administration
- Asset Management
- Staff Support
- HRIS Support
- Regional Collaboration

**Town of Concord**  
Local Community

RHSO Participation includes: Strategic Plan, Local Collaboration

Category	Acton	Bedford	Burlington	Concord	Lexington	Sudbury	Weston
Administration	100%	100%	100%	100%	100%	100%	100%
Inventory Management	100%	100%	100%	100%	100%	100%	100%
Program Administration	100%	100%	100%	100%	100%	100%	100%
Asset Management	100%	100%	100%	100%	100%	100%	100%
Staff Support	100%	100%	100%	100%	100%	100%	100%
HRIS Support	100%	100%	100%	100%	100%	100%	100%
Regional Collaboration	100%	100%	100%	100%	100%	100%	100%

**Membership Fee covers all staffing and administrative expenses, such as accounting, office support, travel, technology, etc.**

RHSO Town Manager Update

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### Proactive Management and Oversight

- IMA executed annually, by Board of Selectmen
- Annual meeting of Town Manager/Administrators
- Quarterly meeting of Advisory Committee
- Quarterly status report

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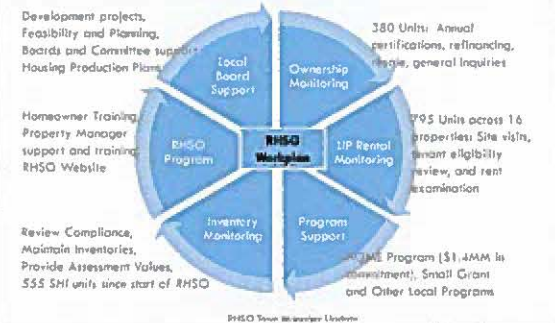
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### RHSO Workplan



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### Website Demo

- ❑ Website launched in FY16
- ❑ Sections for:
  - ❑ Housing inventories for each community
  - ❑ Property specific information, including regulatory documents
  - ❑ Services for current residents
  - ❑ Housing opportunities for prospective residents
  - ❑ Members-only section for unit level information, and reporting

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### RHSO Budget

- ❑ Zero-based budget
- ❑ Staffing: Most of the budget
  - ❑ Correlating to hours, Staff are contractors and purchase orders are executed with Concord annually based on IMA
- ❑ Program expenses: \$5000, training and other RHSO-wide services
- ❑ Administrative Fee: To Lead community, \$20k in FY19
- ❑ Hours: Unused hours (+/- 10) are refunded against next years fee, Overage is paid as used.
  - ❑ Communities can (and do) purchase additional hours during the year as needed

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## Regional Housing Services Office

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

141 Keyes Road  
Concord MA 01742  
(978) 287-1090

[www.RHSOHousing.org](http://www.RHSOHousing.org)  
[info@RHSOHousing.org](mailto:info@RHSOHousing.org)

December 11, 2017

To: Nan Balmer, Town Administrator Wayland  
From: Elizabeth Rust, RHSO  
CC: Chris Whelan, Town Manager Concord  
RE: RHSO Proposal for Wayland

Dear Nan,

I am pleased to offer this proposal for Wayland to join the RHSO, as a result of the many conversations and meetings regarding how the RHSO might assist Wayland with its municipal affordable housing administrative activities.

The proposal estimates a start date of March 1, 2018 and provides for 62 hours, spread over four months, for \$4,087.15 for the balance of the fiscal year using the FY18 labor rate of \$65.92/hour. These hours are spread amongst all of the RHSO staff, and represent an increase in their contract for the RHSO fiscal year. The support is a way to get started, and does not present a detailed level of support for this initial partial fiscal year.

The estimate is based on the following:

- **Monitoring and inventory:** 18 hours. Build the inventory and populate the website. This is a larger effort initially, and may continue into FY19. Over time it is likely to reduce as the Wayland Housing Authority is performing much of the on-going monitoring.
- **Local Support:** 10 hours. Includes 2 on-site meetings (3hrs each) and 4 additional hours for project support (40B or other projects in process). This does not include support for the assessors.
- **HOME Program Support:** No support until FY19.
- **Regional Support:** 17 hours, shared equally by all communities. Includes trainings, programs, and website.
- **Administrative Support:** 17 hours, shared equally by all communities. Includes status reporting, budget and tracking, and other such items.

As is the custom in the RHSO, refunds for unused hours (>10 hours) are applied to the next year's membership fees. So if the estimate is high, the difference will be carried forward. If the estimate is low, Wayland will purchase additional hours or reduce the level of support.

Wayland will also be included in the FY19 RHSO budget, which has not been finalized as of this writing. Without the benefit of actual experience, it is hard to estimate the number of hours to achieve the desired level of support, though an estimate of \$18,000 is a good planning number.

The steps forward include votes by both Concord Select Board and Wayland Board of Selectmen, and then to sign the Agreement (attached is the first draft).

Thank you again for your commitment in this feasibility phase, and I look forward to continuing working together,

Elizabeth Rust

## AGREEMENT

THIS AGREEMENT is entered into by and between the Towns of Wayland and Concord, hereafter referred to collectively as the "Municipalities," this \_\_\_ day of \_\_\_\_\_ 2018, as follows:

WHEREAS, the Town of Wayland desires to share the services and costs of a common Regional Housing Services Office with the Towns of Acton, Bedford, Burlington, Concord, Lexington, Sudbury and Weston; and

WHEREAS, the Town of Concord is currently hosting a Regional Housing Services Office; and

WHEREAS, Wayland has authority to enter into this Agreement pursuant to G.L. c. 40, s. 4A;

NOW, THEREFORE, the Municipalities, in mutual consideration of the covenants contained herein, intending to be legally bound, agree under seal as follows:

1. Term. The term of this Agreement shall commence on February 1, 2018 and shall expire on June 30, 2018.

2. Lead Municipality. During the Term of this Agreement, the Town of Concord shall act as the lead municipality. The Town of Concord shall perform or provide the following:

- a. Issue Requests for Proposals for Consultants to provide housing administrative services described in Exhibit A: Core Housing Services, attached and incorporated herein, for all the Municipalities;
- b. Enter into contracts with Consultants to provide said housing administrative services;
- c. Manage the Consultant contracts;
- d. Receive invoices from the Consultants and make payments in a timely manner for services rendered;
- e. Provide office space and related utilities for the Consultants to operate the Regional Housing Services Office;
- f. Administer the collection, accounting and use of funds provided by the Municipalities to fund the Consultant contracts;
- g. Provide overall program oversight and related administration;
- h. Provide conflict resolution in accordance with Section 10 below.

3. Duties of the Regional Housing Services Office. During the Term of this Agreement, the Regional Housing Services Office shall perform the housing administrative services for Wayland as described in Exhibit A: Core Housing Services for an allocation of 62 hours for \$ \$4,087.15.

4. **Funding Structure and Payment.** The Town of Concord shall request funds from Wayland upon signing this agreement with payment due within 30 days of the written request. The Town of Concord shall hold all funds in a separate revolving fund account in trust for the Regional Housing Services Office and shall not disburse such funds for any purpose other than payment of invoices from the contracted Consultants for services rendered and other program expenses.

5. **Indemnification.** Notwithstanding the final sentence of G.L. c. 40, §4A, to the extent permitted by law, Wayland (the “Indemnifying Municipality”) separately agrees to indemnify the Town of Concord, including all officials, officers, employees, agents, servants and representatives, from and against any claim arising out of the duties performed by the Regional Housing Services Office pursuant to the Agreement in or on behalf of the Indemnifying Municipality for any claim of liability, loss, damages, costs and expenses for personal injury or damage to real or personal property by reason of any negligent act or omission by the Regional Housing Services Office while performing services for the Indemnifying Municipality. As to any claim or occurrence, the express indemnification set forth above shall be town-specific: Wayland’s obligations shall be limited to the services provided for Wayland. The Indemnifying Municipality’s obligation to indemnify under this Section shall be limited to and benefited by the immunities and the limits on liability that would be applicable under M.G.L. c. 258 and any other law or statute limiting the liabilities of municipalities as if the negligent act or omission had been made by an employee of the Indemnifying Municipality. Furthermore, the Indemnifying Municipalities shall not be liable for any claims arising from:

- a. Violations of state or federal civil rights statutes;
- b. Violations of state or federal discrimination statutes;
- c. Wrongful termination claims;
- d. Violations of any state or federal statute dealing with employment practices;
- e. Claims that are covered by any insurance policy.

6. **Advisory Committee.** Wayland will participate in the Advisory Committee comprised of one (1) representative from each municipality, whom shall be appointed by the Town Manager/Administrator of the municipality. The Advisory Committee shall meet on a quarterly basis in July, October, January and April. The Town of Concord shall prepare and send to each municipality a quarterly status report prior to the quarterly meeting.

7. **Conflict Resolution.** The Advisory Committee may hold additional meetings to discuss and resolve any conflicts that may arise including, but not limited to, disagreements regarding the needs of each municipality and changes to the annual allocation of hours as indicated in Exhibit B: Fee Structure. Any recommendations made to the Director of the Regional Housing Services Office must be made by a majority vote. Any unresolved issues shall be decided by the Town Manager of the Town of Concord.

8. **Financial Safeguards.** The Town of Concord shall maintain separate, accurate and comprehensive records of all services performed for each of the Municipalities hereto, and all funds received from the Municipalities. The Town of Concord shall issue a financial report for each fiscal year to each of the Municipalities by December 31 of the following fiscal year.

9. Assignment. None of the Municipalities shall assign or transfer any of its rights or interests in or to this Agreement, or delegate any of its obligations hereunder, without the prior written consent of all of the other Municipalities.

10. Amendment. This Agreement may be amended only in writing signed by all Municipalities duly authorized thereunto.

11. Severability. If any provision of this Agreement is held by a court of appropriate jurisdiction to be invalid, illegal or unenforceable, or if any such term is so held when applied to any particular circumstance, such invalidity, illegality or unenforceability shall not affect any other provision of this Agreement, or affect the application of such provision to any other circumstances, and the remaining provisions hereof shall not be affected and shall remain in full force and effect.

12. Governing Law. This Agreement shall be governed by, construed, and enforced in accordance with the laws of the Commonwealth of Massachusetts.

13. Headings. The paragraph headings herein are for convenience only, are no part of this Agreement and shall not affect the interpretation of this Agreement.

14. Notices. Any notice permitted or required hereunder to be given or served on any Municipality shall be in writing signed in the name of or on behalf of the Municipality giving or serving the same. Notice shall be deemed to have been received at the time of actual receipt of any hand delivery or three (3) business days after the date of any properly addressed notice sent by mail as set forth below:

Town of Wayland  
Nan Balmer, Town Administrator  
Town of Wayland  
41 Cochituate Road  
Wayland, MA 01778

Town of Concord  
Christopher Whelan, Town Manager  
Town House, P.O. Box 535  
22 Monument Square  
Concord, MA 01742

15. Complete Agreement. This Agreement constitutes the entire Agreement between the Municipalities concerning the subject matter hereof, superseding all prior agreements and understandings. There are no other agreements or understandings between the Municipalities concerning the subject matter hereof. Each Municipality acknowledges that it has not relied on any representations by any other Municipality or by anyone acting or purporting to act for another Municipality or for whose actions any other Municipality is responsible, other than the express, written representations set forth herein.

WITNESS OUR HANDS AND SEALS as of the first date written above.

TOWN OF WAYLAND  
By its Town Administrator

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WITNESS OUR HANDS AND SEALS as of the first date written above.

TOWN OF CONCORD  
By its Town Manager

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Exhibit A  
Core Housing Services

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1. Monitoring

- Monitoring Database of Affordable Housing Developments and residents
- Annual monitoring of ownership units
- Reconcile municipal inventory records with the Subsidized Housing Inventory maintained by the Department of Housing and Community Development
- Add new units to the inventory as required

2. Local Support

- Meet on-site with staff and housing entities
- Consult on projects
- Prepare and Review project documents

3. Regional Activities

- Assist communities with regional linkages
- Maintain and support RHSO website, including public and private pages
- Provide programs to residents
- Administer the Program on behalf of all communities

## 4. Appointment to Economic Development Committee

**Porter, David**

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**From:** Ryan Scott <ryan.scott321@gmail.com>  
**Sent:** Monday, December 18, 2017 9:23 AM  
**To:** Porter, David  
**Cc:** Rebecca Mattson Stanizzi  
**Subject:** Application to join Wayland EDC  
**Attachments:** Ryan\_A\_Scott\_10-16\_v1.pdf

David,

I have been talking with Becky and other EDC member about joining and have attended the last couple of meetings to evaluate if I could be helpful to the group. After talking with the EDC members, I would like the opportunity to join and to provide my support to efforts in the town to further develop our economic base within the community.

We moved to Wayland in 2005, living first on Concord Rd and for the last two years now at 25 Glen Rd. We have two daughters at WMS and are big fans of the town and are supportive of growing the town effectively while preserving what we all love about Wayland.

My day job is at Keurig Green Mountain where I am a Vice President supporting our digital technology supporting marketing and commerce solutions. I have an MBA from the University of Michigan with a focus on marketing and strategy. My role at Keurig has me well-connected to the realities of physical retail and marketing and I look to offer that knowledge and experience to the town through my participation on EDC. I have attached a current resume that reflects my overall career progression over the last 20+ years.

Let me know what next steps are from here. Thank you for your time and consideration.

Regards,  
Ryan

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Ryan Scott  
[ryan.scott321@gmail.com](mailto:ryan.scott321@gmail.com) | 617 270 6271



## RYAN A. SCOTT

(617) 270-6271

Wayland, MA 01778

[ryan.scott321@gmail.com](mailto:ryan.scott321@gmail.com)

### EXPERIENCE

12/15 to Present

#### KEURIG GREEN MOUNTAIN

Burlington, MA

##### Vice President – Digital Operations & Innovation

Responsible for digital commerce and marketing technologies for industry leader in single-serve hot beverages.

- Oversee Keurig eCommerce platform, which delivers more than \$300M of revenue and is an Internet Retailer Top 100 site leveraging SAP hybris
- Lead teams building and operating integrated digital marketing technologies that attract and retain customers through outbound email, digital media campaigns, customer data management, and customer service technologies
- Responsible for development of IoT architectures and technologies supporting brewers and a range of IoT-enabled product offerings

4/08 to 12/15

#### SAPIENTNITRO, A DIVISION OF PUBLICIS.SAPIENT

Boston, MA

##### Vice President, Global Strategy Lead – Digital Marketing Platforms (7/12 to Present)

Responsible for product and solution development, as well as partner strategy, for digital marketing within SapientNitro's Consumer Engagement Platforms business line.

- Own product and delivery strategy for business line with 2,500 resources and >\$450M annual revenue
- Responsible for continued success of global Adobe partnership - Sapient's single largest partner by revenue and resources
- Lead development of SapientNitro technology platforms, including IONOS™, EngagedNow™, and Integrated Experience Architecture for Adobe AEM
- Lead digital transformation consulting efforts with clients in retail, consumer products, travel, and sports verticals
- Responsible for Business Consulting & Strategy domain in New England territory
- Recipient of 2012 Sapient Chairman's Award

##### Director, Client Executive (4/08 to 7/12)

Responsible for all aspects of SapientNitro's work at a range of Boston and global clients focused on retail, travel, and professional services. Manage P&L's across a range of client teams totaling more than 300 Sapient personnel. Responsible for Demandware-based work.

- Responsible for SapientNitro's relationship with Demandware and led delivery center (175+ headcount) supporting Demandware work across SapientNitro clients driving more than \$25M of annual revenue.
- For a large payment provider, oversaw design and development of real-time mobile offer and campaign management platform
- For a large retail pharmacy:
  - Oversaw online advertising creative development and production including weekly and seasonal components to create incremental store visits and transactions
  - Led a .com migration strategy to ATG 2009, including the implementation of Endeca for site and product search

10/06 to 11/07

- For a large off-price retailer, led the re-implementation of their web properties to design, develop, and maintain full social shopping websites that integrate to outbound email campaigns, Facebook and other social channels
- For a call center-based concierge service, led strategy definition, business case development, product selection, and implementation of a customer portal and knowledge management solution integrating SDL Tridion, Endeca, and Siebel CRM to enable a 500+ person call center servicing high-income card holders

### **n2N COMMERCE, INC. (GENERAL CATALYST PORTFOLIO COMPANY)**

#### **Vice President, Platform Delivery & Professional Services**

Cambridge, MA

**Drove design and development work for multi-channel direct-to-consumer retail commerce platform in implementation for Victoria's Secret Direct, a \$1.4 billion online business.**

- Led overall delivery of Release 1 of n2N platform, integrating RIA-enabled eCommerce, industry-leading merchandising management capabilities and innovative personalization technologies built on (SaaS)
- Oversaw execution of all threads across development team peaking at over 70, employing Agile methods across a series of development sprints over eight months
- Leveraged background as a developer and technical architect to drive architecture and implementation decisions across the platform
- Applied direct operational experience as member of Executive Team as company emerged from seed phase into full-scale operation
- Drove planning, design and vendor selection for future releases, adding Call Center and Order Management capabilities to the platform
- Responsible for vendor partners at all stages, from contract inception through delivery
- Built up Professional Services organization to support up-front analysis & design work as well as post-production ongoing support.

2003 to 2006

### **KEANE, INC., ARCHITECTURE SERVICES (NOW NTT DATA)**

Cambridge, MA

formerly netNumina Solutions (GREYLOCK PORTFOLIO COMPANY), acquired 3/05

#### **Managing Director, Global Delivery & Operations (12/05 to 10/06)**

**Delivery and Operational Ownership of Multi-Line Global Business executing Architecture Strategy and Custom Application Implementation Projects.**

- Established and executed strategy for \$40M+ Pharmaceutical & Financial Services Business Lines with over 250 consultants in the US and India.
- Managed Business Line financials including responsibility for revenue projections and achievement of P&L targets
- Worked across other Keane Business Lines to develop joint go-to-market strategies
- Approved all proposals and statements of work, including pricing and margin decisions
- Responsible for financial, operations and IT support team.

#### **Director of Service Delivery (Pharmaceutical & Financial Services) (7/04 to 12/05)**

**Delivery Responsibility for Architecture Strategy, Custom Application Development, and Analytics Dashboard Implementation Projects.**

- Drove all aspects of client delivery across 100+ person organization, directly managing a group of more than 20, and delivering \$20M+ in revenue
- Responsible for work efforts of project teams on broad range of architecture strategy and custom application development projects focused on service-oriented architectures (SOA) and effective use of data analytics

- Responsible for all proposal and project pricing and statements of work
- Provided enterprise architecture leadership and vision to our largest clients.

**Principal Project Manager, Pharmaceutical Practice (8/03 to 7/04)**

**Service-Oriented Architecture Strategy & Implementation Projects.**

- Managed portfolio of project teams across netNumina's largest Pharmaceutical client, achieving 200% year-over-year account growth through aggressive relationship building and reliable project delivery on both Commercial and R&D sides of the business
- Partnered with client Application Architecture team to establish and implement service-oriented reference architecture and enterprise portal strategies, including transition to .NET-based technologies

1999 to 2003

**DELOITTE CONSULTING**

Boston, MA

**Manager, Strategy & Operations Practice (7/01 to 7/03)**

**Deloitte Consulting Separation: "Day One" US Operational Readiness Manager**

- Led multiple teams and projects delivering critical business and technology capabilities to support Deloitte Consulting's separation from its parent, D&T

**Data Warehousing: Vehicle Configuration Sales Effectiveness Data Warehouse**

- Led client and multi-vendor team defining and developing tools to better measure customer demand for the products of a global automaker. The team developed large-scale data warehouses that enabled the client to more closely forecast production, optimize product distribution and aid dealer ordering

**Senior Consultant, Strategy & Operations Practice (9/99 to 7/01)**

Detroit, MI

**Marketing Strategy: Product Configuration Strategy Implementation**

- Led effort working with product teams to develop and implement a common vehicle configuration strategy for the US products of a global automaker

**Mergers & Acquisitions: Operational Due Diligence for Automotive Supplier**

- Worked with a large automotive supplier on international merger projects; led team tasked with assessing and integrating target's manufacturing footprint

1994 to 1997

**AMERICAN MANAGEMENT SYSTEMS, INC. (NOW CGI, INC.)**

Fairfax, VA

**Principal, Telecommunications Industry Group**

- Led team of ten through design and development phases of three-tier client/server customer care system for large telecommunications company. Implemented object-oriented design, increasing workflow efficiency by 60%

EDUCATION

**UNIVERSITY OF MICHIGAN**

Ann Arbor, MI

**Ross School of Business Administration**

**Master of Business Administration, *with distinction*, May 1999**

- Emphases: Marketing and Corporate Strategy

**AMERICAN UNIVERSITY**

Washington, DC

**School of International Service**

**BA, International Relations, *magna cum laude*, May 1994**

- Semester Abroad in Brussels, Belgium, Spring 1993

# 5. FY19 Operating Budget

DATE: JANUARY 16, 2018  
TO: BOARD OF SELECTMEN  
FROM: NAN BALMER, TOWN ADMINISTRATOR  
RE: REQUEST FOR BUDGET ADJUSTMENTS FROM FINANCE COMMITTEE

## **REQUESTED ACTION:**

**PROVIDE GUIDANCE TO RESPOND TO THE FINANCE COMMITTEE'S REQUEST TO REDUCE TOWN AND SCHOOL PROPOSED FY 19 OPERATING BUDGETS**

## **BACKGROUND:**

The Finance Committee provided the attached request to the Town Administrator and School Superintendent to reduce the FY 19 operating budget by \$901,329 and to submit budget adjustments to the Finance Committee by January 22, 2018. I appreciate the Finance Committee's work to restrain the rate of increase in the budget so that Wayland can continue to afford a high quality of life for its residents. I will work with the Selectmen and town and school departments to identify an acceptable and effective response.

The following are some recommendations for the Selectmen to consider to provide direction on a response to the Finance Committee:

- **REQUEST FOR EXTENSION:** The Finance Committee should be asked for an additional week to respond by Tuesday, January 30, 2018. Although the Finance Committee's request is directed to the chief officers of the town and school, the Town Administrator and the Superintendent must work with the Board of Selectmen and School Committee at posted meetings to plan a response to a request of this magnitude that meets Wayland's financial goals and does not jeopardize municipal and educational services.
- **CONSIDERATION OF REVENUE INCREASES IN ADDITION TO CONSIDERATION OF DECREASED EXPENSES:** The Finance Committee could be asked to offset the \$900,000 request with increases in local receipts and deductions from the \$900,000 budget adjustment of any expenses that are funded by a transfer from another fund. (Further data will be provided at the meeting.)
- **HISTORICAL PERSPECTIVE:** In FY 18, the Board of Selectmen deferred Town requests for needed public safety and other staffing to the FY 19 budget to allow the Finance Committee to reduce the use of free cash to balance the operating budget which protected the Town's AAA bond rating. At the same time, the Town departments were involved in a rigorous "zero-based" budgeting effort in which each dollar previously appropriated was justified and documented and

appropriate Town budget cuts were made. The Town chart of accounts was then re-aligned to create a new baseline budget that is tracked and managed. For FY 19, the Selectmen request funding increases for Town departments that was deferred from last year.

- **POTENTIAL BUDGET CUTS:**
  - Health Insurance: Management will review the proposed FY 19 health insurance budget before Tuesday's meeting against actual experience and projected rates. The result may be a recommended increase or decrease to the nearly \$8,000,000 health insurance budget line.
  - School Bus Parking: The FY 19 budget includes a line item of \$190,000 for school bus parking. Because the School Committee is legally unable to enter into leases for land, the appropriation for the school bus parking expense would be to the town even though the school bus program is clearly a school expense. The Town Engineer is working with Wood Partners to examine the timing of the Rivers Edge project. The Town Engineer plans to report to the Selectmen on January 29<sup>th</sup> about whether it is likely that school buses will need to be moved from the Rivers Edge site effective 9/1/18.
  
- **DIVISION OF BUDGET CUTS BETWEEN TOWN AND SCHOOLS: (Attached spreadsheet)**
  - Methodology for budget cuts: It would be reasonable to make budget adjustments on a proportional town / school basis rather than debating the merits of all town and school expenses.
  - With "unclassified" expenses: The Finance Committee included in its memorandum unclassified expenses in a form different than that approved by Town Meeting and tracked by the accounting system. Including unclassified expense results in a split of the proportion of the total FY 19 budget being 65% school and 35% town.
  - Without "unclassified" expense: Some of the unclassified budget is not easily assigned to either the town or school (Minuteman, school bus parking) or, assignments of these expenses are arbitrary (property and liability insurance, debt). For this reason, an appropriate split of budget reductions that takes these "unclassified" expenses out of the equation could be considered and results in a proportion of 70% school and 30% town. This approach is further supported because the town operating budget carries significant other direct school expense such as maintenance of fields by DPW, employment and management of school nurses in the health department and IT expense.

After consideration by the Board of Selectmen (including any new information received before Tuesday's meeting), I will meet with department heads to discuss potential budget cuts at a level supported by the Selectmen.



# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

To: Nan Balmer and Arthur Unobskey

From: Finance Committee

Date: January 11, 2018

Subject: Budget Guideline Adjustments

Last night the Wayland Finance Committee (FinCom) reviewed the general fund budget, as it is currently proposed, and compared it to the guidelines set in the Fall. The proposed budget is materially greater than those guidelines, as outlined below. FinCom is requesting that all Town Boards and Committees, and the Wayland Schools, take a close look at their proposed budgets to help us bring the overall budget into the range of the guideline.

Based on the budget submitted to date, FinCom concluded that expenses would increase by more than \$901,329 over last year, an increase of 4.67%. In addition, there are other proposed items for the Fiscal Year 2019 budget, including additional Full Time Equivalents (FTEs) that would provide for a total estimated increase in the General Fund Unclassified Account of \$325,000.

The proposed guideline for budget growth of 3.5% was based on delaying future overrides and maintaining growth in tax bills that will be relatively affordable for our residents.

FinCom is requesting that the School and Town work together to provide \$901,329 in adjustments to their Fiscal Year 2019 proposed budgets of \$80,689,565. FinCom will be voting on the proposed budget at the end of January and will need your adjustments no later than the FinCom scheduled meeting on January 22, 2018. Please see the basis of the adjustment request in the table below:

Operating Budget Detail	FY 2018 Approved	FY 2019 Requested	\$ Variance FY18 to FY19	% Change FY18 to FY19
Town Expenses	4,482,740	4,892,312	409,572	9.14%
Town Payroll	12,193,124	12,736,012	542,888	4.45%
Unclassified Town	10,686,587	11,136,662	450,076	4.21%
7 New FTEs	0	175,000	175,000	100%
<b>Total Town</b>	<b>27,362,451</b>	<b>28,939,986</b>	<b>1,577,536</b>	<b>5.77%</b>
School Expenses	6,729,198	6,859,288	130,090	1.93%
School Payroll	32,427,285	33,706,022	1,278,737	3.94%
Unclassified School	10,481,285	10,859,269	377,984	3.61%
5 New FTEs	0	125,000	125,000	100%
<b>Total School</b>	<b>49,637,768</b>	<b>51,549,579</b>	<b>1,911,811</b>	<b>3.85%</b>
Unclassified Reserve for Salary	89,865	175,000	85,135	94.74%
1 New FTE (Wastewater)	0	25,000	25,000	100%
<b>Totals</b>	<b>77,090,084</b>	<b>80,689,565</b>	<b>3,599,482</b>	<b>4.67%</b>
FinCom Guideline	77,090,084	79,788,236	2,698,153	3.50%
<b>Adjustment Request</b>			<b>901,329</b>	<b>1.17%</b>

Please let the Finance Committee know, through your Finance Committee liaison, if you have any questions. If you are not sure who your liaison person is, then you can contact the Chair, Dave Watkins, directly.

Respectfully,

**The Wayland Finance Committee**

Dave Watkins (Chair)  
Carol Martin (Vice Chair)  
Steven Correia  
Jen Gorke  
Klaus Shigley  
William Steinberg  
George Uveges

Finance Committee: Town/School Division of Unclassified Expenses  
January 11, 2018

	FY 2019 Proposed Budget	FY 2018 Actual Budget	\$ Variance FY 19 / FY 18	% Variance FY 19 / FY 18	BLANK	FY 2019 Proposed Budget	FY 2018 Actual Budget	\$ Variance FY 19 / FY 18	% Variance FY 19 / FY 18
<b>Other Expenses</b>									
Debt Service	7,289,872.00	7,544,703.00	(254,831.00)	-3.38%	0.00%	7,289,872.00	7,544,703.00	(254,831.00)	-3.38%
Retirement	4,648,984.00	4,362,369.00	286,615.00	6.57%	0.00%	4,648,984.00	4,362,369.00	286,615.00	6.57%
Minuteman Regional	199,452.00	185,000.00	14,452.00	7.81%	0.00%	199,452.00	185,000.00	14,452.00	7.81%
<b>Unclassified:</b>									
General Insurance	686,000.00	680,000.00	6,000.00	0.88%	0.00%	686,000.00	680,000.00	6,000.00	0.88%
Insurance 32B	7,773,624.00	7,197,800.00	575,824.00	8.00%	0.00%	7,773,624.00	7,197,800.00	575,824.00	8.00%
Medicare Tax	650,000.00	590,000.00	60,000.00	10.17%	0.00%	650,000.00	590,000.00	60,000.00	10.17%
Unemployment	50,000.00	50,000.00	-	0.00%	0.00%	50,000.00	50,000.00	-	0.00%
Public Disability	15,000.00	15,000.00	-	0.00%	0.00%	15,000.00	15,000.00	-	0.00%
Reserve for Salary	175,000.00	89,865.00	85,135.00	94.74%	0.00%	175,000.00	89,865.00	85,135.00	94.74%
Occupational Health	8,000.00	8,000.00	-	0.00%	0.00%	8,000.00	8,000.00	-	0.00%
Buyback	40,000.00	55,000.00	(15,000.00)	-27.27%	0.00%	40,000.00	55,000.00	(15,000.00)	-27.27%
Town Meeting	100,000.00	100,000.00	-	0.00%	0.00%	100,000.00	100,000.00	-	0.00%
Street Light	95,000.00	130,000.00	(35,000.00)	-26.92%	0.00%	95,000.00	130,000.00	(35,000.00)	-26.92%
Reserve Fund	250,000.00	250,000.00	-	0.00%	0.00%	250,000.00	250,000.00	-	0.00%
School Bus Parking	190,000.00		190,000.00	100.00%		190,000.00	-	190,000.00	100.00%
<b>Total Other / Unclass</b>	<b>22,170,932.00</b>	<b>21,257,737.00</b>	<b>913,195.00</b>	<b>4.30%</b>	<b>0.00%</b>	<b>22,170,932.00</b>	<b>21,257,737.00</b>	<b>913,195.00</b>	<b>4.30%</b>



Finance Committee: Town/School Division of Unclassified Expenses (page two)

January 11, 2018

Allocation	Allocation	FY 2018	FY 2019	FY 2018	FY 2019
Town	School	Town	Town	School	School
0.5	0.5	3,772,352	3,644,936	3,772,352	3,644,936
0.8	0.2	3,489,895	3,719,187	872,474	929,797
1.0	-	185,000	199,452	0	0
0.5	0.5	340,000	343,000	340,000	343,000
0.3	0.7	2,159,340	2,332,087	5,038,460	5,441,537
0.3	0.7	177,000	195,000	413,000	455,000
0.1	0.9	5,000	5,000	45,000	45,000
1.0	-	15,000	15,000	0	0
1.0	-	8,000	8,000	0	0
1.0	-	55,000	40,000	0	0
1.0	-	100,000	100,000	0	0
1.0	-	130,000	95,000	0	0
1.0	-	250,000	250,000	0	0
1.0	-	0	190,000	0	0
		10,686,587	11,136,662	10,481,285	10,859,270

Operating Budget	FY 2018 Approved	FY 2019 Requested	\$ Variance FY18/FY19	% Change FY18/FY19
Town Expenses	\$ 4,482,740	\$ 4,892,312	\$ 409,572	9.14%
Town Payroll	\$ 12,193,124	\$ 12,736,012	\$ 542,888	4.45%
Unclassified Town	\$ 10,686,587	\$ 11,136,662	\$ 450,076	4.21%
7 New FTEs	\$ -	\$ 175,000	\$ 175,000	100.00%
Total Town	\$ 27,362,451	\$ 28,939,986	\$ 1,577,536	5.77%
School Expense	\$ 6,729,198	\$ 6,859,288	\$ 130,090	1.93%
School Payroll	\$ 32,427,285	\$ 33,706,022	\$ 1,278,737	3.94%
Unclassified School	\$ 10,481,285	\$ 10,859,269	\$ 377,984	3.61%
7 New FTEs	\$ -	\$ 125,000	\$ 125,000	100.00%
Total School	\$ 49,637,768	\$ 51,549,579	\$ 1,911,811	3.85%
Unclassified Reser	\$ 89,865	\$ 175,000	\$ 85,135	94.74%
1 New FTE (Waste	\$ -	\$ 25,000	\$ 25,000	100.00%
Totals	\$ 77,090,084	\$ 80,689,565	\$ 3,599,482	4.67%
FinCom Guidelne	\$ 77,090,084	\$ 79,788,237	\$ 2,698,153	3.50%
Difference			\$ 901,329	1.17%

DATE: JANUARY 16, 2018  
 TO: BOARD OF SELECTMEN  
 FROM: ELIZABETH DOUCETTE, FINANCIAL ADMINISTRATOR  
 RE: STATUS OF FY18 LEGAL BUDGET

**BOARD ACTION REQUESTED:**

**PURPOSE IS TO PROVIDE AN UPDATE ON FY18 LEGAL BUDGET AND \$75,000 FINANCE COMMITTEE RESERVE FUND TRANSFER REQUEST TO COVER PROJECTED COSTS**

**Background**

In Fiscal Year 2018 a number of Town projects require more legal services than anticipated. Legal expenses are projected to exceed the original appropriation of \$200,000 by approximately \$75,000 which represents a 37.5 percent increase. Year to date, \$186,588 was expended, with additional expenditures of \$88,412 estimated by fiscal year end, bringing the total projected legal expenditures to \$275,000. The projected increase in expenditures is due to new matters and the unexpected complication and / or continuation of ongoing matters.

Please note that these are early estimates and therefore may change based on increases / decreases in required legal services.

**Legal Services Budget**

Type of Service	Budgeted	YTD Actual	Projected	Total (Projected)
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

**Major Cost Increase Drivers**

**Type of Service**

Town Counsel

Oxbow Condominium Trustees, Town Center Development, 40B Applications for Windsor Place and Cascade, Library, Nelson vs. Conservation Commission/Board of Health, 150 Main St. vs ZBA, Bernstein vs Planning Board, Loker/Dow, Wayland Meadows

Special Counsel

Lengthy Appellate Tax Board case  
 River's Edge LDA extensions and potential amendments during due diligence

Labor Counsel

Salary negotiations and an unanticipated matter

**Budgeting Legal Services within Projects**

In FY18 the Affordable Housing Trust project is funding project-related legal costs. Beginning in FY19 costs for legal services will be included within Capital project budgets, whenever possible.

**Next Steps**

A Finance Committee Reserve Fund Transfer of \$75,000 will be requested

## 7. Debt Exclusion

DATE: January 16, 2018  
TO: Board of Selectmen  
FROM: David Porter, Executive Assistant to the Town Administrator and Board of Selectmen  
RE: Debt Exclusion Letters

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Attached is the letter to the Finance Committee, as approved by the Board of Selectmen on January 8, 2018. An alternate letter that includes Council on Aging / Community Center design funding is available if the Board decides to include that project in its request to the Finance Committee

Any additional letters received will be provided at the Board of Selectmen meeting on Tuesday, January 16, 2018.



# 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

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

January 16, 2018

Mr. David Watkins, Chair  
Wayland Finance Committee  
41 Cochituate Road  
Wayland, MA 01778

Dear Mr. Watkins,

The Board of Selectmen requests the written recommendation of the Finance Committee on the Board's proposed Proposition 2 ½ Ballot Question to be placed before the voters on March 27, 2018 to fund improvements and window design for the Town Building and Fire Station #2. Details of and justification for these two projects are outlined in the attached two warrant articles.

The Selectmen request that the Finance Committee make a presentation on its written recommendation for this and all proposed Proposition 2 ½ Questions at the meeting of the Board of Selectmen on January 29, 2018. After the Selectmen approve the placement of any Proposition 2 ½ questions on the March 27<sup>th</sup> ballot, the Finance Committee is asked to make a second presentation on its recommendation at a public forum before the election.

Attached are letters from other public bodies of the town requesting proposition 2 ½ debt exclusions. Also attached is the Board of Selectmen's Policy on Proposition 2 ½ Questions which outlines the local process for placing debt exclusions on the ballot and includes the information the Finance Committee should provide in its presentations.

Thank you for your service to the Town. The Finance Committee's role in understanding the impact of funding new projects is of the utmost importance and your work is greatly appreciated.

Sincerely,

Lea Anderson, Chair  
Wayland Board of Selectmen

## 8. Annual Town Meeting Articles

DATE: January 16, 2018  
TO: Board of Selectmen  
FROM: David Porter, Executive Assistant to the Town Administrator and Board of Selectmen  
RE: Annual Town Meeting Articles

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Annual Town Meeting articles are due in the Selectmen's Office by Tuesday, January 16, 2018 at 4:30 p.m. A list of articles will be provided at the Board of Selectmen's meeting that evening.

**TOWN ADMINISTRATOR'S REPORT  
WEEK ENDING JANUARY 12, 2018**

**1. CORRESPONDENCE**

No comments.

**2. OXBOW UPDATE**

**TRUSTEES OF THE RESIDENCES AT OXBOW V. TOWN OF WAYLAND:** The Recreation Commission Chair and Director, Chair of the Board of Selectmen and Town Administrator and other key staff conferred with Town Counsel in preparation for a conference between Town Counsel, the judge and representatives of the Trustees that occurred January 11, 2018. The next conference with the judge will be in mid-April. I will ask for the Chairs to confer again with Town Counsel within the next several days.

**CONSERVATION:** The Recreation Commission will perform a survey to continue its application for a permit from the Conservation Commission which is requesting a reduction in the number of trees to be removed for the project.

**3. STREET LIGHTS**

The annual "streetlight budget" of \$130,000 funds utility costs for streetlights, municipal flood lights, some municipal exterior building lights, and traffic lights. Approximately \$70,000 of this budget is for streetlight utility costs. The LED conversion is calculated to save approximately \$60,000 annually in utility costs, however introduces a new cost of \$5,000 to \$8,000 for streetlight maintenance. Therefore, the projected annual savings is \$50,000 to \$60,000.

In the first revision of the FY2019 budget a savings of \$60,000 was included. Since the LED conversion is now anticipated in April 2018 and actual savings have not been realized, other than calculations, it is prudent to project savings in FY2019 of \$35,000 and account for the total actual savings in FY2020.

**BOARD OF SELECTMEN**

**Tuesday, January 16, 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 approving the invoice for Deutsch Williams, dated January 8, 2018, Invoice No. 196, for legal services rendered through December 31, 2017: \$1,870.22
3. Vote the question of approving the placement of four temporary sandwich board signs from January 16 through January 21, 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 the Annual Camp Fair at the Lincoln-Sudbury Regional High School on January 21, sponsored by the Loring Camp Fair PTO Committee.

DEUTSCH WILLIAMS BROOKS  
 DeRENSIS & HOLLAND, P.C.  
 ONE DESIGN CENTER PLACE, SUITE 600  
 BOSTON, MASSACHUSETTS 02210-2327  
 (617) 951-2300  
 Fax (617) 951-2323

\*\*\*\*\*  
 INVOICE FOR LEGAL SERVICES  
 \*\*\*\*\*

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

Page 1  
 01/08/2018  
 Account No. 5673-01M  
 Invoice No. 196

RECEIVED

JAN 10 2018

Attn: Town Administrator

Board of Selectmen  
 Town of Wayland

FOR CURRENT SERVICES RENDERED 9.15 1,830.00

Recapitulation

<u>Timekeeper</u>	<u>Hours</u>	<u>Hourly Rate</u>	<u>Total</u>
Elizabeth B. Valerio (EBV)	8.65	\$200.00	\$1,730.00
W. H. Chu (WHC)	0.50	200.00	100.00

Mileage expense 39.22

Meter 1.00

TOTAL EXPENSES THRU 12/31/2017 40.22

TOTAL CURRENT INVOICE 1,870.22

BALANCE DUE \$1,870.22



**Porter, David**

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**From:** Kathleen DelPrete <kdelp241@gmail.com>  
**Sent:** Monday, January 08, 2018 4:46 PM  
**To:** Porter, David  
**Subject:** Fwd: 15th Annual Summer Camp Fair  
**Attachments:** designproposal (1).pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hello David -

Well, seems as though you may be the person I need to speak to about signs in Wayland?

As stated below, have a camp fair coming up in Sudbury and MaryAnn had helped my predecessor with allowing signs around town. The information would be similar to the flyer attached.

Please let me know if you have any questions. I have a meeting on Wednesday to update the rest of the committee members & assign people to put out the signs.

Thank you,

Kathleen DelPrete

----- Forwarded message -----

**From:** Kathleen DelPrete <kdelp241@gmail.com>  
**Date:** Mon, Jan 8, 2018 at 4:42 PM  
**Subject:** Fwd: 15th Annual Summer Camp Fair  
**To:** [mdinapoli@wayland.ma.us](mailto:mdinapoli@wayland.ma.us)

Hi MaryAnn -

My name is Kathleen DelPrete and I have taken over for Kathy Kinzfogl in marketing the Annual Camp Fair. Like last year, we are again asking for permission to have small signs/sandwich boards in Wayland advertising the Camp Fair on January 21st. Like last year, it's still free and open to surrounding communities. We would like to post the signs in Wayland the week leading up to the fair (January 14th - 21st).

I have attached this year's flyer - please let me know if you have any questions.

Thank you,

Kathleen DelPrete  
Loring Camp Fair PTO Committee  
[508-309-8219](tel:508-309-8219)

----- Forwarded message -----

**From:** Kathy Kinzfogl <kinzfogl@comcast.net>

Date: Tue, Jan 3, 2017 at 9:27 AM  
Subject: 15th Annual Summer Camp Fair  
To: "DiNapoli, MaryAnn" <MDiNapoli@wayland.ma.us>  
Cc: [kdelp241@gmail.com](mailto:kdelp241@gmail.com)

Hi MaryAnn,

Happy New Year! My name is Kathy Kinzfogl and I am responsible for marketing our Annual Camp Fair. I am looking for your help again regarding the positioning of small sign/sandwich boards in Wayland. The signs advertise the Annual Summer Camp Fair being held at LSRHS on January 22. This is a Loring PTO Fundraiser that provides families with access to over 80 camps with various programs for kids from K-12. Admission is Free.

I would like to post the signs in Wayland the week leading up to the fair.

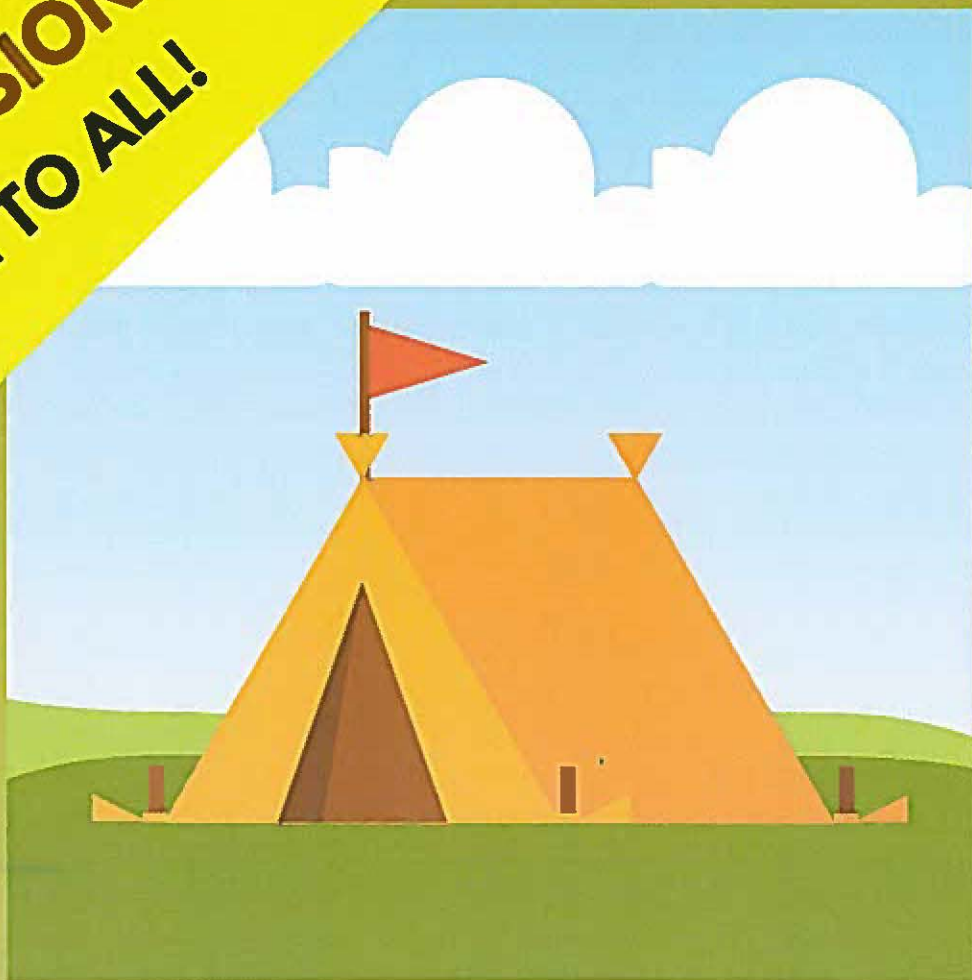
Please let me know if you need more information.

Thank you for your continued support.

Gratefully,

Kathy Kinzfogl  
[978-261-5043](tel:978-261-5043)  
[kinzfogl@comcast.net](mailto:kinzfogl@comcast.net)

**FREE  
ADMISSION!  
OPEN TO ALL!**



**16TH ANNUAL SUDBURY**

# **CAMP FAIR**

**SUNDAY JANUARY 21  
11-2 PM**

**Lincoln Sudbury High School  
[sudburycampfair.org](http://sudburycampfair.org)**

**OVER 80  
CAMPS TO  
SEE!**

**PUBLIC DOCUMENTS PROVIDED TO THE BOARD OF SELECTMEN FROM  
JANUARY 6, 2018, THROUGH AND INCLUDING JANUARY 12, 2018,  
OTHERWISE NOT LISTED AND INCLUDED IN THE CORRESPONDENCE  
PACKET FOR JANUARY 16, 2018**

**Items distributed to the Board of Selectmen – January 6, 2018-January 12, 2018**

1. None

**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)
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 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, with attached resume
6. Memorandum from Nan Balmer, re: Request for Budget Adjustments from Finance Committee
7. Memorandum from Finance Committee to Nan Balmer and Arthur Unobskey, dated January 11, 2018, re: Budget Guideline Adjustments
8. Finance Committee: Town/School Division of Unclassified Expenses, January 11, 2018
9. Memorandum from Elizabeth Doucette, Financial Administrator, re: Status of FY18 Legal Budget
10. Memorandum from David Porter, Executive Assistant, re: Debt Exclusion Letters
11. Draft letter from L. Anderson to David Watkins, Chair of the Finance Committee, re: Proposition 2 ½ Ballot Question
12. 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  
Tuesday, January 16, 2018  
Wayland Town Building  
Selectmen's Meeting Room**

**CORRESPONDENCE**

**Selectmen**

1. Wayland Board of Health Director's Report, January 2018
2. Wayland Conservation Commission Newsletter, January 2018
3. Houghty's Heroes, the Bi-Monthly Newsletter from the Wayland Fire Department, January 2018
4. Memorandum from Patrick Swanick, Chief of Police, dated January 12, 2018, re: Commendation of Sergeant Christopher Custodie
5. Email from Sandra Raymond, dated January 5, 2018, re: I respectfully request your support for a single debt exclusion ballot question
6. Email from Patrick Hallisey, dated January 6, 2018, re: Debt exclusion ballot question
7. Email from Sabine von Mering, dated January 6, 2018, re: debt exclusion ballot question
8. Email from Judy Dion, dated January 7, 2018, re: Request for support for debt exclusion ballot question
9. Email from Daryl Mark, dated January 9, 2018, re: March 27<sup>th</sup> (debt exclusion ballot question)
10. Email from Vicki LaFarge, dated January 11, 2018, re: Concern about Debt Exclusion Proposal
11. Email from Lynne Cavanaugh, dated January 11, 2018, re: A Request (debt exclusion ballot question)
12. Email from Linda Segal, dated January 11, 2018, re: follow up to my Jan. 8 public comment to the selectmen
13. Email from Kim Steere, dated January 11, 2018, re: Please bundle capital projects on ballot
14. Email from Christine McKenna Lok, dated January 12, 2018, re: Please separate budget items on March ballot

**State and Regional**

15. Memorandum from Marc Draisen, Executive Director of the Metropolitan Area Planning Council, dated December 20, 2017, re: Call for Project Concepts
16. Agenda for the Massachusetts Selectmen's Association Annual Business Meeting, Saturday, January 20, 2018
17. Bio of Andrea J. Cabral, Keynote speaker at the MMA Women Elected Municipal Officials Leadership Luncheon, Friday, January 19, 2018
18. Invitation to the KP Law Hospitality Reception at the MMA Annual Conference
19. Invitation to the MHTL LLP reception at the MMA Annual Conference
20. Letter from John O'Rourke, Director of Marketing Northeast for GoodEnergy, dated January 5, 2018, re: Community Electricity Aggregation
21. Newsletter from the MetroWest Economic Research Center at Framingham State University, Fall 2017



# TOWN OF WAYLAND BoS

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

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

## Wayland Board of Health Director's Report

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

A frozen sprinkler pipe on the 2<sup>nd</sup> floor of the courtyard entranceway burst on New Year's Day and flooded the hallway of the 1<sup>st</sup> floor and the Conservation and Health Department areas. I was contacted by the Fire Chief and responded to survey the damage. Service master was called and carpets were removed as well as fans/dehumidifiers were used to dry out the areas. Today we were advised that the floor areas that were wet/damaged will need to be removed and replaced as well as the carpets. We will need to move our work areas temporarily until the work is complete.

Dudley Pond Project-Darren is working on the follow up from this project that was initiated last year by BoH member Susan Green (property transfers with no Title 5). There are 35 properties in this area that are being investigated and information is being looked at to determine if a legal order will need to be sent. This project will generate a lot of phone calls and questions from the letters once they are sent out which is targeted for sometime in the next few weeks.

PHN/Nurse Leader Ruth Mori has provided a report under separate cover.

Winter projects that we will be working on as well: scanning project, reviewing permit fees, and other misc. projects.

Fire Dept. Station 2-The new septic system leaching area has been installed. The pump chamber and septic tank, and floor drain tight tank has not been installed yet. We are awaiting for the installer to move forward with tank installation as the inclement weather has likely been a factor.

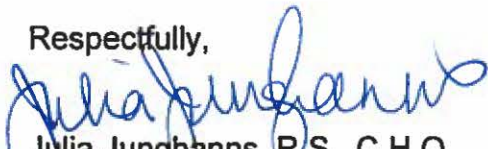
The polystyrene and plastic bag bans go into effect Feb. 4<sup>th</sup>.

Annual permit renewals are in the process of being done as well as Farmer's Market permits.

Ruth Mori-PHN/Nurse Leader- we have now been approved to order all pediatric vaccines. We had been a Flu only site from MDPH before. After going through the vaccination outreach plan at each of the schools, it has been identified that some students need assistance with this. We will be working with families who have insurance issues in order to provide them a medical provider as well as providing them vaccines. Since the last Board meeting we had a significant undiagnosed GI illness at Happy Hollow. Although we had no known diagnosis, it was treated as if it were norovirus and all

precautions taken. The High School also has had Mono so advisory information was disseminated to families regarding this as well. Over the vacation break we had a probable Mumps case in a high school student. Information was disseminated to families of close contacts. In general the schools have been quite busy with lots of illness prior to the school break. I have been also looking into SNAP upgrades (our electronic health record documentation system in the school health rooms) to help process improvements. Nothing definite yet but reviewing availability and cost of programs that will benefit us.

Respectfully,



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



Term: Winter | Issue 3 | Date: January 5, 2018 | Tel: 508-358-3669 | conservation@wayland.ma.us

## MAINSTONE FARM

The Town of Wayland and SVT have finished the trails at Mainstone Farm and have opened a small parking area at a new trail head on Rice Road.

The Hamlen Family, which owns the farm, agreed to put trails on the property when they sold a conservation restriction to the Town and SVT in April 2017. The new trails meander through the forested portion of Mainstone Farm and connect with trails on adjacent conservation lands, creating a network of more than 11 miles of trails in the heart of Wayland.

When you visit, please remember that the farm is a privately owned, active farm, and large portions of the land are not open to the public.

**Please stay on marked trails.**

For directions and a trail map, visit the Conservation Department's website or stop by the office.



## CHRISTMAS BIRD COUNT

On December 30, 2017 Brian Harris performed the Wayland Christmas Bird Count.

During this census, thousands of volunteers across the U.S., Canada, and other Western Hemisphere countries count birds over a 24-hour period. Their counts help researchers understand how the birds of the Americas are faring over time. Results will be posted on the National Audubon Society's website.



## RIVER CONSERVATION PLAN

In 1999, Congress designated 29 miles of the Sudbury, Assabet and Concord (SUASCO) Rivers as Wild and Scenic, recognizing their outstanding scenic beauty, ecology, and recreational opportunities, and their special place in American history and literature. The River Stewardship Council (RSC), manager of the SUASCO Wild and Scenic River, is working to update the River Conservation Plan. This document laid out the issues facing the rivers over 20 years ago and strategies to protect this special resource for generations to come.

The RSC is seeking input to improve the revisions to the management plan. What is your vision for these rivers and their community? What do you see as threats to the rivers? What do you see as opportunities? To find out more, visit [www.Sudbury-assabet-concord.org](http://www.Sudbury-assabet-concord.org) or to share your thoughts, contact Wayland's RSC representative, Tom Sciacca, [tsciacca@comcast.net](mailto:tsciacca@comcast.net).

## ANNOUNCEMENTS

**Saturday, January 20, 2018 at 10:00am**  
**Sedge Meadow Nature Walk**

Brian Harris Town of Wayland Conservation Land Manager is going to be at Sedge Meadow Conservation Land on Saturday, January 20, 2018 at 10:00AM for a winter nature walk. The meeting location will be at the trail directly across from 31 Sedge Meadow

Road. The walk will be a minimum of an hour over a distance of one mile or more. There will likely be ice or snow on trails; please dress appropriately and wear proper footwear. As always, everyone is welcome to join free of charge, no registration required.

**WEATHER DATE: Sunday, January 21st@10:00AM (Meet at the same location)**



## COMMUNITY GARDENS

The Wayland Community Gardens provide a beautiful and active public space for community members to grow produce and flowers. The garden is a wonderful place to meet fellow gardeners and provides a true sense of community.

Applications will be available online starting mid-March and can be found on the Conservation Department's website, or drop by the office for a copy.

Any new gardener is encouraged to visit our website to learn more about the garden rules and guidelines.



## SNOW REMOVAL

This time of year when the snow falls and begins to melt, road salt and other pollutants are transported into surface water or through the soil where they may eventually reach the groundwater. These chemicals can contaminate water supplies and are toxic to aquatic life at certain levels. Sand washed into water bodies can create sand bars or fill in wetlands and ponds, impacting aquatic life, causing flooding, and affecting our use of these resources.

If you live in a resource sensitive area, the snow should be removed if possible and placed in upland area locations where it is less likely to impact sensitive environmental resources.

## CASTLE HILL



Castle Hill is located off Alpine Road and consists of 25.7 acres of land. To access the trail head, park in the Alpine Road lot that is along the road, cross the ball field and on the left edge of the woods is a sign labeled Castle Hill. From the entrance, there is a .7 mile, single loop trail that is easy to moderate difficulty. The trail does split off in a few locations but will always connect back onto the main trail (ultimately ending at a gas line easement and private residence.)

Castle Hill was originally part of the old road to Concord, dating back to the 17th century. The name was given by its early settlers that reference the long ridge following along school house pond. This long ridge is called an esker, a geological feature primarily composed of gravel and other sediments deposited by melt water from a retreating glacier or ice sheet. School house pond received its name due to its proximity to the North District school house.

To date 62 species of birds have been observed at the property including three species of owls, which include the Great Horned, Barred, and Eastern Screech Owl. Other species of birds observed at Castle Hill include waterfowl, which congregate in small numbers during spring and fall migration in the SSE portion of the property; and shorebirds are reliable in small numbers during the summer and early fall months, especially during drought years when the water is low enough to allow for suitable habitat.

Most of the regularly occurring mammals of eastern Massachusetts can be found at this property, such as red and gray squirrels and the eastern chipmunk. But mammals, such as the river otter, are occasional visitors to the pond, as are beavers and muskrats, the latter being much more likely. Though rarely seen the fisher are around, though more typically encountered in winter.

## CONTACT INFORMATION

Linda Hansen  
Conservation Administrator  
lhansen@wayland.ma.us

Nicole Thomson  
Department Assistant  
nthomson@wayland.ma.us

Brian Harris  
Land Manager  
bharris@wayland.ma.us

41 Cochituate Road  
Wayland, Ma 01778  
508-358-3669



# HOUGHTY'S HEROES



*Bi-Monthly News from the Wayland Fire Department*

Volume Ten

January 2018

**Assistant Chief Receives Credentials:** On December 20, 2017, Assistant Chief Neil McPherson was granted accreditation to the level of fire chief for demonstrating the required fire service experience, education, and certifications for such accreditation. The Massachusetts Fire Service Commission is a gubernatorial appointed board that has instituted this process of uniform credentialing. The program establishes requirements based on education, training, and experience in areas relevant to serving as fire chief. It provides benchmarks for training in fire and emergency service management so that chiefs are better prepared to serve their departments and their communities. The applicant's documentation is reviewed by a subcommittee of the Massachusetts Fire Service Commission to determine if the individual has attained a minimum level of credits in the areas of education, training, and experience.



Fire Marshal Peter Ostroskey, Assistant Chief McPherson, Fire Commission Chair, Chief Alan Roy (Palmer Fire)

**New Hire:** The Department is happy to announce that we have selected Ryan Cheney as the next Firefighter for the town of Wayland. Ryan replaces Brain Burgett who retired back in November. Ryan lives with his wife in Holliston, and is certified Firefighter 1 and 2, as well as an Emergency Medical Technician. He has completed all of his training requirements and is now waiting to be tested by the Commonwealth for certification as a Paramedic. Ryan will begin his orientation on January 8<sup>th</sup> working two weeks of days before being assigned to a regular work shift. Ryan will be meeting the Board of Selectmen in January to be sworn in.

**Defibrillator at the Library:** Last, but not least... the Library is now the holder of a defibrillator. This is the last of the town owned buildings used by the general public to have one installed. Through the tremendous efforts of our Public Health Nurse, Ruth Mori, we have completed our goal of having public accessible defibrillators at all public buildings. A big THANK YOU and shout out to Ruth for her support in reaching this goal.



**CPR Classes:** Assistant Chief McPherson has taught several CPR classes to the DPW and library staff as well as many of our senior citizens. At the request of each of these groups, Neil has been able to teach six library staff, 29 DPW staff and nine senior citizens. It is great to see that people care enough to learn these basic skills that, in conjunction with the use of a defibrillator, could save a life. Wayland truly is a "Heart Safe Community."

**Not an Easy Commute:** It was a perfectly good day... weather wise..., however, the driver of this vehicle "feel back to sleep" while driving on Route 30 during the morning commute. The injuries were very minor, and the person self-extricated prior to Fire and EMS arrival. The good news is that it landed perfectly on the yellow line allowing traffic to pass by slowly. Maybe one more cup of coffee should have been in order!



**New CMR:** On January 1<sup>st</sup> the Commonwealth began using an updated Fire Prevention Regulation in combination with the National Fire Protection Association Fire Code. This updated code with several Massachusetts amendments is what the Fire Service in the Commonwealth uses to enforce codes and regulations with all things Fire Service related. The Chief, Assistant Chief, and Fire Inspector have all attended classes to bring us up to date on the code changes. We want to be proactive on any project being considered and encourage everyone to reach out to us before submitting plans. This ensures that all parties are aware of codes and regulations allowing for a smooth transition through the inspection and occupancy processes.

**Station 2 Septic:** There was great progress on the installation of a new septic system at Station 2 until the cold weather hit. The outdated cesspool that has been in operation since the building was built in 1953 is being replaced. Along with the new septic system, a tight tank will be installed to collect the water from the floor drains. It is hoped that both projects will be completed early this spring.

**Training is Complete:** The new ladder truck is in full service and is ready to serve the residents as needed. It is housed at Fire Station 1, and we welcome everyone to stop by and take a tour of the vehicle and see all of the tools it carries. Next up will be a new ambulance. It is scheduled for delivery in April and will be in service by late spring.



**Carbon Monoxide:** This is the time of the year when we receive the most calls and have the most concerns about residents becoming exposed to this potentially fatal gas. The gas itself is colorless, odorless, and tasteless and can only be detected with properly placed and working detectors and meters. It is a regulation in Massachusetts that every habitable level in every home is equipped with a working carbon monoxide detector. It is equally important that these detectors are replaced every ten years, and that they are tested on a regular basis. Some of the common causes of CO getting into homes are running vehicles in the garage or near open doors when warm them up, or having the vent pipes from the furnace and hot water heaters blocked by snow.

We would encourage anyone who has questions or concerns about carbon monoxide, especially if any detectors are sounding or activating, to call the fire department. We will come out to help you assess the levels in your home and check out any potential sources.

**Thanks:** We have a lot to be thankful for in 2017. I would like to thank the Board of Selectmen and the Finance Committee for all the support given to us in 2017 and allowing us the resources for the tools and equipment to do our job with the highest quality and standards.



# WAYLAND POLICE DEPARTMENT

WAYLAND, MASSACHUSETTS 01778



**PATRICK SWANICK**  
CHIEF OF POLICE

## Memorandum

1/12/2018

To: Sergeant Christopher Custodie  
From: Chief Patrick Swanick  
RE: Commendation

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On Wednesday 1-10-18 you and Sgt. Smith were working a paid detail on Rte. 30 for R.W. Bryant Contracting. The R.W. Bryant employee parked the bucket truck on a slope in the parking lot of T.D. Bank and exited the vehicle. The lineman was in the bucket with the boom fully extended working on overhead wires. The truck driver began walking along Rt. 30 eastbound pulling a rope connected to the machine lashing the wire. The lineman began screaming from the bucket. Officers observed the truck rolling backwards through the parking lot.

Sgt. Smith reported that you ran to the rolling truck, opened the driver side door, jumped into the truck, applied the brakes, and stopped the truck. Your actions prevented a serious injury accident. If the truck had not stopped it would have crashed and the lineman would most likely have been ejected out of the bucket.

Your quick action prevented property damage and prevented the lineman from sustaining serious and possibly fatal injuries. Your actions were truly heroic and reflect highly upon yourself and on the Wayland Police Department. Congratulations on a job well done.

cc: Personnel File  
Lt. Sean Gibbons  
Nan Balmer, Town Administrator  
Board of Selectmen

## Porter, David

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**From:** Balmer, Nan  
**Sent:** Friday, January 05, 2018 1:55 PM  
**To:** Porter, David  
**Subject:** FW: I respectfully request your support for a single debt exclusion ballot question.

**From:** Sandy Raymond [<mailto:sraymond@minlib.net>]  
**Sent:** Friday, January 05, 2018 1:49 PM  
**To:** Karlson, Cherry; Levine, Doug; Anderson, Lea; Jurist, Louis; Antes, Mary; [billsteinberg55@gmail.com](mailto:billsteinberg55@gmail.com); [carolbmartin@verizon.net](mailto:carolbmartin@verizon.net); [kshigley@verizon.net](mailto:kshigley@verizon.net); Steve Correia; [Uvegesq@comcast.net](mailto:Uvegesq@comcast.net); Dave Watkins; Jen Gorke; Balmer, Nan  
**Subject:** I respectfully request your support for a single debt exclusion ballot question.

Greetings!

I understand that the annual budget process is progressing and a debt exclusion ballot question is likely in the offing for several capital projects. In the nearly 20 years I have lived in Wayland and my 15 years of working at our town's fabulous library, lately as director, I have come to value and respect the special character of this community. Both of my daughters are graduates of WHS.

While many factors certainly contribute, in my view one structural element is key: the practice of including all pertinent capital project items within one ballot question. This approach underscores the philosophy that Wayland is a united community and that town officials have carefully thought out all matters across the community's various constituencies. Town Meeting is the appropriate venue for residents to give due consideration to line items. By contrast, I feel it would be extremely divisive to split up various items at the polls. It would be a shame, for example, looking at today's intense snowfall, if residents were given the option to vote specifically for or against the purchase of snowplows. One ballot question for capital items is done for the good of the entire community and for a balanced and thorough presentation and discussion at Town Meeting.

**I respectfully request your support for a single debt exclusion ballot question.**

Thank you for your service to the town and for your consideration of this letter.

Sandra M. Raymond

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*Want to know more about the New Building Project? please like our new fb page:*  
<https://www.facebook.com/WaylandLibraryMovingForward/>

Sandy Raymond, Director  
508-358-2311 ext.20  
[sraymond@minlib.net](mailto:sraymond@minlib.net)

Wayland Public Library  
<http://www.waylandlibrary.org/>  
5 Concord Road Wayland MA 01778

## Porter, David

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**From:** Balmer, Nan  
**Sent:** Saturday, January 06, 2018 9:10 AM  
**To:** Porter, David  
**Subject:** Fwd: Debt exclusion ballot question

Correspondence

Nan Balmer  
(508) 237-1330

Begin forwarded message:

**From:** "Anderson, Lea" <[landerson@wayland.ma.us](mailto:landerson@wayland.ma.us)>  
**Date:** January 6, 2018 at 8:46:07 AM EST  
**To:** PJ Hallisey <[pjhallisey@gmail.com](mailto:pjhallisey@gmail.com)>  
**Cc:** "Balmer, Nan" <[nbalmer@wayland.ma.us](mailto:nbalmer@wayland.ma.us)>  
**Subject:** **Re: Debt exclusion ballot question**

Dear Mr. Hallisey,

Thank you for your letter on the debt exclusion ballot question. I am copying Town Administrator, Nan Balmer, so that your letter appears in a future Board of Selectmen packet.

Best regards,  
Lea Anderson, Chair Wayland Board of Selectmen

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**From:** PJ Hallisey <[pjhallisey@gmail.com](mailto:pjhallisey@gmail.com)>  
**Sent:** Saturday, January 6, 2018 6:55 AM  
**Subject:** Debt exclusion ballot question

Hello,

It is my understanding that the annual budget process is progressing and a debt exclusion ballot question is likely to be scheduled for several capital projects.

While many factors certainly contribute, in my view one structural element is key: the practice of including all pertinent capital project items within one ballot question. This approach underscores the philosophy that Wayland is a united community and that town officials have carefully thought out all matters across the community's various constituencies. Town Meeting is the appropriate venue for residents to give due



consideration to line items. By contrast, I feel it would be extremely divisive to split up various items at the polls. It would be a shame, for example, looking at today's intense snowfall, if residents were given the option to vote specifically for or against the purchase of snowplows. One ballot question for capital items is done for the good of the entire community and for a balanced and thorough presentation and discussion at Town Meeting.

**I respectfully request your support for a single debt exclusion ballot question.**

Thank you for your service to the town and for your consideration of this letter.

Patrick J. Hallisey

46 Campbell Rd

## Porter, David

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**From:** Balmer, Nan  
**Sent:** Saturday, January 06, 2018 7:30 PM  
**To:** Porter, David  
**Subject:** Fwd: debt exclusion ballot question

### Correspondence

**From:** Sabine von Mering <[vonmerings@gmail.com](mailto:vonmerings@gmail.com)>  
**Date:** January 6, 2018 at 6:58:48 PM EST  
**To:** [nbalmer@wayland.ma.us](mailto:nbalmer@wayland.ma.us)  
**Subject:** debt exclusion ballot question

Dear Nan:

I hope this finds you warm! I understand that the annual budget process is progressing and a debt exclusion ballot question is likely in the offing for several capital projects.

**I would like to join the voices of those who respectfully request your support for a single debt exclusion ballot question.**

While many factors certainly contribute, in my view one structural element is key: the practice of including all pertinent capital project items within one ballot question. This approach underscores the philosophy that Wayland is a united community and that town officials have carefully thought out all matters across the community's various constituencies. Town Meeting is the appropriate venue for residents to give due consideration to line items. By contrast, I feel it would be extremely divisive to split up various items at the polls. One ballot question for capital items is done for the good of the entire community and for a balanced and thorough presentation and discussion at Town Meeting.

Thank you for your service to the town and for your consideration of this letter.

Sabine von Mering

6 Melville Place

## Porter, David

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**From:** Balmer, Nan  
**Sent:** Sunday, January 07, 2018 9:34 AM  
**To:** Porter, David  
**Subject:** Fwd: Request for support for debt exclusion ballot question

Nan Balmer  
(508) 237-1330

Begin forwarded message:

**From:** Judy Dion Nicholson <judydion@gmail.com>  
**Date:** January 7, 2018 at 9:17:16 AM EST  
**To:** [landerson@wayland.ma.us](mailto:landerson@wayland.ma.us), [ckarlson@wayland.ma.us](mailto:ckarlson@wayland.ma.us),  
[mantes@wayland.ma.us](mailto:mantes@wayland.ma.us), [ljurist@wayland.ma.us](mailto:ljurist@wayland.ma.us), [dlevine@wayland.ma.us](mailto:dlevine@wayland.ma.us)  
**Cc:** "Balmer, Nan" <[nbalmer@wayland.ma.us](mailto:nbalmer@wayland.ma.us)>, "Fay, Tom" <[TFay@boyleshaughnessy.com](mailto:TFay@boyleshaughnessy.com)>  
**Subject:** Request for support for debt exclusion ballot question

Dear Member of the Board of Selectmen,

I have just written to the members of Finance Committee on behalf of the Library Planning Committee to ask that the funding request for construction of the Town's new library building at 195 Main Street be grouped as a single ballot question with all other relevant and significant and capital funding requests under a Proposition 2-1/2 debt exclusion measure in the Town's March 27, 2018 election. I'd like to ask that the Board of Selectmen support a ballot question that combines these projects.

Through several years of planning and studies, the Library's Board of Trustees has determined that the future of Wayland's Free Public Library lays in the construction of a new building that will better serve the Town's current and anticipated needs. The construction budget for the new building, located at 195 Main Street, will be just under \$30 million. Last year the Board of Trustees secured over \$10 million in grant funding for construction from the Massachusetts Board of Library Commissioners (MBLC), however the award is contingent on the Town's voters approving a further \$18 million in funding at this year's Annual Town Meeting. Funding for the library must be secured this year, or the grant award will be passed on to another town on the MBLC's waiting list.

I understand that there are several large projects being considered for the next one or two fiscal years for which a Proposition 2-1/2 debt exclusion measure will be necessary. A combined ballot question will prevent these worthy projects from competing against each other for voter support. The new library will benefit all of the Town's population, from its youngest citizens through the oldest members of the population. By combining the library request with other capital requests, we hope to ensure that the merits of all of the requests can be considered and debated on equal footing, for the widespread benefit of the community.

Thank you for your support,

Judy Dion  
Library Planning Committee

**Porter, David**

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**From:** Balmer, Nan  
**Sent:** Tuesday, January 09, 2018 3:42 PM  
**To:** Porter, David  
**Subject:** FW: March 27th

Correspondence

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**From:** Daryl Mark [<mailto:dmark@verizon.net>]  
**Sent:** Tuesday, January 09, 2018 3:40 PM  
**To:** Karlson, Cherry  
**Cc:** Balmer, Nan  
**Subject:** March 27th

Dear Selectman Karlson,

Thank you for your service to Wayland!

I understand that the March 27<sup>th</sup> ballot will include a debt exclusion question and am aware that this affects several capital projects. Each project requesting funding is important and serves members of the Wayland community.

I am writing because I feel that, once again, the capital projects should be included in one ballot question. This will allow the needed discussion of each project to take place at the annual Town Meeting.

I request that you support a single debt exclusion ballot question on March 27<sup>th</sup>.

Thank you for your consideration,

Daryl Mark

163 Loker St.

Wayland

## Porter, David

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**From:** Balmer, Nan  
**Sent:** Thursday, January 11, 2018 9:56 AM  
**To:** Porter, David  
**Subject:** FW: Concern about Debt Exclusion Proposal

Correspondence

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**From:** Lafarge, Vicki [<mailto:VLAFARGE@bentley.edu>]  
**Sent:** Thursday, January 11, 2018 9:47 AM  
**To:** Lafarge, Vicki  
**Subject:** Concern about Debt Exclusion Proposal

As a long time Wayland resident in favor of preserving a one town philosophy, I am writing to ask you to consider including all capital items in the upcoming debt exclusion rather than singling out the playing fields, school technology, and the supplemental recreation study for inclusion. I believe that we should encourage debate at the Town Meeting on all capital issues and that including only three projects in the debt exclusion proposal will have the negative consequence of pitting one town group against another at the polls and limit important debate at Town Meeting.

Thank you for your consideration

Vicki LaFarge  
1 Old Sudbury Road  
Wayland, MA  
01778

**Porter, David**

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**From:** Balmer, Nan  
**Sent:** Thursday, January 11, 2018 11:23 AM  
**To:** Porter, David  
**Subject:** FW: A Request

Correspondence

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**From:** Lynne Cavanaugh [<mailto:lynnemcavanaugh@gmail.com>]  
**Sent:** Thursday, January 11, 2018 11:17 AM  
**To:** Balmer, Nan  
**Subject:** A Request

I realize that the Wayland Fin Com and Board of Selectmen must be in the process of preparing for the upcoming town election and Town Meeting and I am writing to you to ask that you propose a single debt exclusion question at the polls. There are many residents in Wayland who strongly support each of the proposed capital projects and the optimal way to ensure that each potential capital expenditure receives a full and fair airing at Town Meeting is to put to vote a single debt exclusion question. My fear is that to do otherwise will pit resident against resident and project against project before a full and fair airing of the pros and cons of each project has been conducted.

Thank you for your consideration.

Lynne Cavanaugh

136 Plain Road

Member, Library Planning Committee

## Porter, David

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**From:** Balmer, Nan  
**Sent:** Thursday, January 11, 2018 12:07 PM  
**To:** Porter, David  
**Subject:** Fwd: follow up to my Jan. 8 public comment to selectmen

Correspondence

Nan Balmer  
(508) 237-1330

Begin forwarded message:

**From:** "Linda Segal" <[lmsegal@comcast.net](mailto:lmsegal@comcast.net)>  
**Date:** January 11, 2018 at 11:58:05 AM EST  
**To:** <[landerson@wayland.ma.us](mailto:landerson@wayland.ma.us)>, "Karlson, Cherry" <[ckarlson@wayland.ma.us](mailto:ckarlson@wayland.ma.us)>, <[dlevine@wayland.ma.us](mailto:dlevine@wayland.ma.us)>, <[ljurist@wayland.ma.us](mailto:ljurist@wayland.ma.us)>, "Antes, Mary" <[mantes@wayland.ma.us](mailto:mantes@wayland.ma.us)>, "Nan Balmer" <[nbalmer@wayland.ma.us](mailto:nbalmer@wayland.ma.us)>  
**Cc:** Dave Watkins <[dwatkins@pavonix.com](mailto:dwatkins@pavonix.com)>, <[carolbmartin@verizon.net](mailto:carolbmartin@verizon.net)>, <[uvegesg@comcast.net](mailto:uvegesg@comcast.net)>, Klaus Shigley <[kshigley@verizon.net](mailto:kshigley@verizon.net)>, Jen Gorke <[jen.gorke@gmail.com](mailto:jen.gorke@gmail.com)>, Steven Correia <[stevencorreia@comcast.net](mailto:stevencorreia@comcast.net)>, Bill Steinberg <[billsteinberg55@gmail.com](mailto:billsteinberg55@gmail.com)>, Brian Keveny <[bkeveny@wayland.ma.us](mailto:bkeveny@wayland.ma.us)>  
**Subject:** follow up to my Jan. 8 public comment to selectmen

Today's MA state house news sources report:

### **Report: GOP tax plan would wipe out \$7.5B in deductions for Mass. residents**

We knew the GOP tax-overhaul bill stuck it to blue states like Massachusetts, but not to this extent. From SHNS's Michael Norton: "According to a new report from the Massachusetts Taxpayers Foundation, Bay State residents in 2015 were able to deduct from their gross income \$19 billion in state and local taxes under the tax structure in place before Congress and President Donald Trump last month capped those deductions at \$10,000 per year. That means that about \$7.5 billion in federal deductions taken by Massachusetts residents will no longer be available, according to a foundation analysis shared at the News Service's request. The analysis shows about a third of taxpayers will be affected, with the largest impacts felt among the wealthiest."

No wonder Beacon Hill lawmakers are now "exploring" ways to counteract the new tax laws recently passed by Congress, as the [Herald's Matt Stout](#) reports this morning. House Speaker Robert DeLec says lawmakers are specifically looking at state and local tax deductions, reports Stout. [http://www.bostonherald.com/business/business\\_markets/2018/01/lawmakers\\_seek\\_cushion\\_for\\_tax\\_law](http://www.bostonherald.com/business/business_markets/2018/01/lawmakers_seek_cushion_for_tax_law)

### **[Lawmakers seek cushion for tax law](#)**

State lawmakers are “exploring” ways to counteract the tax law Congress pushed through last month, according to House Speaker Robert A. DeLeo, joining other states that are weighing action to shield high-income taxpayers.

DeLeo said lawmakers are looking in particular at state and local tax deductions — known as SALT deductions — which under the bill President Trump signed are now capped at \$10,000.

“As we go through the budget process, we are mindful of how changes to the federal tax code will impact both Massachusetts residents and the local economy,” DeLeo said in a statement. “The House is exploring options to mitigate negative repercussions for Massachusetts resulting from the new tax code.”

But what measures Massachusetts could pursue, or whether the state will be able to mitigate the SALT impact is unclear.

Aides to Gov. Charlie Baker said yesterday he has no plans to include a “significant tax code change” in his budget proposal due this month. His budget office also noted yesterday that other states that have announced restructuring plans “have a different structure than Massachusetts.”

New York Gov. Andrew Cuomo has said his administration is gauging the feasibility of a “major shift in tax policy” that would rework the state’s current income and payroll tax system.

In California, a bill has been proposed to give residents the option to make a contribution to a new fund in lieu of taxes, thus allowing them to claim the full amount as a credit against state income tax liability, according to the Tax Foundation, a Washington, D.C., think tank.

But any radical changes, or “tax-dodging strategies,” as the foundation wrote in a report last week, could face hurdles.

“To be deductible, charitable contributions must have a genuinely charitable aspect, and cannot primarily benefit the contributor or involve a quid pro quo,” the report said.

DeLeo’s remarks came as he also vowed not to include any new “broad-based” taxes in the House’s budget proposal for next fiscal year, which begins July 1. The Winthrop Democrat’s comments are often a key indicator of how taxes will be embraced each year on Beacon Hill, where Baker, a fiscally conservative Republican, is governor and the more liberal Senate has shown a larger appetite for seeking more revenue sources.



**Porter, David**

---

**From:** Balmer, Nan  
**Sent:** Friday, January 12, 2018 8:25 AM  
**To:** Porter, David  
**Subject:** FW: Please bundle capital projects on ballot

Correspondence

---

**From:** Anderson, Lea  
**Sent:** Friday, January 12, 2018 8:00 AM  
**To:** Kim Steere  
**Cc:** Balmer, Nan  
**Subject:** Re: Please bundle capital projects on ballot

Dear Kim,

Thank you for your email. I am copying Nan Balmer, Town Administrator, so that your email is included in a future Board of Selectmen packet. The BoS will discuss the ballot question issue after we hear from the Finance Committee on debt exclusions in late January.

Best regards,  
Lea Anderson

---

**From:** Kim Steere <[kimsteere@ymail.com](mailto:kimsteere@ymail.com)>  
**Sent:** Thursday, January 11, 2018 9:16 PM  
**To:** Anderson, Lea; Karlson, Cherry; Antes, Mary; Jurist, Louis; Levine, Doug  
**Subject:** Please bundle capital projects on ballot

To the Wayland Board of Selectmen:

I am writing to request that you please put all six capital projects together in one ballot question for March 27, 2018, as was done for debt exclusion items in 2009 and 2011.

The number of proposed projects and their size and complexity make it essential that the citizens of Wayland have a chance to discuss fully and understand the implications of a yes or no vote on each one. This is only possible if the election opens the door to them being addressed individually at Town Meeting.

I hope you will be willing to bundle these items together on the ballot to ensure that citizens' voices get a chance to be heard by the community at large, and that the important decisions we make as a town are well-informed.

Thank you.

Sincerely,

Kim Steere  
11 Green Way  
Wayland

## Porter, David

---

**From:** Christine McKenna Lok <cmcllok@gmail.com>  
**Sent:** Friday, January 12, 2018 10:54 AM  
**To:** Porter, David  
**Subject:** For Selectmen: Please separate budget items on March ballot

Dear Board of Selectmen:

I am writing to request that the March Town Election have separate ballot items for each of the big capital requests facing the town. These are not the only capital items that the town will need to consider over the next few years. Indeed it is likely residents may favor some but not all of the specific proposals at this time as we wait to see what else arises.

I am particularly concerned about the proposals for a new library and new community center at a time when the Wayland Town Center sits mostly vacant. There are beautiful spaces with huge windows overlooking grassy areas that would be wonderful places to hold meetings and community workshops. Renting those spaces would save the town a lot of money and generate income for the Town Center management at least in the short term. If the Town Center gains steam and sees demand for those spaces, at that time down the road we could consider building additional meeting places.

Given the multiple legal reviews saying that the town library must remain a library, the town should stop pursuing a new building for that function. Parking is the biggest issue there, which could be resolved by marketing the Depot as overflow parking. I visit the library often during the day and never have I been unable to use either a desktop or library-owned laptop. I love the interlibrary loan service and it seems like a good portion of the library's patrons take advantage of that. There seem to be more books awaiting pickup at the door than folks meandering through the shelves. Yes, it would be nice to have a larger children's or teens' room. But it is hard to live in Wayland without a vehicle and the lovely Sudbury, Weston, Natick, and Framingham libraries are just a short drive away. A new library is not even a "want" let alone a "need" at this time. I want to be able to register that view during the March election.

Thank you for your consideration,  
Christine McKenna Lok  
11 Holbrook Road  
Wayland, MA 01778

Acron to Dep'ts ✓



Smart Growth & Regional Collaboration

RECEIVED

JAN 02 2018

Board of Selectmen  
Town of Wayland

**MEMORANDUM**

**To:** MAPC Council Representatives and Other Local Officials  
**From:** Marc D. Draisen, Executive Director  
**Subject:** Call for Project Concepts  
**Date:** December 20, 2017

I am writing today to invite you to submit project concepts for work to be undertaken by the Metropolitan Area Planning Council (MAPC) for the benefit of your municipality through our Technical Assistance Program (TAP). Through this Call for Project Concepts, we are soliciting ideas for projects that will commence in the late winter or early spring of 2018.

Through the TAP we are able to fund a diverse range of projects. Municipalities can submit concepts for individual community-specific projects and for multi-community projects. Projects that serve multiple communities always receive preference; projects that advance the MetroFuture priorities of smart growth, regional collaboration, and/or advancing equity in the region, always receive preference.

Eligible projects cover a wide variety of topics, including but not limited to: housing and economic development; regionalization and shared services; public safety; public health; climate change (mitigation or adaptation); clean energy; fair housing; equitable transit-oriented development (E-TOD); bicycle/pedestrian mobility; environmental and resource protection; creative community placemaking; and arts and culture planning.

This year, we will have a particular objective of assisting communities seeking to participate in Governor Baker and Lieutenant Governor Polito's new Housing Choice Program, which was announced last week. For further information about Housing Choice, see <https://www.mass.gov/housingchoice>. We are also eager to apply TAP funds to complement funds from other state programs that advance smart growth objectives, including Community Compact, Chapter 40R Smart Growth Overlay Districts, Complete Streets, and Planning Assistance Grants.

**Submit a Short Project Concept**

Guidance on what to include in your project concept is provided below. After you submit a concept, we will work with you to determine a scope of work, an appropriate budget, funding sources to support the work, and a timetable for completion of the project. Just come up with the best concepts you can in accordance with the guidelines in this memo, and we will try and fund as many projects as possible through our technical assistance resources or by working with you to apply to state grant programs.

**Applying for Assistance**

Please submit a short, 1-2 page maximum project concept on municipal letterhead to TAP Manager Ralph Willmer at [rwillmer@mapc.org](mailto:rwillmer@mapc.org). Please include the following:

1. Lead Municipality and Lead Contact for Submittal: Designate a lead contact for the submittal. In the event that this is a multi-municipal proposal, indicate the lead municipality for the submittal and whether firm commitments have been secured from participating municipalities.
2. Project Description and Context: Provide a 1-3 paragraph description of the project. Provide an overview of project context, including geographic location and relevant previous and current planning efforts, e.g., plans, reports or studies.
3. Project Need and Alignment with Local, Regional, and State Goals: Describe the community need(s) the project will address, and its alignment with local, regional and/or state goals. You can learn more about the overall priorities for the TAP and each funding source at <https://www.mapc.org/about-mapc/funding-opportunities/>.
4. Project Deliverable(s) and Outcomes: Identify the specific products expected from the project, e.g., master plan, community or corridor plan, draft or adopted bylaw or ordinance, inter-municipal agreement, streamlined permitting procedures, collective purchasing agreement, etc. Also, identify the anticipated outcomes and changes in the municipality and/or region that you expect will be achieved.
5. Community Engagement: Explain how local officials, community groups, businesses and/or institutions will be involved in the planning process, as appropriate, and how the project will involve groups that are historically under-represented in planning processes, e.g., low-income individuals, racial/ethnic minorities, youth, seniors, recent immigrants, small business owners, people with disabilities, etc.
6. Project Timeline: Outline the anticipated project timeline and associated project milestones, e.g., must be completed in time for close of a Town Meeting warrant.
7. Municipal Commitment: Describe the municipal commitment to the project. Indicate the support of the mayor, city manager, or town administrator and municipal boards, committees, and/or commissions. For single-municipality and multi-municipal project concepts, detail each municipality's commitment to move ahead with the project in a timely fashion, e.g., will establish a multi-municipal project advisory committee to move the project along.
8. Municipal Contribution: Define any in-kind and/or financial contribution by the municipality to the project, e.g., X hours of municipal planner staff time or Planning Board volunteer time to assist in analysis; X dollars towards direct costs, such as meeting space rental, refreshments, or translation and interpretation.
9. Signature: The submittal must be signed by the mayor, city manager, or town administrator. In the case of a multi-community project, the lead municipality's representative will sign the approved scope of work after the project has been accepted. For multi-municipal project concepts, it is ideal—but not required—to verify support from the mayor, city manager or town administrator in each participating municipality in the form of a signature on the submittal by all participating municipalities.

## **Funding Sources**

The MAPC TAP is funded through various sources, including District Local Technical Assistance (DLTA), Planning for MetroFuture Technical Assistance (PMTA), and grants. DLTA comes through a state appropriation, whereas PMTA arises from the assessment dollars that you all contribute to our region-wide work. MAPC actively fundraises to expand our technical assistance budget by seeking funds from philanthropic sources. This year, the Barr Foundation has also provided generous support to assist in several topical areas, such as arts and culture, E-TOD, and climate mitigation and adaptation. We also leverage funds from state-administered grant programs, including significant resources from the Commonwealth Community Compact (CCC) Program, the Department of Housing

& Community Development (DHCD), and the Executive Office of Energy & Environmental Affairs (EOEEA).

There are some changes in the CCC Program for 2018. Although it generally covers the same Best Practices as it did in 2017, it is worth noting that additional details were added to the list of Best Practices and their descriptions. A community considering the preparation of a Master Plan, Housing Production Plan, or Open Space and Recreation Plan, or a community that is interested in undertaking a project to implement one of those plans, should also apply for funds through CCC for the applicable Best Practice. This could provide an opportunity to leverage funding for the project, which in many cases cannot be fully funded by any one source. For more details on the CCC Program, see <https://www.mass.gov/orgs/community-compact-cabinet>.

### **Decision-Making Timeline**

There is no specific deadline for the submission of project concepts. MAPC will acknowledge receipt of proposed project concepts within two business days. MAPC reviews submitted applications on a rolling basis. To check on the status of your submittal, contact TAP Manager Ralph Willmer at 617.933.0734 or [rwillmer@mapc.org](mailto:rwillmer@mapc.org).

### **Discuss a Project Concept with MAPC Staff**

Please feel free to contact any member of the MAPC staff with whom you have worked on a project in the past or any of the program staff listed below to discuss a potential project.

### **Departments and Divisions**

- Arts and Culture Manager Jenn Erickson: 617.933.0759, [jerickson@mapc.org](mailto:jerickson@mapc.org)
- Clean Energy Director Cameron Peterson: 617.933.0791, [cpeterson@mapc.org](mailto:cpeterson@mapc.org)
- Community Engagement Interim Manager Renato Castelo, 617.933.0746, [rcastelo@mapc.org](mailto:rcastelo@mapc.org)
- Data Services Director Tim Reardon: 617.933.0718, [treardon@mapc.org](mailto:treardon@mapc.org)
- Environment Director Martin Pillsbury: 617.933.0747, [mpillsburv@mapc.org](mailto:mpillsburv@mapc.org)
- Land Use Director Mark Racicot: 617.933.0752, [mracicot@mapc.org](mailto:mracicot@mapc.org)
- Municipal Collaboration Director Mark Fine: 617.933.0789, [mfine@mapc.org](mailto:mfine@mapc.org)
- Public Health Director Barry Keppard: 617.933.0750, [bkeppard@mapc.org](mailto:bkeppard@mapc.org)
- Transportation Director Eric Bourassa: 617.933.0740, [ebourassa@mapc.org](mailto:ebourassa@mapc.org)

### **Subregional Coordinators**

- Inner Core Committee (ICC) Coordinator Karina Milchman, 617.933.0738, [kmilchman@mapc.org](mailto:kmilchman@mapc.org)
- Minuteman Advisory Group on Interlocal Coordination (MAGIC) Coordinator Heidi Stucker, 617.933.0739, [hstucker@mapc.org](mailto:hstucker@mapc.org)
- MetroWest Regional Collaborative (MWRC) Coordinator Karen Adelman, 617.933.0704, [kadelman@mapc.org](mailto:kadelman@mapc.org)
- North Shore Task Force (NSTF) Coordinator Sam Cleaves, 617.933.0748, [scleaves@mapc.org](mailto:scleaves@mapc.org)
- North Suburban Planning Council (NSPC) Coordinator Sarah Philbrick, 617.933.0733, [sphilbrick@mapc.org](mailto:sphilbrick@mapc.org)
- South Shore Coalition (SSC) Coordinator Emma Schnur, 617.933.0758, [eschnur@mapc.org](mailto:eschnur@mapc.org)

- Southwest Advisory Planning Committee (SWAP) Coordinator Kasia Hart, 617.933.0745, [khart@mapc.org](mailto:khart@mapc.org)
- Three Rivers Interlocal Council (TRIC) Coordinator Christine Howe, 617.933.0732, [chowe@mapc.org](mailto:chowe@mapc.org)



**Massachusetts Selectmen's Association  
Annual Business Meeting  
Boston, Hynes Convention Center, Ballroom C, 3rd Floor  
Saturday, January 20, 2018  
8:30 - 10:00 a.m.**

**RECEIVED**  
**JAN 10 2018**  
Board of Selectmen  
Town of Wayland

**Agenda**

**8:30 a.m. Welcoming Remarks and Introductions**  
*Jim Lovejoy, Selectman, Mount Washington and MSA President*

**8:40 a.m. Nominating Committee Report and Election**  
*David Dunford, Selectman, Orleans and MSA Nominating Committee Member*

Nominating Committee Proposed Slate 2017

President: Jim Lovejoy, Mount Washington  
First Vice President: Paul DeRensis, Sherborn  
Second Vice President: Ellen Allen, Norwell  
Secretary: Andrew Hogeland, Plainville  
MMA Vice President: Ellen Allen, Norwell

**8:50 a.m. Exploring Housing for Towns of All Sizes**  
This program will focus on housing opportunities and resources for towns of all sizes. In a discussion led by the state's leaders in housing and economic development, selectmen will have the opportunity to ask questions and participate in an interactive session focused on the Commonwealth's evolving housing needs. Housing and Economic Development Secretary Jay Ash and Undersecretary Chrystal Kornegay will begin the session with opening remarks and selectmen will break out into round table groups with subject matter experts and discuss how to use the housing resources at their disposal to create creative solutions for the housing challenges facing Massachusetts towns.

**Panelists:**

**Jay Ash**, Secretary of Housing and Economic Development for the Commonwealth of Massachusetts  
**Chrystal Kornegay**, Undersecretary of Massachusetts Department of Housing and Community Development

**9:55 a.m. Closing Remarks**

**10:00 a.m. Adjournment**

# Massachusetts Municipal Association

## Women Elected Municipal Officials

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**41<sup>st</sup> Annual WEMO Leadership Luncheon**  
Friday, January 19, 2018  
Noon - 1:30 p.m.  
Hynes Convention Center, Boston



Andrea J. Cabral served as the Commonwealth's Executive Secretary of Public Safety in the Administration of Governor Deval Patrick. She oversaw 14 state public safety agencies, including the Massachusetts State Police, the Department of Correction, the Massachusetts Emergency Management Agency, the Parole Board and the Massachusetts National Guard. Prior to that appointment, she was the Sheriff of Suffolk County and the first female sheriff in Massachusetts' history for 10 years. She is a past president of the Massachusetts Sheriffs' Association.

Ms. Cabral was an Eisenhower Fellow and served as one of 18 national experts appointed to the Science Advisory Board (SAB) by United States Attorney General Eric Holder. She is a member of the Advisory Board of the Rappaport Center for Law and Public Policy, the Editorial Board of Massachusetts Lawyer's Weekly and the Governing Board of the Mass Mentoring Partnership. Ms. Cabral currently works as a consultant and a contributor on WGBH Boston Public Radio and Television. She is a graduate of Boston College and Suffolk University Law School.

***WEMO:***

Founded in 1977, Women Elected Municipal Officials encourages the participation of women in local government. **All women elected municipal officials are members of WEMO.**

***Reservations:***

Pre-registration is required for this luncheon. **You must be registered for the MMA Annual Meeting & Trade Show to attend the lunch.** For more information, visit [www.mma.org](http://www.mma.org) or call Devon E. Williams at (617) 426-7272.



**KP** | LAW

*The Leader in Public Sector Law*

## 4th Annual Hospitality Reception

Friday, January 19, 2018

9:00 p.m. to 11:00 p.m.

Republic Ballroom

Sheraton Boston Hotel

39 Dalton Street, Boston, MA

Please visit us at Booth 1027 during the MMA Annual Meeting

We look forward to seeing you!

**RECEIVED**

**JAN 10 2018**

Board of Selectmen  
Town of Wayland

*You are cordially invited to the*

***MURPHY, HESSE, TOOMEY & LEHANE, LLP***

***RECEPTION***

*at the*

*Massachusetts Municipal Association  
2018 Annual Meeting and Trade Show\**

*Please join us and fellow MMA participants for  
libations, hors d'oeuvres and good conversation*

*Friday, January 19, 2018  
5:00 p.m. - 6:30 p.m.*

***The Capital Grille***

*900 Boylston Street, Boston  
Access to the restaurant is also available from inside the  
Convention center*

*Please visit us at our booth #401- 403  
Friday, January 19 & Saturday, January 20*

---

Please R.S.V.P. By January 12<sup>th</sup>  
Kelly Enos, Marketing Coordinator  
[kenos@mhtl.com](mailto:kenos@mhtl.com) or 617-479-5000

\*Please note this is a private event and not affiliated with the MMA or its schedule of events.

Phone (617) 479-5000

Fax (617) 479-6469

[www.mhtl.com](http://www.mhtl.com)

January 5, 2018

Ms. Lea Anderson  
Select Board Chair  
Town Offices  
41 Cochituate Road  
Wayland, MA 01778

**RECEIVED**

JAN 10 2018

Board of Selectmen  
Town of Wayland



**IMPORTANT – TO IMPLEMENT A COMMUNITY ELECTRICITY AGGREGATION  
BY THE END OF 2018 YOU MUST START NOW**

Dear Ms. Anderson:

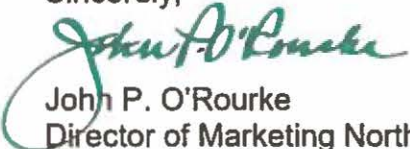
Good Energy, LP is the national and Massachusetts leader in the development, implementation and management of Community Electricity Aggregations. We currently have municipal aggregation plans with 41 municipalities with over 935,000 residents and over 365,000 households. We are on track to have Massachusetts municipalities in electricity aggregation with a total population of over 1 million residents by early 2018

Good Energy conducts very competitive procurement bids for its Community Electricity Aggregations at strategic points in the energy market to insure the best electricity prices for participating residents and businesses. These savings have a significant impact on local economies and are especially important to those residents on fixed incomes.

In our renewable energy options, Good Energy includes Massachusetts Class I Renewable Energy Certificates (RECs) that have a substantial impact on the development of new renewable energy projects in Massachusetts and on the reduction of the carbon footprint of municipalities by decreasing greenhouse gas emissions.

The Massachusetts Good Energy Team can develop a Community Electricity Aggregation plan for you that will fulfill your renewable energy and climate action goals, and at the same time provide residents and businesses with savings. I can be reached directly (413-548-0999 or [john.orourke@goodenergy.com](mailto:john.orourke@goodenergy.com)) to answer questions about Community Electricity Aggregation.

Sincerely,

  
John P. O'Rourke  
Director of Marketing Northeast

JOR/kf

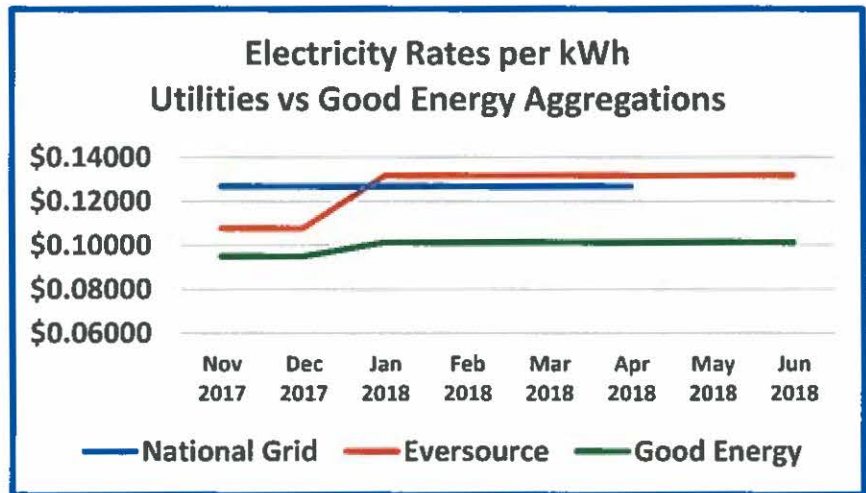
Enc: Good Energy News

**EVERSOURCE (NSTAR) (JAN 1 - JUN 30, 2018)**  
**NATIONAL GRID (NOV 1, 2017 – APR 30, 2018)**

**\$0.13157 /kWh**  
**\$0.12673 /kWh**

**GOOD ENERGY ELECTRICITY AGGREGATIONS \$0.10130 /kWh**

Good Energy, LP conducts very competitive procurement bids for its Community Electricity Aggregations at strategic points in the energy market to insure the best electricity prices for participating residents and businesses. These savings have a significant impact on local economies and are especially important to those residents on fixed incomes.



## GOOD ENERGY IS ON TRACK BY EARLY 2018 TO HAVE MASSACHUSETTS MUNICIPALITIES IN ELECTRICITY AGGREGATION WITH A TOTAL POPULATION OF OVER 1 MILLION RESIDENTS

AGGREGATION PLAN SUMMARY			
Plan Status	#	Population	Households
Active	33	837,748	329,681
Approved by DPU	2	29,482	11,708
Pending with DPU	5	48,109	18,563
In Development	1	21,413	8,575
<b>TOTALS</b>	<b>41</b>	<b>936,752</b>	<b>368,527</b>

Good Energy, LP is the leader in Community Electricity Aggregation in Massachusetts with 41 community electricity aggregations with over 936,000 residents.

Good Energy is in contact with another 10 municipalities interested in starting Community Electricity Aggregations to benefit their residents.

**Good Energy has developed an affordable green electricity aggregation model sourcing MA Class I RECs to increase the development of renewable energy projects in Massachusetts.**

## Community Electricity Aggregation – Important Points

***No out-of-pocket costs to the municipality***

There are no out-of-pocket costs to the municipality for implementing a Community Electricity Aggregation. Good Energy, LP bears the cost of development, implementation and management of the aggregation program.

***No additional work required of municipal officials and staff***

Municipal officials contribute decision-making and review time. Good Energy, LP does all the heavy lifting and grunt work. The Department of Energy Resources (DOER) and the Department of Public Utilities (DPU) review and approve the aggregation plan.

***No political risk for municipal officials***

Good Energy Community Electricity Aggregation plans are designed to eliminate all political risk for municipal officials by providing choices within the aggregation to suit all residents and an opt-out at any time without penalty for those residents not interested in participating.

***Can have a substantial environmental impact through the inclusion of MA Class I RECs***

A primary objective of Community Electricity Aggregation is the inclusion of MA Class I Renewal Energy Certificates (RECs) to support the development of additional renewal energy generation facilities in Massachusetts.

***Can help the municipality reduce its carbon footprint and greenhouse gas emissions***

The inclusion of MA Class I Renewal Energy Certificates (RECs) also assists the municipality to reduce its carbon footprint and reduce greenhouse gas emissions.

***Gives residents and businesses more competitive choices to purchase electricity***

A primary objective of Community Electricity Aggregation is to give residents and businesses more competitive choices by conducting a competitive bid with qualified electricity suppliers.

***Provides longer term price stability with continued single billing from the local utility***

Residents will have increased budget certainty with longer term electricity price stability, and continued infrastructure service and single billing from the local utility.

***Can save money for residents and businesses***

A primary objective of Community Electricity Aggregation is to reduce the cost of electricity to residents and businesses on average over the term of the supply contract.

***Savings can be a local economic stimulus***

Economic studies have shown that savings from Community Electricity Aggregation can have an economic impact or stimulus equal to 1.25 to 2.0 times those savings in the local economy.

***Discourages unscrupulous marketers of electricity***

Community Electricity Aggregation will discourage unscrupulous telephone, mail and door-to-door marketers of electricity from preying on residents and businesses.

***Residents and businesses can opt-out at any time without termination fees***

Good Energy Community Electricity Aggregation plans have perpetual opt-out without termination fees.

# ECONOMIC UPDATE

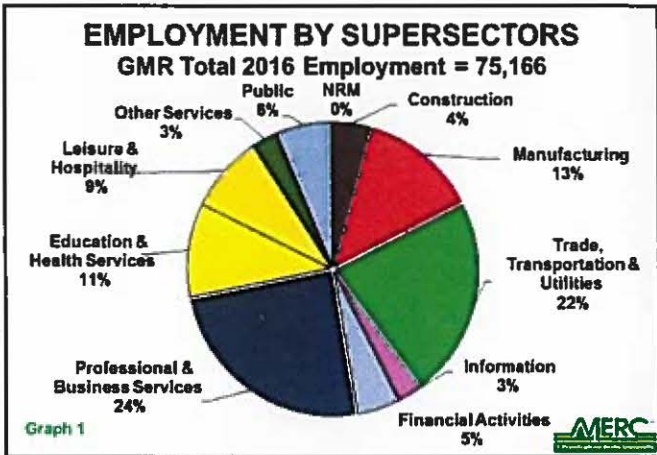
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## GMR 2016 Record Setting Employment

**By: Mark Dexter**

In 2016 the Greater Marlborough Region (GMR) set records in employment and establishments. Over 4,000 GMR establishments produced 75,200 jobs with an average annual wage of \$74,000. GMR includes four communities: Hudson, Marlborough, Northborough and Westborough. The 2016 employment information in this article was collected from the Massachusetts Executive Office of Labor and Workforce Development. The information considered here refers to employment at business establishments located within the four communities, and not the residents of the four communities. This article will examine GMR employment and wages by supersector, and recent trends in establishments, employment and wages.



The North American Industry Classification System, or NAICS, is used by Canada, Mexico and the United States of America to categorize all employment into eleven supersectors and twenty sectors. In 2016 GMR employment totaled 75,200 jobs, see Graph 1 above. Four super-

*Continued on Page 3*

## Continuous Rise in Revenue for the GFR Communities

**By: Corey Pouv**

The Greater Franklin Region (GFR) is comprised of Bel-lingham, Blackstone, Foxborough, Franklin, Medfield, Medway, Millis, Norfolk, and Wrentham. The MetroWest Economic Research Center (MERC) at Framingham State University gathers data from

the Massachusetts Department of Revenue/Division of Local Services that is provided by the respective municipalities. The data collected is used by MERC to update municipal revenue and expenditures in the Greater Franklin Region, and several other regions as well. Total municipal

*Continued on page 5*

**South Shore Unemployment Rates Continue to Follow State and National Trends**

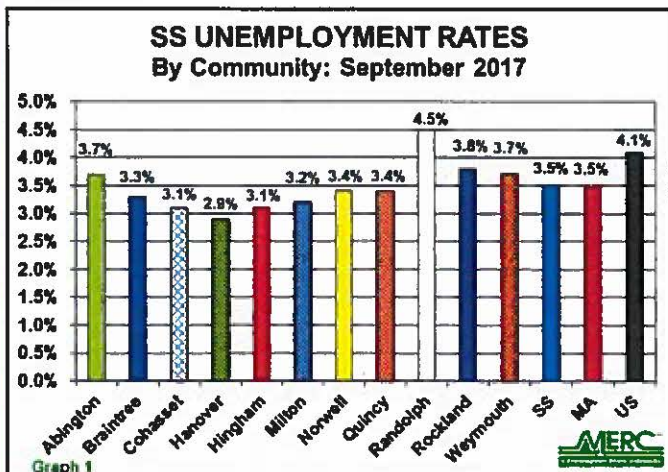


By: Jack Murphy

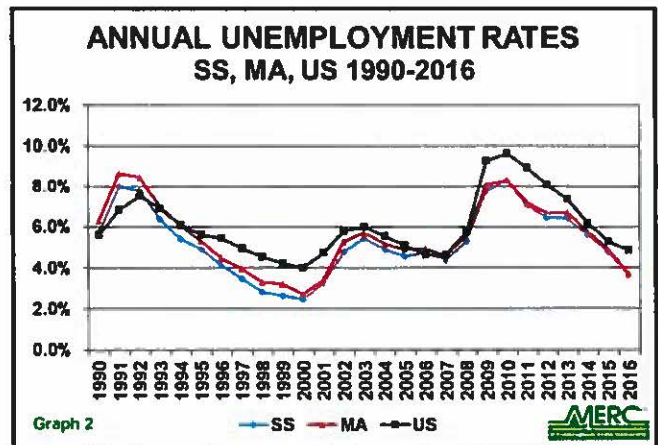
**Jack Murphy**  
Intern III  
**Focus**  
Unemployment  
**Major**  
Finance  
YOG 2018

Each month the MetroWest Economic Research Center (MERC) at Framingham State University calculates a composite unemployment rate for the South Shore (SS) region. The South Shore region is comprised of eleven communities: Abington, Braintree, Cohasset, Hanover, Hingham, Milton, Norwell, Quincy, Randolph, Rockland, and Weymouth. Among these eleven communities, Randolph

had the highest unemployment rate in September 2017 at 4.5%, followed by Rockland, at 3.8%, and Abington and Weymouth at 3.7%. In addition, all four of these communities posted higher unemployment rates than that of the region, and the state, each of which posted a rate of 3.5%. All communities except Randolph, at 4.5%, had lower unemployment rates than that of the nation, which had a rate of 4.1%. On the South Shore, Hanover posted the lowest unemployment rate, at 2.9%, while Cohasset and Hingham followed with rates of 3.1% each. See Graph 1 below.



In the past 27 years, the highest unemployment rate that the region posted was in 2010 when the annual unemployment rate was 8.3%, while the lowest occurred in 2000 when the rate was 2.5%. Similarly, the nation's unemployment rate peaked in 2010, at 9.6%, and posted its lowest in 2000, at 4.0%. With the exception of 1990-1993, the South Shore region unemployment rates were consistently below the nation's rates. As for the state, Massachusetts realized its peak unemployment rate in 1991 at 8.6%, while its lowest, just as for the region and the nation, was in 2000 at 2.7%. See Graph 2 below.



The total number of unemployed individuals on the South Shore in September 2017 was 6,463. Among the communities in the South Shore region, Quincy was the highest contributor, with 1,802 followed by Weymouth, with 1,135, and Randolph, with 811. The three communities that contributed the least number of individuals to the total number of unemployed were Hanover, Norwell, and Cohasset, which had 220, 178, and 131 unemployed individuals, respectively. See Map 1 on page 8.

In September 2017, the total labor force, which includes those both employed and unemployed, in the South Shore was recorded at 184,104 individuals. Among the

Continued from page 1



**Mark Dexter**  
Intern II  
**Focus**  
Employment  
**Major**  
Economics  
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sectors combined for over 70% of all GMR jobs. Professional and Business Services, or PBS, with 18,400 jobs led all supersectors with 24% of regional employment. Trade, Transportation, and Utilities, or TTU, ranked second with 16,800 jobs (22%), followed by Manufacturing 9,900 jobs (13%) ranked third. The fourth largest supersector was Education and Health Services, with 7,900 jobs (11%).

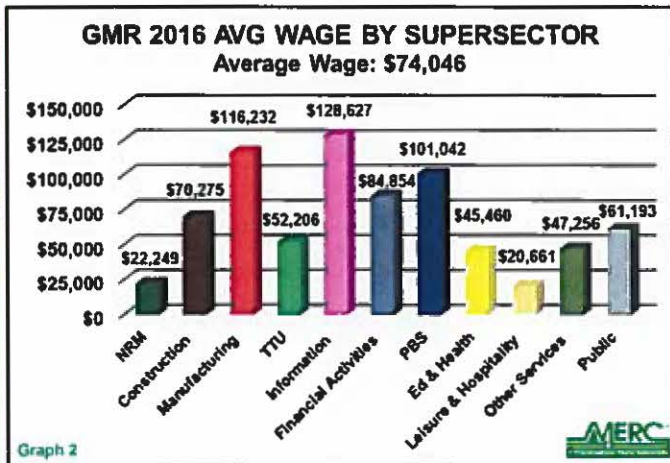
Among remaining supersectors, only Leisure and Hospitality, and Public held greater than 5% of GMR employment. The bottom five: Natural Resources and Mining, or NRM, Other Services, Information, Construction, and Financial Activities combined for only 11,040 jobs, making up just under 15% of employment.

In 2016 GMR produced an annual average wage of \$74,000, 9.8% greater than the Massachusetts average wage and 38.1% higher than the US average wage. Average wage includes employee salary,

bonus, annual leave, sick time, stock options, etc. Four supersectors exceeded the GMR average wage. See Graph 2 below. The Information supersector recorded the highest 2016 average wage, \$128,600, followed by Manufacturing and PBS at \$116,200 and \$101,000, respectively. Financial Activities ranked fourth at \$84,900.

In 2016 the GMR supersector with the lowest average annual wage was Leisure and Hospitality, \$20,700. The second lowest supersector, Natural Resources and Mining, (NRM), had an average wage of \$22,200; however, less than 1% of GMR jobs are in this sector. These numbers are actually below the 2016 earnings of a full-time, forty-hour per week Massachusetts minimum wage worker in 2016 at \$22,880. Factors affecting the Leisure & Hospitality wage include: low skill positions, part-time and temporary employment, lack of annual leave and other benefits. Another perspective is to compare the 2016 average wage of the region's largest employment supersector, PBS, \$101,100, to Leisure and Hospitality, \$20,500. The average wage in PBS is five times higher than that of Leisure and Hospitality.

Analyzing employment flows over the past nine years reveals a relatively steady growth in both the total number of establishments and the average wage of all jobs located within GMR. Graph 3 on page 6 highlights the trends in total employment, total establishments and total average wage within the Greater Marlborough Region compared to 2007. This graph is based on an index such that values above 100 imply that the current value is higher than the base year 2007 value. For instance, the total establishments' index in 2011 is shown at 105.3 on the graph; this means that in





### Cost of Living in New England



By: Dayna Marchant

**Dayna Marchant**

Former Intern

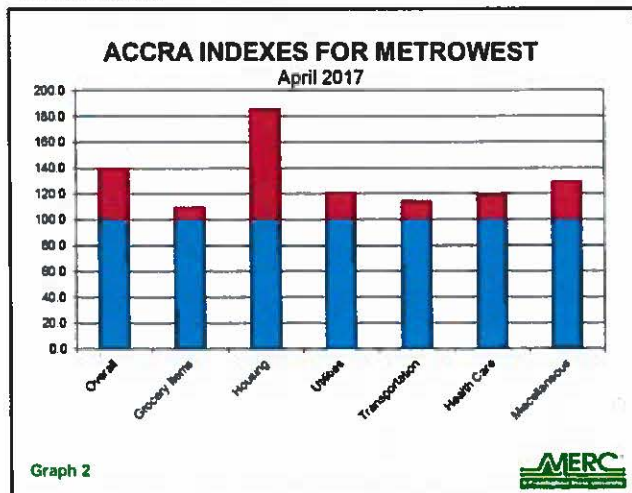
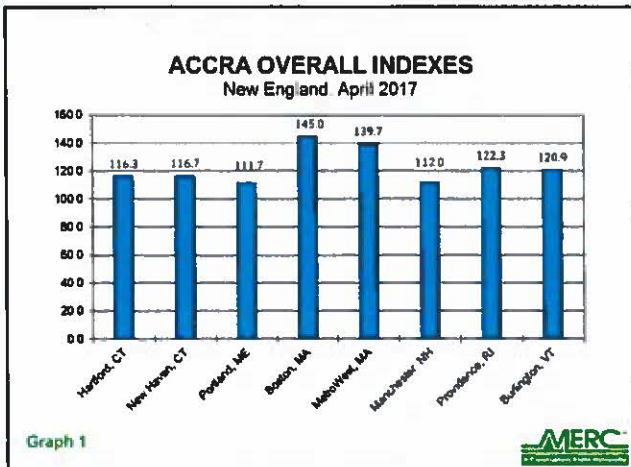
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The MetroWest Economic Research Center (MERC) at Framingham State University conducts a Cost of Living Survey twice a year, in April and October. The survey collects price data on goods and services from several local establishments in the MetroWest region. The region consists of nine towns: Ashland, Framingham, Hopkinton, Holliston, Natick, Sherborn, Southborough,

Sudbury and Wayland. The items featured in the survey form a “market basket” of goods and services specified by the Council for Community and Economic Research (C2ER). The goods are representative of what typical professional and executive households purchase. The Overall Cost of Living Index is a weighted average of six sub-indexes: Housing, Utilities, Grocery Items, Transportation, Health Care and Miscellaneous Goods and Services. This article examines the indexes for the urban areas in New England from the April 2017 C2ER survey. Graph 1 below compares the Overall Indexes of eight locations in

New England. Graph 2 below displays the April 2017 MetroWest Overall Index as well as the six sub-indexes. Graph 3 on page 7 compares the eight areas’ Housing Indexes in April 2017. Each index and sub-index is compared to the national average of 100.0.

Graph 1 shows the Overall Cost of Living Index in MetroWest and seven major urban areas of New England in April 2017. Each of the eight urban areas analyzed in the graph recorded an Overall Cost of Living Index above the national average of 100.0. Boston, Massachusetts recorded the highest index in New England at 145.0, 45% above the national average. Not far behind, MetroWest recorded the second highest index of 139.7, or 39.7% above the national average. The city with the lowest index in New England was Portland, Maine at 111.7 which is approximately 22.9% below the cost of living in Boston.



A comparison of each sub-index in April 2017 in the MetroWest region is shown in Graph 2. The base for each index is a value of 100.0, the average cost of the market basket items calculated from each of the communities submitting data to C2ER. As previously stated, the Overall Index in MetroWest was 139.7, about 40%

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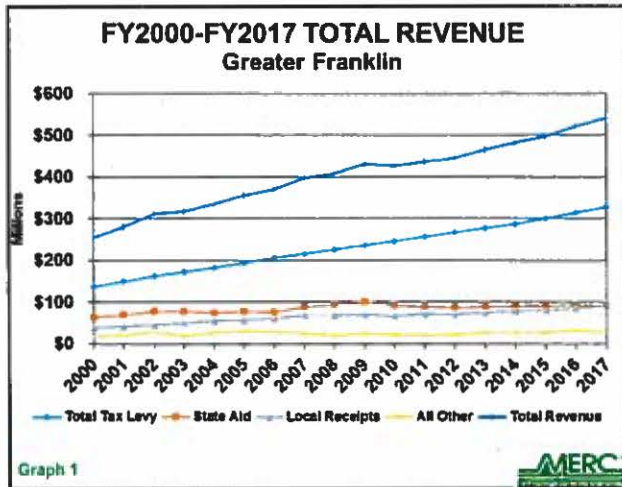


**Corey Pouy**  
Intern I

**Major**  
Accounting  
YOG 2018

revenue is the sum of total tax levy, state aid, local receipts, and "all other" which includes free cash and other available funds. The tax levy consists of assessments on personal property, and on industrial, commercial, and residential real estate. State aid is earmarked as state aid for education and general government. Local receipts include motor vehicle excise taxes, license fees and charges for services. Graph 1 below shows municipal revenue

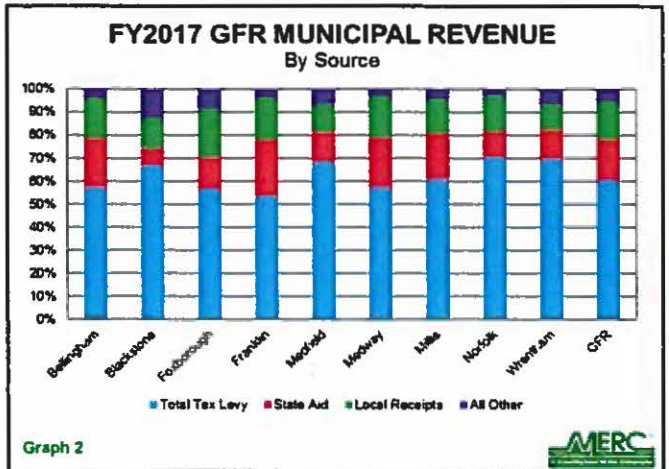
components for GFR from FY2000 to FY2017.



Graph 1

Municipal revenue for GFR totaled \$539.8 million for FY2017. From \$255.3 million in FY2000 to \$539.8 million in FY2017, total municipal revenue for the region had an overall increase of 111.4%. The tax levy had an overall increase of 137.7%. Both total municipal revenue and tax levy show a steady increase since FY2000. State aid, local receipts, and the "all other" category have shown small fluctuations from FY2000 to

FY2017. Comparing FY2016 with FY2017, total revenue increased \$19.5 million, or 3.7%; the tax levy rose as well from \$314.3 million to \$327.3 million, an increase of 4.1%. State aid had a small increase of 0.9%, and local receipts showed an increase of 9.3%. The only category that did not increase was the "all other" category, with a decrease from \$30.6 million in FY2016 to \$28.3 million in FY2017, a decline of 8.1%. While Graph 1 shows the region's municipal revenue as a whole, Graph 2 below depicts each GFR community's rev-



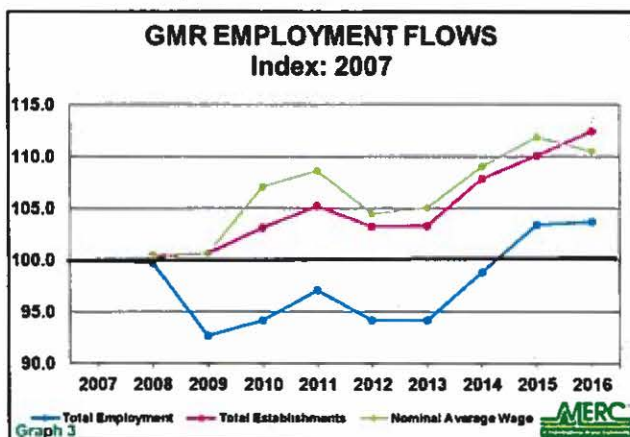
Graph 2

enue by category.

Municipal revenue by source is shown for the region in the last stacked bar on the right. The total tax levy collected by the GFR communities makes up 60.6% of total revenue as shown in blue in Graph 2, with state aid at 17.0% shown in red, local receipts at 17.1% as green, and 5.2% from the "all other" category as purple. The data shows that there was a wide variation in the composition of revenue among all the communities. The lowest tax levy percentage was Franklin at 54.1%. State aid ranged from 6.3% in Blackstone to 23.7% in Franklin. State aid given directly to Blackstone's regional school district is not included in this data and thus not reflected in this graph. Local receipts ranged between 11.7% in

Continued from page 3

2011 there were 5.3% more establishments in GMR compared to 2007.



Since 2007 the total number of establishments has risen in eight of the past nine years declining only in 2012. Over the past nine years, the total number of establishments has increased 12.5% in GMR. During the same timeframe, the nominal average wage of GMR jobs always exceeded the 2007 base year. In 2015 the wage index reached its highest level, 111.9, or 11.9% above the 2007 Index. Even after a small dip in 2016, total average wage for GMR was 110.5, 10.5% greater than the base year of 2007.

Although GMR nominal wages were above the 2007 index every year, total employment was not. Employment remained below 2007 numbers, until 2015 when total employment finally recovered from the Great Recession. In 2007 total employment was 72,400. However, by 2009 only 67,400 people were employed, a loss of 5,000 jobs in the region due to the Great Recession. Although some immediate improvement occurred in 2010 and 2011, GMR suffered from a double dip recession in 2012 in terms of the employment level. GMR total employment levels remained below that of 2007, un-

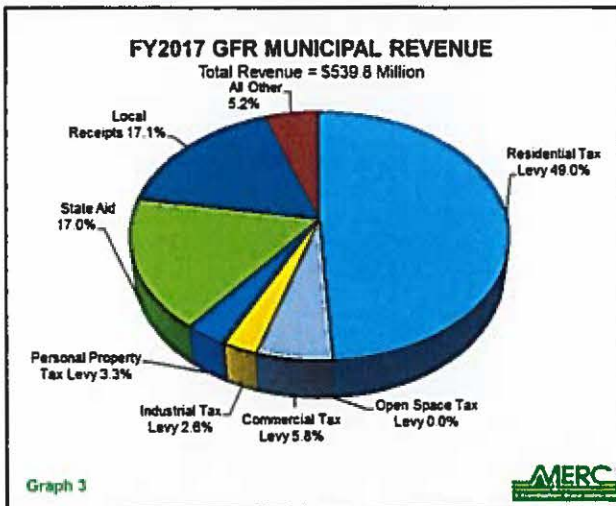
til 2015 when total employment numbers almost reached 75,000 jobs. By 2016 GMR posted a record number of jobs, 75,200, an index value of 103.7, or 3.7% higher than employment numbers of 2007.

In conclusion, GMR employment continues to be driven by PBS, TTU, Manufacturing, and Education and Health Services with over 70% of all employment. The highest paying supersectors in 2016 were Information, Manufacturing, and PBS, while Leisure and Hospitality and Natural Resources and Mining are the lowest paid. Overall, GMR was able to increase establishments and average total wage over the past 10 years. However, not until 2015 did total employment finally recover from the Great Recession. ■



Professors Maureen Dunne and Donald MacRitchie along with former intern, James Alimi, reported to the Board of Selectmen for the Town of Ashland regarding their work on the Ashland Employment Report. Similar reports and presentations have been done for the communities of Southborough, Framingham and Marlborough.

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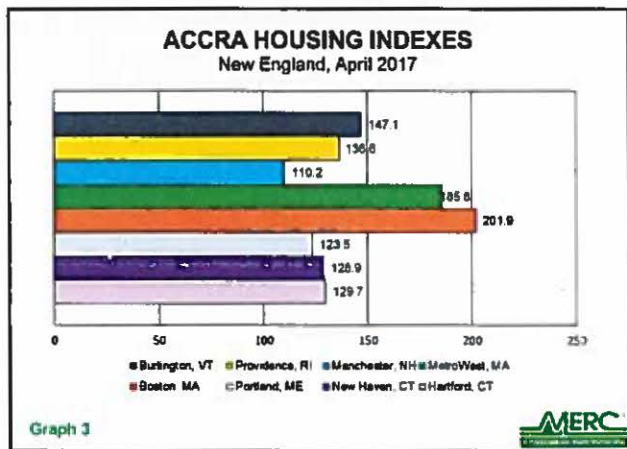
Wrentham and 21.5% in Foxborough. Lastly, the "all other" category ranged between 3.1% in Medway and 12.4% in Blackstone.

Graph 3 above shows the distribution of the tax levy for the region along with state aid, local receipts, and the "all other" category. The tax levy includes residential real estate taxes, commercial real estate taxes, industrial real estate taxes and personal property taxes, making up 49.0%, 5.8%, 2.6% and 3.3%, respectively, of Greater Franklin's municipal revenue. The open space tax levy accounts for a negligible portion of the total tax levy. State aid at 17.0%, local receipts at 17.1% and the "all other" category with 5.2% provided the remaining 39.4% of the FY2017 Greater Franklin municipal revenue.

In summary, GFR total municipal revenue continues to grow at a steady rate, while some of its components have not. For instance beginning in FY2009, state aid has declined and has not yet recovered. The tax levy and other components have taken the extra burden by growing at a steady or faster rate. Norfolk had the highest tax levy percentage at 70.6% of total municipal revenue with Wrentham coming very close with 70.1%. Residential tax makes up almost half of municipal revenue with 49.0%. ■

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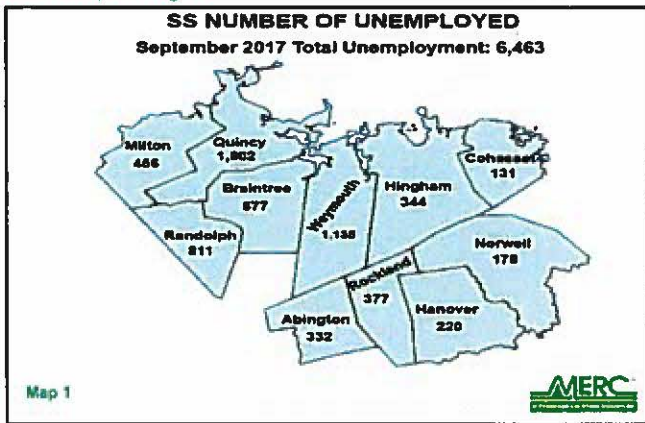
above the national average. The Housing Index had a significantly higher value among the six sub-indexes at 185.8. This means that the cost of housing in MetroWest is close to double the average cost of housing in the 300 communities surveyed. The lowest value of the six sub-indexes in MetroWest was the Grocery Items Index with a value of 109.8. The value is close to the national average of 100.0 which suggests that the cost of grocery items in this region was only slightly above the nation's average. The Housing Index has the greatest weight in the calculation of the Overall



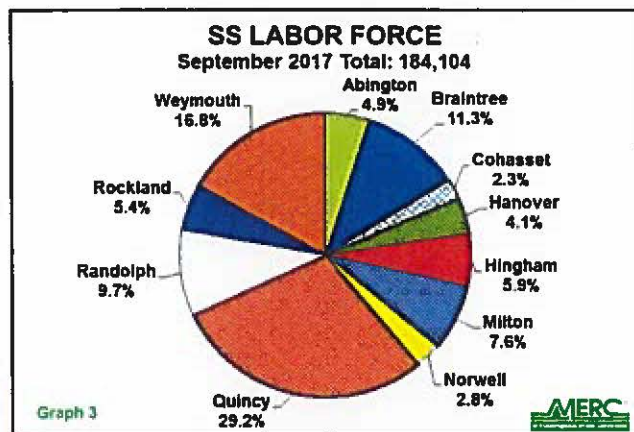
Cost of Living Index for a region. Examining the Housing Index more closely, Graph 3 above compares all eight urban areas' Housing Indexes in April 2017. First, comparing the eight to the national average of 100.0, it is evident that both Boston and MetroWest recorded the two largest Housing Indexes in April 2017, when Boston recorded a Housing Index of 201.9 and MetroWest recorded a Housing Index of 185.8. The city with the smallest Housing Index was Manchester, NH. Manchester recorded a Housing Index of 110.2, only 10.2% about the national average of 100.0. When comparing Boston, the city with the highest Housing Index and Manchester, Boston's Housing Index is 83.2% larger than Manchester's.

Continued on page 8

Continued from Page 2



eleven communities, Quincy had the largest number of individuals in the labor force with 53,708, which comprised 29.2% of the total labor force in the South Shore. This implies that three out of every ten individuals in the region's labor force lived in Quincy. The second highest contributor to the labor force was Weymouth with 30,881 individuals, or 16.8%, followed by Braintree with 20,719, or 11.3%. If combined, these three communities accounted for more than half of the total labor force in the South Shore region. On the contrary, the smallest contributor to the labor force was Cohasset with 4,197 individuals, or 2.3%. Following Cohasset was Norwell, with 5,172, or 2.8% and Hanover with 7,614, or 4.1%. Combined, these three communities represent under 10% of the labor force in the South Shore region. See Graph 3 below. ■



Continued from Page 7

Burlington, VT, Providence, RI, Portland, ME, New Haven, CT, and Hartford, CT all are less than 50% above the national average.

To conclude, as of April 2017, MetroWest recorded the second largest Overall Index when compared to seven other major cities in New England. Boston recorded the highest Overall Index at 145.0. In MetroWest, the Housing Index was the largest of the six sub-indexes recorded. The Housing Index was recorded at 185.8, 56.3% larger than the second largest sub-index, Miscellaneous Goods and Services. When looking closely at the Housing Index, MetroWest's Housing Index of 185.5 was 85% higher than the national average and only 8.8% lower than Boston's Housing Index of 201.9. ■

## MERC Presents to MetroWest Leadership Academy



Members of the MERC faculty and senior interns presented to the 2017-18 class of the MetroWest Leadership Academy at their November meeting at the Natick Library. Many questions were asked and the group was very interested in learning more about MERC and our impact in the community.

## MERC Interns: Fall 2017



**Back Row:** Steven DeMeo, Mark Dexter, Brendan Pascarella, John Murphy  
**Front Row:** Cody Wlasuk, Sarah Horwitz, Corey Pouv, Patrick Cunningham

### Former MERC Interns: Where Are We Now?

Since MERC's founding in 1991, more than 210 FSU students have participated in the MERC internship program. We reached out to a former intern to see where his career has taken him since interning with MERC. Jon Murphy who graduated from FSU in 2002 has used skills that he learned during his time as an intern to better help him in his career and his pursuit of a PhD.

Previously, Jon worked for a forecasting and consulting firm in Manchester, New Hampshire. Murphy says that the work and presentation skills he learned at MERC were very similar to his consulting job and prepared him for the work tasks he had to complete. Currently pursuing a PhD in economics at George Mason University (VA), Jon has used his research, organization, and presentation skills that he learned at MERC to better prepare himself for courses.

Jon credits his work at MERC for showing him what consulting would be like. After he was ready to leave consulting, he says the skills he learned at MERC, along with valuable advice from Professors Dunne, Sjuib, Meaney, and MacRitchie, helped prepare him for the challenges of graduate school.

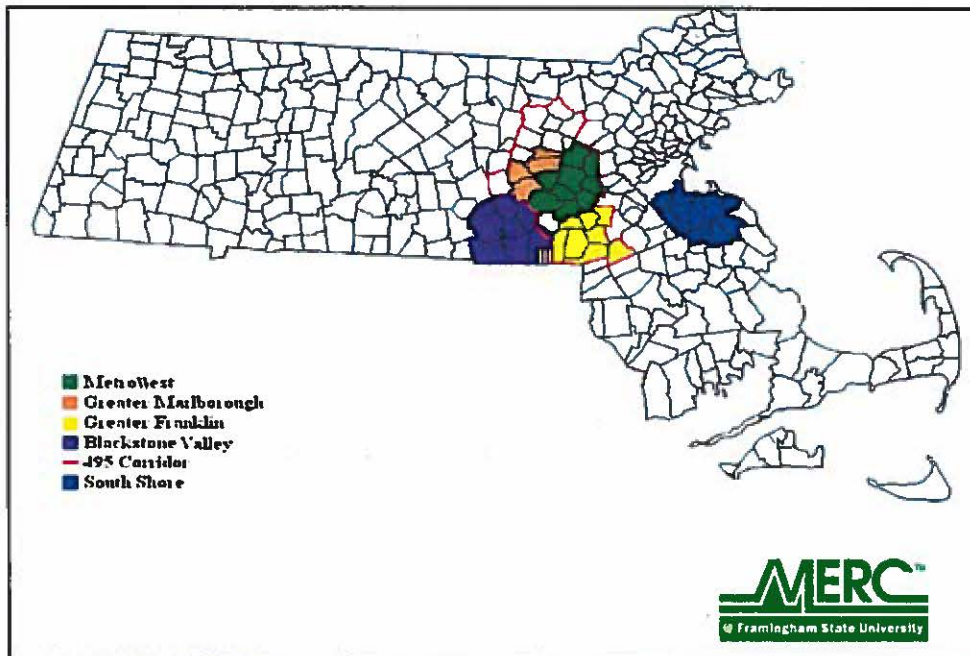
Murphy says his biggest piece of advice would be to learn other forms of statistical programs such as R, and Stata. Jon states that these programs, particularly R, would allow an intern, interested in pursuing consulting, to better promote their skills. He said that knowing another program could allow a job-seeker to set themselves apart from other applicants.

Jon recently met up with Professor Sjuib in Washington, D.C. The photo to the right was taken during their visit.



# MERC SUBSTATE REGIONS MAP

MERC provides economic data and analysis for the 6 sub-state regions shown on the map: MetroWest CCSA™, Greater Marlborough Region, Greater Franklin Region, Blackstone Valley, 495/MetroWest Corridor, and the South Shore CCSA™.



## September 2017 UNEMPLOYMENT RATES Not Seasonally Adjusted (Preliminary Data)

495/MW	3.0%
Blackstone Valley	3.3%
Blackstone	3.3%
Douglas	3.3%
Grafton	3.3%
Hopedale	4.1%
Mendon	3.3%
Millbury	3.3%
Millville	3.3%
Northbridge	3.7%
Sutton	3.1%
Upton	3.1%
Uxbridge	3.4%
<b>Greater Franklin</b>	<b>3.1%</b>
Bellingham	3.4%
Blackstone	3.3%
Foxborough	3.3%
Franklin	3.1%
Medfield	2.7%
Medway	3.0%
Millis	3.0%
Norfolk	3.5%
Wrentham	2.9%
<b>Greater Marlborough</b>	<b>3.0%</b>
Hudson	3.4%
Marlborough	2.9%
Northborough	3.0%
Westborough	3.0%
<b>MetroWest</b>	<b>2.9%</b>
Ashland	2.8%
Framingham	2.8%
Holliston	2.9%
Hopkinton	3.4%
Natick	2.6%
Sherborn	2.5%
Southborough	3.1%
Sudbury	3.1%
Wayland	2.8%
Millford	3.3%
<b>South Shore</b>	<b>3.5%</b>
Abington	3.7%
Braintree	3.3%
Cohasset	3.1%
Hanover	2.9%
Hingham	3.1%
Milton	3.2%
Norwell	3.4%
Quincy	3.4%
Randolph	4.5%
Rockland	3.8%
Weymouth	3.7%
<b>Massachusetts</b>	<b>3.5%</b>
<b>United States</b>	<b>4.1%</b>

There are several categories of unemployment rates. U-1 through U-6, not seasonally adjusted, are reported below for the U.S. period rates in September 2017. MERC uses the U-3 rate, which is the official unemployment rate.

### Measures: U.S. September 2017

<b>U-1</b>	Persons unemployed 15 weeks or longer, as a percentage of the civilian labor force	<b>1.6%</b>
<b>U-2</b>	Job losers and persons who completed temporary jobs, as a percentage of the civilian labor force	<b>1.9%</b>
<b>U-3</b>	Total unemployed persons, as a percentage of the civilian labor force (the official unemployment rate)	<b>4.1%</b>
<b>U-4</b>	Total unemployed persons plus discouraged workers, as a percentage of the civilian labor force plus discourage workers	<b>4.3%</b>
<b>U-5</b>	(U-4) plus all other "marginally attached" workers, as a percentage of the civilian labor force plus all "marginally attached" workers	<b>5.0%</b>
<b>U-6</b>	Total unemployed persons, plus all "marginally attached" workers, plus all persons employed part time for economic reasons, as a percentage of the civilian labor force plus all "marginally attached" workers	<b>8.0%</b>

# A Peek Inside MERC

