

PACKET

FEB 12

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
Monday, February 12, 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 <ul style="list-style-type: none">• Review agenda for the public; Announcements |
| 7:02 pm | 2.) | Public comment |
| 7:10 pm | 3.) | Swearing-in of Ryan Cheney as a Firefighter-EMT |
| 7:20 pm | 4.) | Town Meeting Costs and Building Repairs: Meet with Ben Keefe |
| 7:35 pm | 5.) | Petitioners' Articles: Meet with lead sponsors <ul style="list-style-type: none">1. Charles D'Ambrosio – Article OO: Limit the Size of Oxbow Meadows Athletic Field; and Article PP: Construct Access Road to Oxbow Meadows Athletic Field |
| 7:45 pm | 6.) | FY19 Budget Discussion and Direction to Town Administrator |
| 8:00 pm | 7.) | Debt Exclusion: Vote form of Proposition 2 ½ debt exclusion questions and placement on March 27, 2018 election ballot and submit written notice to the Town Clerk |
| 8:30 pm | 8.) | Annual Town Meeting Articles: Discussion and vote |
| 9:05 pm | 9.) | Ordering of Annual Town Meeting Articles: Discussion and vote |
| 9:20 pm | 10.) | Town Office Organization: Discuss Town Administrator's recommendations |
| 9:50 pm | 11.) | Town Administrator's Report <ul style="list-style-type: none">1. Correspondence2. Department Heads' Roundtable: Recommend Selectmen's Priorities |
| 10:05 pm | 12.) | Minutes: Vote to approve and release minutes of January 22, 2018 and January 29, 2018 |

BOARD OF SELECTMEN
Monday, February 12, 2018
7:00 p.m.
Wayland Town Building
Selectmen's Meeting Room
41 Cochituate Road, Wayland

Proposed Agenda Page Two

- 10:10 pm 13.) Consent Calendar: Review and vote to approve
- 10:15 pm 14.) Correspondence: Review
- 10:20 pm 15.) Selectmen's reports and concerns
- 10:25 pm 16.) Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any
- 10:30 pm 17.) Adjourn

5. Petitioners' Articles
Article 00

PETITIONERS ARTICLE FOR WAYLAND TOWN MEETING

LEAD PETITIONER Charles D'Ambrosio DATE RECEIVED _____

DAY PHONE 508-561-6957 EVENING PHONE 508-358-4579

TITLE Limit the Size of Oxbow Meadows Athletic Field

TOWN BOARD/DEPARTMENT AFFECTED BY ARTICLE Park & Rec / DPW

ESTIMATED COST None ... in fact will save money

ARTICLE: To determine whether the Town will vote to:

Limit the size of the proposed athletic field at Oxbow Meadows to fit within the existing footprint of the meadow (see estimated rendering attached).

Add comments and pro and con arguments on the next page. Thank you.

#	Print Name Legibly	Signature	Print Street Address
1	Charles D'Ambrosio		17 Williams Road
2	Marisa Serafini		17 Williams Road
3	Tonya Cunningham		9 Williams Road
4	Tim Cunningham		9 Williams Road
5	David Curran		6 Williams Road
6	Maureen Curran		6 Williams Road
7	Thomas Hoopes		18 Williams Road
8	Gilda Hoopes		18 Williams Road
9	Marana Connaughton		118 Oxbow Road
10	Armine Roat		512 Trout Brook Road
11			
12			
13			
14			

PETITIONERS ARTICLE FOR WAYLAND TOWN MEETING

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DRAFT FINANCE COMMITTEE COMMENTS

At the April 2017 Town Meeting, voters approved Article 19 to appropriate \$300K of Community Preservation Act (CPA) funding to develop a proposed 130 X 110 yard 11v11 multi use playing field at Oxbow Meadows. The CPA application request indicated that if "the site cannot support a full size field, a design will be commissioned for the maximum allowable sized field which would be either an 8v8 or two 6v6 size fields".

To make room for the proposed field, the current count of trees to be clear-cut is 113 of 6" or more, plus the resulting underbrush and perhaps 100 smaller trees. Killing all these trees will have a severe adverse impact on the surrounding Bay Circuit Trail nature trail.

Further, the handicapped accessible trail which was required to be built under the original 2004 ATM Article, will simply become a path around an athletic field, rather than a nature experience and escape for our disabled citizens. The handicapped trail will also be unusable for safety reasons while a playing field is in use.

A win / win situation would be to construct a field per the CPA application which fits the site and doesn't abuse the natural setting, disturb wildlife and restrict the enjoyment and usage of the site by our handicapped or disabled residents

DRAFT FINANCE COMMITTEE PRO ARGUMENTS

A smaller field will:

Cost less

Be easier to maintain

Mitigate traffic and parking concerns

Protect the handicap accessible trail

Mitigate the adverse effects on the privacy of nearby residents in Wayland & Lincoln

Maintain the enjoyment of the Bay Circuit Trail

Prevent the clear-cutting of hundreds of mature trees

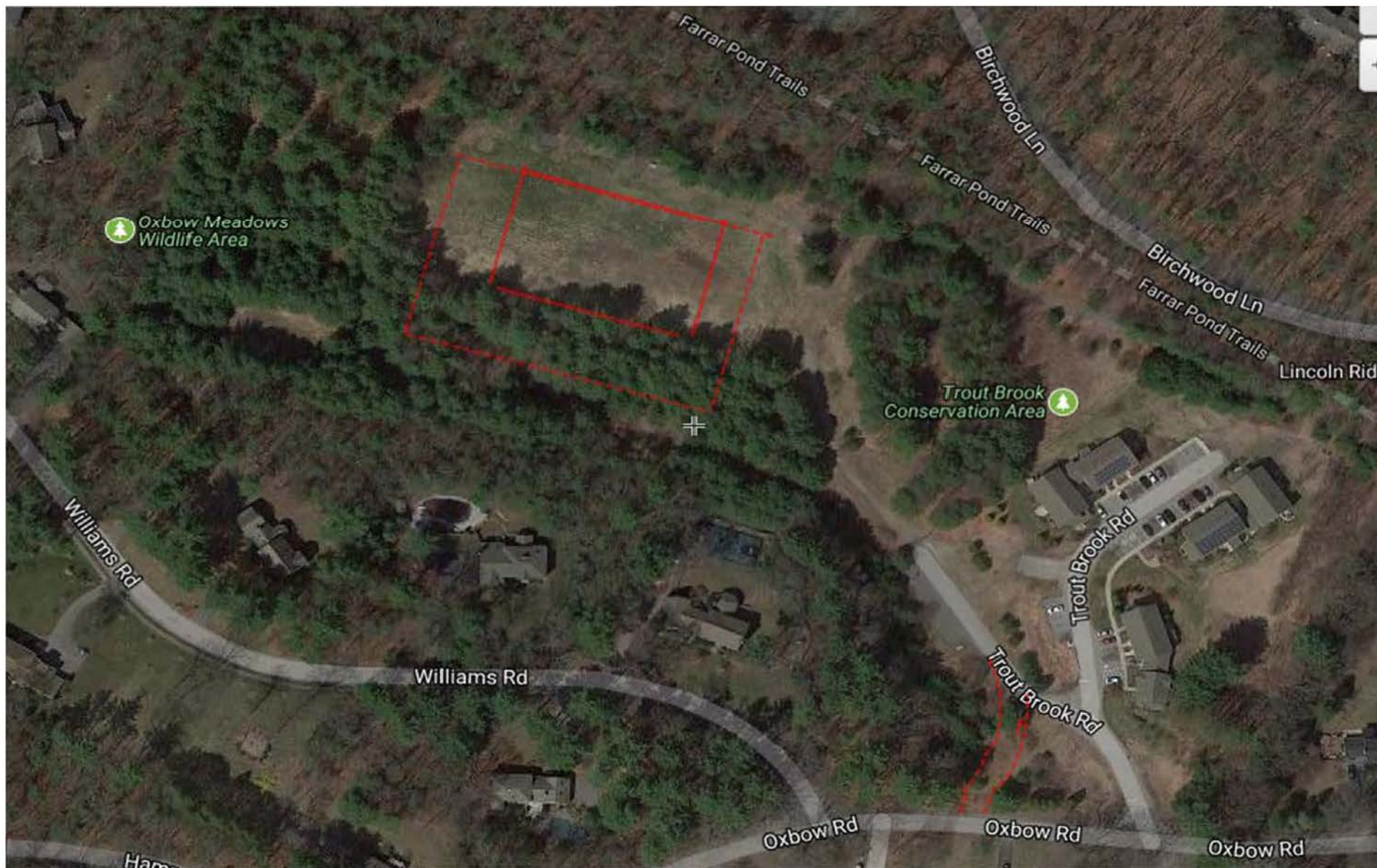
DRAFT FINANCE COMMITTEE CON ARGUMENTS

Some may feel that a bigger field is necessary to offload activity from other Town assets

INSTRUCTIONS FOR COMPLETING PETITIONERS ARTICLE FORM

Lead Petitioner: The lead petitioner will serve as spokesperson for the article and will be the contact person for the Finance Committee and the Board of Selectmen, and for the Planning Board if the petition is a zoning issue.

Date Received: The date received will be stamped on the petition when it is received by the Town Administrator and forwarded to the Town Clerk for certification.



Estimated rendering of 11 v 11 field size proposed at 110 X 60 yards, versus 8 v 8 field size at 70 X 45 yards

PETITIONERS ARTICLE FOR WAYLAND TOWN MEETINGLEAD PETITIONER Charles D'Ambrosio DATE RECEIVED _____DAY PHONE 508-561-6957 EVENING PHONE 508-358-4579TITLE Construct Access Road to Oxbow Meadows Athletic FieldTOWN BOARD/DEPARTMENT AFFECTED BY ARTICLE Park & Rec / DPWESTIMATED COST \$20,000 (estimate attached)

ARTICLE: To determine whether the Town will vote to:

Construct an access road to the proposed athletic field at Oxbow Meadows so as not to encumber the private driveway servicing the affordable housing at 89 Trout Brook.

Estimate and rough plan attached.

Add comments and pro and con arguments on the next page. Thank you.

#	Print Name Legibly	Signature	Print Street Address
1	Charles D'Ambrosio		17 Williams Road
2	Marisa Serafini		17 Williams Road
3	Tonya Cunningham		9 Williams Road
4	Tim Cunningham		9 Williams Road
5	David Curran		6 Williams Road
6	Maureen Curran		6 Williams Road
7	Thomas Hoopes		18 Williams Road
8	Gilda Hoopes		18 Williams Road
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14			

PETITIONERS ARTICLE FOR WAYLAND TOWN MEETING

Page 2

DRAFT FINANCE COMMITTEE COMMENTS

The proposed athletic field at Oxbow meadows has as it's only egress a private driveway which services the residences at Trout Brook Road. The town has an easement to use the driveway, but the expected increases in traffic will overburden the easement causing inconvenience, and safety issues. Further, maintenance of the private driveway and sensitive bio-retention basins falls on the residents at Trout Brook.

DRAFT FINANCE COMMITTEE PRO ARGUMENTS

Avoids overburdening the existing easement on Trout Brook Road
Maintains privacy of Trout Brook residents
Increases safety on Trout Brook Road
Mitigates adverse in and out traffic patterns during field use on Oxbow and Trout Brook Roads

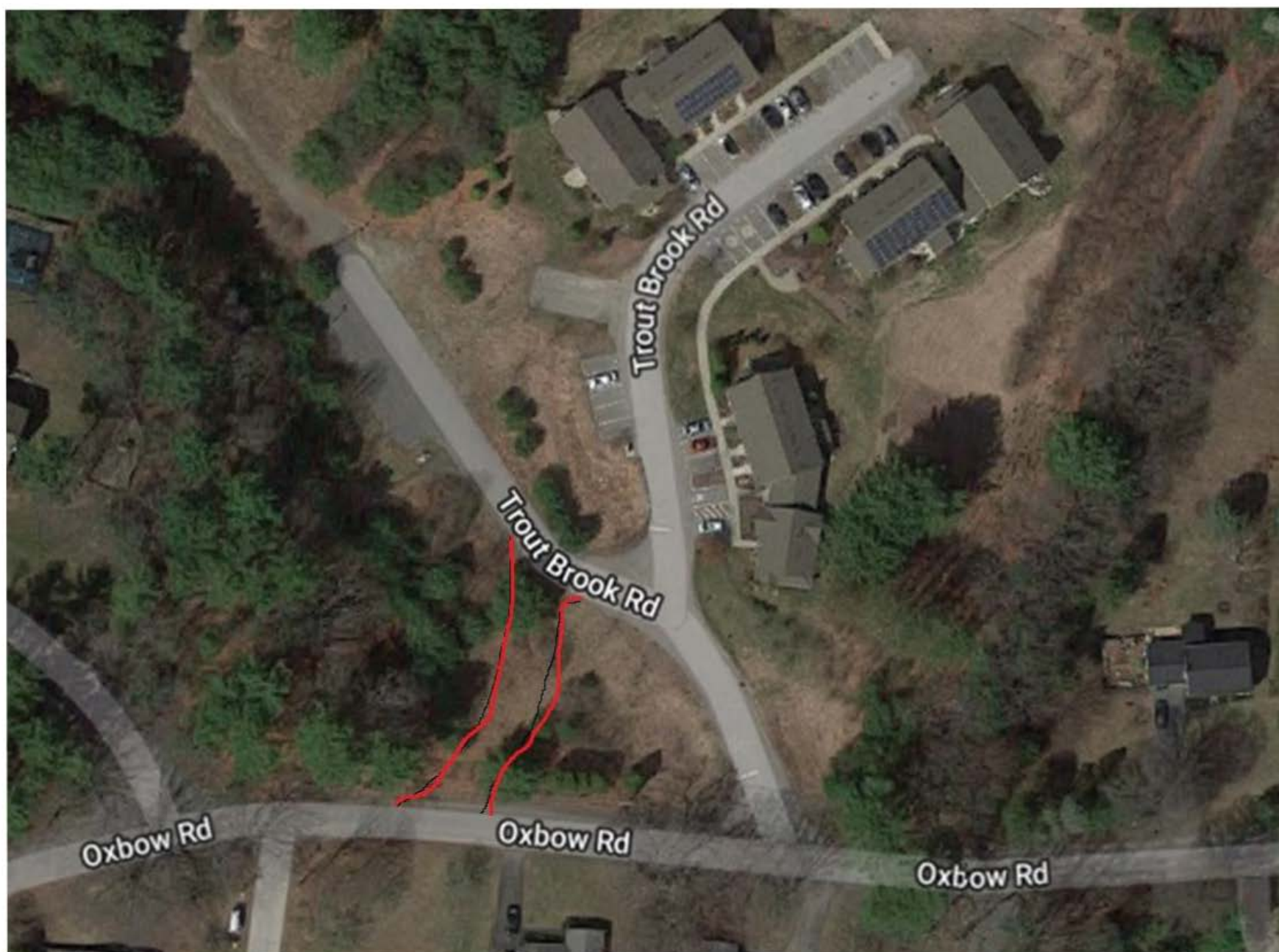
DRAFT FINANCE COMMITTEE CON ARGUMENTS

The cost is unbudgeted

INSTRUCTIONS FOR COMPLETING PETITIONERS ARTICLE FORM

Lead Petitioner: The lead petitioner will serve as spokesperson for the article and will be the contact person for the Finance Committee and the Board of Selectmen, and for the Planning Board if the petition is a zoning issue.

Date Received: The date received will be stamped on the petition when it is received by the Town Administrator and forwarded to the Town Clerk for certification.



WESTON PROPERTY MANAGEMENT

PO Box 164 · Weston, Massachusetts 02493
phone: 781-647-4350 · fax: 978-579-0901

December 6, 2017

Lina Russo, Trustee 89
Oxbow Condominiums; Unit 408
Wayland, MA 01778

We hereby submit specifications and estimates for:

Option One:

Tree removal and stumps	\$2,000.00
Dig out proposed roadway	\$6,000.00
Gravel driveway installed and compacted	\$12,000.00
Total	\$20,000.00

Option Two:

Asphalt paving of new driveway	\$41,000.00
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If you have any questions, please let me know. I can be reached at 781-647-4350.

Many thanks.
-Brian Williams

DATE: February 12, 2018
TO: Board of Selectmen
FROM: Nan Balmer, Town Administrator
RE: 2/12/18 Meeting Notes

6. FY 19 Budget Discussion: The Finance Committee submitted the attached request to all Boards and Committees and Department Heads requesting FY 19 budget reductions. I am working with staff to identify adjustments and will provide a list to the Board of Selectmen and Finance Director on Monday.
7. Debt Exclusion Questions: The Board will vote the form of the debt exclusion question(s) and vote to place the questions on the March 27th Election ballot. For Monday, Town Counsel is drafting the debt exclusion questions under three options, as directed by the Board:
OPTION A:
Combine all 5 questions into one
OPTION B:
Question 1: Library
Question 2: Town Building, Fire Station, School projects, Loker Recreation
OPTION C:
Question 1: Library
Question 2: Town Building, Fire Station
Question 3: School Projects and Loker
8. Annual Town Meeting Articles: The packet includes articles that are ready to be voted. By Monday we expect to also have all final article text (except the Planning Board articles) available at the meeting and in final form from Town Counsel.
9. Ordering of Articles: Recommendation in packet from Selectman Karlson.
10. Town Office Organization: Recommendations will be provided at the meeting as a basis for discussion to receive direction from the Board.

8. Annual Town Meeting Articles

ARTICLE LIST FOR 2018 ANNUAL TOWN MEETING

** Asterisk indicates articles proposed for abbreviated presentation procedure*

Article	2018 Article Name	Sponsor	Assignee Selectmen	Assignee FinCom	Position Selectmen	Position FinCom
A	Recognize Citizens and Employees for Particular Service to the Town	Board of Selectmen	L. Anderson	S. Correia		6-0-0
B*	Pay Previous Fiscal Years Unpaid Bills	Board of Selectmen	L. Anderson	S. Correia	5-0-0	5-0-0
C	Current Year Transfers	Board of Selectmen	L. Anderson	B. Steinberg		
D*	OPEB Funding	Finance Committee	C. Karlson	K. Shigley		
E	Amend Revolving Fund By-Law to Add Community Garden Revolving Fund	Conservation Commission	M. Antes	S. Correia	5-0-0	5-0-0
F*	Compensation for Town Clerk	Board of Selectmen	L. Anderson	S. Correia	5-0-0	5-0-0
G	FY 2019 Omnibus Budget	Finance Committee	L. Anderson	D. Watkins		
H*	Rescind Authorized but Unissued Debt	Board of Selectmen	C. Karlson	C. Martin	5-0-0	5-0-0
I	Accept Gifts of Land	Board of Selectmen	C. Karlson	S. Correia		
J*	Hear Reports	Board of Selectmen	L. Anderson	B. Steinberg	5-0-0	5-0-0
K*	Choose Town Officers	Board of Selectmen	L. Anderson	J. Gorke		
L*	Sell or Trade Vehicles and Equipment	Board of Selectmen	L. Jurist	J. Gorke		

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

Updated February 9, 2018

ARTICLE LIST FOR 2018 ANNUAL TOWN MEETING

* Asterisk indicates articles proposed for abbreviated presentation procedure

Article	2018 Article Name	Sponsor	Assignee Selectmen	Assignee FinCom	Position Selectmen	Position FinCom
M*	Fiscal Year 2019 Revolving Fund Expenditure Limits	Board of Selectmen	L. Jurist	C. Martin		
N*	Rescind Acceptance of MGL Chapter 44, Section 53D to close Beach Revolving Fund	Recreation Commission	L. Jurist	C. Martin		
O*	Terminate the Non-Insurance Stabilization Fund and Transfer Balance to General Fund Stabilization Fund	Board of Selectmen	C. Karlson	G. Uveges	5-0-0	
P	Community Center at Town Center: Design, Construction and Bid Documents	Board of Selectmen	M. Antes	S. Correia	5-0-0 (insert only)	
Q	Appropriate Funds for Wayland Town Building Renovations	Board of Selectmen	D. Levine	G. Uveges	5-0-0 (insert only)	
R.	Appropriate Funds for Wayland Fire Station Number Two Renovations	Board of Selectmen	D. Levine	G. Uveges	5-0-0 (insert only)	
S.	Approve Lease in Excess of Three Years for Information Technology Network	Board of Selectmen	C. Karlson	G. Uveges	5-0-0	
T	Resolution: Energy and Carbon Savings in Municipal Building Construction	Energy and Climate Change / Board of Selectmen	C. Karlson	B. Steinberg	5-0-0	5-0-0
U	Advanced Water Meter Reading Infrastructure	Board of Public Works	D. Levine	C. Martin		7-0-0
V	Zoning By-Law Amendment: Limited Site Plan Review	Planning Board	D. Levine	B. Steinberg		

ARTICLE LIST FOR 2018 ANNUAL TOWN MEETING

* Asterisk indicates articles proposed for abbreviated presentation procedure

Article	2018 Article Name	Sponsor	Assignee Selectmen	Assignee FinCom	Position Selectmen	Position FinCom
W	Zoning By-Law Amendment: Off Street Parking	Planning Board	D. Levine	B. Steinberg		
X	Appropriate Funds to Construct New Library Building	Library Trustees	D. Levine	J. Gorke	5-0-0 (insert only)	
Y	High School Stadium Complex Renovation	School Committee	L. Jurist	K. Shigley	5-0-0 (insert only)	
Z	Construction of synthetic turf athletic field at Loker Conservation & Recreation Area	Recreation Commission	L. Jurist	B. Steinberg	5-0-0 (insert only)	
AA	Home Rule Petition to Exempt Small Construction projects from Prevailing Wage Laws	Affordable Housing Trust	M. Antes	K. Shigley	5-0-0	5-0-0
BB	CPA: Historic Preservation Library Windows, Depot Exterior, Dudley Woods Archaeology Monitoring	Community Preservation Committee	M. Antes	J. Gorke		
CC	CPA: Uncommitted – Partial Construction WHS Athletic Facilities	Community Preservation Committee	L. Jurist	K. Shigley		6-0-0
DD	CPA: Uncommitted – Recreation projects – Canoe and Kayak launches; Aqueduct Pedestrian Crossings	Community Preservation Committee	M. Antes	S. Correia		4-0-0
EE	CPA: Set Asides and Transfers	Community Preservation Committee	M. Antes	C. Martin	5-0-0	5-0-0
FF	Initial Year Funding of Town Successor Collective Bargaining Agreements	Personnel Board	L. Anderson	G. Uveges	5-0-0	6-0-0
GG	Accept Conveyance of Land at Plain Road	Recreation Commission	M. Antes	S. Correia		

ARTICLE LIST FOR 2018 ANNUAL TOWN MEETING

* Asterisk indicates articles proposed for abbreviated presentation procedure

HH	Personnel Bylaws and Wage & Classification Plan	Personnel Board	L. Anderson	D. Watkins	5-0-0	
II	Accept Chapter 41, section 110A as the MA General Law - Saturday Treated as a Holiday	Town Clerk	L. Anderson	K. Shigley		
JJ	Resolution to Continue Electronic Voting Through 2022	Petitioner	L. Anderson	S. Correia		
KK	Property Tax Credit for Charitable Contributions to Wayland School District	Petitioner	D. Levine	K. Shigley		0-6-0
LL	Appropriate Funds to Design Renovation of Existing Library Building at 5 Concord Road for Continued Library Use Instead of Building a New Library	Petitioner	C. Karlson	J. Gorke		
MM	Close Septage Enterprise Fund	Board of Selectmen	C. Karlson	G. Uveges	5-0-0	6-0-0
NN	High School Tennis Courts / Softball Field Reconstruction	School Committee	L. Jurist	K. Shigley	5-0-0 (insert only)	
OO	Limit the size of Oxbow Meadows athletic field	Petitioner	L. Anderson	B. Steinberg		
PP	Construct access road to Oxbow Meadows athletic field	Petitioner	L. Anderson	K. Shigley		

ARTICLE A: RECOGNIZE CITIZENS AND EMPLOYEES FOR PARTICULAR SERVICE TO THE TOWN

Sponsored by: Board of Selectmen

To determine whether the Town will recognize the achievements and contributions to Town government of citizens and employees:

1. To recognize citizens who have served in a volunteer capacity on elected and/or appointed boards, committees, and commissions for a minimum of 25 years (service need not be consecutive);
2. To recognize employees who have retired since the previous Annual Town Meeting or intend to retire prior to June 30, 2018, subject to a minimum of 20 years of service;
3. To request Town Meeting observe a moment of silence in memory of elected or appointed volunteers, employees with at least 10 years of service, or an employee while in service to the Town without regard to tenure who shall have passed away since the adjournment of the 2017 Annual Town Meeting.

The following citizens are recognized for their extensive service to the Town:

Susan Weinstein	25 years	Housing Authority (1992-98, 2000-18) Emergency Planning Committee (1994-97) Growth Policy Advisory Committee (1995-97) Fair Housing Committee (1996-97) Board of Selectmen (1997-2000) Library Planning Committee (2005-06) Community Preservation Committee (2011-18)
Jean Pratt	36 years	Codification Committee (1969-78) Zoning Board of Appeals (1973-82) Zoning By-Law Committee (1983) Town Meeting Procedures (1985-88) Charter Commission (1989-90) Zoning By-Law Study Committee (1999-01) Surveyor of Lumber (2002-18)

The following town and school employees have retired since the 2017 Annual Town Meeting or will retire before June 30, 2018 and have or will have served the Town for over 20 years:

Ernest Columbus	42 years	Heavy Equipment Operator
Tom Large	26 years	Middle School Drama Teacher
Ed Konopka	21 years	Custodian

|

The following elected or appointed volunteers or employees have passed away:

Terese Little	January 13, 2017	Teacher
Kathleen Coyle	February 15, 2017	Teacher
Paul Heffernan	February 20, 2017	Teacher
Charles Goff	February 26, 2017	Teacher
Robert Bibeau	March 31, 2017	Teacher
Dorothy Lee	April 10, 2017	Election Worker
David Coggins	May 28, 2017	DPW Foreman
William Spaulding	July 11, 2017	School Custodian
Martha Spokowski	July 25, 2017	School Employee
Charlotte Kutasz	September 4, 2017	School Cafeteria
John Boddie	September 16, 2017	Treasurer's Office
Prescott Baston	January 11, 2018	Board of Public Works
Cindy Lombardo	January 11, 2018	Parent Teacher Organization

FINANCE COMMITTEE COMMENTS: This is a standard article that allows recognition and commendation of certain citizens and employees.

The Board of Selectmen recommends approval. (Vote x-y-z)

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

QUANTUM OF VOTE: Majority

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

**TOWN OF WAYLAND
REQUEST FOR TOWN MEETING ARTICLE**

Sponsor & Contact Information	
1. SPONSOR:	BOARD OF SELECTMEN
2. DATE RECEIVED:	
3. CONTACT PERSON:	BRIAN KEVENY, FINANCE DIRECTOR
4. TELEPHONE/DAY:	
5. TELEPHONE/EVENING:	
6. BOARD VOTE:	
7. DATE OF BOARD VOTE:	JANUARY 8, 2018
8. PROPOSED FUNDING SOURCE:	
Article Information	
9. ARTICLE TITLE:	CURRENT YEAR TRANSFERS
10. COST:	
11. NO COST:	<input type="checkbox"/>
12. DATE COST ESTIMATE AVAILABLE:	
Article Text	

CURRENT YEAR TRANSFER FY 18

PURPOSE:	AMOUNT
1) HRA REVOLVING FUND	\$ 300,000.00
2) FY 17 LOKER DOOR AND WINDOW-(3453)	\$445,108.22
3) CONSERVATION SALARY FY 2018	\$2,973.00
4) TOWN MEETING FY 2018	\$70,000.00
5) FINANCE DEPARMENT EXPENSES FY 2018	\$9,000.00
TOTAL	\$827,081.22

FUNDING SOURCES:

1) UNRESERVED FUND BALANCE	\$300,000.00
2) FUND BALANCE RESERVE BOND PREMIUM	\$445,108.22
3) SURVEYOR SALARY FY 2018	\$2,973.00
4) UNRESERVED FUND BALANCE	\$70,000.00
5) FINANCE DEPARMENT SALARY FY 2018	\$9,000.00
TOTAL	\$827,081.22

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

NONE

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

HRA REVOLVING (\$300,000) THIS REQUEST IS TO TRANSFER EMPLOYEE MITIGATION FUNDS RELATED TO FY 2017 HEALTH INSURANCE CHANGES. THE AMOUNT WILL BE TRANSFERRED INTO A MULTY YEAR ACCOUNT WHICH WILL BE USED TO PROCESS PAYMENTS TO VENDOR AND EMPLOYEES. IN FISCAL 2017 THE 32B ACCOUNT WAS ENCUMBERED IN THE AMOUNT OF \$350,000. THIS ENCUMBRANCE EXPIRES ON JUNE, 30 2018. THE AGREEMENT WITH EMPLOYEES TERMINATES ON JUNE 30, 2019. THE SHARING OF UNSPENT FUNDS WITH EMPLOYEES WILL BE COMPLETED IN THE FALL 2019. THIS TRANSACTION INSURES THAT THE FUNDS ALLOCATED FOR THIS AGREEMENT ARE AVAILABLE TO SATISFY ALL VENDOR AND EMPLOYEE PAYMENT OBLIGATIONS. THERE WILL BE NO EFFECT ON FREE CASH AS THE CLOSING OF THE FY 17 ENCUMBRANCE IS OFFSET BY THIS REQUESTED TRANSACTION.

FY 17 LOKER DOOR AND WINDOW (\$445,108.22) THIS REQUEST IS TO TRANSFER BOND PREMIUMS RECEIVED IN FEBRUARY 2017 TO THE LOKER SCHOOL PROJECT. THE TRANSFER REDUCES THE EXPECTED AMOUNT NEEDED TO BE BORROWED TO COMPLETE THE PROJECT. THIS TRANSACTION HAS BEEN REVIEWED AND APPROVED BY THE TOWN'S FINANCIAL ADVISOR.

CONSERVATION SALARY FY 2018 (\$2,973.00) THIS REQUEST IS TO TRANSFER FUNDS TO THE CONSERVATION SALARY BUDGET. THE SALARY LINE IS CURRENTLY UNDERFUNDED DUE TO CORRECTION TO SALARY GRADES FOR BOTH PERMANENT AND PART TIME STAFF IN FISCAL 2018.

TOWN MEETING FY 2018 (\$70,000.00) THIS REQUEST IS TO TRANSFER FUNDS FOR UNRESERVED FUND BALANCE TO THE TOWN MEETING FISCAL 2018 BUDGET. THE REQUEST IS NEEDED DUE TO THE INCREASED COST OF THE ANNUAL 2018 TOWN MEETING WHICH WILL REQUIRE ADDITIONAL VOTING LOCATIONS.

FINANCE DEPARTMENT EXPENSES FY 2018 (\$9,000.00) AN EMPLOYEE IN THE FINANCE DEPARTMENT RESIGNED IN FY 18, AND THE FINANCE DEPARTMENT HAS ENGAGED A TEMPORARY EMPLOYMENT FIRM TO PROVIDE TEMPORARY STAFF TO PERFORM THE DUTIES THE FORMER EMPLOYEE PERFORMED. THIS REQUEST MERELY WOULD TAKE UNSPENT FUNDS FROM THE FINANCE DEPARTMENT SALARY LINE AND TRANSFER THEM TO THE FINANCE DEPARTMENT EXPENSE LINE ITEM.

This article authorizes the expenditure of funds for the current fiscal year, which were not foreseen in the current budget.

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

These expenses were not reasonably anticipated when forecasting the FY2018 budget and they represent

binding obligations of the Town.

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

The Board of Selectmen is not aware of any.

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

**TOWN OF WAYLAND
REQUEST FOR TOWN MEETING ARTICLE**

Sponsor & Contact Information

1. SPONSOR:	BOARD OF SELECTMEN
2. DATE RECEIVED:	
3. CONTACT PERSON:	ELIZABETH DOUCETTE, FINANCIAL ADMINISTRATOR
4. TELEPHONE/DAY:	(508) 358-6821
5. TELEPHONE/EVENING:	
6. BOARD VOTE:	
7. DATE OF BOARD VOTE:	JANUARY 8, 2018
8. PROPOSED FUNDING SOURCE:	

Article Information

9. ARTICLE TITLE:	SELL OR TRADE VEHICLES AND EQUIPMENT
10. COST:	
11. NO COST:	<input checked="" type="checkbox"/>
12. DATE COST ESTIMATE AVAILABLE:	

Article Text

13. SPONSOR'S ARTICLE TEXT:

To determine whether the Town will vote to authorize the Board of Selectmen to sell or otherwise dispose of surplus vehicles, equipment, or other personal property in connection with the purchase of new vehicles, equipment, or other personal property.

Department	Vehicle/Equipment	Year
Fire	Ford Explorer	2012

14. SPONSOR'S COMMENTS (UP TO 150 WORDS MAY BE INCLUDED AT SPONSOR'S DISCRETION :
NONE

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

This standard article allows the Town to sell used vehicles or other personal property

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

The selling of used property contributes to the Town's general fund.

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

The Finance Committee is not aware of any.

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

DRAFT write up - to be reviewed by fincom on 2/12th

ARTICLE M: FISCAL YEAR 2019 REVOLVING FUND EXPENDITURE LIMITS*Sponsored by: Board of Selectmen**Estimated Cost: \$xx,000*

TEXT: TO DETERMINE IF THE TOWN WILL VOTE TO SET THE FOLLOWING ENUMERATED DOLLAR FIGURES AS THE TOTAL AMOUNT TO BE EXPENDED FROM THE RESPECTIVE AUTHORIZED REVOLVING FUNDS, OR TAKE ANY ACTION RELATIVE THERETO: 1. TRANSFER STATION: -- \$625,000 2. COUNCIL ON AGING:-- \$50,000 3. SCHOOL DEPARTMENT / PROFESSIONAL DEVELOPMENT:--\$50,000 4. SCHOOL DEPARTMENT / CURRICULUM: --\$25,000 5. RECREATION: --\$925,000 6. RECREATION: ATHLETIC FIELDS:-- \$225,000

FINANCE COMMITTEE COMMENTS: Passage of this article will establish the Fiscal Year 2019 spending caps for the Town's Revolving Funds. The 2017 Annual Town Meeting adopted Town Code Chapter 19, Section 10 establishing six revolving funds under mass g.l.c. 44, section 53E 1/2. Adoption of this code requires the Board of Selectmen (BoS) to recommend to Town Meeting to annually and for Town Meeting to set the limits of expenditure for each revolving fund. For FY 2019, the BoS recommends the spending caps as follows:

<u>Revolving Fund</u>	<u>Recommended FY19 Spending Cap</u>
Transfer Station	\$625,000
Council on Aging	\$ 50,000
School Department/Professional Development	\$ 50,000
School Department/Curriculum	\$ 25,000
Recreation	\$925,000
Recreation/Athletic Fields	\$225,000

This recommendation maintains the spending caps for the Council on Aging, School Department/Curriculum, School Department/Professional Development and the Transfer Station remain at their FY2018 level, decreases the cap for the Recreation Revolving fund from \$950,00 to \$925,000 and increases the spending cap for Recreation Athletic Fields from \$150,000 to \$225,000. These expenditures will be made from the respective authorized revolving funds.

The Board of Selectmen recommends approval. (Vote x-y-z)

The Board of Public Works recommends

The Council on Aging recommends

The School Committee recommends

The Recreation Commission recommends.

ARGUMENTS IN FAVOR: Establishment of Revolving fund spending caps by Annual Town Meeting under MGL44 Section 531/3 is required by statute.

Establishing the maximum spending cap on each fund, allows the Town to account separately for revenues, expenses and fund balances for the fees residents pay for services.

DRAFT write up - to be reviewed by fincom on 2/12th

ARGUMENTS OPPOSED: Some may argue the Town is the custodian of the Revolving Funds and would have greater control and flexibility of these funds if there was less specificity regarding disbursement.

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

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

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

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

Article N

ARTICLE N: RESCIND ACCEPTANCE OF CHAPTER 44, SECTION 53D THAT ESTABLISHED A 53D REVOLVING FUND FOR WAYLAND TOWN BEACH

Sponsored by: Recreation Commission

Estimated Cost: \$00.00

TEXT: TO RESCIND ACCEPTANCE OF MASSACHUSETTS GENERAL LAW CHAPTER 44 SECTION 53 D THAT ESTABLISHED A REVOLVING FUND FOR THE RECREATION COMMISSION FOR THE WAYLAND TOWN BEACH AT 2016 ANNUAL TOWN MEETING.

FINANCE COMMITTEE COMMENTS: Passage of this article will rescind the establishment of a 53D Revolving Fund for the Town Beach which was established by 2016 Annual Town Meeting. The Beach Revolving Fund was created to provide relief to the 1% spending cap constraint on the Recreation 53E ½ Revolving Fund. In November 2016, the Municipal Modernization Act was passed which lifted the prior spending cap limits. The Recreation Commission would like to close the 53D Beach Fund and return the Town Beach revenue and expenses to the existing Recreation 53E ½ Revolving Fund.

While the benefit of the 53D is that it segregates beach revenue and expenses, the downside is that at the end of the fiscal year, a 53D Revolving fund may only retain \$10,000 year end balance. Any year-end balance in excess of the \$10,000 must be “swept” to the General Fund. That occurred on 6/30/16 and will occur again on 6/30/17.

In order to return these year-end funds to 53D Beach Fund, Town Meeting has to approve that adjustment. This accounting transaction is necessary every year the 53D remains in effect if the Beach fund is to retain its year-end fund balance. Conversely, any year end fund balance that occurs within the 53E ½ Revolving Fund does not have to be swept annually.

The Board of Selectmen recommends

The Recreation Commission recommends approval. (Vote 4-0-0)

ARGUMENTS IN FAVOR: With the passage of the Municipal Modernization Act, the 53E ½ Revolving Fund spending cap has been increased and can accommodate the revenue and expenses for the Town Beach.

The 53D was a temporary fix, created to provide increased spending cap and is no longer needed.

Maintaining the 53D account would create need for annual ATM accounting adjustment to return year end balances in excess of \$10,000 to the Beach Revolving Fund.

ARGUMENTS OPPOSED: Maintaining a separate account for the Town Beach clearly shows direct revenues and expenses for the Beach over the course of a year.

Some might argue that rather than include the Town Beach in the Recreation Revolving Fund, it should be an Enterprise Fund.

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

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

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

For more information about this article, contact K. Brenna, Recreation Director at 508-358-6864 or by email at kbrenna@wayland.ma.us .

ARTICLE XX: APPROPRIATE FUNDS TO RESTORE AND PRESERVE LIBRARY WINDOWS AND DEPOT EXTERIOR AND DUDLEY WOODS ARCHAEOLOGICAL MONITORING

Sponsored by: Community Preservation Committee

Estimated Cost: \$138,000

To determine whether the Town will vote to:

- a) appropriate a sum of money:
 - i) up to \$30,000 to be expended to preserve and restore the windows of the Wayland Free Public Library, a town-owned building, at 5 Concord Road;
 - ii) up to \$90,000 to be expended to preserve the exterior of the Wayland Depot, including restoration of the train order signal and improve the electrical service of this town-owned building at 1 Cochituate Road, provided that the Historic District Commission approves the placement of a new electrical service pole; and
 - iii) up to \$18,000 for archaeological monitoring during construction of the Dudley Woods Trail.
- b) determine whether said appropriation shall be provided by taxation, transfer from unappropriated funds, transfer from available funds appropriate for other purposes, by borrowing, or otherwise, provided not more than:
 - i) \$30,000 of the funds so appropriated for the Wayland Free Public Library rotunda window restoration project shall be transferred from the Community Preservation Fund's Historic Preservation Fund;
 - ii) \$90,000 of the funds so appropriated for the Wayland Depot exterior preservation shall be transferred from the Community Preservation Fund's Historic Preservation Fund; and
 - III) \$18,000 of the funds so appropriated for Dudley Woods Trail construction monitoring shall be transferred from the Community Preservation Fund's Historic Preservation Fund.

FINANCE COMMITTEE COMMENTS:

Passage of this article permits the town to appropriate up to:

- i) \$30,000 from the Community Preservation Fund (CPF) to support the restoration and preservation of the three large, curved-glass windows in the rotunda of the 1900 Romanesque Revival Library, and add interior storms to fit the refurbished windows.
- ii) \$90,000 from the CPF to support preservation of siding, window and door casements and eaves of the Depot exterior, restoration of the train order signal, and updated code-related electrical service to the building.
- iii) \$18,000 from the CPF to support archaeological monitoring during construction of the trails at Dudley Woods.

The 1900 Wayland Free Public Library was built by the Town with funds and on land donated by Warren Gould Roby. It is the only brick Romanesque Revival building in Wayland and is eligible for listing in the National Register of Historic Places. The three curved-glass rotunda windows are in need of either replacement or restoration. They are inefficient and drafty and some of the frames have started to rot. The

Library Board of Trustees reviewed the options and have proposed restoring the windows and interior storms instead of replacing them. This results in a cost savings as the estimate for replacing the windows is \$85,000 and restoration is preferable from a preservation standpoint.

The 1881 Wayland Depot, historically the Wayland Central Massachusetts Passenger Station, is owned by the Town and is operated as a non-profit gift shop since 1980. The Stick-Style passenger station and its companion Freight House on Concord Road are well-preserved structures reminiscent of Wayland's railroad history. The Depot is listed in the National and State Register of Historic Places. Part of the project includes updating the electrical service to meet code. The remaining work is necessary because the deterioration of the building will only progress and be costlier to repair and preserve at a later date.

Dudley Woods is archaeologically sensitive town-owned land on Dudley Pond. CPA funds were appropriated in 2015 (\$85,000) and 2017 (\$50,000) to construct ADA-compliant trails and signage. A monitor during the construction will identify, preserve and protect any artifacts that may be found during disturbance of the land. Archaeology is an appropriate use of Historic Preservation Funds.

The Community Preservation Committee recommends approval. (Vote 8-0-0)
The Historical Commission also recommends approval. (Vote 7-0-0)

ARGUMENTS IN FAVOR: Funding of these projects would come from the Community Preservation Fund (CPF), monies that have already been collected by the Town for this type of project.

A favorable vote by Town Meeting will not increase the Town's tax rate; CPA funds to be used for these initiatives have already been collected and are in the Historic Preservation Fund of the CPF.

Delay in addressing repairs at 5 Concord Road and the Depot will result in higher future cost.

These projects will protect and preserve important, historic resources in the town.

ARGUMENTS OPPOSED:

Although the law requires at least 10% of collected CPF to be allocated to historic preservation initiatives, Wayland's Community Preservation Committee can elect to retain annual funding for the benefit of a future historic preservation initiative. There may be other more pressing historic preservation initiatives not known to the Town that will require further funding.

Some may argue that it is irresponsible to invest in the library building with the future use of the building uncertain.

RECOMMENDATION: The Finance Committee recommends approval of this article. (Vote 6-0-0)

Town counsel will complete the following two sections:

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

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

For more information about this article, contact Gretchen Schuler/508-358-7980/ggschuler126@gmail.com. (Generally the lead person representing the sponsor and/or FinCom assignee).

**TOWN OF WAYLAND
REQUEST FOR TOWN MEETING ARTICLE**

Sponsor & Contact Information	
1. SPONSOR:	COMMUNITY PRESERVATION COMMITTEE
2. DATE RECEIVED:	
3. CONTACT PERSON:	GRETCHEN G SCHULER
4. TELEPHONE/DAY:	508-245-4115 (CELL)
5. TELEPHONE/EVENING:	508-358-7980 (HOME)
6. BOARD VOTE:	7-0-1
7. DATE OF BOARD VOTE:	JANUARY 10, 2018
8. PROPOSED FUNDING SOURCE:	COMMUNITY PRESERVATION FUND – UNCOMMITTED FUND
Article Information	
9. ARTICLE TITLE:	APPROPRIATE PARTIAL CONSTRUCTION FUNDS FOR PART 2 OF WAYLAND HIGH SCHOOL ATHLETIC FACILITIES IMPROVEMENTS
10. COST:	\$350,000
11. NO COST:	<input type="checkbox"/>
12. DATE COST ESTIMATE AVAILABLE:	
Article Text	

13. SPONSOR'S ARTICLE TEXT:

To determine whether the Town will vote to:

- a) appropriate a sum of money up to \$350,000 to be expended by the Wayland School Committee as partial funding for the construction of Part 2 of the Wayland High School athletic facilities – tennis court and softball field swap, and outdoor basketball and volleyball court renovations and enhancements.
- B) determine whether said appropriation shall be provided by taxation, transfer from unappropriated funds, transfer from available funds appropriated for other purposes, by borrowing, or otherwise, provided that not more than \$350,000 of the funds so appropriated shall be transferred from the Community Preservation Fund's Uncommitted Fund for Recreational use.

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

The CPC voted to retain a balance of at least \$500,000 in the Uncommitted Fund, which is why the CPA recommended contribution to this project is substantially lower than the requested \$1.9 million.

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

The sponsor of this article is the Community Preservation Committee (CPC). They are charged with making recommendations for spending Community Preservation Funds (CPF). The funding will come from the CPF's Uncommitted Fund. The CPC's mandate is to help towns preserve open space, historic sites and create affordable housing. CPC Funds can also be used for certain recreational purposes. And the use of CPF funds for this purpose is clearly within the proper mandate of the Preservation Committee.

Passage of this article would permit the town to appropriate up to \$350,000 from the Community Preservation Fund (CPF) Uncommitted Fund to partially fund Part 2 of the Wayland High School Athletic Facilities Improvement Plan. Part 2 of the Athletic Facilities Improvement Plan calls for relocating the tennis courts out of the Happy Hollow Wells Zone 1 Protection Area and then rebuilding the tennis courts where the softball field is currently located and relocating and building the softball field where the tennis courts are currently located. Part 2 of the Athletic Facilities Improvement Plan also calls for the construction of a second basketball court, a volley ball court and parking and lighting.

Part 2 of the Athletic Facilities Improvement Plan is part of a larger project to renovate and improve the high school athletic facility. The design money for both Part 1 and Part 2 was funded at the Special Town Meeting in November 2017. CPA funds were appropriated at that STM for the design of Part 2.

Part 1 of the Athletic Improvement Plan will include: a full depth reconstruction of the Track and the Football Field at the High School Stadium Complex, new ADA compliant bleachers, home and away storage facilities and new modern energy efficient lighting at the Stadium.

Both Part 1 and Part 2 of the Athletic Improvement Plan are more fully and separately described in another section of this Warrant.

As of the deadline for submitting the article, the current cost estimate for Part 1 is \$3.5 million and the current cost estimate for Part 2 is \$1.96 million. Both these estimates were prepared in the Fall of 2016 by Weston and Sampson, the Town's engineering consultants. Both these estimates are expected to be significantly improved by the time of the Annual Town Meeting. They will then be informed by bid specs resulting from design services that were appropriated at the STM in Nov. 2017.

The CPC has recommended that \$350,000 from the CPF Uncommitted Fund be used to support this project. The CPC recommends approval. (Vote 7-0-1)

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

The use of CPA funds for this purpose is consistent with the CPC's mission to support recreational activities.

CPA funds have already been collected and a favorable vote for this expenditure will not increase the Town's tax rate.

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

There may be other more pressing CPA initiatives not known to the Town that may require funding in the future. The use of \$350,000 for this purpose will divert it from other uses, such as additional/accelerated debt repayment for the Mainstone Conservation Restriction.

THE FINANCE COMMITTEE VOTE IS....

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

**TOWN OF WAYLAND
REQUEST FOR TOWN MEETING ARTICLE**

Sponsor & Contact Information

1. SPONSOR:	BOS/TOWN CLERK
2. DATE RECEIVED:	
3. CONTACT PERSON:	BETH KLEIN
4. TELEPHONE/DAY:	508-358-3631
5. TELEPHONE/EVENING:	
6. BOARD VOTE:	
7. DATE OF BOARD VOTE:	
8. PROPOSED FUNDING SOURCE:	N/A

Article Information

9. ARTICLE TITLE:	ACCEPT CHAPTER 41, SECTION 110A OF THE MASSACHUSETTS GENERAL LAW-SATURDAY TREATED AS A HOLIDAY
10. COST:	N/A
11. NO COST:	<input checked="" type="checkbox"/>
12. DATE COST ESTIMATE AVAILABLE:	

Article Text

13. SPONSOR'S ARTICLE TEXT:

To see if the Town will vote to accept Chapter 41, Section 110A of the Massachusetts General Law, or take any other action thereto which allows any public office to remain closed on any or all Saturdays to the same extent as if such Saturday were a legal holiday for the purposes of calculating the time frame for filing matters in that office; or what it will do in relation thereto.

Section 110A. Any public office in any city or town may remain closed on any or all Saturdays as may be determined from time to time, in a city by the city council, subject to the provisions of the city charter, or, in a town, by vote of the town at a special or regular town meeting, and the provisions of section nine of chapter four shall apply in the case of such closing of any such office on any Saturday to the same extent as if such Saturday were a legal holiday.

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

By accepting this, it will save the Town the cost of opening Town offices on a holiday or weekend to hold voter registration sessions, acceptance of nomination papers, etc. Should the date fall during those times deadlines would fall to the business day prior.

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

Approval of this article, i.e. accepting Chapter 41, Section 110A of the Massachusetts General Law (MGL), allows a municipality to treat Saturday as a Sunday or a holiday. Presently if a deadline falls on a Sunday or legal holiday then that deadline will be pushed to the next business day or the prior business day, depending on the type of deadline. Since the Town Hall is already officially closed on Saturday, the only effect this

article has is to allow the Town to remain closed on Saturday whenever a legal obligation or deadline, including the obligation of making a payment or accepting voter registrations, falls on a Saturday. Moreover, the statute states that the Town may remain closed but doesn't require it to remain closed.

Approval of the Article mainly affects the Town Clerk's office when there are state election deadlines. The impact is mainly on registration deadlines or deadlines for submission of nomination papers. For example, state law states that the last day to register to vote is 20 days before an election or town meeting and 10 days before a special town meeting. In 2017 there was a STM on November 14th, and the last day to register fell on a Saturday. Because the Town had not accepted Ch. 41, Sec. 110A, the town clerk's office was required to stay open from 9am-8pm on Saturday Nov. 4th. If the Town had accepted the law, then the last day to register would have been the prior Friday, Nov. 3rd, and the town clerk's office would have been allowed to be closed on Saturday, Nov. 4th. For nomination papers, the rule is slightly modified. If the deadline falls on a Sunday, then the deadline is pushed out to the next Monday. Approval of the Article would apply that same rule if the deadline for nomination papers falls on a Saturday.

The article, if adopted, would not apply to election deadlines mandated by Federal law, nor would it affect early voting dates or town meeting dates falling on a Saturday.

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

Many other Towns have accepted this law.

Acceptance of this law will save the Town money because it would give the Town the option to remain closed on the affected Saturdays and push any relevant deadlines either to the prior day or to the next Monday. There will be no need to pay a janitor to work on a weekend and keep the building open to 8pm.

Since the introduction of on-line voter registration, fewer residents register in person. Hence, very few people will be impacted by an inability to register on Saturdays. And the last time a registration deadline fell on a Saturday, not a single person came to register to vote that day.

Some of the Election Volunteers are uncomfortable working until 8 PM in an otherwise empty building on a Saturday night.

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

None

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

⑨ Ordering of Town Meeting Articles

Porter, David

From: Karlson, Cherry
Sent: Thursday, February 08, 2018 4:36 PM
To: Porter, David
Cc: Anderson, Lea; Balmer, Nan
Subject: ATM article order - for packet
Attachments: ATM 2018 Proposed Article Order DRAFT.xlsx

Attached is a proposed article order for Board discussion on Monday night. Please include this email in the packet.

Considerations/Assumptions:

42 articles – 17 of which are proposed for Abbreviated Presentation Procedure (5 mins each)

Length of budget discussion determines pace of meeting.

Group like articles.

Have “buffer” articles at the start and end of each session.

The big capital articles will use the entire 45-minute discussion time allotment without extending the time for debate.

Monday – Budget and other articles to set the finances of the Town; many are abbreviated procedure

Tuesday – Library, Town Center and Fire Station 2

Thursday – Town Building repairs, field articles

Monday – other business articles (CPA, Planning Board, petitioners, and standard articles)

DRAFT FOR DISCUSSION FEB 2018

Proposed ATM 2018 Article Order

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

<u>#</u>	<u>Letter</u>	<u>Name</u>	<u>Sponsor</u>	<u>Est Time</u>	<u>Length of Mtg</u>	<u>Date</u>	<u>Minutes</u>	<u>Hours</u>	<u>End Time</u>
<u>MONDAY 1</u>		<u>7:00PM START</u>							
1	A	Recognize Citizens	BoS	10					
2	B*	Pay Previous Year Bills	BoS	5					
3	C*	Current Year Transfer	BoS	5					
4	D*	OPEB Funding	FinCom	5					
5	N*	Rescind Beach Revolving Fund	Rec	5					
6	E*	Revolving Fund Bylaw/Garden	BoS	5					
7	M*	FY19 Revolving Fund Limits	BoS	5					
8	FF	Fund Collective Bargaining/Fire	PersBd	10					
9	G	FY18 Budget	FinCom	150					
10	E*	Personnel Bylaws	PersBd	5					
11	S*	IT Lease and Funding	BoS	5					
12	EE*	CPA Set Aside and Transfers	CPC	5					
13	HH*	Compensation for Town Clerk	BoS	5					
14	H*	Rescind Debt	BoS	5					
15	O*	Non-Insurance Stabilization Fund	BoS	5		Mon 4/2	230	3.8	10:50pm
<u>TUESDAY 2</u>		<u>7:00PM START</u>							
16	MM*	Close Septage Fund	BoS	5					
17	JJ*	Electronic Voting Resolution	Petitioner	5					
18	X	Library	Lib	45					
19	LL	5 Concord Road design	Petitioner	30					
20	I	Accept Land/Town Center	BoS	45					
21	P	CoA/CC Design Documents	BoS	45					
22	R	Fire Station 2 Repairs	BoS	30		Tues 4/3	205	3.4	10:30pm

THURSDAY 3**7:00PM START**

23	T	Energy Resolution	BoS/Energy	10
24	Q	Town Building Repairs	Bos	30
25	U	Water Meters	BoPW	30
26	Y	HS Stadium	SC	45
27	NN	HS Tennis/Softball	SC	45
28	CC	CPA: Uncommitted (HS)	CPC	10
29	Z	Loker Turf	Rec	45

Thurs 4/5 215 3.6 10:40pm

MONDAY 4

30	AA	Prevailing Wage	HousTrust	15
31	OO	Oxbow Meadow Field Size	Petitioner	30
32	PP	Oxbow Meadow Field Road	Petitioner	30
33	V	Limited Site Plan Review	PlanBd	30
34	W	Off Street Parking	PlanBd	30
35	BB	CPA: Historic Preservation	CPC	10
36	DD	CPA: Uncommitted (Rec projects)	CPC	10
37	GG	Accept Land/Plain Rd	Rec	30
38	II	Saturday Holiday	Town Clerk	15
39	KK	Property Tax Credit	Petitioner	30
40	J*	Hear Reports	BoS	5
41	K*	Choose Officers	BoS	5
42	L*	Sell/Trade Vehicles	BoS	5

Mon 4/9 245 4.1 11:05pm

Pulled

N/A as of Feb 8th

<u>Article</u>	<u>Name</u>	<u>Sponsor</u>	<u>Est Time</u>
A	Recognize Citizens	BoS	10
B*	Pay Previous Year Bills	BoS	5
C*	Current Year Transfer	BoS	5
D*	OPEB Funding	FinCom	5
E*	Revolving Fund Bylaw/Garden	BoS	5
F*	Compensation for Town Clerk	BoS	5
G	FY18 Budget	FinCom	150
H*	Rescind Debt	BoS	5
I	Accept Land/Town Center	BoS	45
J*	Hear Reports	BoS	5
K*	Choose Officers	BoS	5
L*	Sell/Trade Vehicles	BoS	5
M*	FY19 Revolving Fund Limits	BoS	5
N*	Rescind Beach Revolving Fund	Rec	5
O*	Non-Insurance Stabilization Fund	BoS	5
P	CoA/CC Design Documents	BoS	45
Q	Town Building Repairs	Bos	30
R	Fire Station 2 Repairs	Bos	30
S*	IT Lease and Funding	BoS	5
T	Energy Resolution	BoS/Energy	10
U	Water Meters	BoPW	30
V	Limited Site Plan Review	PlanBd	30
W	Off Street Parking	PlanBd	30
X	Library	Lib	45
Y	HS Stadium	SC	45
Z	Loker Turf	Rec	45
AA	Prevailing Wage	HousTrust	15
BB	CPA: Historic Preservation	CPC	10
CC	CPA: Uncommitted (HS)	CPC	10
DD	CPA: Uncommitted (Rec projects)	CPC	10
EE*	CPA: set asides/transfers	CPC	5
FF	Fund Collective Bargaining/Fire	PersBd	10
GG	Accept Land/Plain Rd	Rec	30
HH*	Personnel Bylaws	PersBd	5
II	Saturday Holiday	Town Clerk	15
JJ*	Electronic Voting Resolution	Petitioner	5
KK	Property Tax Credit	Petitioner	30
LL	5 Concord Road design	Petitioner	30
MM*	Close Septage Fund	BoS	5
NN	HS Tennis/Softball	SC	45
OO	Oxbow Meadow Field Size	Petitioner	30
PP	Oxbow Meadow Field Road	Petitioner	30
42 articles			895 minutes
			14.9 hours

**TOWN ADMINISTRATOR'S REPORT
WEEK ENDING FEBRUARY 9, 2018**

1. CORRESPONDENCE

1. Eversource Pole Hearing: There is a request for a hearing to install a pole on Old Connecticut Path. The request was forwarded to the DPW Director for comment after which we will advertise and schedule a hearing, most likely for February 26th.

2. DEPARTMENT HEAD ROUNDTABLE:

I asked Department Heads to suggest to Selectmen priorities for future goal setting --- Though the discussion was very informal and not comprehensive, the following are my notes from the discussion:

- Form of Government / Budget process: "Listen to the Collins Center Report"- The budget process should be driven by town management. Our current systems don't work. The Board should consider a new process for capital planning capital planning as soon as possible.
- Permitting: Move forward on the plan to use software to streamline permitting work flow. Find a small amount of funds to get an "implementation Manager" under contract. As we did last year, we look for small amount of money and ask for the Board to approve a line item transfer to move this initiative along. Needs to be assigned to a lead department.
- Document Management: Beginning in the land use departments, document management will allow for better communication between staff and service to the public by having all documents for each property scanned and accessible by address / map and parcel. Ben is re-initiating the project so that the land use files can be moved out. Perhaps the "Implementation Manager, using the capital funds still available can make progress, implementing step by step through all departments.
- Begin Procurement Training and Decentralization: The electronic purchase order system and competitive procurement has become well established over the past two years. The departments should pick up more of this work to free up time in the Town Admin Office.
- Telephone System: Need to check what residents hear – Routing choices are not right
- Town Building: Improvements to land use area for better work flow are essential. Improve Board of Selectmen meeting room. Get new chairs now. Can acoustics be improved?

3. SCHOOL BUS PARKING: Please see attached status from Beth Doucette.

Balmer, Nan

From: Watkins, David V
Sent: Wednesday, February 07, 2018 12:10 PM
To: Watkins, David V; Keveny, Brian
Subject: Note from the Wayland Finance Committee

Hello All,

In October, the Finance Committee set an FY19 operating budget guideline of up to a 3.5% increase in expenses. The FY19 Operating Budget was \$901,329 dollars or 1.17% percent over the guideline. On January 11, the Finance Committee requested the Town Administrator and School Superintendent work together to provide \$901,329 in adjustments. They successfully identified \$521,637 in adjustments. Because of the identified adjustments, the overage was reduced to 3.99% from 4.67%.

At the February 5, 2018 Finance Committee meeting, the Committee voted to further close the gap of approximately \$379,692 in expenses by \$175,000. The Finance Committee expects to vote an FY19 budget on Monday, February 12th.

The Committee recognizes that there is limited opportunity for any public body to agree on budget cuts by Monday due to meeting posting requirements. The Committee also recognizes that to ask you to voluntarily reduce your budget knowing that no other departments will participate is difficult.

Our responsibilities under §19-2 "The Finance Committee shall prepare the omnibus operating budget of the Town and submit it at the annual Town meeting. It shall also prepare and present to the annual Town meeting a five-year capital improvement program for the Town, which shall include the construction and reconstruction of capital assets (such as municipal buildings, recreational facilities, roads and landfills) and acquisition of land, equipment and vehicles and other personal property, and shall make recommendations to the appropriate authorities proposing such improvements."

And thus this request is part of Finance Committee's due diligence under §19-2. As you are aware, the Committee is composed of volunteers with limited knowledge of your organization's specific requirements that relies on your expertise to makes its recommendations.

Please forward any opportunities for expense reduction to Dave Watkins and Brian Keveny (dwatkins@wayland.ma.us and bkeveny@wayland.ma.us) including:

- The elimination of positions
- Keeping vacant positions unfilled for full or partial years
- Town and School expense reduction

Your response by Monday, February 12th at 4:00pm would be greatly appreciated. Thanks for all you do and please let me know if you have any additional questions. I can be reached at 508-416-6021.

Very truly yours,

Dave Watkins
Chairman of the Finance Committee
dwatkins@wayland.ma.us

DATE: FEBRUARY 12, 2018
TO: NAN BALMER
FROM: ELIZABETH DOUCETTE, FINANCIAL ADMINISTRATOR
RE: SCHOOL BUS PARKING LEASE STATUS

BACKGROUND

Plans to sell and develop the town-owned property at 484-490 Boston Post Road, known as "River's Edge", resulted in a requirement to locate an alternate site for school bus parking. After the School Department's unsuccessful search to locate an alternate site, an RFP was issued to lease a site from July 2018 through June 2021, with the expectation that a more cost effective long-term solution would be pursued during this period.

First Student, the school bus transportation provider, proposed an annual cost of \$241,000 to park school buses at one of their sites. HDR Holdings, the only RFP respondent, proposed an annual cost of \$190,000 to provide parking at 526 Boston Post Road. The School Committee voted unanimously (5-0) to recommend to the Board of Selectmen that they accept the HDR Holdings bid subject to completion of the "River's Edge" due diligence review. The School Committee also recommended that terms for an early termination be negotiated, in the event a long-term solution is reached. All contracts have language that they are subject to Town Meeting appropriations.

PROJECT STATUS UPDATE

River's Edge Project Status

The River's Edge due diligence review process has been extended and the Town now anticipates a closing date between January and March 2019.

Long-term Parking Location

The Town Engineer reported in January 2018 that plans to repurpose the "South Landfill Area" were encouraging and use of this site for school bus parking could be possible by fall of 2020.

Interim Parking Location at 195 Main Street

The "the old DPW site" located at 195 Main Street was considered as a temporary location for school bus parking, however, following opposition by neighbors, the School Committee voted not to park buses at this location.

Lease Agreement

The RFP was issued for a 3-year lease agreement from July 2018 through June 2021, however, with the River's Edge closing delayed and a long-term site potentially available fall 2020, it appears that a school bus parking solution may be needed only for a 16-month period, from March 2019 through September 2020.

Alternatives:

1. Negotiate a 16-month lease agreement with HDR Holdings to be signed after Annual Town meeting. Their proposal price is \$190,000 annually;
2. Pursue a 16-month agreement with First Student for the proposed rate of \$241,000 annually. The disadvantage over alternative 1 is the higher annual cost. The advantage is that the total cost may be lower in the event the River's Edge closing is further delayed;
3. Cancel the award of a lease at this time until a River's Edge closing is confirmed, then re-bid or engage First Student for the actual period of time required. A risk would be that a firm agreement would not be in place in the event the long-term solution is not available by fall of 2020.

Cc: School Business Manager



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

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN

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

DRAFT

Board of Selectmen

Meeting Minutes

January 22, 2018

6:30pm

Selectmen's Meeting Room
41 Cochituate Road, Wayland

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

Also Present: Town Administrator Nan Balmer

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

M. Antes announced that on Feb. 6 the Library will have the next in the series of Great Presenters, the Wayland Energy and Climate Committee.

A2. Public Comment Molly Upton, Bayfield Rd., urged the Board to keep in mind its mission to responsibly oversee town government and discussed her concern with a bundled ballot question for the debt exclusion.

Linda Segal, Aqueduct Rd., asked the Board if any of the articles have been updated by town counsel for the Finance Committee's Article Workshop.

A8. Consent Calendar: Review and vote to approve (See Separate Sheet) M. Antes moved, seconded by C. Karlson, to approve the Consent Calendar. In discussion, L. Anderson said the minutes have been revised based on discussion in executive session and are in the executive session packet. YEA: L. Anderson, M. Antes, C. Karlson, D. Levine, L. Jurist. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-

A9. Review Correspondence: (See Separate Index Sheet) The Board had no comments.

A7. Minutes: Vote to approve minutes of January 16, 2016 C. Karlson stated she will have the minutes of Jan. 8, 2018 ready for next week's meeting.

A10. Selectmen's Reports and Concerns C. Karlson stated she attended the MMA Annual Meeting and attended two workshops. L. Anderson said she went to a workshop on Marijuana Regulations and one on Zoning regulations.

A3. Annual Town Meeting Article Workshop with the Finance Committee The Board left its meeting room to attend the Article Workshop with the Finance Committee in the Large Hearing Room.

The Board returned to the Selectmen's Meeting Room to continue its meeting.

A4. Annual Town Meeting Articles: Discuss and vote on Annual Town Meeting Articles

C. Karlson and N. Balmer discussed the format of the articles and getting Word versions to the Finance Committee to start its work. Deadline for the Board to vote a position on the articles is any time prior to Feb 21. The Board decided to wait until another meeting to have more information before voting to insert articles or to take a position. N. Balmer said she is waiting for Town Counsel to send back revised article text.

A5. FY19 Budget: Response to Finance Committee budget reduction letter S. Bottan, the School Business Manager, attended as well to answer any questions. N. Balmer discussed the potential response from the Board to the Finance Committee's request for a budget reduction. She reviewed the main points of the memo including a request to reconsider the Finance Committee's methodology for applying its FY19 Budget Guideline. Other suggestions include reductions to estimates for Health Insurance and Salary Reserve, Distribution of Employee Increases to Operating Budget, Adjustments for New Employees's OPEB and Retirement, School Bus Parking, some decreases to other non-school departments as well as an increase in Local Receipts revenue. N. Balmer said she has been in contact with S. Bottan, but is reviewing this memo with the Board first before discussing it with the School superintendent. The goal is to get a memo to the Finance Committee by Jan. 30. C. Karlson suggested the Board should communicate that they are working with the School Committee.

L. Jurist asked what the Schools have suggested when it comes to budget cuts. S. Bottan said they are looking for short term bus parking solutions to save the majority of, if not all, of the \$190,000. In addition they have a potential \$35,000 saved from an additional just announced retirement and potentially postponing a non-teacher hire. C. Karlson suggested that the Board mention why the public safety positions were requested in its letter. The Board agreed to taking out the apportionment methodology all together. It was discussed if it is worth asking both Public Safety Chiefs if it is easier or harder to hire July 1 or Oct. 1. C. Karlson and L. Anderson stated they don't think it matters. The Board decided to keep the hiring delays in its letter.

A6. Town Administrator's Report The Board received a report forwarded from M. Lowery about the use of government resources for political advocacy purposes from the Office of Campaign and Political Finance. N. Balmer said she will ask KPLaw if they have any guidance on the subject of the gray line between educating the public and advocating for passage. There is also a memo at the table that provides the language of the debt exclusion questions over the last several years.

A10. Selectmen's Reports and Concerns, continued C. Karlson asked if the Library's ballot language has to be specific under the grant. It was stated that Chair A. Gennis said they don't have to have specific language. M. Antes stated she went to an MMA workshop about hosting a Citizens Academy workshop and she would like to pursue developing that program in Wayland. M. Antes stated that the Housing Authority agreed to request the Board to appoint Katherine Provost as a Housing Authority representative to the Housing Partnership. She requested that it be on the next agenda. N. Balmer added that the BoPW will recommend to the Board a replacement for Chairman W. Baston who recently passed away.

A12. Enter into Executive Session pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3), to discuss whether the Town should pursue legal proceedings with respect to the Town's agreement with Twenty Wayland, LLC, relative to property and development located off 400-440 Boston Post Road; and to discuss Trustees of the Residences of Oxbow v. Town of Wayland At 9:24pm, L. Anderson moved, seconded by D. Levine, that the Board of Selectmen enter into executive session pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3), to discuss whether the Town should pursue legal proceedings with respect to the Town's agreement with Twenty Wayland, LLC, relative to property and development located off 400-440 Boston Post Road; and to discuss Trustees of the Residences of Oxbow v. Town of Wayland. The Chair declares that a public discussion of these matters may have a detrimental effect on the litigating, negotiating or bargaining position of the Town. Roll Call Vote: YEA: L. Anderson, M. Antes, L. Jurist,

C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0. The Chair invites attendance by: Nan Balmer, Town Administrator. The Board will reconvene in approximately 15 minutes to adjourn the public meeting. No additional business will be discussed in open session tonight.

The Board returned to open session at 9:38pm.

A13. Adjourn There being no further business before the Board, L. Jurist moved, seconded by D. Levine, to adjourn the meeting of the Board of Selectmen at 9:30pm. YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson, D. Levine. NAY: None. ABSENT: None. ABSTAIN: None. Adopted 5-0.

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of January 22 2018

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

Items Included as Part of Agenda Packet for Discussion During the January 22, 2018 Board of Selectmen's Meeting

1. Memorandum from David Porter, re: Contents of Selectmen's Packet
2. Annual Town Meeting articles summary table, current as of January 18, 2018



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

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41 COCHITUATE ROAD
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BOARD OF SELECTMEN

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Board of Selectmen

Meeting Minutes

January 29, 2018

6:30pm

Selectmen's Meeting Room
41 Cochituate Road, Wayland

Attendance: Lea T. Anderson, Cherry C. Karlson, Mary M. Antes, Louis M. Jurist, Douglas A. Levine
(arrived 6:53pm)

Also Present: Town Administrator Nan Balmer

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

A2. Public Comment: Sheila Carel, 18 Joyce Road, expressed her concerns about the school bus parking issue and her public safety and health concerns. She urged the Board to vote no to parking the buses at 195 Main Street.

Allie Wilkinson, 23 Hartford Road, discussed her reasons why she thinks the Board of Selectmen should bundle all the capital projects into one question for a debt exclusion ballot question.

Cynthia Lavinson, 40 Mitchell Street, followed up on a letter she sent recently on the debt exclusion. She feels strongly about a single debt exclusion debt question.

Peggy Patton, Plain Road, stated her concern about the affordability of all the capital projects in total. She also expressed concern about the Water Department's request for wireless water meters.

Richard Turner, Nob Hill Road, stated he doesn't support the bundled debt exclusion and prefers a menu option.

A3. Annual Town Meeting: Meet with John Senchyshyn to review plan for large Town Meeting turnout. Assistant Town Administrator/HR Director J. Senchyshyn, Fire Chief D. Houghton, Public Buildings Director B. Keefe, and Moderator D. Berry came before the Board to discuss the preparations for a large attendance at Town Meeting. The expected schedule for the articles was discussed as well as the layout for the Field House, an assistant moderator for town meeting, a second venue at the High School auditorium, two-way broadcasting ability, and child care arrangements. Parking will be a major logistical problem, with a minimum of 3 or 4 offsite venues with buses transporting people to the High School. Town Meeting will need more detail officers and attendees may need to be ushered in and out of seating. J. Senchyshyn stated the cost estimate came to \$126,550 for a two venue Town Meeting. B. Keveny said a \$60,000 current year transfer would be needed to fund it all.

D. Levine arrived at the meeting 6:53pm

Fire Chief D. Houghton stated they can't exceed the gym capacity. L. Jurist asked about the electronic voting. There will be two systems for electronic voting in two locations and 10 check-in stations. The Board agreed to work with the Moderator on article order, and understood the need to communicate which articles will be discussed which nights. L. Anderson said the Town will have a better idea on Feb 12 of the number of articles going forward. Money could be saved if the meeting is finished in 3 nights. L. Anderson noted that the Town has had big meetings like this before.

A4. Appointment: Interview and potential vote to appoint Rachel Sideman-Kurtz to the Wayland Cultural Council Rachel Sideman-Kurtz introduced herself and discussed her work experience and her interest in serving on the Wayland Cultural Council. She said she met with the chair and is aware of the time commitments.

M. Antes moved, seconded by C. Karlson to appoint Rachel Sideman-Kurtz to the Wayland Cultural Council, effective immediately, for a term to expire on June 30, 2019. YEA: L. Anderson, M. Antes, C. Karlson, D, Levine, L. Jurist. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A5. Departmental Report: Land Use Town Engineer Paul Brinkman came before the Board and briefly described how the Town's land use meetings are conducted. The staff discuss their work projects, examine the permitting processes and share information. Finding ways to make the permitting process smoother for staff and residents is a priority. L. Anderson said having a computerized document management system in the future will be helpful.

A14. Consent Calendar: Review and vote to approve (See Separate Sheet) M. Antes moved, seconded by C. Karlson, to approve the Consent Calendar. YEA: L. Anderson, M. Antes, C. Karlson, D, Levine, L. Jurist. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0. L. Anderson said she will read the motion for item #2 into the minutes.

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

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

Purpose: Tractor.

Borrowing Amount: \$190,000.

Maximum Useful Life: 10 years

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

A6. Liquor License Violation Hearing: Lavin's Liquors L. Anderson declared the liquor license violation hearing open at 7:15pm, read the legal notice and went over the procedures for the hearing. Police Chief Patrick Swanick, Detective Jamie Berger, store owners Bob Lavin and Patty Lavin all came before the Board. Introductions were made. Chief Swanick discussed the situation. Detective Berger supervised the compliance checks and explained the event to the Board, sharing a photograph of the underage individual who was able to purchase alcohol. D. Levine asked if Lavins had ever had a past violation. Chief Swanick said they have

not and have been in business for many years. P. Lavin explained their policy and training. Based on past recommendations for other similar violations and given Lavins long record of compliance, the Chief recommended a year's probation for a first offense, which would start immediately. Any infraction during the probationary period would result in a loss of license for a day or more.

L. Anderson closed the hearing at 7:26pm

C. Karlson moved, seconded by D. Levine, that the Board of Selectmen impose a one year probation on Lavin's Liquors liquor license effective Jan. 30, 2018. YEA: L. Anderson, M. Antes, C. Karlson, D. Levine, L. Jurist. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A7. River's Edge Status: Update from Town Engineer P. Brinkman updated the Board on the state of the River's Edge site project. The Town is still waiting for information from MA DEP before the asbestos remediation work can begin. The work can be scheduled (weather dependent) with about a week's notice and then 3 days to do the work on the site. Future efforts include sampling the dirt pile for asbestos in other areas, although a large percentage of the dirt pile has been moved with just the identified findings. There is 20 or more years of DPW-road type accumulation at that site. P. Brinkman stated the best-case scenario is that the project will break ground about a year from now; this estimate allows time for the soil remediation, completion of the 90-day due diligence period and permitting. The delay after finding the asbestos this fall is mainly due to slow response of the DEP.

A8. School Bus Parking: Plan for South Landfill repurposing; Alternative bus parking proposals and FY19 budget P. Brinkman discussed the status of the school bus parking issue. He discussed plans for repurposing the South Landfill area with bus parking and a DPW laydown area noting that the Town would have to do something with the landfill regardless. Project steps would include a short investigational phase study including more testing on site, then go to DEP to get approval to start designing. P. Brinkman said we will have more information, including costs, available by the fall. The space is big enough for both the DPW laydown area and bus parking. Project timing is about a year for construction, so best-case scenario is the area can be ready July 1, 2020. He also discussed alternative proposals for bus parking to cover the time between the start of the River's Edge project and completion of this new area (approx. March 2019 – July 2020).

A13. Minutes: Vote to approve and release minutes of January 8, 2018 and January 16, 2018 M. Antes moved, seconded by D. Levine, to approve the minutes of January 8, 2018 and January 16, 2018, as amended YEA: L. Anderson, M. Antes, C. Karlson, D. Levine, L. Jurist. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A8. School Bus Parking: Plan for South Landfill repurposing; Alternative bus parking proposals and FY19 budget, continued The Board returned to this discussion with P. Brinkman. In the FY19 budget, there is a need for funding to park the buses in some location from approximately March – June 2019. Budget and contract discussions for bus parking are ongoing, and the Board will receive more information at a later date.

A9. Proposition 2 ½ Exclusions: Finance Committee presentation; Discussion of merits of projects and form of debt exclusion vote The Board move to the Senior Center to hear a presentation from the Finance Committee on Debt and Debt Exclusions at 7:57pm.

When the Board returned, members discussed the availability of town staff resources that will be needed to start the big capital projects if the Board went with the scenario FinCom just presented. The Board asked if the Town was staffed to start everything on July 1st. Public Buildings Director B. Keefe said the projects being discussed are really three projects, the way he looks at it – Library, fields, building repairs. He said the projects could start on time because his office has the support of OPMs on the big projects; it is the smaller ones that usually get delayed due to constraints of staff time. B. Keefe stated the capital cost numbers looked

correct in the presentation. L. Anderson stated she thinks the Board needs to hear from each article's proponents.

A11. FY19 Budget: Discussion and vote on response to Finance Committee N. Balmer said the document in the packet is based on the Board's previous direction. It's a generic approach that looks at correcting health insurance estimates, deferring police Tasers, and delaying the hiring for the new police and firefighter positions. The Board was provided a draft cover letter from the School Superintendent and Town Administrator with a summary cover sheet and the School's budget revisions. L. Anderson worked with the Chair of School Committee over the weekend on this new cover memo. The Board stated the biggest change is noting the allocations between the Town and School on the shared reductions (healthcare, OPEB). L. Anderson stated it might be helpful to have a summary to simplify and present a consistent message to the Finance Committee. Ellen Greico, Chair of School Committee, stated she did not add any new language about Town reductions to the memo. N. Balmer said there is some context missing. E. Greico stated that the School Committee voted to not consider the former DPW site for temporary bus parking, and, instead, reserved money to pay for temporary bus parking if needed. N. Balmer said she does not feel comfortable signing the memo. L. Anderson stated she as chair will sign it. The Board agreed to attach the descriptive memos, one each from the Town Administrator and from the School Superintendent.

C. Karlson moved, seconded by D. Levine, to authorize the Chair of the Board of Selectmen to sign the Budget Guideline Adjustment cover memo with the edits as discussed. YEA: L. Anderson, M. Antes, C. Karlson, D. Levine, L. Jurist. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A10. Annual Town Meeting Articles: Discussion and vote C. Karlson discussed Article H Rescind Debt, Article O Terminate Non-insurance Stabilization Fund, and Article MM Close Septage Fund. M. Antes asked about the similarities between Articles O and MM and suggested the motion language be similar. C. Karlson agreed and said Town Counsel hasn't provided the final language yet. L. Anderson briefly discussed Article F Compensation for Town Clerk.

C. Karlson moved, seconded by M. Antes, to vote to insert and support Articles F, H, O and MM. YEA: L. Anderson, M. Antes, C. Karlson, D. Levine, L. Jurist. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A12. Town Administrator's Report

- 1. Correspondence** N. Balmer stated the Town received a request for space from the Parmenter Foundation for a food pantry. She asked the Board members to send any ideas her way. M. Antes suggested using space in Town Center. N. Balmer reorted counsel is seeking assent from the AG to the Town's petition regarding 5 Concord Rd.
- 2. Town Building repairs** N. Balmer discussed a report of J. Senchyshyn's meeting with MIIA about the damage in the hallway and land use area. There is a presence of asbestos. The work will take 5-7 days to replace floor, sub floor and associated materials, and the Town is looking at relocating the land use staff to the large hearing room on a temporary basis. M. Antes asked that the CoA be informed.
- 3.** The Board received a letter stating that the Library ballot question is only for a debt exclusion; no ballot vote is required for project approval.
- 4.** The Board received a document of past debt exclusion formats and discussed the content to determine past practices re: bundling debt exclusion questions. Discussion will continue at future meetings.
- 5.** The Planning Board has requested a reserve fund transfer of \$25,000 to do a stormwater study related to a 40B project. N. Balmer stated that other studies like this are underway by an abutter, Conservation, and the ZBA. She said there are questions about the role of the developer and whether he would be responsible for this work and also the role of the various town boards. There has been no input yet from the ZBA on the need for this study. Based on discussions to date, N. Balmer said she does not have enough information to sign the request. She explained the Town Administrator's role with reserve fund transfers as defined in the Town Code. Town Planner S. Sarkisian stated he would go to the Finance Committee and ZBA to see what he can find out. D. Levine asked about the timing of the 40B projects

and the ZBA's authority to authorize the information it needs. N. Balmer said the expectation is that the individual boards (ConCom, Board of Health) should conduct studies within their particular scopes of work. N. Balmer said she's asking departments to weigh in on whether this request has relevance to the work already underway.

L. Segal, Aqueduct Rd., reported timelines for the two 40B projects (at the Board's request) and also said the ZBA has not seen anything in writing about this study request.

A15. Review Correspondence: (See Separate Index Sheet) C. Karlson noted that the state election will be on the first day of school and the Attorney General approved the Town's Special Town Meeting Articles.

A16. Selectmen's Reports and Concerns C. Karlson asked for an update on the Annual Report, the audit management letter, and asked that the Board discuss a draft policy on reserve fund transfers from the Finance Committee. N. Balmer said the response deadline is Feb. 22. M. Antes reported on the MetroWest Regional Collaborative meeting last week. She reported that Wellesley is facing an unprecedented number of 40B projects and mentioned that other towns are purchasing golf courses and that perhaps this is something that Wayland should consider. M. Antes also suggested that one idea to show residents how badly town building renovations are needed would be to hold tours of the town building and fire station 2.

A17. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any None.

A18. Enter into Executive Session pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3), to discuss whether the Town should pursue legal proceedings with respect to the Town's agreement with Twenty Wayland, LLC, relative to property and development located off 400-440 Boston Post Road; and pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3) to review and consider for approval and potential release of the Executive Session minutes of January 8, 2018 and January 22, 2018 because a public discussion of these matters may have a detrimental effect on the litigating, negotiating or bargaining position of the Town At 10:10 pm, L. Anderson moved, seconded by D. Levine, that session the Board of Selectmen enter into executive session pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3), to discuss whether the Town should pursue legal proceedings with respect to the Town's agreement with Twenty Wayland, LLC, relative to property and development located off 400-440 Boston Post Road; and pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3) to review and consider for approval and potential release of the Executive Session minutes of January 8, 2018 and January 22, 2018. The Chair declares that a public discussion of these matters may have a detrimental effect on the litigating, negotiating or bargaining position of the Town. Roll Call Vote: YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson, D. Levine NAY: none. ABSENT: none ABSTAIN: none. Adopted 5-0. The Chair invites attendance by: Nan Balmer, Town Administrator. The Board will reconvene in approximately 15 minutes to approve and potentially release redactions of January 8th and January 16th minutes. No additional public business will be discussed in open session tonight.

The Board returned to open session at 10:36pm.

A19. Executive Session Minutes: Vote to approve and potentially release with redactions the Executive Session minutes of January 8, 2018 and January 16, 2018 C. Karlson moved, seconded by D. Levine, to vote to approve as amended and release with redactions the Executive Session minutes of January 8, 2018. YEA: L. Anderson, M. Antes, C. Karlson, D. Levine, L. Jurist. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0. C. Karlson moved, seconded by L. Jurist, to vote to approve as amended and release with redactions the Executive Session minutes of January 22, 2018. YEA: L. Anderson, M. Antes, C. Karlson, D. Levine, L. Jurist. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A20. Adjourn There being no further business before the Board, D. Levine moved, seconded by L. Jurist, to adjourn the meeting of the Board of Selectmen at 10:38 p.m. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, D. Levine. NAY: none. ABSENT: None. ABSTAIN: none. Adopted 5-0.

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of January 29, 2018.

1. Draft memorandum from N. Balmer and A. Unobskey, dated January 30, re: FY 2019 Budget Guideline Adjustments, prepared by L. Anderson and E. Greico
2. Email from A. Gennis, dated January 29, re: Wayland Library Project – ballot question – debt exclusion warrant article
3. Summary of major town buildings funded via excluded debt ballot questions, prepared by N. Balmer
4. Email from David Porter, dated January 29, re: Public Officials' Statements and Actions on Ballot Questions

Items Included as Part of Agenda Packet for Discussion During the January 29, 2018 Board of Selectmen's Meeting

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

BOARD OF SELECTMEN

**Monday, February 12, 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 Mark J. Lanza, dated January 31, 2018, for legal services through January 31, 2018: \$1,242.50

Mark J. Lanza
Attorney at Law
9 Damonmill Square - Suite 4A4
Concord, MA 01742
Tel. # (978) 369-9100
Fax # (978) 369-9916
e-mail: mjlanza@comcast.net

INVOICE - TOWN OF WAYLAND - 1/31/2018

SUMMARY

FEE CALCULATION: 6.3 HOURS X \$175.00 PER HOUR =	\$1,102.50
DISBURSEMENTS (See below for detail)	140.00
TOTAL 1/31/18 INVOICE.....	<u>\$1,242.50</u>

DISBURSEMENTS

1/11/18 Notice Fee - [REDACTED]	\$ 140.00
Total Disbursements	<u>\$ 140.00</u>

**PUBLIC DOCUMENTS PROVIDED TO THE BOARD OF SELECTMEN FROM
FEBRUARY 3, 2018, THROUGH AND INCLUDING FEBRUARY 9, 2018,
OTHERWISE NOT LISTED AND INCLUDED IN THE CORRESPONDENCE
PACKET FOR FEBRUARY 12, 2018**

Items distributed to the Board of Selectmen – February 3, 2018-February 9, 2018

1. None

**Items distributed for information and use by the Board of Selectmen at the
Meeting of February 5, 2018**

1. Email from Linda Segal, received February 5, 2018, re: Finance Memo re articles Y and Z
2. Capital Projects Discussion outline, prepared by L. Anderson, Chair of the Board of Selectmen
3. Capital Projects worksheet, prepared by L. Anderson, Chair of the Board of Selectmen
4. Article List for 2018 Annual Town Meeting, dated February 2, 2018 (from packet), with articles for discussion in bold
5. Article EE: Community Preservation Fund General Budget – Set Asides and Transfers (current as of February 2, 2018)
6. Email from David Watkins, Chair of the Finance Committee, dated February 4, 2018, re: Good Afternoon (response to budget adjustment memos from Town Administrator and School Superintendent)
7. Memorandum from Nan Balmer to David Watkins, dated February 5, 2018, re: Finance Committee's Questions (response to 2/4 email) with attached Parks and Recreation FY19 budget detail
8. Excerpt from Article X: Appropriate Funds to Construct New Library Building, with highlighted language making an allegedly false claim regarding a 2015 town-wide survey
9. Letter from David Porter, Records Access Officer, to Judy Ling, dated January 23, 2018, acknowledging receipt of public records request
10. Memorandum from T. Fay, Chair of the Library Planning Committee, to Judy Ling, dated February 1, 2018, re: response to public records request
11. Presentation by the UMass Donahue Institute to Wayland Free Public Library Trustees, dated June 17, 2015

**Items included as part of Agenda Packet for discussion during the February 12, 2018
Board of Selectmen's Meeting**

1. Article OO: Limit the Size of Oxbow Meadows Athletic Field (as submitted 1/16/18)
2. Article PP: Construct Access Road to Oxbow Meadows Athletic Field (as submitted 1/16/18)
3. Memorandum from Nan Balmer, dated February 12, re: 2/12/18 Meeting Notes
4. Article List for 2018 Annual Town Meeting (current as of 2/9/18) with attached articles: A, C, L, M, N, BB, CC, and II
5. Email from Cherry Karlson, dated February 8, re: ATM article order – for packet with attached charts of Proposed Article Order and Timing
6. Town Administrator's Report for the Week Ending February 9, 2018
7. Email from Dave Watkins, Chair of the Finance Committee, dated February 7, re: Note from the Wayland Finance Committee
8. Memorandum from Elizabeth Doucette, Finance Administrator, dated February 12, re: School Bus Parking Lease Status
9. Draft Minutes of the Board of Selectmen Meetings for January 22, 2018 and January 29, 2018

BOARD OF SELECTMEN
Monday, February 12, 2018
Wayland Town Building
Selectmen's Meeting Room

CORRESPONDENCE

Selectmen

1. Letter from Kelly Ann Correia, Supervisor of Rights and Permits for Eversource Energy, received February 5, re: Petition for a Grant of Location to install a new utility pole at Old Connecticut Path
2. Letter from Greg Franks, Senior Manager of Government Affairs for Comcast, dated February 8, re: Form 500 – customer video service related issues
3. Email from Mark Hays, dated February 5, re: 40B Cascade V2: Traffic and public safety impacts (with attachment)
4. Email from Dave Watkins, Chair of the Finance Committee, to Chairs of Boards and Committees, dated February 7, re: Further reductions required in the Omnibus Budget
5. Email from Nan Balmer, Town Administrator, dated February 8, re: ATM Articles Review by Town Counsel
6. Email from Alice Boelter, dated February 5, re: Please do not bundle the debt on the ballot
7. Email from Linda Segal, dated February 5, re: Finance Memo re articles Y and Z
8. Letter from Richard P. Turner, dated February 6, re: donation to the Veterans Memorial Fund
9. Email from Phil Cohen, dated February 6, re: Debt Exclusion
10. Email from Steven Klitgord, dated February 5, re: Estimate of \$600k in Annual Operating Expense for a New Library
11. Email from Frances Pollitt, dated February 6, re: unbundle please
12. Email from Rahul Ray, dated February 6, re: Unbundle
13. Email from Judy Bennett, dated February 6, re: Ballot Question Direction
14. Email from David Hill, dated February 6, re: Ballot Question and Capital Projects
15. Email from Bonnie, Elaine, and Werner Gossels, dated February 6, re: unbundling capital items
16. Email from Steven Freundlich, dated February 6, re: UNBUNDLING
17. Email from Judy Ling, dated February 6, re: Please unbundle Debt-exclusion ballot questions, 3/27/18
18. Email from Constance Bean, dated February 7, re: bundling
19. Email from Ann Baker, dated February 7, re: Bundling Capital Projects
20. Email from Margo Melnicove, dated February 8, re: March 27 ballot question(s)
21. Email from Steven Klotgord, dated February 8, re: Please do NOT Bundle the Debt Exclusion Articles at the March 27th Town Election
22. Email from Linda Segal, dated February 8, re: Article Z (proposed Loker athletic field)
23. Email from Stephen and Lynne Garone, dated February 8, re: Please unbundle debt

Minutes

1. Minutes of the Personnel Board, December 18, 2017
2. Minutes of the Personnel Board, January 2, 2018
3. Minutes of the Personnel Board, January 22, 2018

Legal

1. Letter from Amy Kwesell, Town Counsel, dated February 5, re: Kenneth T. Nelson v. Town of Wayland Board of Health, et al., Opposition to Plaintiff's Motion for Reconsideration and a Certificate of Service

January 23, 2018

RECEIVED

FEB 05 2018

Board of Selectmen
Town of Wayland

Board of Selectmen
Wayland Town Hall
Wayland, MA 01778

RE: Old Connecticut Path
Wayland, MA 01778
W.O. # 2240857

Hearing Required

Dear Members of the Board:

The enclosed petition and plan is being presented by the NSTAR ELECTRIC COMPANY d/b/a as EVERSOURCE ENERGY and VERIZON for obtaining a Grant of Location to install one (1) new pole # 19/87A, Old Connecticut Path, Wayland

This work is necessary to provide electric service for new residential development, Old Connecticut Path, Wayland.

If you have any further questions, contact Chris Cosby @ (508) 305-6989.
Your prompt attention to this matter would be greatly appreciated.

Very truly yours,



Kelly Ann Correia,
Supervisor, Rights and Permits

KAC/zj
Attachments

**PETITION OF NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY AND OTHER
COMPANIES FOR JOINT OR IDENTICAL LOCATIONS FOR POLE**

To the Board of Selectmen of the Town of Wayland, Massachusetts:

Respectfully represent **NSTAR ELECTRIC COMPANY dba Eversource Energy and VERIZON NEW ENGLAND, INC.** companies subject to Chapter 186 of the General Laws (Ter.Ed.), that they desire to construct a line upon, along and across the public way or ways hereinafter specified.

WHEREFORE, your petitioners pray that after due notice and hearing as provided by law the **Board of Selectmen** may by Order grant your petitioners joint or identical locations for the erection or construction of poles, to be owned and used in common by them, and for such other fixtures including anchors and guys as may be necessary to sustain or protect the wires of the line, said poles to be located, substantially as shown on the plans made by A. Debenedictis dated January 12, 2018 and filled herewith, upon along and across the following public way or ways of said town:

Old Connecticut Path – Southerly side approximately 302± feet East of Davelin Road

Install one (1) new pole # 19/87A

Public Hearing Required

Also for permission to lay and maintain underground laterals, cables and wires in the above or intersecting public ways for making connections with such poles and buildings as each of said petitioners may desire for distributing purposes. Your petitioners agree to reserve space for one Cross-arm at a suitable point upon each of said poles for the telephone, fire and police signal wires owned by the town and used for municipal purposes.

**NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY**

By: Kelly Ann Correia
Kelly-Ann Correia
Rights and Permits, Supervisor

VERIZON NEW ENGLAND INC.

By: Albert E. Boessette
Right of Way Manager

Dated this 23rd day of January 2018

Town of WAYLAND, Massachusetts
Received and filed _____ 2018

**ORDER FOR JOINT OR IDENTICAL LOCATIONS FOR POLES
Town of Wayland, Massachusetts**

WHEREAS, NSTAR ELECTRIC COMPANY d.b.a. Eversource Energy and VERIZON NEW ENGLAND, INC. have petitioned for joint or identical locations for the erection or construction of poles to be owned and used in common by them upon, along and across the public way or ways of the town hereinafter specified, and notice has been given and a hearing held on said petition as provided by law.

It is ORDERED that NSTAR ELECTRIC COMPANY d.b.a. Eversource Energy and VERIZON NEW ENGLAND, INC. be and hereby are granted joint or identical locations for the erection or construction of poles, to be owned and used in common by them, and for such other fixtures including anchors and guys as may be necessary to sustain or protect the wires of the line upon, along and across the following public way or ways of said town:

Old Connecticut Path – Southerly side approximately 302± feet East of Davelin Road

Install one (1) new pole # 19/87A

All construction work under this Order shall be in accordance with the following conditions: Poles shall be of sound timber and located as shown on plans made by A. Debenedictic Dated January 12, 2018 on file with said petition. There may be attached to said poles by said NSTAR ELECTRIC COMPANY d.b.a. Eversource Energy and by said VERIZON NEW ENGLAND, INC. wires and cables necessary for the conduct of their business. All such wires and cables shall be placed at a height of not less than eighteen feet from the ground at crossings of other ways and at not less than fourteen feet from the ground elsewhere

_____ Selectmen of
the town of
WAYLAND

CERTIFICATE

We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter.Ed.), and any additions thereto or amendments thereof, to wit: after written notice of the time and place of the hearing mailed at least seven days prior to the date of the hearing by the Selectmen to all owners of real estate abutting upon that part of the way or ways upon, along or across which the line is to be constructed under said Order, as determined by the last preceding assessment for taxation, and a public hearing held at _____ in said town on _____ day of _____, 2018 at _____ P.M.

_____ Selectmen of
the town of
WAYLAND

CERTIFICATE

I hereby certify that the foregoing are true copies of the Order of the Board of Selectmen of the town of WAYLAND Massachusetts, duly adopted on the _____ day of _____, 2018, and recorded with records of location Orders said town, Book _____, Page _____ and of the certificate of notice of hearing thereon required by Section 22 of Chapter 166 of the General Laws (Ter.Ed.), and any additions thereto or amendments thereof, as the same appear of record.

Attest: _____
Clerk of the Town of WAYLAND, Massachusetts

**ORDER FOR JOINT OR IDENTICAL LOCATIONS FOR POLES
Town of Wayland, Massachusetts**

WHEREAS, NSTAR ELECTRIC COMPANY d.b.a. Eversource Energy and VERIZON NEW ENGLAND, INC. have petitioned for joint or identical locations for the erection or construction of poles to be owned and used in common by them upon, along and across the public way or ways of the town hereinafter specified, and notice has been given and a hearing held on said petition as provided by law.

It is ORDERED that NSTAR ELECTRIC COMPANY d.b.a. Eversource Energy and VERIZON NEW ENGLAND, INC. be and hereby are granted joint or identical locations for the erection or construction of poles, to be owned and used in common by them, and for such other fixtures including anchors and guys as may be necessary to sustain or protect the wires of the line upon, along and across the following public way or ways of said town:

Old Connecticut Path – Southerly side approximately 302± feet East of Davelin Road

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All construction work under this Order shall be in accordance with the following conditions: Poles shall be of sound timber and located as shown on plans made by A. DeBenedictis Dated January 12, 2018 on file with said petition. There may be attached to said poles by said NSTAR ELECTRIC COMPANY d.b.a. Eversource Energy and by said VERIZON NEW ENGLAND, INC. wires and cables necessary for the conduct of their business. All such wires and cables shall be placed at a height of not less than eighteen feet from the ground at crossings of other ways and at not less than fourteen feet from the ground elsewhere

_____ Selectmen of
the town of
WAYLAND

CERTIFICATE

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_____ Selectmen of
the town of
WAYLAND

CERTIFICATE

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Attest: _____
Clerk of the Town of WAYLAND, Massachusetts

**ORDER FOR JOINT OR IDENTICAL LOCATIONS FOR POLES
Town of Wayland, Massachusetts**

WHEREAS, NSTAR ELECTRIC COMPANY d.b.a. Eversource Energy and VERIZON NEW ENGLAND, INC. have petitioned for joint or identical locations for the erection or construction of poles to be owned and used in common by them upon, along and across the public way or ways of the town hereinafter specified, and notice has been given and a hearing held on said petition as provided by law.

It is ORDERED that NSTAR ELECTRIC COMPANY d.b.a. Eversource Energy and VERIZON NEW ENGLAND, INC. be and hereby are granted joint or identical locations for the erection or construction of poles, to be owned and used in common by them, and for such other fixtures including anchors and guys as may be necessary to sustain or protect the wires of the line upon, along and across the following public way or ways of said town:

Old Connecticut Path – Southerly side approximately 302± feet East of Davelin Road

Install one (1) new pole # 19/87A

All construction work under this Order shall be in accordance with the following conditions: Poles shall be of sound timber and located as shown on plans made by A. DeBenedictis Dated January 12, 2018 on file with said petition. There may be attached to said poles by said NSTAR ELECTRIC COMPANY d.b.a. Eversource Energy and by said VERIZON NEW ENGLAND, INC. wires and cables necessary for the conduct of their business. All such wires and cables shall be placed at a height of not less than eighteen feet from the ground at crossings of other ways and at not less than fourteen feet from the ground elsewhere

Selectmen of
the town of
WAYLAND

CERTIFICATE

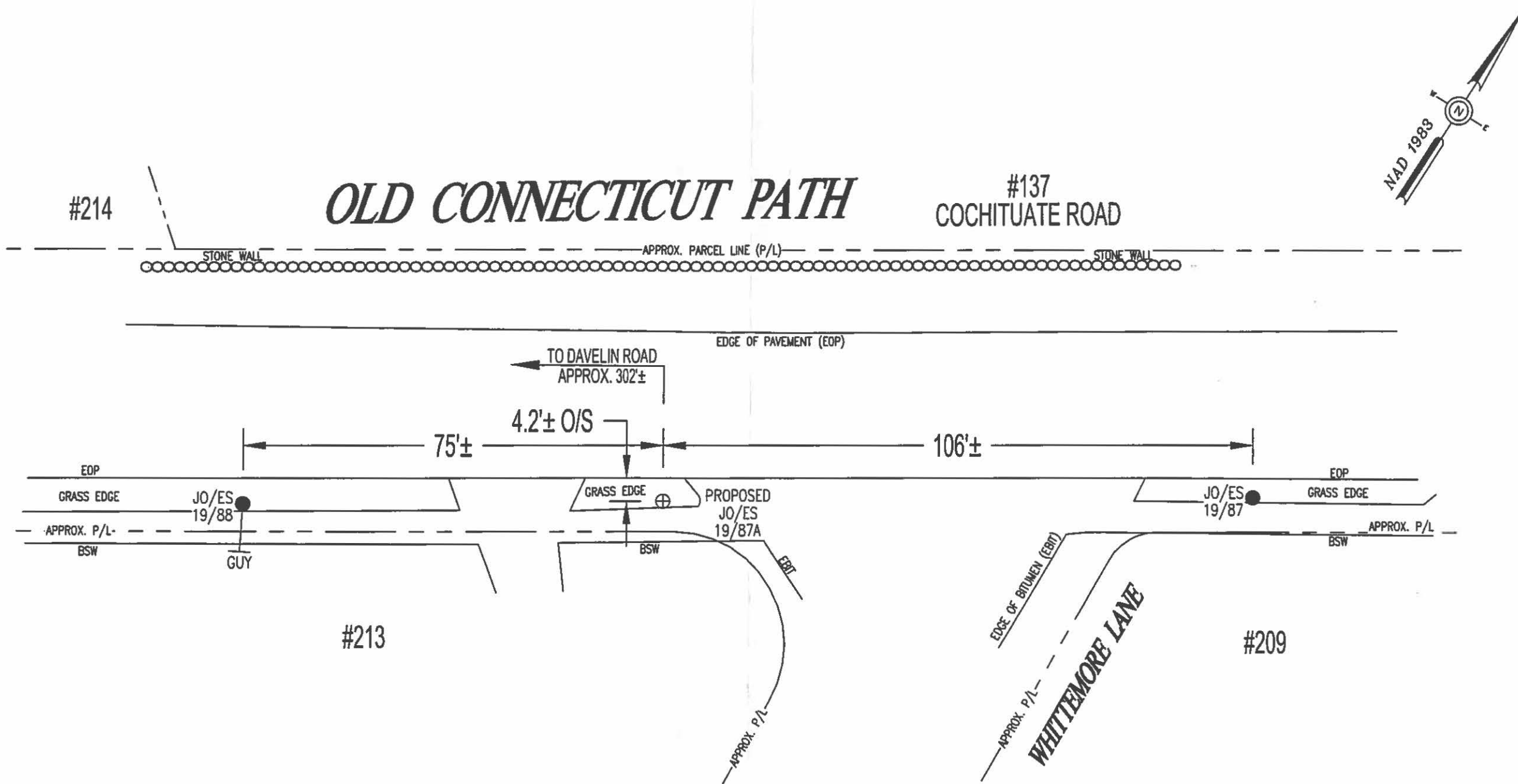
We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter.Ed.), and any additions thereto or amendments thereof, to wit: after written notice of the time and place of the hearing mailed at least seven days prior to the date of the hearing by the Selectmen to all owners of real estate abutting upon that part of the way or ways upon, along or across which the line is to be constructed under said Order, as determined by the last preceding assessment for taxation, and a public hearing held at _____ in said town on _____ day of _____, 2018 at _____ P.M.

Selectmen of
the town of
WAYLAND

CERTIFICATE

I hereby certify that the foregoing are true copies of the Order of the Board of Selectmen of the town of WAYLAND Massachusetts, duly adopted on the _____ day of _____, 2018, and recorded with records of location Orders said town, Book _____, Page _____ and of the certificate of notice of hearing thereon required by Section 22 of Chapter 166 of the General Laws (Ter.Ed.), and any additions thereto or amendments thereof, as the same appear of record.

Attest: _____
Clerk of the Town of WAYLAND, Massachusetts



PURPOSE: TO PROVIDE ELECTRIC SERVICE FOR
NEW RESIDENTIAL DEVELOPMENT



BY YOUR USE OF THE INFORMATION CONTAINED IN THIS MAP, YOU AGREE THAT NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, IS GIVEN WITH RESPECT TO THE INFORMATION. NEITHER NSTAR ELECTRIC COMPANY, NSTAR GAS COMPANY NOR ITS PARENTS, AFFILIATES, OFFICERS, DIRECTORS, SHAREHOLDERS, EMPLOYEES OR AGENTS (COLLECTIVELY THE "NSTAR ENTITIES") SHALL BE LIABLE FOR ANY LOSS OR INJURY CAUSED IN WHOLE OR IN PART BY USE OF THIS INFORMATION OR IN RELIANCE UPON IT, TO THE MAXIMUM EXTENT ALLOWED BY LAW. YOU AGREE BY YOUR ACCEPTANCE OF THE INFORMATION TO RELEASE, INDEMNIFY AND HOLD THE NSTAR ENTITIES HARMLESS FROM ANY SUCH LOSS OR INJURY.

THE INFORMATION MAY NOT REPRESENT A SURVEY, MAY NOT BE THE MOST COMPLETE AND IS SUBJECT TO CHANGE WITHOUT NOTICE. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION, EITHER EXPRESSED OR IMPLIED. UNAUTHORIZED ATTEMPTS TO MODIFY THE INFORMATION OR USE THE INFORMATION FOR OTHER THAN ITS INTENDED PURPOSES ARE PROHIBITED.

Proposed pole locations shown thus	⊕	C#	-	NSTAR EVERSOURCE d/b/a 1168 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125
Pole locations to be abandoned, shown thus	○	Ward #	-	
Proposed Anchor Guy shown thus	T	Work Order #	2240857	Plan of OLD CONNECTICUT PATH
Proposed Hip Guy shown thus	T ₂	Surveyed by:	JF/GC	WAYLAND
Proposed Underground location shown thus	—	Research by:	PG	Showing PROPOSED POLE LOCATION
Proposed Push Brace shown thus	⊕	Plotted by:	JF	
Existing Pole location shown thus	●	Proposed Structures:	SC	
		Approved:	A DEBENEDICTIS	Scale 1"=20' Date JANUARY 12, 2018
		P#		SHEET 1 of 1



February 8, 2018

RECEIVED

FEB 08 2018

Board of Selectmen
Town of Wayland

Via UPS

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

Dear Chairman and Members of the Board:

Pursuant to G.L. Ch. 166A, Section 10, Comcast is pleased to provide a copy of its Form 500 for 2017. The Form 500 contains information on customer video service related issues in your community and how Comcast responded, including the time taken to resolve these complaints. For the Form 500, the Massachusetts Department of Telecommunications and Cable defines a complaint as:

Any written or verbal contact with a cable operator in connection with subscription in which a person expresses dissatisfaction with an act, omission, product or service that is (1) within the operator's control, and (2) requires a corrective measure on the part of the operator.

Comcast also has forwarded a copy of the enclosed Form 500 to the Department of Telecommunications and Cable.

If I can be of further assistance on any matter related to the Form 500, please contact me at 508-647-1418.

Very truly yours,

Greg Franks
Sr. Manager of Government Affairs

cc: Department of Telecommunications and Cable



Form 500 Complaint Data

Code Key: Avg. Resolution Time

<1> Less than 1 Day <2> 1-3 Days <3> 4-7 Days <4> 8-14 Days
<5> 15-30 Days <6> >30 Days

Code Key: Manner of Resolution

A. Resolved to the satisfaction of both parties.
B. Resolved, customer dissatisfied. C. Not Resolved.

Town	WAYLAND		Total Complaints	Avg Resolution Time (see code above)	Manner of Resolution (see code key above for the manner represented by the letters below) The number below each letter indicates the number of complaints resolved in that manner.		
Year	2017				A.	B.	C.
Subscribers	2149						
Advertising/Marketing			0	1		0	
Appointment Service Call			0	1		0	
Billing			7	2	7	0	
Customer Service			0	1		0	
Equipment			6	2	6	0	
Installation			1	2	1	0	
Other	Programming		0	1		0	
Other	Damage		0	1		0	
Reception			0	1		0	
Service Interruption			1	2	1	0	

Form 500 Service Interruption Data

Code Key: Duration of Service Interruption

<1> Less than 1 Day <2> 1-3 Days <3> 4-7 Days <4> 8-14 Days <5> 15-30 Days <6> >30 Days

Town

Wayland

Year

2017

Subscribers

2149

Date of Service Interruption

Duration of Service Interruption (see Code Key above)

Wayland	11/29/2017 2:04:00 PM	1
Wayland	5/30/2017 10:55:00 AM	1
Wayland	6/21/2017 11:25:00 AM	1
Wayland	6/22/2017 8:10:00 PM	1
Wayland	9/21/2017 11:54:00 AM	1
Wayland	10/17/2017 2:19:00 PM	1
Wayland	11/7/2017 8:33:00 AM	1
Wayland	5/31/2017 7:37:00 AM	1
Wayland	11/28/2017 7:39:00 AM	1
Wayland	5/22/2017 6:23:00 PM	1
Wayland	11/28/2017 7:35:00 AM	1
Wayland	1/14/2017 11:46:00 PM	1
Wayland	6/12/2017 4:46:00 PM	1
Wayland	5/15/2017 10:23:00 PM	1
Wayland	1/14/2017 11:46:00 PM	1
Wayland	1/27/2017 2:56:00 AM	1
Wayland	2/13/2017 11:32:00 AM	1
Wayland	3/2/2017 11:31:00 AM	1
Wayland	3/9/2017 10:52:00 AM	1
Wayland	3/17/2017 7:45:00 AM	1
Wayland	5/2/2017 10:42:00 AM	1
Wayland	4/28/2017 7:42:00 PM	1
Wayland	5/11/2017 2:05:00 PM	1

Porter, David

From: Balmer, Nan
Sent: Monday, February 05, 2018 10:24 PM
To: Porter, David
Subject: Fwd: 40B Cascade V2: Traffic and public safety impacts
Attachments: PW - Cascade V2 traffic impact - v2a - 2.5.2018.pdf; ATT00001.htm

Correspondence

Nan Balmer
(508) 237-1330

Begin forwarded message:

From: "Protect Wayland" <protectwayland@gmail.com>
To: "Zoning Board of Appeal" <zba@wayland.ma.us>, "Reef, Elizabeth" <ereef@wayland.ma.us>, "Joseph D. Peznola" <jpeznola@hancockassociates.com>, "David Katz" <davidkatz47@gmail.com>, "Amy E. Kwesell" <AKwesell@k-plaw.com>, "lmlsegal@comcast.net" <lmlsegal@comcast.net>, "gennislaw@gmail.com" <gennislaw@gmail.com>, "Sachs, Jonathan" <jsachs@apslaw.com>, "jgrumbach@bostonlawcollaborative.com" <jgrumbach@bostonlawcollaborative.com>
Cc: "drporter@outlook.com" <drporter@outlook.com>, "Junghanns, Julia" <JJunghanns@wayland.ma.us>, "Sarkisian, Sarkis" <ssarkisian@wayland.ma.us>, "Hansen, Linda" <lhansen@wayland.ma.us>, "Karlson, Cherry" <ckarlson@wayland.ma.us>, "Antes, Mary" <mantes@wayland.ma.us>, "Anderson, Lea" <landerson@wayland.ma.us>, "Jurist, Louis" <ljurist@wayland.ma.us>, "Levine, Doug" <dlevine@wayland.ma.us>, "Balmer, Nan" <nbalmer@wayland.ma.us>, "Luke Legere" <LLegere@mcgregorlaw.com>, "Brandon Faneuf" <bfaneuf@ecosystem-solutions.com>, "Our Members" <ProtectWayland@gmail.com>
Subject: 40B Cascade V2: Traffic and public safety impacts

To the members of the Wayland Zoning Board of Appeals:

Mr. Zieff's new "Version 2" plan for the 40B Cascade project includes two full service entrances and exits to Route 20 -- which have been shifted to either side of Rich Valley Road.

This is contrary to the testimony of Mr. Zieff's own traffic expert, who told the ZBA in October that the main entrance / exit for Version 1 was directly opposite Rich Valley Road because traffic science shows that this is the safest option.

Mr. Zieff's new plan will create a cluster of conflicting turns to and from Route 20 during the morning and evening commutes, which will be a risk to public safety. Please see the diagrams in the attached document.

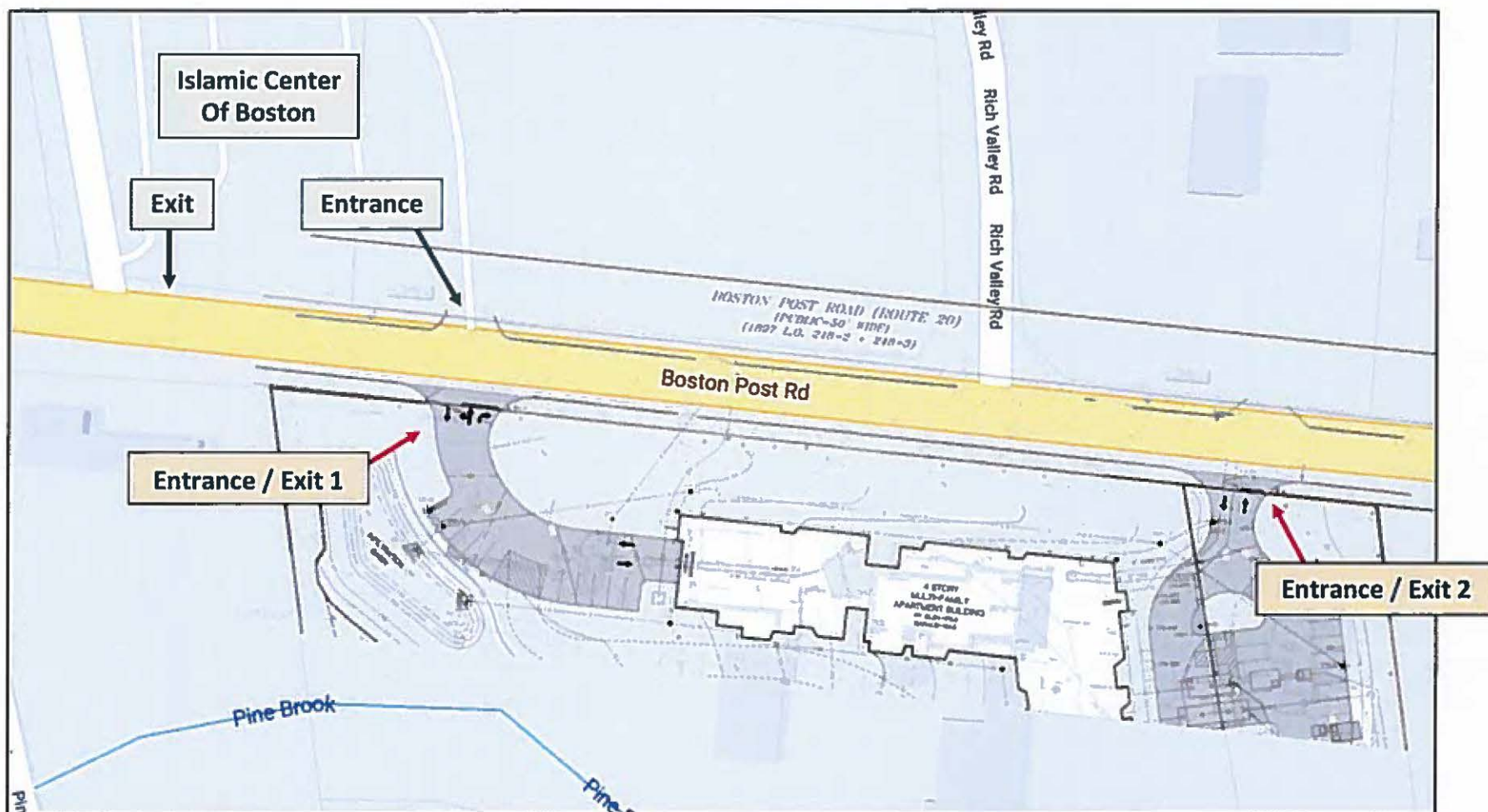
This underscores the need for a new traffic study that (a) uses the proper equipment to accurately measure traffic speed and vehicle counts on this part of Route 20, (b) simulates contention from the two new unsignaled entrance / exits and (c) examines the impact within 1/3 of a mile of the Islamic Center of Boston, Temple Shir Tikva, Carriage House, YMCA Camp Chickami, Prime 151 Grill, and the intersections with Rich Valley and Pine Brook Roads.

Mr. Zieff's existing traffic study used the wrong equipment and the report is filled with inaccurate data, which negates the conclusions. In addition, there was *no analysis* of the Quality of Service impact on Route 20 or the impact on the congested area immediately west of the site -- where concentrated traffic jams already occur. Plus the original study is outdated.

ProtectWayland.org

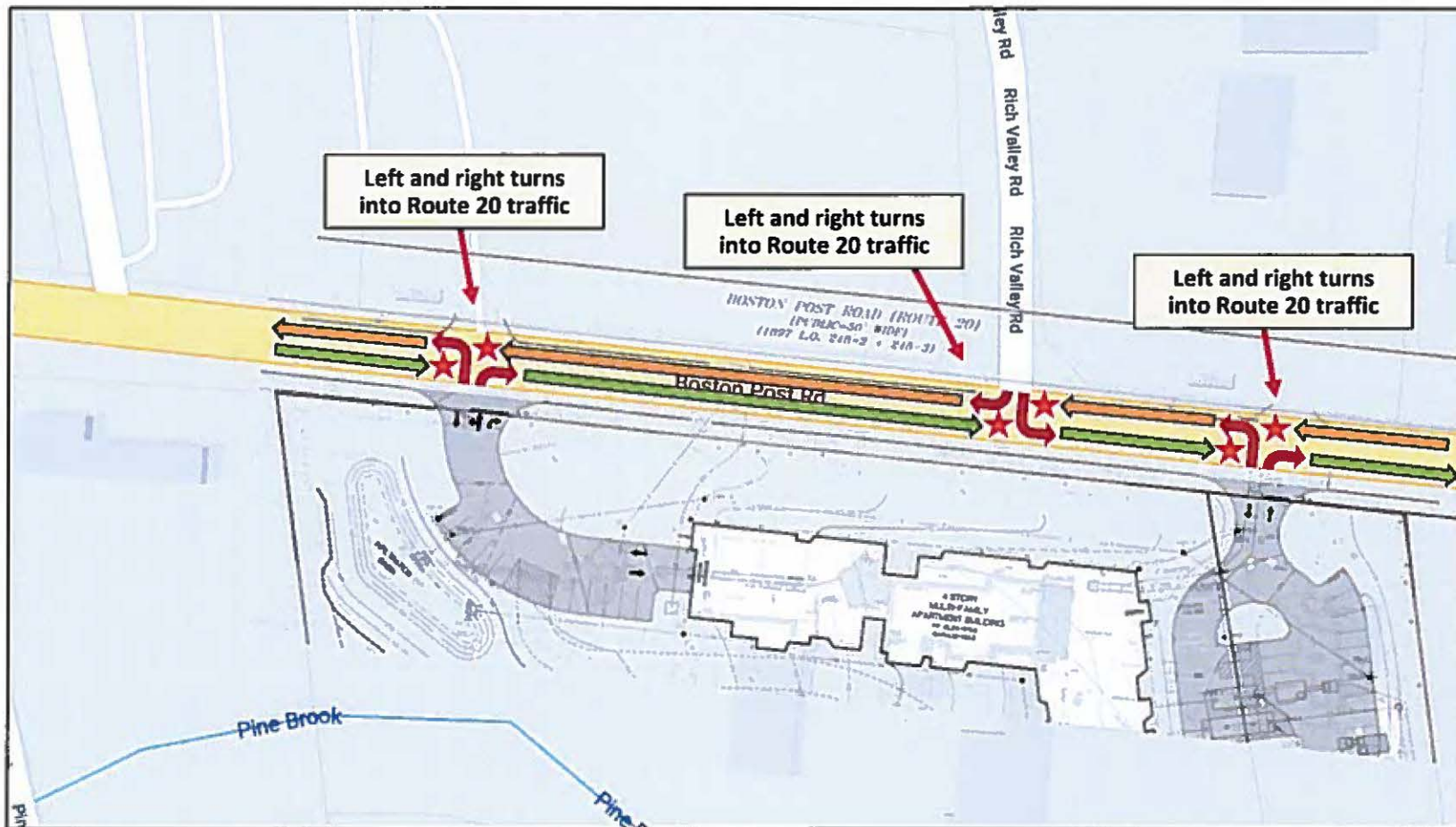
Cascade / Monster V2: Traffic and public safety impacts

Version 2 of Steven Zieff's 40B apartment complex includes important changes that will cause more traffic congestion and public safety problems on Route 20. V2 adds another full service entrance / exit opposite the entrance to the Islamic Center of Boston, and moves the other full service entrance / exit east – away from the intersection with Rich Valley Road:

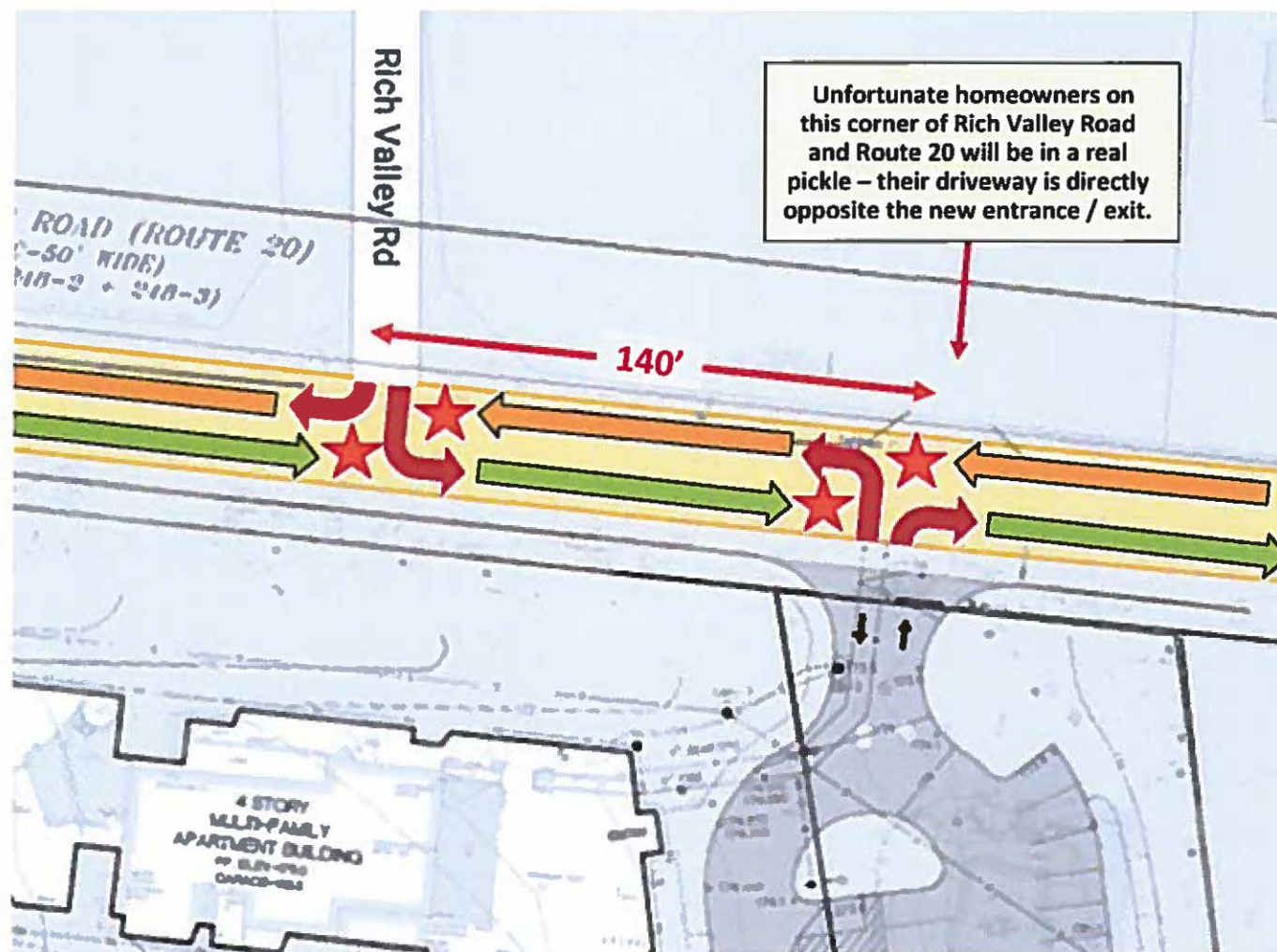


During the ZBA's October hearing on the Cascade 40B proposal, Mr. Zieff's traffic expert from VHB stated that the main entrance / exit for Version 1 was directly opposite Rich Valley Road because traffic science shows this is the safest option. Neither of Version 2's entrances / exits are opposite Rich Valley Road; instead they are on either side, a short distance away. This would create contention with traffic on Route 20 and Rich Valley Road, as shown below.

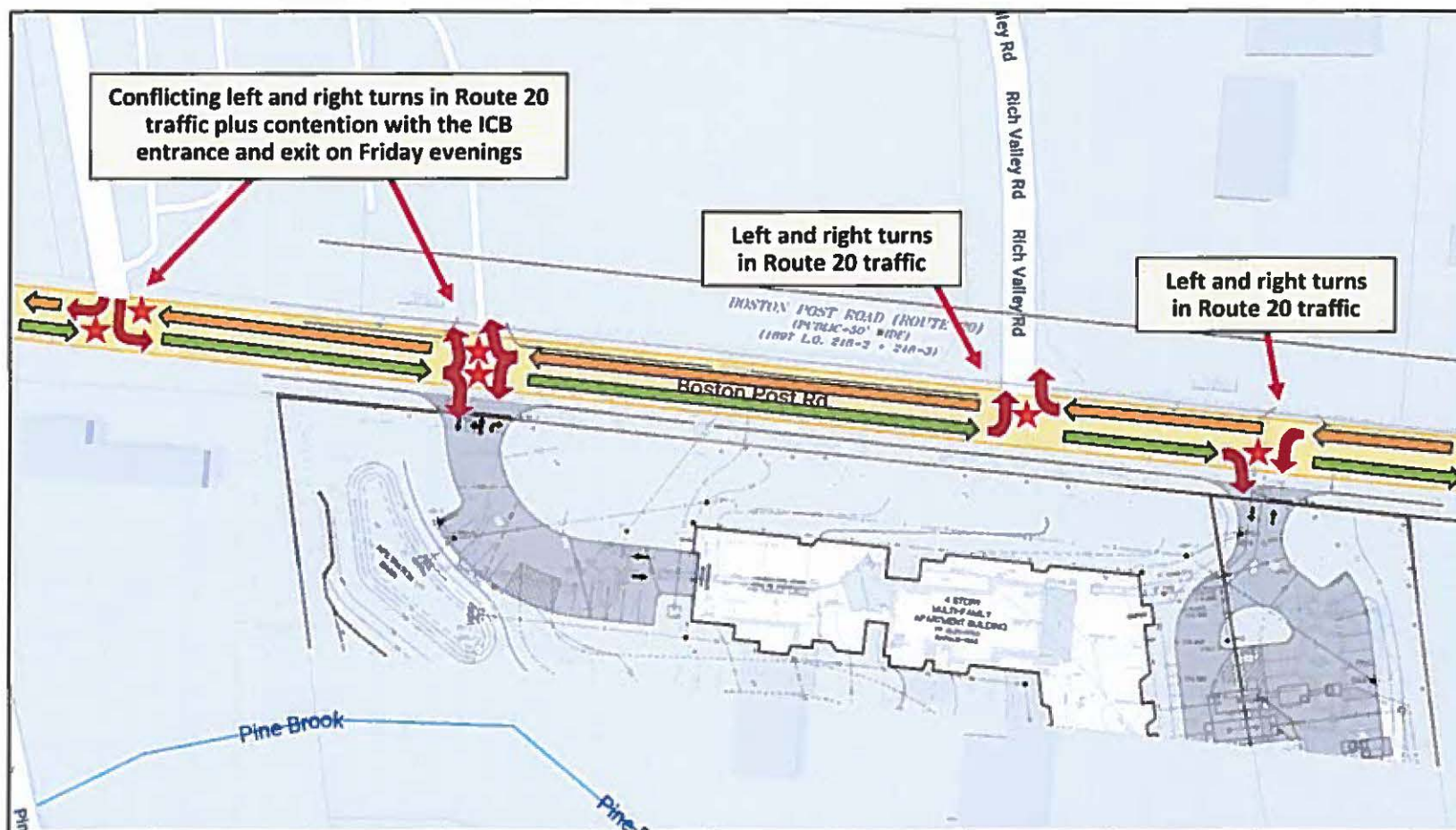
Morning Commute: The two new entrances / exits will split traffic from the apartment complex – with Rich Valley Road in the middle – creating a cluster of opposing turns over a short distance:



The short distance (140') between the Rich Valley Road intersection and the eastern entrance / exit will be particularly dangerous. During the morning commute into Boston, drivers on Rich Valley Road currently need to find a gap in faster traffic on the north side and stop-and-go traffic on the south side. Now these drivers will also need to guess when someone from the Cascade apartment complex may try to cut through traffic on the south side and accelerate toward them on the north side – in the space of a few seconds. Drivers trying to exit from the Cascade apartments will face the same problem. This would create dangerous conflicts:



Evening Commute: The same problems will recur during the evening commute. On Fridays the conflict will be particularly bad with religious services at the ICB – opposite and close to the Cascade's new western entrance / exit. This highlights the need for a new traffic study that includes the area on Route 20 immediately west of the Cascade site – where the ICB, Temple Shir Tikva, Carriage House and Prime 131 Grill are located.



Summary: It is impossible to reasonably argue that these new entrances / exits from the Cascade apartment complex will *not* create significant delays on Route 20. This unsignaled combination of intersections will be unsafe, creating public safety risks for Wayland homeowners and thousands of other Massachusetts citizens driving on Route 20.

Kerry-Ann & Brent Kendall
Stewart Smith & Kim Woods
Tom Nuspl
Kevin & Kristen FitzPatrick
Marie Winter
Rita & Richard Tse
Mark & Nadine Hays
Peter & Sue Keller
Tonya & Rich Peck
Michelle Leinbach & Rob Travis
Jasmine & Jim Newland
Janet Kutner
Malcolm Astley
Ron & Pam Terren
Marisol Tabares & Jorge Alzate
Jane Shulman-Griffin
Lisa & Stephen Breit
Amelie Gubbels
Ray & Lucille Nava
Nancy Boyle
Kathy Heckscher
Tejal & Avi Shetty
Laura Wung & Erik Thoen
Matt & Alexandra Gill
Joy & Dr. Alfred Viola
Sheila Rosalyn Deitchman
Howard & Ann Cohen
Jennifer Phoenix
William Rothschild, M.D.
Susan Pope
Bettina and Douglas Siegel
Markey & Tom Burke
Marty McCullough
Edward Henry
David & Emily Weinshel
Tom & Lee Raymond
Christopher & Katie Riffle
John & Susan Kadzis
Joseph & Laura Schwendt
Garrett Larivee

Aina Lagor
Colin & Ginny Steel
Angela & Leon Zachery
Susan and Emory Ford
Deborah Stubeda & Whitney Wolff
Ransom & Carlotta Shaw
Dr. Larry Weisman
Bridget & Ted Bridgman
Sara Sun
Kevin Whittemore
Klaus & Linda Shigley
Jen & Jeff Manning
Clayton Jones
Sid Sclar
Debs Van Ranst
Richard Shapiro & Penelope Wayne-Shapiro
Rabbi Katy Z. Allen & Gabi Mezger
Janot Mendler de Suarez
Cindy Leonard
Richard & Barbara Stanley
Alison Zetterquist
Elizabeth Gifford
Mai-Lan & Hendrik Broekman
Robert & Michelle Shields
Catherine & Todd Burns
Joanne Tarlin
Matt & Amanda Kosko
Chris Palsho
Karen & Ken Krowne
Adam & Gret West
Scot & Bethany Furlong
Samantha & Justin Huddleson
Stephen Dirrane
Paul Matto
Sarah Ryu
Annabella Jucius
Chris Farrell
Patricia Starfield
Stacia Boyajian
Lynn M. Connelly

Adam & Nicolette Mascari
Larina Mehta
Marie Schaff
Kaushal & Kamine Mehta
Adam Janoff
Chris & Katie Demo
Katherine Bassick
Reagan Beck & Emad Tinawi
Don & Michele Apruzzese
Lana Carlsson-Irwin
Gina & Drew Dallin
Donald Hindley
Peter Bochner
Margaret Ingolia & John Gunshenan
Devon & Haleigh Regan
Gordon Wilkie
Bob & Miranda Jones
Ellen Raja
Dan Ferrick & Patricia Birgeneau-Ferrick
Marty & Bill McCullough
Amanda Ciacchio
Gretchen Schoenfield & Ian Zickler
Habib Rahman
Bill & Arlene Petri
Chris & Joan Lynch
Ginny Redpath
Colin & Diane Bailey
Scott Sweeney
Sharon Botwinik
Linda & Jim Condil
Cynthia Wisniewski & Michael Sakowich
Steven Kandrac

Porter, David

From: Balmer, Nan
Sent: Wednesday, February 07, 2018 3:46 PM
To: Porter, David
Subject: FW: Note from the Wayland Finance Committee

Correspondence

From: Watkins, David V
Sent: Wednesday, February 07, 2018 12:10 PM
To: Watkins, David V; Keveny, Brian
Subject: Note from the Wayland Finance Committee

Hello All,

In October, the Finance Committee set an FY19 operating budget guideline of up to a 3.5% increase in expenses. The FY19 Operating Budget was \$901,329 dollars or 1.17% percent over the guideline. On January 11, the Finance Committee requested the Town Administrator and School Superintendent work together to provide \$901,329 in adjustments. They successfully identified \$521,637 in adjustments. Because of the identified adjustments, the overage was reduced to 3.99% from 4.67%.

At the February 5, 2018 Finance Committee meeting, the Committee voted to further close the gap of approximately \$379,692 in expenses by \$175,000. The Finance Committee expects to vote an FY19 budget on Monday, February 12th.

The Committee recognizes that there is limited opportunity for any public body to agree on budget cuts by Monday due to meeting posting requirements. The Committee also recognizes that to ask you to voluntarily reduce your budget knowing that no other departments will participate is difficult.

Our responsibilities under §19-2 "The Finance Committee shall prepare the omnibus operating budget of the Town and submit it at the annual Town meeting. It shall also prepare and present to the annual Town meeting a five-year capital improvement program for the Town, which shall include the construction and reconstruction of capital assets (such as municipal buildings, recreational facilities, roads and landfills) and acquisition of land, equipment and vehicles and other personal property, and shall make recommendations to the appropriate authorities proposing such improvements."

And thus this request is part of Finance Committee's due diligence under §19-2. As you are aware, the Committee is composed of volunteers with limited knowledge of your organization's specific requirements that relies on your expertise to makes its recommendations.

Please forward any opportunities for expense reduction to Dave Watkins and Brian Keveny (dwatkins@wayland.ma.us and bkeveny@wayland.ma.us) including:

- The elimination of positions
- Keeping vacant positions unfilled for full or partial years
- Town and School expense reduction

Your response by Monday, February 12th at 4:00pm would be greatly appreciated. Thanks for all you do and please let me know if you have any additional questions. I can be reached at 508-416-6021.

Very truly yours,

Dave Watkins
Chairman of the Finance Committee
dwatkins@wayland.ma.us

Balmer, Nan

From: Balmer, Nan
Sent: Thursday, February 08, 2018 9:42 AM
To: dhill@danhilllaw.com; Riley, Nicole W (NRiley@goodwinlaw.com); Montague, Ira; Andrew Reck <Andrew@oakhillarchitects.com> (Andrew@oakhillarchitects.com); Jennifer Steel (jennifermsteel@gmail.com); 'Kevin_F_Murphy@putnam.com'
Cc: cmurray@k-plaw.com; Levine, Doug; William Steinberg (bills@saxeinvestments.com); Anette Lewis <aslewis33@verizon.net> (aslewis33@verizon.net); Amy E. Kwesell (AKwesell@k-plaw.com); Sarkisian, Sarkis
Subject: ATM Articles: Review by Town Counsel

Good Morning,

A question was forwarded to me by a resident, Anette Lewis, about whether Town Counsel was involved in the preparation of two zoning by-law amendments submitted by the Planning Board on January 15th as articles to be considered by Annual Town Meeting.

The short answer is that Town Counsel was not involved in preparing these proposed zoning by-law amendments prior to submission and was not asked to review and provide comment on the articles until Wednesday February 7th, the day after the Planning Board hearing on the articles.

For your information, the following is what transpired:

- Prior to January 15th, I had a discussion with the Town Planner about addressing the Attorney General's comments in any new submission of the zoning by-law amendments and offered the assistance of Town Counsel. The Town Planner chose not to accept this assistance.
- On Monday, February 5th, before the Planning Board's hearing on the proposed zoning by-law amendments, I asked the Town Planner if he needed assistance with the articles from Town Counsel. He responded that it was not necessary and that he "had it covered". As you know, the common practice is for Town Counsel to be involved in the preparation of zoning by-law amendments through several meetings of the Planning Board well before the Planning Board's vote to submit zoning by-law amendments as Town Meeting articles by January 15th.
- On Wednesday, February 7th, the Town Planner corresponded directly with Town Counsel requesting a review of the proposed zoning by-law amendments. Town Counsel alerted me to the Town Planner's request because the Selectmen's adopted Policy on the use of Town Counsel includes a requirement that the Town Administrator approve all requests for legal services from Boards and staff to manage the use of legal services and to restrain legal costs. (begins on page 22 of Board Policies:
https://www.wayland.ma.us/sites/waylandma/files/uploads/bos_policies_and_procedures.pdf)

The request for legal review of the zoning by-law amendments so close to Town Meeting is concerning, particularly in light of the Attorney General's letter. Although I will approve the request, it may be a wasteful use of scarce legal resources if these articles are then pulled from the warrant because the Planning Board does not have time to address the new language or if upon review, there is another procedural challenge. The Board of Selectmen is clear that only well-prepared articles should take precious Town Meeting time.

I will be happy to work with the Planning Board to resolve this matter.

Thank you,

Nan

Nan Balmer, Town Administrator
Town of Wayland
41 Cochituate Road
Wayland, MA 01778
(508) 358-3620 office
(508) 237-1330 cell



Porter, David

From: Balmer, Nan
Sent: Monday, February 05, 2018 11:41 AM
To: Porter, David
Subject: FW: Please do not bundle the debt on the ballot

correspondence

From: alice boelter [<mailto:boelteralice@gmail.com>]
Sent: Monday, February 05, 2018 11:41 AM
To: Anderson, Lea
Cc: Balmer, Nan
Subject: Please do not bundle the debt on the ballot

Dear Ms. Anderson

We are looking at several costly improvements this year and it is very important for people to understand the financial implications of each and everyone. That being the case, i urge you to itemize these proposed investments rather than offering a bundled debt item on the March 27th ballot. Let each matter stand on its own merit. Thank you for your thoughtful consideration of this request.

Best regards,

Alice Boelter

106 Lake Shore Dr.
Wayland, MA 01778
508.650.3592

Porter, David

From: Balmer, Nan
Sent: Monday, February 05, 2018 10:24 PM
To: Porter, David
Subject: Fwd: Finance Memo re articles Y and Z

Correspondence

Nan Balmer
(508) 237-1330

Begin forwarded message:

From: Linda Segal <lmlsegal@comcast.net>
Date: February 5, 2018 at 6:28:02 PM EST
To: Cherry Karlson <cckarlson@comcast.net>, Mary Antes <mantes2@verizon.net>, louis jurist <LBJurist@aol.com>, Lea Anderson <lea.t.anderson@gmail.com>
Cc: Nan Balmer <nbalmer@wayland.ma.us>, "Porter, David" <dporter@wayland.ma.us>, Linda Segal <lmlsegal@comcast.net>
Subject: Finance Memo re articles Y and Z
Reply-To: Linda Segal <lmlsegal@comcast.net>

(please distribute to all Board members, thanks)

Dear Board of Selectmen,

Just a quick message regarding the Finance Committee's Memo in your agenda packet for tonight's meeting.

I attended the Jan. 30 PMBC meeting last week. It was the first time the newly hired project OPM and designers were meeting with the PMBC and athletic fields projects representatives. If you access that meeting "on demand" and forward the recording about 45 minutes, you will hear them discuss the timelines and uncertainties about the proposed projects.

The PMBC compared the readiness of the library article (after more than a year of planning and design work) vs. just starting to work together on the fields projects last week. The PMBC did not seem happy to find themselves in this situation.

In the FinCom's Memo (pages 27-32 in your packet), the info about when final designs for articles Y and Z would be ready is not accurate. Final designs will not be ready by March 1.

Weston & Sampson told PMBC and article sponsors that they would hope to have "preliminary" designs ready for April town meeting. They indicated that they would go through permitting with ConCom before presenting final designs. That sounded like sometime in the summer.

I alerted them that March 1 is not the only deadline that matters, that the selectmen's decisions about the debt exclusion would be sooner.

It's my understanding we are not supposed to have "placeholder" warrant articles. The requests for debt exclusion funding for construction of the capital projects in articles Y and Z, without having final designs and defensible budgets, also seem like "placeholders." Some elements of the so-called "six pack" do not seem to be ready.

There are options for ballot questions in the fall (Sept 4 state primary, Nov. 6 state election). By then, the newly hired contractors and PMBC would have the time they need to get their work done.

Thank you for taking these realities about timelines into consideration.

Regards,

Linda

RICHARD P. TURNER U.S.N. RETIRED

7 NOB HILL RD
WAYLAND MASS 01778-2216

FAX # 508-358-0842
Cell # 508-320-5398

TEL # 508-358-4294
Email rickypt@verizon.net
Email ricpt6933@aol.com

Town of Wayland
Board of Selectmen
41 Cochituate Road
Wayland, MA 01778
February 6, 2018

Members of the Board

As you all know our longtime resident and chair of the board of Public Works Woody Baston passed away on January 11 2018 in reading his obituary the family requested in lieu of flowers please donate to a charity of your choice which I did as a Veteran I thought it would be fitting for me to donate to the Veterans Memorial Fund the amount I donated was \$500.00 in Woody's memory.

Respectfully
Richard P. Turner

Richard P. Turner

Porter, David

From: Balmer, Nan
Sent: Tuesday, February 06, 2018 12:51 PM
To: Porter, David
Subject: Fwd: Debt Exclusion

Correspondence
Nan Balmer
(508) 237-1330

Begin forwarded message:

From: Phil Cohen <bestresearcher@gmail.com>
Date: February 6, 2018 at 7:30:29 AM EST
To: landerson@wayland.ma.us, ckarlson@wayland.ma.us,
mantes@wayland.ma.us, ljurist@wayland.ma.us, dlevine@wayland.ma.us,
nbalmer@wayland.ma.us
Subject: Debt Exclusion

Dear Board of Selectmen,

I wrote yesterday to note my objections to the construction of an entirely new library structure.

Today I would like to voice my preference for **unbundled** debt exclusion ballots. I believe the voters should be provided with clear, unambiguous, specific choices. Both proponents and opponents of spending for the new library should be provided with express options to select which projects they favor --or reject --- from the various offerings.

Thank you.

Philip Cohen

--

Attorney Philip L. Cohen
21 Campbell Road
Wayland, MA 01778
Tel. (508) 358-7883
bestresearcher@gmail.com



Virus-free. www.avast.com

Porter, David

From: Balmer, Nan
Sent: Tuesday, February 06, 2018 12:53 PM
To: Porter, David
Subject: Fwd: Estimate of \$600K in Annual Operating Expense for a New Library
Attachments: LibraryOperatingExpenseAnalysis2.docx; ATT00001.htm; FY2018WaylandOperatingBudget.xlsx; ATT00002.htm

Correspondence w att
Nan Balmer
(508) 237-1330

Begin forwarded message:

From: "Steven Klitgord" <stevenklitgord@gmail.com>
Date: February 5, 2018 at 7:48:43 PM EST
To: "Lea Anderson" <landerson@wayland.ma.us>, "Nan Balmer" <nbalmer@wayland.ma.us>
Subject: Estimate of \$600K in Annual Operating Expense for a New Library

Attached are electronic versions of the memo and Excel spreadsheet I handed out at this evening's Finance Committee meeting.

While I know that Tom Fay has stated there would be no substantial increases in operating expenses and therefore they have not developed a potential operating budget that reflects increases, I beg to disagree. I talked to Tom tonight & he agreed my request is reasonable – though not my suggested estimate of \$600K.

All I ask is that a serious effort is made to assemble the probable operating expenses of a new 33,000 sq. ft. building. As noted in my attached memo, the facilities department should have enough information to provide a reasonable estimate of the legacy expenses associated with the 5 Concord Road and the town's insurance carrier should be able to estimate the cost of insuring a \$29 million new building. As for the operating expenses for a new library, perhaps the new high school facility expenses prorated down to a 33,000 sq. ft. building could serve as a proxy for the new building – with a credit for the solar that is proposed for the library.

Steve Klitgord
274 Concord Road

Date: 5 February 2018

From: Steven P Klitgord, 274 Concord Road

To: Wayland Finance Committee

Re: Estimated Increase of **\$600,000** in Wayland's Annual Expenses Due to Proposed 33,000 sq. ft. Library

Dear Wayland Finance Committee:

In less than 8 weeks Wayland residents will be asked to vote on the funding of a \$29 million new 33,000 square foot library in Cochituate for which Wayland residents will be responsible for about \$19 million. While efforts have been made by the Finance Committee to highlight the impact the approximately \$1 million per year in new debt payments would have on Wayland's property tax rate, I have yet to see a reasonable estimate of the impact the increase in the library's projected annual operating expenses would have on our tax rate.

The Library Planning Board's 95-page building plan for a 33,000 square foot new library includes only two comments related to future ongoing operating expenses (non-debt): 1st they will need to add 3.5 FTEs and 2nd they will need to increase the supplies (i.e.: book) budget by 50%. There is no estimate for the annual increase in operating expenses for 3.5 extra staff nor is there an estimate for the increase in facility expenses for a building that will be twice the size of the library at 5 Concord Road.

I expressed the concern at a previous Finance Committee meeting that Wayland residents were not being fully informed as to the increase in annual expense a new library would entail. At that time I threw out an unsupported suggestion that the increase in the annual operating budget could be almost \$1 million a year. I agree that the committee was correct when it pointed out that this was an unsupported and inflated number.

Since that time, having seen no publicly available information as to the projected increase in annual operating expenses for a new library, I have prepared the attached analysis of Wayland's FY2018 Annual Operating Budget. In this analysis, I started with the FY2018 budget as submitted at town meeting and added 3 columns of information: a staff benefits allocation, a facility & property insurance allocation, and the average annual cost per FTE for salaries plus benefits. The 1st & 3rd added columns permit me to estimate the annual cost of adding an FTE to the Library staff while the 2nd added column permits me to estimate the legacy expenses at 5 Concord Road and the new facility expenses one could expect for a 33,000 sq. ft. library. I have based all of these allocations on base payroll expenses as presented in the FY2018 budget.

I know it is not Wayland's current practice to allocate staff related benefit expenses such as pension or health care or facility expenses to the departments incurring these expenses, but it is common practice in the corporate world. Ignoring expenses that represent 30-40% of base payroll means that managers are making decisions based on a fraction of the costs involved.

While an allocation based on payroll is reasonable for the allocation of staff benefits such as health insurance and pensions, it is no more than a stab in the dark with respect to facility expenses. It would be better to have the town accounting department identify the actual non-staff expenses for the existing library at 5 Concord Road. As for a new library building, the annual cost of property insurance for a \$29 million building is probably available from the town's insurance carrier. The facility expenses for utilities, custodial & maintenance might be more accurately estimated based on those of the new high school prorated downward for a 33,000 sq. ft. building.

Town of Wayland FY2018 Budget w/ Fringe Benefit & Facility Allocations

2/5/2018

Departments	FTE's	Payroll\$	Service\$	Supplies\$	Alloc Fringes	Alloc Facility	Debt	Svc\$	Budget Total \$	Avg. Salary per FTE
1 Selectmen	0.0	0	25,000	0	0	0	0	0	25,000	
2 Town Office	5.0	477,852	10,500	56,500	135,662	50,785	0	0	731,299	\$122,703
3 Personnel Board	0.0	0	5,000	10,000	0	0	0	0	15,000	
4 Finance	4.8	350,132	57,500	700	99,402	37,211	0	0	544,945	\$93,653
5 Assessor	4.0	261,394	46,050	3,100	74,210	27,780	0	0	412,534	\$83,901
6 Treasurer	3.2	191,562	90,300	20,100	54,384	20,359	0	0	376,705	\$76,144
7 Town Counsel	0.0	0	200,000	0	0	0	0	0	200,000	
8 Information Technology	3.0	291,024	349,617	228,000	82,622	30,929	0	0	982,192	\$124,549
9 Town Clerk	2.0	129,299	15,190	1,850	36,708	13,742	0	0	196,788	\$83,003
10 Elections	0.1	6,503	3,300	4,270	1,846	691	0	0	16,610	\$83,492
11 Registrar	0.0	1,075	4,625	0	305	114	0	0	6,119	
12 Conservation	2.5	170,302	33,000	11,210	48,349	18,099	0	0	280,960	\$86,083
13 Planning	1.4	105,472	4,095	200	29,944	11,209	0	0	150,920	\$86,725
14 Surveyor	2.0	168,764	20,255	4,000	47,912	17,936	0	0	258,867	\$108,338
15 Misc. Committees	0.0	0	47,275	0	0	0	0	0	47,275	
16 Police	25.6	2,477,885	137,350	161,400	703,472	263,342	0	0	3,743,449	\$124,320
17 Joint Communicatins	8.0	506,621	11,600	17,500	143,830	53,842	0	0	733,393	\$81,306
18 Emergency Management	0.0	0	16,000	7,000	0	0	0	0	23,000	
19 Dog Officer	0.0	0	21,653	0	0	0	0	0	21,653	
20 Fire & ALS	26.5	2,437,622	76,600	177,200	692,041	259,063	0	0	3,642,526	\$117,922
21 Building Zoning	4.6	300,204	16,000	3,000	85,228	31,905	0	0	436,337	\$83,247
22 Regional Vocational Schools	0.0	0	185,000	0	0	0	0	0	185,000	
23 Dept of Public Works	31.2	1,652,546	699,000	217,500	469,158	175,628	0	0	3,213,831	\$67,916
24 Snow Removal	0.0	125,000	110,000	215,000	35,488	13,285	0	0	498,772	
25 Board of Health	9.3	699,543	168,336	15,700	198,600	74,345	0	0	1,156,525	\$96,678
26 Veterans Services	0.0	0	44,000	4,000	0	0	0	0	48,000	
27 Council on Aging	3.3	207,193	45,000	12,500	58,822	22,020	0	0	345,535	\$79,645
28 Youth Services	3.0	221,246	4,600	1,625	62,812	23,513	0	0	313,796	\$93,748
29 Library	13.7	818,438	60,139	192,500	232,355	86,981	0	0	1,390,413	\$76,756
30 Recreation	3.5	172,135	0	0	48,869	18,294	0	0	239,298	\$62,431
31 Water Department	8.0	719,600	585,117	984,500	204,294	76,477	1,713,010	0	4,282,998	\$115,487
32 Septage Fund	0.0	37,529	7,876	0	10,654	3,988	0	0	60,048	
33 Wastewater Mgmt Comm	0.5	24,317	116,623	71,916	6,904	2,584	499,888	0	722,232	\$57,816
34 Town Meeting	0.0	0	100,000	0	0	0	0	0	100,000	
35 Street Lighting	0.0	0	130,000	0	0	0	0	0	130,000	
36 Reserve Fund Budget	0.0	0	0	250,000	0	0	0	0	250,000	
Subtotal Non-School	165.5	12,553,258	3,446,601	2,671,271	3,563,870	1,334,123	2,212,898	0	25,782,021	\$97,384
37 Schools	421.5	32,036,053	0	6,902,340	9,096,292	488,559	0	0	48,523,244	\$97,586
37 Facilities Department	4.5	266,198	280,900	520,000	75,584	-1,142,682	0	0	0	\$75,952
39 Property Insurance	0.0	0	680,000	0	0	-680,000	0	0	0	
40 Employee Retirement (Pensions)	0.0	0	0	0	4,362,369	0	0	0	4,362,369	
41 Employee Health & Life Insurance	0.0	0	0	0	7,197,800	0	0	0	7,197,800	
42 Employee Medicare Tax - 1.45%	0.0	0	0	0	590,000	0	0	0	590,000	
43 Employee Other Insurances	0.0	0	0	0	73,000	0	0	0	73,000	
44 Employee Salary Settlement Reserve	0.0	0	0	0	513,069	0	0	0	513,069	
45 Employee Fringe Benefit Allocation	0.0	0	0	0	-12,735,746	0	0	0	-12,735,746	
46 Debt & Interest	0.0	0	0	0	0	0	7,544,703	0	7,544,703	
Grand Total	591.5	44,855,509	4,407,501	10,093,611	12,736,238	0	9,757,601	0	81,850,460	\$97,366

Employee Fringe Benefit Rate as % of Payroll:

28.39%

Note: allocated to all groups including schools

Facilities Department Allocation for non Schools % of Payroll:

9.10%

Note: not allocated to schools that already include these costs

Property Insurance Allocation % of Payroll:

1.53%

Note: allocated to all groups including schools

Using the above, I estimate the annual operating expense increase associated with building a new 33,000 sq ft library will be at least \$600,000:

Increase staff FTE's by 3.5	\$76,756	3.5	268,647
Increase facilities expenses by 100%	86,981	1	86,981
Increase supplies budget by 50%	192,500	0.5	96,250
Increase custodial expense by 100%	60,000	1	60,000
Legacy facility expense at 5 Concord Road	86,981	1	86,981

Estimated annual operating expense increase

598,859
=====

Porter, David

From: Anderson, Lea
Sent: Tuesday, February 06, 2018 4:27 PM
To: Frances Pollitt
Cc: Porter, David
Subject: Re: unbundle please

Dear Frances,

Thank you for your email on the debt exclusion ballot questions. It will be included in the Board packet at our next meeting.

Best regards,
Lea Anderson

From: Frances Pollitt <francespollitt@gmail.com>
Sent: Tuesday, February 6, 2018 1:36:01 PM
To: Anderson, Lea
Subject: unbundle please

Dear Board of Selectman,

I ask that the ballot questions for debt exclusions this upcoming town meeting not be bundled together, as they are so very different from each other. thanks for your hard work,

Sincerely,

Frances Pollitt
113 Concord Rd.
Wayland, MA 01778
francespollitt@gmail.com
207-252-9647

Porter, David

From: Balmer, Nan
Sent: Tuesday, February 06, 2018 2:50 PM
To: Porter, David
Subject: FW: 'Unbundle'

correspondence

From: Ray, Rahul [<mailto:bapi@bu.edu>]
Sent: Tuesday, February 06, 2018 2:26 PM
To: Anderson, Lea; Karlson, Cherry; Antes, Mary; Jurist, Louis; Levine, Doug; Balmer, Nan
Subject: 'Unbundle'

Dear Members of the Board:

I have been an informed citizen of Wayland for nearly twenty years, and I vote. It is an insult to my intellectual integrity to suggest that six projects that require debt exclusion will be bundled together at the March 27 meeting of the Board. This will prevent me from making informed decision on each item. Please 'un-bundle' them.

Sincerely,

Rahul Ray, Ph.D.
Professor of Medicine, Physiology & Biophysics
Boston University School of Medicine
85 East Newton Street
Boston, MA 02118.

Resident of 12 Gray Birch Lane

Porter, David

From: Balmer, Nan
Sent: Tuesday, February 06, 2018 2:50 PM
To: Porter, David
Subject: FW: Ballot Question Direction

correspondence

From: judy bennett [<mailto:jb1020@gmail.com>]
Sent: Tuesday, February 06, 2018 2:43 PM
To: Anderson, Lea; Balmer, Nan
Subject: Ballot Question Direction

Dear Board of Selectmen,

I think it is very important to allow separate votes for each project, rather than have a bundled Ballot question. Each of these projects has it's own price tag, it's own merits and drawbacks.

I, for one, want to opportunity to voice my opinion on each one.

I hope you will decide to take an unbundled approach, then each project stands on it's own merits, and you eliminate the possibility of the projects being voted down because of unpopular ones in the bundle.

Thanks for taking public input on this.

Sincerely,

Judy

Judy Bennett [508 650 3913]

Porter, David

From: Balmer, Nan
Sent: Tuesday, February 06, 2018 3:44 PM
To: Porter, David
Subject: FW: Ballot Question and Capita Projects

correspondence

From: David Hill [<mailto:hilldm54@gmail.com>]
Sent: Tuesday, February 06, 2018 3:44 PM
To: Anderson, Lea; Karlson, Cherry; Antes, Mary; Jurist, Louis; Levine, Doug
Cc: Balmer, Nan
Subject: Ballot Question and Capita Projects

Dear Board of Selectmen,

I urge the Board to allow each of the proposed capital projects that require ballot action to be judged on their individual merits and allow them to stand alone.

This said, please do not bundle the capital projects for debt exclusion on the March ballot.

Sincerely,

David Hill

David M. Hill
54 Orchard Lane
Wayland, MA 01778
508-769-3074
hilldm54@gmail.com

Porter, David

From: Balmer, Nan
Sent: Tuesday, February 06, 2018 5:41 PM
To: Porter, David
Subject: FW: unbundling capital items

correspondence

From: Bennett Laine [<mailto:blace2@verizon.net>]
Sent: Tuesday, February 06, 2018 5:36 PM
To: Balmer, Nan; Selectmen
Subject: unbundling capital items

Dear Selectmen and Ms. Balmer,

We stopped by today but missed you at the Town Building. We are writing to encourage you to give Wayland's voters the opportunity to vote separately on each capital item rather than "bundling" them as a single ballot question. Thank you, Bonnie, Elaine and Werner Gossels

Porter, David

From: Anderson, Lea
Sent: Tuesday, February 06, 2018 5:46 PM
To: Porter, David
Subject: Fw: UNBUNDLING

For the packet
Thanks,
Lea

From: Steven Freundlich <stevenioefreundlich@gmail.com>
Sent: Tuesday, February 6, 2018 2:08 PM
To: Anderson, Lea
Subject: UNBUNDLING

Hello Lea:

I am writing to you as a concerned, long-time, resident of Wayland.

I understand that the Board of Selectmen plans to have only one (1) question on the 3/27/2018 Ballot which deals with all of the capital projects that the town is considering.

After discussing this matter with a number of other long-term residents of Wayland, I have come to the conclusion that 'bundling' all of the separate capital projects into only one question will significantly inhibit transparency and prevent any real assessment of the complex financial and implementation issues related to each of the separate projects. In point of fact, I fear that the end result of asking the residents to vote on such a 'bundled' question will actually result in a serious distortion of what the residents of the town really want.

I believe that it will be much more effective and result in a more honest result, if the Board of Selectmen would arrange to "unbundle" all of the capital projects to be considered. There should be a separate questions for each of the major projects on the town's construction agenda. In this manner, town residents will be assured of having the opportunity to discuss and consider each of the proposed projects separately. The resulting vote will therefore better enable the Board of Selectmen to determine, from a financial and implementation point of view, which projects should be planned and scheduled in the near-term and which might better be shifted to a longer-term plan.

Should you have any questions concerning my request, please do not hesitate to contact me at this email or on my cell phone (617 901 48790).

Thank you for your continued hard work for the town of Wayland and for considering my request. I remain,

Sincerely,
Steven Freundlich
62 Cochituate Road

Porter, David

From: Balmer, Nan
Sent: Tuesday, February 06, 2018 8:44 AM
To: Porter, David
Subject: FW: Please unbundle Debt-exclusion ballot questions, 3/27/18

correspondence

From: Judy Ling [<mailto:judy5concord@gmail.com>]
Sent: Tuesday, February 06, 2018 8:05 AM
To: Anderson, Lea; Karlson, Cherry; Antes, Mary; Jurist, Louis; Levine, Doug; Balmer, Nan
Subject: Please unbundle Debt-exclusion ballot questions, 3/27/18

Dear Board of Selectmen and Nan,

I was at the 2/05/18 BoS Meeting, and really appreciated the robust discussion you had on whether or not to bundle debt-exclusion projects.

I agree with Mr. Jurist that the sheer size of the new library ask (would the ballot ask for \$29 mm?) dwarfs the other 5 projects, and as such deserves its own ballot question. And if the library debt question can not win simple majority at the ballot, it is unlikely to win 2/3 majority at ATM.

The most elegant and clear path is the 3 ballot questions option: 1 for new library, 1 for fields and 1 for Town Building & Fire Station. I ask that you please allow Wayland citizens the opportunity to choose how much more debt we can shoulder, and allow us to voice our choice at the ballot box.

As always, thank you all for your service to our town.

Sincerely,

Judy Ling
274 Concord Road

Porter, David

From: Balmer, Nan
Sent: Wednesday, February 07, 2018 8:01 AM
To: Porter, David
Subject: FW: bundling

From: Constance Bean [<mailto:cobean@comcast.net>]
Sent: Wednesday, February 07, 2018 7:45 AM
To: Balmer, Nan
Subject: bundling

I'm for making each building project a separate item.

Especially, I don't support the huge library building awkwardly located on the Middle School campus.

It will be expensive to maintain as well.

Constance A. Bean
15 Timber Lane

Porter, David

From: Balmer, Nan
Sent: Wednesday, February 07, 2018 6:30 PM
To: Porter, David
Subject: Fwd: Bundling Capital Projects

Nan Balmer
(508) 237-1330

Begin forwarded message:

From: ANN BAKER <anbacal@comcast.net>
Date: February 7, 2018 at 6:02:53 PM EST
To: landerson@wayland.ma.us, ckarlson@wayland.ma.us, mantes@wayland.ma.us,
ljurist@wayland.ma.us, dlevine@wayland.ma.us
Cc: <nbalmer@wayland.ma.us>
Subject: Bundling Capital Projects

Dear Board of Selectmen,

I am against bundling the ballot question on Capital Projects . Just one ballot with the total dollar amount requested lulls the voters into thinking that a “nice-to-have”,e.g.the new library, is on the same par as other necessary projects such as updating the Fire Station. In my mind they are not equivalent.

As a resident who was born, raised and continues to live here, I understand the necessity of being CLEAR in understanding what I am voting for or against. So I ask you to please separate items into clear 3 ballot questions : one question for the new library—one question for the Town Buildings—one question for schools and recreation needs.

Thank you,

Ann Baker
3 Waltham Road
Wayland, MA 01778

Porter, David

From: Balmer, Nan
Sent: Thursday, February 08, 2018 3:23 PM
To: Porter, David
Subject: FW: March 27 ballot question(s)

correspondence

From: Margo Melnicove [<mailto:mmelnicove@hotmail.com>]
Sent: Thursday, February 08, 2018 1:41 PM
To: Anderson, Lea; Antes, Mary; Jurist, Louis; Karlson, Cherry; Levine, Doug
Cc: Balmer, Nan
Subject: March 27 ballot question(s)

Dear Board of Selectmen:

I understand you are debating whether to "bundle" five capital projects in one ballot question in the upcoming Town election. Among the five projects, the library is unique in terms of its high cost and ramifications for the Town. I strongly believe it should be in a separate ballot question so that the vote on it is not a reflection of sentiment regarding any other project. Having the library in one ballot question (and perhaps fields in another, and building maintenance in a third) is the fairest, least ambiguous and most democratic way to ascertain the will of the people.

Thank you for your consideration.

Margo Melnicove
Lakeshore Drive

Porter, David

From: Balmer, Nan
Sent: Thursday, February 08, 2018 3:20 PM
To: Porter, David
Subject: FW: Please do NOT Bundle the Debt Exclusion Articles at the March 27th Town Election

correspondence

From: Steven Klitgord [<mailto:stevenklitgord@gmail.com>]
Sent: Thursday, February 08, 2018 3:09 PM
To: Anderson, Lea; Balmer, Nan
Subject: Please do NOT Bundle the Debt Exclusion Articles at the March 27th Town Election

Please do not bundle all of the large capital project requests into a single debt exclusion article at the March 27th town election. As a minimum, there are three very different projects with different reasons to expend a significant amount of Wayland's tax revenues – a new library, the renovation &/or construction of new school playing fields, and the needed renovation of several town buildings.

Let each of the projects pass or fail on their own merits. The proponents and opponents for each of these projects will make or not make their case prior to March 27th. Please do not force residents who do not support all of these projects to vote for an unpopular project just to avoid voting down a project or projects they support.

Sincerely,

Steven P Klitgord
274 Concord Road

Porter, David

From: Balmer, Nan
Sent: Thursday, February 08, 2018 6:23 PM
To: Porter, David
Subject: FW: BoS Correspondence - article Z (proposed Loker Recreation Area athletic field)

corresponmdnece

From: Linda Segal [<mailto:lmsegal@comcast.net>]
Sent: Thursday, February 08, 2018 6:14 PM
To: Anderson, Lea; Karlson, Cherry; Levine, Doug; Jurist, Louis; Antes, Mary
Cc: Balmer, Nan; Porter, David; lmsegal@comcast.net
Subject: BoS Correspondence - article Z (proposed Loker Recreation Area athletic field)

Dear Wayland Selectmen,

I hope by now you have had a chance to watch the portion of the WayCAM recording of the Jan. 30 PMBC meeting described below.

The Recreation Commission and School Committee are holding a public forum this Monday, Feb. 12, about athletic field options (natural vs. artificial turf).

Regarding neighborhood outreach, I checked this afternoon with some Loker Recreation Area abutters/neighbors about this event, just two business days away, and they had heard nothing about it.

Linda

From: Linda Segal [<mailto:lmsegal@comcast.net>]
Sent: Monday, February 05, 2018 6:28 PM
To: Cherry Karlson; Mary Antes; louis jurist; Lea Anderson
Cc: Nan Balmer; Porter, David; Linda Segal
Subject: Finance Memo re articles Y and Z

(please distribute to all Board members, thanks)

Dear Board of Selectmen,

Just a quick message regarding the Finance Committee's Memo in your agenda packet for tonight's meeting.

I attended the Jan. 30 PMBC meeting last week. It was the first time the newly hired project OPM and designers were meeting with the PMBC and athletic fields projects representatives. If you access that meeting "on demand" and forward the recording about 45 minutes, you will hear them discuss the timelines and uncertainties about the proposed projects.

The PMBC compared the readiness of the library article (after more than a year of planning and design work) vs. just starting to work together on the fields projects last week. The PMBC did not seem happy to find themselves in this situation.

In the FinCom's Memo (pages 27-32 in your packet), the info about when final designs for articles Y and Z would be ready is not accurate. Final designs will not be ready by March 1.

Weston & Sampson told PMBC and article sponsors that they would hope to have "preliminary" designs ready for April town meeting. They indicated that they would go through permitting with ConCom before presenting final designs. That sounded like sometime in the summer.

I alerted them that March 1 is not the only deadline that matters, that the selectmen's decisions about the debt exclusion would be sooner.

It's my understanding we are not supposed to have "placeholder" warrant articles. The requests for debt exclusion funding for construction of the capital projects in articles Y and Z, without having final designs and defensible budgets, also seem like "placeholders." Some elements of the so-called "six pack" do not seem to be ready.

There are options for ballot questions in the fall (Sept 4 state primary, Nov. 6 state election). By then, the newly hired contractors and PMBC would have the time they need to get their work done.

Thank you for taking these realities about timelines into consideration.

Regards,

Linda

Porter, David

From: Balmer, Nan
Sent: Friday, February 09, 2018 6:15 AM
To: Porter, David
Subject: Fwd: Please unbundle debt exclusion items . . .

Correspondence

Nan Balmer
(508) 237-1330

Begin forwarded message:

From: Steve Garone <stevegarone@verizon.net>
Date: February 8, 2018 at 9:36:48 PM EST
To: <landerson@wayland.ma.us>, <ckarlson@wayland.ma.us>, <mantes@wayland.ma.us>, <ljurist@wayland.ma.us>, <dlevine@wayland.ma.us>, <nbalmer@wayland.ma.us>
Subject: Please unbundle debt exclusion items . . .

Dear Board Members:

It is our understanding that the Board of Selectman are considering 3 different models for the upcoming debt exclusion vote:

1. Bundle all projects into 1 ballot question (1 ballot question for all)
2. Library its own ballot, the rest into 1 ballot (2 ballot questions)
3. Library its own ballot, fields into 1 ballot, Town blds & fire station into 1 ballot (3 ballot questions)

We are writing in support of unbundling, and more specifically in favor of option 3. Regardless, however, we strongly oppose option 1.

Thank you,

Stephen & Lynne Garone

Personnel Board Meeting
Wayland Town Building – Selectmen's Office
Minutes
December 18, 2017 7:00 pm

Members Present: M. Jones (MJ); D. Cohen (DC); M. Peabody (MP); P. Schneider (PS)

Also Present: J. Senchyshyn (JS)

MJ called the meeting to order at 7:01 pm.

Public Comment

None

Executive Session

MJ moved that the Personnel Board enter executive session pursuant to Massachusetts General Laws Chapter 30A, Section 21 (a)(3) to review a Step 2 Police grievance regarding termination of employment; to discuss strategy with respect to collective bargaining for police and fire unions; and to review and potentially approve the executive session minutes of 11/13/17.

The Chair declared that a public discussion of these items will have a detrimental effect on the bargaining position of the Town.

PS seconded the motion.

MJ took a roll call vote:

Member Schneider	Aye
Member Cohen	Aye
Vice Chair Peabody	Aye
Chair Jones	Aye

MJ announced that the Board will reconvene in open session in approximately 20 minutes.

Review of Calendar Year 2017 Vacation Carryover Requests

JS reviewed the 2017 vacation carryover requests submitted by Town employees. He noted that 1 union member request and 4 non-union employee requests exceed the limits. Each request had extenuating circumstances for the additional carryover. After reviewing each request, the Board agreed to the additional carryover time. JS stated that he would contact the union to ensure that the additional carryover was non-precedent setting.

PS moved to approve the calendar year 2017 vacation carryover requests as submitted. MP seconded the motion. Four members having voted in the affirmative, the motion passed.

Starting Wage Rate – Local Building Inspector

JS presented the resume of Nate Maltinsky. He was hired as the new Local Building Inspector. JS requested a starting wage rate of G6, Step 5 on the AFSCME 1 wage scale.

MP moved to approve a starting wage rate for Local Building Inspector, Nate Maltinsky at grade G6, Step 5 on the AFSCME 1 scale at a rate of \$63,556. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

Spring 2018 Warrant Articles

JS presented 2 potential articles to the Board. He noted that the warrant closes on January 16th.

The first article was the Wage & Classification Plan for non-union employees. The article requests a 2.25% across-the-board increase for non-union staff. That amount is consistent with the collective bargaining settlements for union affiliated employees.

PS moved to approve the Wage & Classification article for non-union employees as drafted. DC seconded the motion. Four members having voted in the affirmative, the motion passed.

The second article was to Fund the Initial Year of Collective Bargaining Agreements. JS stated that 2 contracts remain unsettled. Should either of those contracts settle, the article can be amended to include the specifics of the settlements. If neither contract settles, the article can be pulled.

PS moved to approve the article to Fund the Initial Year of Collective Bargaining Agreements as drafted. MP seconded the motion. Four members having voted in the affirmative, the motion passed.

Pay Equity Law

The Board discussed the Pay Equity Law which will become effective 7/1/18. JS reviewed a spreadsheet which identified wages by position. He noted that the vast majority of wages are governed by established collective bargaining agreements. The remaining positions fall under the Town's non-union Wage & Classification Plan. Members looked at various positions and discussed incumbents' wages. The Board's review served as a self-evaluation of the Town's compensation practices and wage placements.

HR Director Transition

JS reviewed the activity to date. Thus far, a successor candidate has not been identified. MP suggested advertising on NEHRA.


Next Meeting

The Board to scheduled its next meeting for 1/29/17.

Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting

None

DC moved to adjourn the meeting at 8:30 pm. PS seconded the motion. Four members having voted in the affirmative, the motion passed.



John Senchyshyn
ATA/HRD

Documents From Personnel Board Meeting					
Regular Session					
December 18, 2017					
Document:					
11-13-17 Draft Minutes					
11-20-17 Draft Minutes					
Article - CBA Funding					
Article - Wage & Classification Plan					
Warrant Articles - Revised Form					
Maltinsky Resume					
Pay Equity Act Summary					
Employee Roster by Title					
Vacation Carryover Requests					

Personnel Board Meeting
Wayland Town Building – Selectmen's Office
Minutes
January 2, 2018 10:00 am

Members Present: M. Jones (MJ); D. Cohen (DC); J. Green (G); M. Peabody (MP); P. Schneider (PS)

Also Present: J. Senchyshyn (JS), L. Anderson (LA), N. Balmer (NB)

MJ called the meeting to order at 10:02 am.

Public Comment

None

HR Director Interview

The Board was joined by HR Director candidate Natalie Wadzinski (NW). JS asked her to briefly review her professional background for the Board. NW spoke to her HR background and experience, focusing on the past 22 years spent working for the Commonwealth of MA's HR Division. Members posed various questions pertaining to policy development, job descriptions, employee relations, collective bargaining and board support.


The interview concluded, and NW left the meeting. The interviewees discussed NW's skills and abilities. It was noted that the depth of her collective bargaining background could be stronger. JS shared one very positive reference he received from a valued contact who worked with NW at the state agency. Following the discussion, JS stated that the Town Administrator is the appointing authority for the HR Director with ratification by the BOA. JS asked if the Board members would recommend NW to move to the next step of the process which would be an interview with the BOS. NB was supportive of advancing NW to the BOS.

JG moved to recommend that Natalie Wadzinski interview with the BOS for the position of HR Director. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting

None

MP moved to adjourn the meeting at 11:12 am. JG seconded the motion. Five members having voted in the affirmative, the motion passed.


John Senchyshyn
ATA/HRD

Documents From Personnel Board Meeting

Regular Session

January 2, 2018

Document:

Wadzinski Resume

Personnel Board Meeting
Wayland Town Building – Selectmen's Office
Minutes
January 22, 2018 7:00 pm

Members Present: M. Jones (MJ); D. Cohen (DC); J. Green (G); M. Peabody (MP); P. Schneider (PS)

Also Present: J. Senchyshyn (JS)

MJ called the meeting to order at 7:00 pm.

Public Comment

None

Starting Wage Rate – Director of Assessing

JS reported that Bruce Morgan (BM) was offered the position of Director of Assessing. BM was a previous employee of the Wayland Assessing Department. He currently works for the Commonwealth's Division of Local Services. He had also been employed by the Towns of Lexington and Bedford in assessing capacities.

JS stated that after the health insurance deduction, BM would suffer a net income loss if he were to be hired at any wage below Step 10. JS was not certain that BM was prepared to join Wayland with a net income loss. JS also noted that the BOA was very anxious to secure BM's services for this position. The Board discussed the pros and cons of hiring at top step. JS also asked the Board to consider crediting BM with his municipal and state service in the amount of 8 years for the purpose of vacation accrual.

DC moved to approve a starting wage rate for Bruce Morgan at G-9, Step 10 on the AFSCME 1 wage scale in the amount of \$97,444 and to credit 8 years of municipal and state service for the purpose of vacation accrual. MP seconded the motion. Five members having voted in the affirmative, the motion passed.

PS moved to adjourn the meeting at 7:09 pm. DC seconded the motion. Five members having voted in the affirmative, the motion passed.



John Senchyshyn
ATA/HRD

Documents From Personnel Board Meeting

Regular Session

January 22, 2018

Document:

None



The Leader in Public Sector Law

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

February 5, 2018

RECEIVED

FEB 07 2018

Board of Selectmen
Town of Wayland

Amy E. Kwesell
akwesell@k-plaw.com

George Hailer, Esq.
Lawson & Weitzen, LLP
88 Black Falcon Avenue, Suite 345
Boston, MA 02210

Re: Kenneth T. Nelson v. Town of Wayland Board of Health, et al.
Middlesex Superior Court, C.A. No. 1781CV03336

Dear Mr. Hailer:

Pursuant to Superior Court Rule 9A, enclosed please find an original and a copy of the Town of Wayland Board of Health and Town of Wayland Conservation Commission's Opposition to Plaintiff's Motion for Reconsideration and a Certificate of Service in the above-referenced litigation.

Thank you for your attention to this matter.

Very truly yours,



Amy E. Kwesell

AEK/smm

Enc.

cc: Board of Selectmen
Board of Health
Conservation Commission
Michael C. Fee, Esq.
Matthew Luring, Esq.

602868/WAYL/0084

CERTIFICATE OF SERVICE

I, Amy E. Kwesell, hereby certify that on the below date, I served a copy of the foregoing Defendants Town of Wayland Board of Health and Conservation Commission's Opposition to Plaintiff's Motion for Reconsideration, by first class mail, to the following parties of record:

Michael C. Fee, Esq.
Matthew Luring, Esq.
Pierce & Mandell, P.C.
11 Beacon Street, Suite 800
Boston, MA 02108

Dated: February 5, 2018

Amy E. Kwesell
Amy E. Kwesell

COMMONWEALTH OF MASSACHUSETTS

MIDDLESEX, ss.

SUPERIOR COURT DEPT.
C.A. NO. 1781CV03336

KENNETH T. NELSON,

Plaintiff,

v.

TOWN OF WAYLAND BOARD OF
HEALTH, et al.

Defendants.

DEFENDANTS TOWN OF
WAYLAND BOARD OF HEALTH
AND CONSERVATION
COMMISSION'S OPPOSITION TO
PLAINTIFF'S MOTION FOR
RECONSIDERATION

The Defendants Town of Wayland Board of Health and Town of Wayland Conservation Commission (collectively, "Town") hereby oppose the Plaintiff's Motion for Reconsideration. On January 8, 2018, this Honorable Court (Inge, J.), issued a Memorandum of Decision and Order on Plaintiff's Motion for Preliminary Injunction ("Order") correctly holding that an injunction should not issue as it is unlikely that the permit issued by the Town's Director of Public Health on October 27, 2017 to co-defendants Despina Samiotes and Charles Samiotes ("Samiotes") allowing them to install a private well on their property at 65 East Plain Street in Wayland violated the Plaintiff's due process rights and the Open Meeting Law and was not arbitrary and capricious.

I. BACKGROUND

As stated in the Defendants' responding papers thus far in this matter, the well permit as issued is valid, it was issued in compliance with the Board of Health's well regulations, negating Plaintiff's claim of a due process violation. The actions of the Board of Health Director in issuing the permit and the Wayland Conservation Commission, in issuing its determination, were appropriate and not arbitrary and capricious. Additionally, the Open Meeting Law does not

apply in this case because the permit was reviewed and issued by the Town's Director of Public Health rather than the Board of Health, as permitted by the well regulations. In any event, Plaintiff has failed to follow statutory procedures for pursuing an Open Meeting Law complaint, see G.L. c. 30A, §23.

II. ARGUMENT

The Plaintiff's Motion for Reconsideration alleges that this Court incorrectly held that the Plaintiff failed to demonstrate a likelihood of success on the merits of his procedural due process claim because the Plaintiff does not have a protected interest in developing the property. The Plaintiff is again grasping at straws and ignoring pertinent case law cited in the Court's Order. It is clear that the Plaintiff, a potential purchaser of the property, has the right to file applications on behalf of the owners, but his interest in developing the property is nothing more than an expectancy or hope of a future benefit. The Plaintiff only has a contractual right to have the property conveyed to him. See Laurin v. DeCarolus Construction Co., 372 Mass. 688, 691 (1997) ("[T]he rights of the purchaser are contract rights rather than rights of ownership of real property.").

However, more importantly, the Plaintiff is not entitled to the significant remedy of a preliminary injunction based upon the expectation of developing the Property. Student No. 9 v. Board of Education, 440 Mass.752, 762 (2004) (A preliminary injunction is a significant remedy that should not be granted unless the plaintiff clearly demonstrates that it is entitled to such a remedy.) Here, the Plaintiff erroneously claims that he can develop the Property as of right with a Superseding Order of Conditions ("SOC") from the Massachusetts Department of Environmental Protection ("MassDEP") and that the SOC

issued to him grants him a property interest even though he does not own the Property¹.

First, the Plaintiff needs far more than a SOC to develop the Property; the Plaintiff does not have an approved septic plan, does not have a stormwater permit pursuant to the Wayland General Bylaws, and does not have a building permit. Second, the SOC specifically states as a listed condition: "The Order does not grant any property rights or any exclusive privileges; it does not authorize any injury to private property or invasion of private rights." Therefore, the Plaintiff is not entitled to develop the Property based upon his application to the Wayland Conservation Commission, subsequent litigation, or the SOC.

Further, it should be noted that the Motion for Reconsideration is frivolous and should be denied. "[A] motion for reconsideration calls upon the discretion of the motion judge. Decisional law has developed several practical criteria for submission of a request for a second consideration. They apply with special force if the applicant has already received a written, reasoned explanation of a ruling. The applicant should specify (1) 'changed circumstances' such that as (a) newly discovered evidence or information, or (b)

¹ With regard to the Town of Wayland Wetland Protection Bylaw, Chapter 194, the Commission, pursuant to the holding in Oyster Creek Preservation, Inc. v. Conservation Commission of Harwich, 449 Mass. 859 (2007), was denied jurisdiction over the Notice of Intent by virtue of issuing the Order of Conditions one day late. The Superior Court (Tuttman, J.) issued a written decision allowing the Plaintiff's Motion for Judgment on the Pleadings on Count IV of the complaint (declaratory judgment). Without considering the impact to wetlands, the Court ruled that the Commission failed to issue the denial within 21 days after the close of the public hearing, as required by the Wetlands Protection Act. On August 2, 2016, the Commission filed a Motion for Reconsideration, or alternatively for Relief from Judgment pursuant to Mass.R.Civ.P. 60(b)(2). The motion included new evidence in the form of an affidavit from the Administrator. An order denying this motion was entered by the Court (Tuttman, J.) without a hearing on October 5, 2016, finding that the affidavit was not newly discovered evidence. Again, the Court did not address any of the impacts to wetlands. Therefore it is important to note that the Court did not "invalidate" any the Commission's decision under the Bylaw on the merits, but purely on procedural grounds.

a development of relevant law; or (2) a particular and demonstrable error in the original ruling or decision.” Audubon Hill South Condominium Association v. Community Association Underwriters of America Inc., 82 Mass. App. Ct. 461, 470 (2012) (citing Peterson v. Hopson, 306 Mass. 597, 600 (1940); Barbosa v. Hopper Feeds, Inc., 404 Mass. 610, 622 (1989).

“A party or counsel should not abusively employ a motion for reconsideration as (1) a mere repetition of previously failed arguments, (2) a means of stalling against the implementation of an adverse ruling, (3) an effort to oppress an opposing party by infliction of delay, expense, and effort, (4) a medium for quarreling with the judge, or (5) an exercise in posturing for the client. Audubon Hill South Condominium Association, 82 Mass. App. Ct. 461 at note 17.

Here, the Plaintiff is not only recycling² the very argument it previously made (that Plaintiff’s due process rights were violated, which they were not), but is also clearly stalling against the implementation of an adverse ruling (which was a well-reasoned written Order) and is attempting to oppress the Defendants by delay, expense, and effort. Id.

The Plaintiff has failed to specify any changed circumstances, new evidence or information or a development of relevant law, or a particular and demonstrable error in the Order and therefore the Motion for Reconsideration should be denied.

² Plaintiff is not introducing a changed circumstance as evidenced by the Plaintiff using the same arguments and citations that are in his original Motion for Preliminary Injunction.

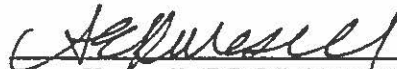
CONCLUSION

For the reasons set forth above, this Court should deny the Plaintiff's Motion for Reconsideration of the Court's Order dated January 8, 2018.

DEFENDANTS,

TOWN OF WAYLAND BOARD OF
HEALTH AND CONSERVATION
COMMISSION

By their attorneys,



Amy Kwezell (BBO# 647182)

KP Law, P.C.

Town Counsel

101 Arch Street, 12th Floor

Boston, MA 02110-1109

(617) 556-0007

akwezell@k-plaw.com

Date: February 5, 2018

602867/WAYL/0084