

PACKET

JUNE 25

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, June 25, 2018

7:00 p.m.

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

Proposed Agenda

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

- 7:00 pm 1.) Call to order by Chair
- Review agenda for the public
- 7:02 pm 2.) Executive Session: Enter into Executive Session pursuant to Massachusetts General Laws Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to litigation in the matters of Cochituate Commons, LLC v. Town of Wayland, and Thomas E. Gulley v. Town of Wayland and Stephen Cass v. Town of Wayland; and pursuant to Massachusetts General Laws Chapter 30 A, Section 21 (a) (6) to discuss the purchase, exchange, lease or value of real property with respect to the Town's agreement with Twenty Wayland, LLC, relative to property and development located off 400-440 Boston Post Road; and pursuant to Massachusetts General Laws Chapter 30A, Section 21 (a) (1), Section 21 (a) (2), Section 21 (a) (3), Section 21 (a) (6), and Section 21 (a) (7) to review and consider for approval and potential release the following Executive Session minutes:
- APPROVE AND RELEASE WITH REDACTIONS: Executive Session minutes of March 26, 2018, April 2, 2018, and May 23, 2018
- 7:45 pm 3.) Announcements and public comment
- 7:55 pm 4.) Marijuana ballot question and Town Meeting article: Update with Town Planner and Health Director
- 8:05 pm 5.) Town Committees: Interviews and appointments
- A. Interview and potential vote to appoint for a three-year term, beginning 7/1/18 and ending 6/30/21:
 - 1. Economic Development Committee: Sharon Burke and Bill Steinberg
 - 2. Finance Committee: Kelly Lappin and Carol Martin

BOARD OF SELECTMEN

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41 Cochituate Road Wayland

Proposed Agenda Page Two

B. Re-appointments: Potential vote for a two-year term beginning 7/1/2018 and ending 6/30/20:

1. **Municipal Affordable Housing Trust Fund Board: Stephen Greenbaum, Brian O'Herlihy and Mike Staiti**
2. **Youth Advisory Committee: Brenda Ross**
3. **Permanent Municipal Building Committee: Brian Chase, Patrick Rowe and Eric Sheffels**

C. Re-appointments: Potential vote for a three-year term beginning 7/1/2018 and ending 6/30/21:

1. **Audit Committee: Randall Moore**
2. **Conservation Commission: Sean Fair and Barbara Howell**
3. **Council on Aging Board: Mary Antes, Elizabeth Patterson and Betsy Soule**
4. **Cultural Council: Adam Gutbezahl and Barbara Hoffman**
5. **Dog Control Board: Susan Koffman**
6. **Economic Development Committee: Ryan Scott**
7. **Energy and Climate Committee: Harvey Michaels**
8. **Historic District Commission: Marjorie Ford (Realtor), and Desmond McAuley (Architect)**
9. **Historical Commission: Richard Conard, John Dyer, Tonya Largy and Elisa Scola**
10. **Surface Water Quality Committee: Jack Carr and Thomas Largy**
11. **Wastewater Management District Commission: Rick Greene**
12. **Zoning Board of Appeals: James Grumbach, Jonathan Sachs and Linda Segal (Associate)**

D. Re-appointments: Potential vote for a five-year term beginning 7/1/2018 and ending 6/30/23:

1. **Personnel Board: Deborah Cohen**

- | | | |
|---------|------|--|
| 8:25 pm | 6.) | FY 20 Budget Process: Update and vote to adopt policy |
| 8:35 pm | 7.) | Town Administrator Search Committee update |
| 8:40 pm | 8.) | Special Act: Update and review revised presentation for boards and committees |
| 8:45 pm | 9.) | Cable Contract: Plan for negotiations |
| 8:50 pm | 10.) | Town Administrator Report |
| | | 1. Correspondence |
| | | 2. Bertucci's Liquor License |
| | | 3. Memo from Planning Board about parking at Congregation Or Atid |

BOARD OF SELECTMEN

Monday, June 25, 2018

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41 Cochituate Road Wayland

Proposed Agenda Page Three

- | | |
|---------|--|
| 8:55 pm | 11.) Minutes: Review and vote to approve minutes of June 4, 2018 and June 11, 2018 and vote to release with redactions the Executive Session minutes of March 26, 2018, April 2, 2018, and May 23, 2018. |
| 9:00 pm | 12.) Consent Calendar: Review and vote to approve (see separate sheet) |
| 9:05 pm | 13.) Correspondence: Review |
| 9:10 pm | 14.) Selectmen's reports and concerns |
| 9:15 pm | 15.) Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any |
| 9:20 pm | 16.) Adjourn |

Balmer, Nan

From: Junghanns, Julia
Sent: Friday, June 22, 2018 9:15 AM
To: Balmer, Nan
Cc: Sarkisian, Sarkis
Subject: Update to the Board of Selectmen

Hi Nan,

I will be attending the BoS meeting Monday June 25th and the BoH will be joining me as we are also meeting that evening. I will provide an update on the Board of Health's unanimous vote to recommend that the town of Wayland ban the growth, sale, dispensing and manufacturing of recreational marijuana and products containing recreational marijuana. The Board is looking to the Selectmen to take a lead on this. Following the BoH vote, the marijuana working group held a meeting and discussed next steps including determining the most effective timing for a ballot question and Special Town Meeting to follow.

Thanks,
Julia

Julia Junghanns, R.S., C.H.O.
Director of Public Health
Town of Wayland
Health Department
41 Cochituate Road, 01778

508-358-3617 ph
508-358-3619 fax

email: jjunghanns@wayland.ma.us



Public Health
Prevent. Promote. Protect.

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4.) Marijuana
ballot question



TOWN OF WAYLAND

MASSACHUSETTS
01778

TOWN CLERK
Beth R. Klein, CMC
bklein@wayland.ma.us

ASSISTANT TOWN CLERK
Diane M. Gorham
dgorham@wayland.ma.us

TOWN BUILDING
41 COCHITUATE ROAD
Wayland, MA 01778

TEL: 508-358-3630
508-358-3631
FAX: 508-358-1683
www.wayland.ma.us

June 21, 2018

Dear Board of Selectmen,

Questions have been raised on holding a special election regarding the marijuana question. Below is a narrative on the pros and cons of holding a dual vs single election. Possible dates and deadlines are provided should you decide to schedule a special election.

Although it may appear that holding the local election at the same time as the State Primary or State Election would be more economical and convenient for voters, the potential for ballot confusion and potential shortage of election staff (especially for the State Primary) could result in a high likelihood that issues may arise with the election process.

Below are four options for acting on a Local Ballot Question:

	Date	Est Cost	Rank
Dual Election – State Primary	September 4, 2018	\$8,000	Third
Dual Election – State Election	November 6, 2018	\$14,512	Least Desirable
Special Local Election	October 2, 2018	\$12,000	Second
Annual Town Election	April 23, 2019	No additional cost	Most Desirable

Attached are details on each of the options and narrative on the challenges of holding local dual elections. I would strongly urge you to consider use of the Annual Town Election or holding a Special Local Election; conducting a dual election with the State Primary or State Election may lead to significant voter confusion and cost issues.

I am available to discuss this with you at any time.

Sincerely,

Beth R. Klein, CMC
Town Clerk

Attachments (4 pages)

Challenges in Holding a Dual Election

- If a local election occurs at the same time as a state election, we cannot piggy back on the state ballot; there will have to be a separate ballot for which the Town will incur costs as well as the cost of extra staff.
- There will have to be separate absentee ballots and early voting ballots if the election occurs in November. Additional staff will be needed for early voting to process town ballots. All these ballots have to be kept separate from the state ballots and will have to be stored in a secure place before and after the election.
- There has to be separate voter lists, Separate check in and check out tables and additional staff to man the tables. There will need to be room in each precinct for additional tables and staff. At least 8 additional staff per precinct for a total of 24 extra staff. This is required by law.
- There may be more confusion when voting absentee, because the voter has to specify which ballot they want and if they want both they have to return it in the correct envelopes or it cannot be counted.
- Some voters will be eligible to vote in the state election but not in town election. Voters who moved out of town within the last 6 months but have not registered in another town can vote in Wayland at the state election but not at local elections.
- There will need to be extra training for poll workers. Poll workers will need to ensure that the ballots are separated after they are counted, and kept separate after the election is completed in case there is a recount.
- During the presidential election because there were so many early voting ballots which were folded by the voters, the voting machines were constantly jamming. There is a concern that this will happen again because there will be twice as many ballots.
- Voters will have to wait on separate lines to get each ballot, which will take longer since voters will be checking in twice and checking out twice. They must be watched closely to make sure both ballots are correctly put into the voting machine.
- There is a higher likelihood of voter confusion and frustration having two ballots, especially if there are other ballot questions on the state ballot.
- Wayland has only held one dual election since 2007 and only during a town election or primary, never during a state election with early voting.
- I have spoken to many other Towns, including Concord, Sudbury and Needham, and they have all said they would not hold a dual election during a state election.

**Option 1: Hold a Special Election during the State Primary
On September 4, 2018**

Estimate for Additional Costs of Special Election = \$8,000

	Pro	Con	Comment
Early Voting Costs	No Early Voting		Some Cost Savings
Ballots – Quantity & Cost		Currently 3 Separate Ballots. Special Election will result in a 4 th Ballot.	1) Four Ballots may be confusing to voters. 2) The Special Election Ballot printing (regular and absentee) cost will be borne by the Town.(\$3500) 3) Election machines will need additional programming / coding (\$1000)
Election Worker Availability		Will be difficult getting qualified workers as any Election Workers may still be away on vacation. Will still need additional workers or some workers will have to work a double shift	1)The state requires additional check in and check-out clerks)\$2100) 2) Will also need special training. Additional costs \$1400
Voter Turnout	Lower Voter turnout predicted		
Required Actions by Board of Selectmen			1) Ballot Question would need to be filed with Town Clerk by July 31

**Option 2: Hold a Special Election during the State Election
On November 6, 2018**

Estimate for Additional Costs of Special Election = \$14,512

	Pro	Con	Comment
Early Voting Costs		Would require Early Voting from Oct 22 – Nov 2.	1) Additional Costs for election workers for 10 additional days. (\$4,000) 2) Will need additional space beside the "Tot" Room for two weeks to conduct EV.
Ballots – Quantity & Cost		Currently one Ballot. Special Election will result in a 2nd Ballot.	1) The Special Election Ballot (Early Voting, Regular, and Absentee) printing cost will be borne by the Town. (\$4-6,000) 2) Election machines will need additional programming / coding (1,000)
Election Worker Availability		Will need additional workers and special training	16 additional workers – on election day(\$2,112) Training-\$1400
Voter Turnout		Anticipate larger turnout due to Governor's race	Will need a larger than usual election staff.
Required Actions by Board of Selectmen			1) Ballot Question would need to be filed with Town Clerk by Oct 2

**** Least Desirable Option ****

**Option 3: Hold a Separate Special Town Election
On October 2, 2018**

Estimate for Additional Costs of Special Election = \$10,000 to \$12,000

	Pro	Con	Comment
Early Voting Costs	No Early Voting		Cost Savings
Ballots – Quantity & Cost		Single Question Ballot	1) The Special Election Ballot printing (regular and absentee) cost will be borne by the Town as well as the cost of programming election machines.
Required Actions by Board of Selectmen			2) Need to vote to hold election 64 days in advance (by July 27 for an Oct. 2, election) 3) Ballot Question would need to be filed with Town Clerk by August 28

**Option 4: Vote on Ballot Question during Annual Town Election
On April 23, 2019**

Additional Costs of Special Election = \$0

**** Most Desirable Option ****

DATE: JUNE 25, 2018
 TO: BOARD OF SELECTMEN
 FROM: NAN BALMER, TOWN ADMINISTRATOR
 RE: BOARD AND COMMITTEE APPOINTMENTS

RECOMMENDED ACTION: VOTE TO APPOINT MEMBERS TO APPOINTED BOARDS AND COMMITTEES AS LISTED ON THE AGENDA FOR THE TERMS LISTED

BACKGROUND:

- A. Interviews / Appointments & Re-appointments: Potential vote to appoint members (listed on the agenda) to the Economic Development Committee and Finance Committee: It is the Board's policy to interview all applicants for appointed positions who are new to Town government. Existing volunteers have kindly agreed to meet with the Board on 6/25 for positions on EDC and FinCom:
- a. Economic Development Committee: Appoint (2)
 - i. Three positions available, terms ending 6/30/21:
 1. Two applicants for interview -- One new to town government (Burke), one not new, but volunteering for a new post (Steinberg)
 2. One reappointment, by separate vote (C-6, below)
 - b. Finance Committee: Appoint (2)
 - i. Two positions available, terms ending 6/30/21:
 1. Two applicants for interview (One new to town government (Lappin) and one re-appointment (Martin)
- B. Re-Appointments: Two year, ending 6/30/20
1. Municipal Affordable Housing Trust (3)
 2. Youth Advisory Committee (1)
 3. Permanent Municipal Building Committee (3)
- C. Re-appointments: Three year, ending 6/30/21
1. Audit Committee (1)
 2. Conservation Commission (2)
 3. Council on Aging (3)
 4. Cultural Council (2)
 5. Dog Control Board (1)
 6. Economic Development Committee (1)
 7. Energy and Climate Committee (1)
 8. Historic District commission (2)
 9. Historical Commission (4)
 10. Surface Water Quality Committee (2)
 11. Wastewater Management District Commission (1)
 12. Zoning Board of Appeals (3)
- D. Re-appointments: Five year, ending 6/30/23
1. Personnel Board (1)

Attached for Reference:

1. Resumes of volunteers new to Town Government (Burke, Lappin)
2. Board of Selectmen Policy: Appointments to Town Boards and Committees
3. Wayland Board and Committee Database – 6/18/18

APPOINTMENTS TO TOWN BOARDS AND COMMITTEES

The Board of Selectmen is responsible for making a number of appointments to town boards and committees. The following procedures generally will be used to post openings, make appointments, and fill vacancies.

POST OPENINGS

- The Town Administrator shall post all vacancies on the Town Building foyer bulletin board for a minimum of one (1) week.
- Applicants, who must be registered voters in the Town of Wayland, shall submit a statement describing their interest, background, and qualifications relevant to the opening being sought, and a résumé, if available.
- Applicants are encouraged to attend at least one meeting of the committee to which they seek appointment and discuss the board's function and responsibilities with a current member of the Board or the appropriate staff member before being considered for appointment.

ANNUAL APPOINTMENTS

- The Board of Selectmen shall interview all applicants new to Town Government.
- Boards or committees are encouraged to submit input on the reappointment of a member and questions for use by the Selectmen in interviewing applicants for their respective boards.
- All vacancies should be filled before the expiration of the term to the extent practical.

VACANCIES

Vacancies that occur between annual appointments shall be filled as soon as is reasonable following the guidelines for annual appointments.

REAPPOINTMENTS

The Selectmen shall solicit recommendations for reappointment from the chairpersons of boards and committees with members whose terms are ending.

- All candidates for reappointment to the Conservation Commission, Finance Committee, Personnel Board, and the Zoning Board of Appeals may be interviewed by the Board of Selectmen.
- Reappointments to other boards generally will not be subject to interviews by the Board of Selectmen unless there is an objection from the chair of the board or at the request of a Selectman.

Approved March 1, 2004; revised and restated on October 13, 2010

See Wayland Code §6-1. For provisions regarding specific appointments, see Wayland Code §19-1 (Finance Committee); §43-2 (Personnel Board); §198-201 (Zoning Board of Appeals); and §198-204 (Planning Board Associate Member).

Balmer, Nan

Subject: FW: Interest in joining the Wayland EDC
Attachments: Resume June 2018.docx

> On Jun 7, 2018, at 1:20 PM, sharon burke <burkehq@gmail.com> wrote:

>
> Good afternoon David + Becky,

> I kindly ask to be considered as a potential member of the Economic Development Committee. I have been an active member of the Wayland community for over 10 years and feel my experience and background might be a good fit for this board.

> My professional experience includes over 10 years in the financial services industry, working with high-level executives and institutional clients. Eventually I made the change to academia, teaching classes and leading workshops on professional development to undergraduates at Temple University. I have spent the past 16 years raising my children and serving on numerous boards including the Wayland Middle School PTO, Wayland Swim & Tennis Club (currently secretary), Weston Golf Club, and Wayland-Weston Youth Football & Cheer. I most recently joined the real estate firm of Benoit Mizner Simon as an real estate associate, after obtaining my real estate license in late 2017.

> The personal connections I have formed over these years of volunteer service positions have given me significant insight into the Wayland community. There is rarely a day that goes by where I do not stop to talk with someone in the supermarket, my neighborhood or on an athletic field about the "going's on" at Town Center or the Wayland Village plaza. Most recently, I posed a question on Facebook's Wayland Bulletin Board asking what type of businesses folks would like to see at the Town Center and within 24 hours, had over 250 suggestions from other passionate folks. It is in those moments I realize I have the potential to bridge the needs & wants of our residential community to those in our business community.

> Thank you for your time and consideration.

> Best,

> Sharon Burke
> 16 Highland Circle
> Wayland, MA

SHARON BURKE

16 Highland Circle | Wayland, MA 01778 |

EMPLOYMENT HISTORY

BENOIT MIZNER SIMON + CO., INC.

February 2018 - Present

Real Estate Associate, Weston, MA

- Research current market conditions and analyze past trends to accurately prepare and present Competitive Market Analyses to clients to attain highest value on property to list, and to determine best offer on property to purchase.
- Massachusetts Licensed Real Estate Salesperson, 2017

TEMPLE UNIVERSITY, Fox School of Business & Management

August 2000 – February 2002

Assistant Director, Center for Student Professional Development, Philadelphia, PA

- Taught four sections of a Professional Development course to over 100 undergraduate students each semester.
- Prepared, coached and counseled BBA students for internship and permanent job placement opportunities, including interview skill training and resume writing.
- Implemented a variety of skills-based professional development workshops to ensure skill level matched potential employers needs.

LEGG MASON WOOD WALKER, INC.

July 1998 – December 1998

Associate, Richman Group, Philadelphia, PA

- Responsible for day-to-day trading and account maintenance for over 250 high net worth individuals and several large, institutional clients.
- Conducted analysis of stock option plans for high-level executives, including Rule 144 transactions and direct investments.
- Served as account liaison with corporate and institutional clients to maintain accounts and provide education and training to customers.

PAINWEBBER, INC.

November 1992 – July 1998

Registered Retail Sales Assistant, Philadelphia, PA

- Reporting directly to Senior V.P., contacted clients, researched companies and conducted profit and loss evaluations.
- Assisted Office Manager with orientation and training of new employees.
- Obtained both Series 63 and 7 licenses.

MERRILL LYNCH, PIERCE, FENNER & SMITH

October 1989 – November 1992

Sales Assistant, Philadelphia, PA

- Provided administrative support to two Vice Presidents, including customer service for investment accounts as well as life and annuity insurance products.

EDUCATION

TEMPLE UNIVERSITY, Fox School of Business & Management, BBA

Philadelphia, PA

MAJOR: Finance, cum laude, 1999

William Steinberg
49 Highland Circle
Wayland, MA 01778

5) A. FDC - STEINBERG

May 22, 2018

Ms. Lea Anderson
Chairperson, Wayland Board of Selectmen
Wayland Town Building
Wayland, MA 01778

Re: Wayland Finance Committee - My Tenure

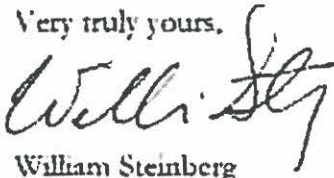
Dear Chairperson Anderson:

I am writing to request that the Board of Selectmen might consider me as a new Member of the Wayland Economic Development Committee. I believe that there are at least two open positions on the current Committee. My request would be to join the Committee in the next fiscal year, which begins in July 2018.

I have served in multiple positions with the Town over the past several years, and I believe that I would bring an informed perspective to the Economic Development Committee. My work for the Town includes two years as a Member of the Wayland Planning Board, serving as the Chair in both of those years, which included the permitting process for the Wayland Town Center project. I have served for seven years on Wayland's Finance Committee (in the process of completing my current tenure upon June 30, 2018). I have been a Member of the River's Edge Committee, the 2010 Town Meeting Procedures Committee and helped to write the mission statement for the WRAP committee.

I believe that I can add value to the Economic Development Committee and look forward to the opportunity of working with the members of that Committee.

Very truly yours,



William Steinberg

Cc: Nan Balmer, Town Administrator

5) A. Fin Com :
LAPPIN

Balmer, Nan

From: The Lappin Family <thelappinfam@gmail.com>
Sent: Tuesday, June 19, 2018 12:59 AM
To: Balmer, Nan; Anderson, Lea
Subject: Finance Committee Appointment
Attachments: Kelly Lappin Bio.pdf

Nan & Lea,

I understand there will soon be an opening on the Finance Committee and would like to express my interest in an appointment to the committee.

I have attached a brief biography summarizing my professional background. On a more personal note, I have been a proud resident of Wayland for the last 13 years, most recently calling Sears Road home along with my husband and three children. As our youngest child starts kindergarten at Claypit Hill and our older children enter the 6th and 8th grades at Wayland Middle School in the Fall, we are firmly invested in Wayland now and for many years to come. Over the years, our family has been active in a number of organizations in town, but it was my experience this year on the Library Planning Committee that really opened my eyes to extensive network of volunteers necessary to move Wayland forward. As an added bonus, I found that service to be a wonderful way to build community with some fantastic people. I think the Finance Committee in particular would be an excellent match for my skill set while fulfilling my desire to expand my service to the town and connection to our shared community.

Please feel free to call me at  if you have any questions or would like to discuss.

Regards,
Kelly Lappin

Kelly B. Lappin, EA



Kelly is the Director of Compensation & Benefits Finance at Raytheon Company with 19 years of experience in the benefits field. In her role at Raytheon, she is responsible for the financial management, compliance and strategic analysis for all of Raytheon's benefits programs, including domestic and international defined benefit pensions, defined contribution retirement plans, medical, stock compensation and workers compensation, disability and life insurance. Prior to joining Raytheon in 2014, she was an Assistant Vice President & Consulting Actuary with Transamerica Retirement Solutions and previously a Consulting Actuary with Mercer Human Resource Consulting.

Kelly is an Enrolled Actuary under the Employee Retirement Income Security Act (ERISA) and a member of the American Academy of Actuaries, the Financial Executives International Committee on Benefits Finance and the American Benefits Council Policy Board of Directors. She received a Bachelor of Arts in mathematics and statistics from the University of Rochester.

Kelly's areas of expertise include:

- Design and evaluation of strategic pension financial management options including plan design, risk transfer, funding and investment policy
- Board of Directors and executive leadership communications on complex benefits related topics
- Financial forecasting of benefits costs and pension costs under multiple accounting and funding frameworks
- Securities and Exchange Commission (SEC) financial reporting (i.e. 10-K, 10-Q, Proxy and 11-K filings)
- ERISA compliance and government filing requirements
- Benefit plan financial statements and Form 5500 filing preparation including coordination with external auditors
- Actuarial assumption review and demographic experience analysis
- Sarbanes-Oxley 404 control environment evaluation and development
- Investor relations communications related to pension topics
- Government affairs consulting regarding benefits topics
- Mergers and acquisitions related benefit plan due diligence

Certain specialized areas of focus relate to pension issues specific to governmental entities and employers performing work for the U.S. Government, including:

- Governmental Accounting Standards, Cost Accounting Standards (CAS) and Federal Acquisition Regulation (FAR) expertise
- Government contractor forward pricing and incurred cost submissions
- Defense Contract Management Agency (DCMA) and Defense Contract Audit Agency (DCAA) Government Agency interface and relations

	A	B	C	D	E	F	H	P
1	6/25/2018	WAYLAND BOARDS AND COMMITTEES: 27 APPOINTED PUBLIC BODIES, 153 POSITIONS, 34 MEMBERS FOR RE-APPOINTMENT / RE-APPOINTMENT BY SELECTMEN, 6 VACANCIES AND RETIREMENTS						
2	153	Board/Committee	Member First Name		Member Last Name	Term Expires	Appointed by	New Term Accepted - BOS Appointees
4		AUDIT COMMITTEE - 5 MEMBERS, 3 YEAR TERMS, (SELECTMEN APPOINT 3)						
5	1	Audit Committee	Chris		Ryan	6/30/2019	School Comm	
6	2	Audit Committee	Christopher		Cullen	6/30/2019	Selectmen	
7	3	Audit Committee	Randall		Moore	6/30/2018	Selectmen	X
8	4	Audit Committee	VACANT			6/30/2020	Selectmen	VACANT
9	5	Audit Committee	VACANT			6/30/2020	FinComm	VACANT
41		BOARD OF REGISTRARS - TOWN CLERK PLUS 3 PERSONS APPOINTED BY SELECTMEN, NO 2 OF SAME POLITICAL PARTY, APPOINTED APRIL 1						
42		CABLE ADVISORY COMMITTEE - NO CURRENT CHARGE						
43		COMMUNITY PRESERVATION COMMITTEE - 9 MEMBERS, 3 YEAR TERMS, (SELECTMEN APPOINT 3)						
44	1	Community Preservation Committee -	Elisa		Scola	6/30/2019	Historical Comm	
45	2	Community Preservation Committee	Albert		Montague Jr.	6/30/2019	Planning Board	
46	3	Community Preservation Committee	David		Pearlman	6/30/2021	Recreation Comm	
47	4	Community Preservation Committee	Susan		Weinstein	6/30/2018	Housing Authority	
48	5	Community Preservation Committee	John		Sullivan	6/30/2020	Conservation Comm	
49	6	Community Preservation Committee	Michael		Lowery	6/30/2019	Bd. Of Public Works	
50	7	Community Preservation Committee	Gretchen		Schuler	6/30/2019	Selectmen	
51	8	Community Preservation Committee	Susan		Green	6/30/2019	Selectmen	
52	9	Community Preservation Committee	Maureen		Cavanaugh	6/30/2020	Selectmen	
53		CONSERVATION COMMISSION - 7 MEMBERS, 3 YEAR TERMS - 4 AT LARGE, ONE EACH RECOMMENDED BY PARK / RECREATION AND PLANNING BOARD						
54	1	Conservation Commission	Thomas		Klem	6/30/2020	Selectmen	
55	2	Conservation Commission	Sherre		Greenbaum	6/30/2019	Selectmen	
56	3	Conservation Commission	Barbara		Howell	6/30/2018	Selectmen	X
57	4	Conservation Commission	Joanne		Barnett	6/30/2020	Selectmen	
58	5	Conservation Commission	John		Sullivan	6/30/2020	Selectmen	
59	6	Conservation Commission	Thomas		Davidson	6/30/2019	Selectmen	
60	7	Conservation Commission	Sean		Fair	6/30/2018	Selectmen	X

	A	B	C	D	E	F	H	P
61		COA - CC - 7 MEMBERS, 1 YEAR TERM, (SELECTMEN APPOINT 5, REC AND COA RECOMMEND ONE EACH)						
62	1	Council on Aging - Community Center Advisory Committee	Pamela		Roman	6/30/2018	Selectmen	
63	2	Council on Aging - Community Center Advisory Committee	Frank		Krasin	6/30/2018	Recreation Comm	
64	3	Council on Aging - Community Center Advisory Committee	Wendy		Levine	6/30/2018	Selectmen	
65	4	Council on Aging - Community Center Advisory Committee	Jean		Milburn	6/30/2018	Selectmen	
66	5	Council on Aging - Community Center Advisory Committee	William		Sterling	6/30/2018	Council on Aging	
67	6	Council on Aging - Community Center Advisory Committee	Carol		Glick	6/30/2018	Selectmen	
68	7	Council on Aging - Community Center Advisory Committee	Mark		Foreman	6/30/2018	Selectmen	
69		COUNCIL ON AGING - 9 MEMBERS, 3 YEAR TERM						
70	1	Council on Aging Board	Mary		Antes	6/30/2018	Selectmen	X
71	2	Council on Aging Board - (NON-VOTING)	Betsy		Soule	6/30/2018	Selectmen	X
72	3	Council on Aging Board	William		Sterling	6/30/2019	Selectmen	
73	4	Council on Aging Board	Nancy		Leifer	6/30/2019	Selectmen	
74	5	Council on Aging Board	Denise		Yurkofsky	6/30/2019	Selectmen	
75	6	Council on Aging Board	Evelyn		Ekmejian	6/30/2020	Selectmen	
76	7	Council on Aging Board	Carol		Glick	6/30/2020	Selectmen	
77	8	Council on Aging Board	Elizabeth		Patterson	6/30/2018	Selectmen	X
78	9	Council on Aging Board	Ellen		Scult	6/30/2020	Selectmen	
79		CULTURAL COUNCIL- FROM 5-22 MEMBERS, 2 YEAR TERM						
80	1	Cultural Council	Kara		Brewton	6/30/2019	Selectmen	
81	2	Cultural Council	Barbara		Hoffman	6/30/2018	Selectmen	X
82	3	Cultural Council	Barbara		Holtz	6/30/2019	Selectmen	
83	4	Cultural Council	Jonathan		Saxton	6/30/2020	Selectmen	
84	5	Cultural Council	Kathryn		Trogolo	6/30/2020	Selectmen	
85	6	Cultural Council	Brenda		Ross	6/30/2020	Selectmen	
86	7	Cultural Council	Adam		Gutbezahl	6/30/2018	Selectmen	X
87	8	Cultural Council	Rachel		Sideman-Kurtz	6/30/2019	Selectmen	
93		DOG CONTROL APPEALS BOARD - 4 MEMBERS, 3 YEAR TERM						
94	1	Dog Control Appeals Board	Susan		Wagner	6/30/2019	Selectmen	
95	2	Dog Control Appeals Board	Jeffrey		Baron	6/30/2019	Selectmen	
96	3	Dog Control Appeals Board	Susan		Koffman	6/30/2018	Selectmen	X
97	4	Dog Control Appeals Board	Arthur		Fine	6/30/2019	Selectmen	

	A	B	C	D	E	F	H	P	
98		ECONOMIC DEVELOPMENT COMMITTEE - 9 MEMBERS, 3 YEAR TERM							
99	1	Economic Development Committee	Rebecca		Stanizzi	6/30/2019	Selectmen		
100	2	Economic Development Committee	Frank		Panaccio	6/30/2018	Selectmen	RETIRING	
101	3	Economic Development Committee	James		Grumbach	6/30/2019	Selectmen		
102	5	Economic Development Committee	VACANT			6/30/2018	Selectmen	VACANT	
103	4	Economic Development Committee	Kamal		Namou	6/30/2020	Selectmen		
104	5	Economic Development Committee	Seth		Roman	6/30/2020	Selectmen		
105	6	Economic Development Committee	Ryan		Scott	6/30/2018	Selectmen	X	
106	7	Economic Development Committee	Andrew		Oppenheim	6/30/2020	Selectmen		
107		ENERGY AND CLIMATE COMMITTEE - 5 MEMBERS, 3 YEAR TERM, ALLOWS FOR NON-VOTING MEMBERS IN ANY NUMBER							
108	1	Energy and Climate Committee	Harvey		Michaels	6/30/2018	Selectmen	X	
109	2	Energy and Climate Committee	William		Huss	6/30/2019	Selectmen		
110	3	Energy and Climate Committee	Tom		Sciacca	6/30/2020	Selectmen		
111	4	Energy and Climate Committee	Anne		Harris	6/30/2019	Selectmen		
112	5	Energy and Climate Committee							
113		ELECTRONIC VOTING IMPLEMENTATION SUBCOMMITTEE - 7 MEMBERS, NO TERM, (SELECTMEN APPOINT 3, MODERATOR APPOINTS 4)							
114	1	Electronic Voting Implementation Subcommittee	David		Bernstein				
115	2	Electronic Voting Implementation Subcommittee	Alan		Reiss				
116	3	Electronic Voting Implementation Subcommittee	Don		Schuler				
117	4	Electronic Voting Implementation Subcommittee	Jon		Sieber				
118	5	Electronic Voting Implementation Subcommittee	Larry		Krakauer				
119	6	Electronic Voting Implementation Subcommittee	Lynne		Dunbrack				

	A	B	C	D	E	F	H	P	
120		FINANCE COMMITTEE - 7 MEMBERS, 3 YEAR TERMS, MUST NOT HOLD ANY OFFICE HAVING TO DO WITH THE EXPENDITURE OF TOWN MONEY							
121	1	Finance Committee	William		Steinberg	6/30/2018	Selectmen	RETIRING	
122	2	Finance Committee	Jen		Gorke	6/30/2019	Selectmen		
123	3	Finance Committee	George		Uveges	6/30/2020	Selectmen		
124	4	Finance Committee	Dave		Watkins	6/30/2020	Selectmen		
125	5	Finance Committee	Klaus		Shigley	6/30/2019	Selectmen		
126	6	Finance Committee	Carol		Martin	6/30/2018	Selectmen	X	
127	7	Finance Committee	Steve		Correia	6/30/2020	Selectmen		
128		HISTORIC DISTRICT COMMISSION-7 MEMBERS, 3 YEAR TERMS, ONE MEMBER FROM TWO NOMINEES SUBMITTED BY THE LOCAL CHAPTER OF THE AMERICAN INSTITUTE OF ARCHITECTS; ONE REALTOR FROM TWO NOMINATED BY THE BOARD OF REALTORS COVERING WAYLAND; ONE MEMBER FROM TWO NOMINEES SUBMITTED BY THE WAYLAND HISTORICAL SOCIETY; AND ONE OR MORE RESIDENT(S) OR PROPERTY OWNER(S) IN AN HISTORIC DISTRICT ADMINISTERED BY THE COMMISSION. IF WITHIN 30 DAYS AFTER SUBMISSION OF A WRITTEN REQUEST FOR NOMINEES TO ANY OF THE ORGANIZATIONS HEREIN NAMED NO SUCH NOMINATIONS HAVE BEEN MADE, THE SELECTMEN MAY PROCEED TO APPOINT MEMBERS WITHOUT NOMINATION BY SUCH ORGANIZATION; 2 ALTERNATES							
129	1	Historic District Commission (HISTORICAL SOCIETY)	Alice		Boelter	6/30/2020	Selectmen		
130	2	Historic District Commission	Kathie		Steinberg	6/30/2019	Selectmen		
131	3	Historic District Commission	Seema		Mysore	6/30/2019	Selectmen		
132	4	Historic District Commission (WAYLAND CENTER)	Margery		Baston	6/30/2019	Selectmen		
133	5	Historic District Commission (ARCHITECT)	Desmond		McAuley	6/30/2018	Selectmen	X	
134	6	Historic District Commission	Gretchen		Schuler	6/30/2020	Selectmen		
135	7	Historic District Commission (REALTOR)	Marjorie		Ford	6/30/2018	Selectmen	X	
136	8	Historic District Commission (ALTERNATE)	Caitlin		Ahearn	6/30/2019	Selectmen		
137	9	Historic District Commission (ALTERNATE) (BOW ROAD)	Kate		Finlayson	6/30/2018	Selectmen	RETIRING	
138		HISTORICAL COMMISSION - 3-7 MEMBERS, 3 YEAR TERMS							
139	1	Historical Commission	Tonya		Largy	6/30/2018	Selectmen	X	
140	2	Historical Commission	Katherine		Gardner-Westcott	6/30/2019	Selectmen		
141	3	Historical Commission	Elisa		Scola	6/30/2018	Selectmen	X	
142	4	Historical Commission	Ann		Gordon	6/30/2019	Selectmen		
143	5	Historical Commission	R.		Conard	6/30/2018	Selectmen	X	
144	6	Historical Commission	John		Dyer	6/30/2018	Selectmen	X	
145	7	Historical Commission	Amanda		Ciaccio	6/30/2020	Selectmen		

	A	B	C	D	E	F	H	P
146		HOUSING PARTNERSHIP - 9 MEMBERS 3 YEAR TERMS, (SELECTMEN APPOINT 4)						
147	1	Housing Partnership	Rachel		Bratt	6/30/2020	Selectmen	
148	2	Housing Partnership	Katherine		Provost	6/30/2018	Housing Authority	
149	3	Housing Partnership	Armine		Roat	6/30/2019	Planning Board	
150	4	Housing Partnership	Joanne		Barnett	6/30/2019	Conservation Comm	
151	5	Housing Partnership	Kathleen		Bouandy	6/30/2020	Selectmen	
152	6	Housing Partnership	Mary		Antes	6/30/2020	Selectmen	
153	7	Housing Partnership	Christine		DIBona	6/30/2020	School Comm	
154	8	Housing Partnership	Theodore		Crass	6/30/2020	Wayland Clergy	
155	9	Housing Partnership	O'Leary		David	6/30/2021	Selectmen	
172		LOCAL EMERGENCY PLANNING COMMITTEE (BY BY-LAW - NO SPECIFIC REQUIREMENTS)						
173		MUNICIPAL AFFORDABLE HOUSING TRUST- 7 MEMBERS 2 YEAR TERMS(AT LEAST ONE SELECTMAN, PREFERENCE TO WHA, PLANNING BOARD AND WHA						
174	1	Municipal Affordable Housing Trust Fund Board	Mike		Staiti	6/30/2018	Selectmen	X
175	2	Municipal Affordable Housing Trust Fund Board	Stephen		Greenbaum	6/30/2018	Selectmen	X
176	3	Municipal Affordable Housing Trust Fund Board	Brian		O'Herlihy	6/30/2018	Selectmen	X
177	4	Municipal Affordable Housing Trust Fund Board	Mary		Antes	6/30/2019	Selectmen	
178	5	Municipal Affordable Housing Trust Fund Board	Bob		Duffy	6/30/2019	Selectmen / Planning Board	
179	6	Municipal Affordable Housing Trust Fund Board	VACANT			6/30/2019	Selectmen / Housing Partnership	
180	7	Municipal Affordable Housing Trust Fund Board	Susan		Weinstein	6/30/2019	Selectmen / Housing Authority	
181		PERMANENT MUNICIPAL BUILDING COMMITTEE- 5 REGULAR MEMBERS, 2 YEAR TERMS PLUS TWO MEMBERS FOR EACH PROJECT APPOINTED BY TOWN OR SCHOOL AS APPROPRIATE FOR TERMS TO END UPON PROJECT COMPLETION						
182	1	Permanent Municipal Building Committee	Michael		Gitten	6/30/2019	Selectmen	
183	2	Permanent Municipal Building Committee	James		Riley	6/30/2019	Selectmen	
184	3	Permanent Municipal Building Committee	Brian		Chase	6/30/2018	Selectmen	X
185	4	Permanent Municipal Building Committee	Patrick		Rowe	6/30/2018	Selectmen	X
186	5	Permanent Municipal Building Committee	Eric		Sheffels	6/30/2018	Selectmen	X
187		PERSONNEL BOARD - 5 MEMBERS, 5 YEAR TERMS						
188	1	Personnel Board	Maryanne		Peabody	6/30/2022	Selectmen	
189	2	Personnel Board	Deborah		Cohen	6/30/2018	Selectmen	X
190	3	Personnel Board	Miranda		Jones	6/30/2019	Selectmen	
191	4	Personnel Board	Jessica		Green	6/30/2021	Selectmen	
192	5	Personnel Board	Philip		Schneider	6/30/2020	Selectmen	

	A	B	C	D	E	F	H	P
214		SENIOR TAX RELIEF COMMITTEE - 7 MEMBERS, 3 YEAR TERM (SELECTMEN APPOINT 4)						
215	1	Senior Tax Relief Committee	Robert		Weiland	6/30/2020	Selectmen	
216	2	Senior Tax Relief Committee	Joan		Bradford	6/30/2020	Council on Aging	
217	3	Senior Tax Relief Committee	Linwood		Bradford	6/30/2018	Assessors	
218	4	Senior Tax Relief Committee	Anne		Gilbert	6/30/2019	FinComm	
219	5	Senior Tax Relief Committee	Stephen		Colella	6/30/2019	Selectmen	
220	6	Senior Tax Relief Committee	Robert		Weiland	6/30/2019	Selectmen	
221	7	Senior Tax Relief Committee	Pauline		DiCesare	6/30/2019	Selectmen	
222		SURFACE WATER QUALITY COMMITTEE - 5 MEMBERS, 3 YEAR TERMS						
223	1	Surface Water Quality Committee	Jack		Carr	6/30/2018	Selectmen	X
224	2	Surface Water Quality Committee	Thomas		Largy	6/30/2018	Selectmen	X
225	3	Surface Water Quality Committee	Charles		Moore	6/30/2020	Selectmen	
226	4	Surface Water Quality Committee	Elizabeth		Newton	6/30/2019	Selectmen	
227	5	Surface Water Quality Committee	Michael		Lowery	6/30/2020	Selectmen	
260		TRUSTEES OF THE ALLEN FUND (3)						
261		WASTEWATER MANAGEMENT DISTRICT COMMISSION - 3 MEMBERS, 3 YEAR TERM (ONE ADMIN MEMBER, ONE FINANCE MEMBER)						
262	1	Wastewater Management District Commission	Rick		Greene	6/30/2018	Selectmen	X
263	2	Wastewater Management District Commission	Fred		Knight	6/30/2019	Selectmen	
264	3	Wastewater Management District Commission	Uday		Virkud	6/30/2020	Selectmen	

	A	B	C	D	E	F	H	P
275		YOUTH ADVISORY COMMITTEE -7 MEMBERS, 2 YEAR TERM, (SELECTMEN APPOINT 2)						
276	1	Youth Advisory Committee	Brenda		Ross	6/30/2018	Selectmen	X
277	2	Youth Advisory Committee	Lisa		Raftery	6/30/2018	Board of Health	
278	3	Youth Advisory Committee	Sarah		Greenaway	6/30/2020	Selectmen	
279	4	Youth Advisory Committee	Corrie		Dretler	6/30/2019	School Comm	
280	5	Youth Advisory Committee	Rev. Theodore		Crass	6/30/2018	Wayland Clergy	
281	6	Youth Advisory Committee	Det. Tyler		Castagno	6/30/2018	Police Chief	
282	7	Youth Advisory Committee	Malcom		Astley	6/30/2019	School Comm	
283		ZONING BOARD OF APPEALS - 5 MEMBERS, 3 YEAR TERM, PLUS 3 ASSOCIATES						
284	1	Zoning Board of Appeals	Aida		Gennis	6/30/2020	Selectmen	
285	2	Zoning Board of Appeals	James		Grumbach	6/30/2018	Selectmen	X
286	3	Zoning Board of Appeals	Thomas		White	6/30/2019	Selectmen	
287	4	Zoning Board of Appeals	Jonathan		Sachs	6/30/2018	Selectmen	X
288	5	Zoning Board of Appeals	David		Katz	6/30/2020	Selectmen	
289	6	Zoning Board of Appeals - ASSOCIATE	Jason		Drori	6/30/2019	Selectmen	
290	7	Zoning Board of Appeals - ASSOCIATE	Shaunt		Sarian	6/30/2020	Selectmen	
291	8	Zoning Board of Appeals - ASSOCIATE	Linda		Segal	6/30/2018	Selectmen	X
292		TOWN ADMINISTRATOR SEARCH COMMITTEE						
293	1	Town Administrator Search Screening Committee	Brian		O'Herlihy			
294	2	Town Administrator Search Screening Committee	Steven		Correia			
295	3	Town Administrator Search Screening Committee	Maryanne		Peabody			
296	4	Town Administrator Search Screening Committee	David		Gutschenritter			
297	5	Town Administrator Search Screening Committee	Susan		Pope			
298	6	Town Administrator Search Screening Committee	Carole		Plumb			
299	7	Town Administrator Search Screening Committee	Doug		Levine			

DRAFT: 6/25/18

BOARD OF SELECTMEN'S POLICY ON THE FY 2020 BUDGET PROCESS

I. PURPOSE

The purpose of the FY 2020 Budget Process Policy is to establish, under existing local and state authority, the roles and responsibilities of the Board of Selectmen, Finance Committee, Town Administrator, and Finance Director in the preparation of the FY 2020 operating and capital budgets. The Board of Selectmen's goal is to create an efficient, effective and fiscally responsible FY 2020 budget process that meets the planned needs and goals of Wayland and is accountable to the taxpayer.

II. AUTHORITY

Authority to prepare the FY 20 Budget under the process described below is based on:

1. The authority as the chief executive and chief policy making body of the Town is provided to the Board of Selectmen under Massachusetts General Law and the authority under Chapters 60 and 19 of the Town Code to 1) employ a Town Administrator, 2) ratify the appointment of the Finance Director and 3) appoint a Finance Committee. As the chief executive for the Town, the Board of Selectmen will play a major role in formulating financial policy, will participate directly in the Town's financial planning and budget process, will provide leadership in the development of the capital improvement plan, and will provide oversight and monitoring of the Town's financial performance.
2. The authority under Chapter 60, Section 2 of the Wayland Town Code provides the Town Administrator, under the direction of the Board of Selectmen, broad authority to manage the Town's financial, personnel and legal activities and to appoint a Finance Director. Chapter 60, Section 2, outlines the Town Administrator's responsibilities for developing long term financial strategy and planning, review of all town departmental budgets and overall financial management for the Town and its departments. This work is done under the Board of Selectmen and with the Finance Committee.
3. The Finance Director working through the Town Administrator, develops a budget schedule, provides financial projections, prepares the draft budget, prepares the debt management plan with the Treasurer, advises the Town Administrator on the proposed budget guideline and acts as Town Accountant under Massachusetts General Law.
4. The authority under Chapter 19 of the Town Code provides the Finance Committee with the responsibility to prepare and submit the annual Omnibus Budget to Town Meeting which includes the personnel and other expense operating budgets and capital budgets for each Town department and the School Department. The Finance Committee works in cooperation with the Town Administrator with the Finance Director acting as liaison with the Town Administrator and Board of Selectmen.

III. INTEGRATION OF ROLES AND RESPONSIBILITIES IN THE BUDGET PROCESS

A responsible local government budget process is based on the Board of Selectmen, its appointed senior staff, all departments and the Finance Committee each playing distinct and important roles in the budget process in a logical sequence. Each of these parties has specific legal responsibility and distinct perspective. The Board of Selectmen's appointed Town Administrator and Finance

Director, as the professional staff managing the Town's day to day operation are best positioned to prepare the five-year budget plan, draft the budget guideline and the capital and operating budgets and present these to the Board of Selectmen. The Board of Selectmen, as the chief executive elected by Wayland residents, is best positioned to consider the overall priorities of the Town. The Board-appointed Finance Committee provides a second and independent review of the draft guidelines and budgets, primarily from the standpoint of Wayland taxpayers after the Board of Selectmen has established priorities, and creates the final operating and capital expense budgets and presents them to Town Meeting. In Wayland, the Finance Committee is also responsible for providing comment to the voters on warrant articles. Other finance duties remain with the Board of Selectmen and its administrators.

IV. FY 2020 BUDGET: PROCEDURAL STEPS

1. The Board of Selectmen adopts this policy on the preparation of FY 20 Budget Process which will be transmitted to the Town Administrator, Finance Committee and Town and School Departments Heads. The Board will also present draft Financial Policies for public review and comment.
2. The Town Administrator and Finance Director will convene a meeting with the School Superintendent and School Business Manager to discuss preliminary FY 2020 Budget needs, the treatment of shared Town / School expenses and preliminary revenue projections.
3. The Finance Director will develop and present to the Town Administrator a five-year revenue and expense budget plan showing all assumptions and identifying proposed budget policies, and suggesting a draft FY 2020 budget guideline, based on an appropriate percentage increases in Town and School budgets and also showing an assumed dollar amount for budget growth for the Town, School and shared Town / School expenses.
4. The draft budget plan and guideline will be reviewed by the Assistant Town Administrator, Treasurer, Assessor, and School Superintendent and School Business Manager whose input will be included or noted in a second draft.
5. After a public presentation, the Board of Selectmen and Finance Committee will review the budget documents, and provide comment reflecting Town priorities and an agreed upon FY 2020 budget guideline which will be included or noted in a new draft budget plan
6. The Board of Selectmen will convene an FY 2020 Budget Summit in mid-September for the Finance Director and Town Administrator to present the plan and hear comment on FY 2020 budget priorities, the FY 2020 Budget Guideline and draft financial policies from departments, committees, and the public.
7. The Finance Director, under the direction of the Town Administrator will develop and manage the FY 2020 Budget Schedule and provide the schedule and the final budget guideline to Town and School departments by early October. All detailed non-school departmental budgets will be received by the Town Administrator who will note any recommended changes to each departmental budget.

8. The Finance Director and Town Administrator will receive the School Department budget from the School Superintendent and include it unchanged but with comment in a consolidated budget plan.
9. The Finance Committee will receive a complete detailed Town budget with all prior comments from the Board of Selectmen and will receive a School budget from the School Committee.
10. The Finance Committee will develop a final budget for inclusion in the Annual Town Meeting warrant.
11. Following its review and compilation of the final FY 2020 budget, the Finance Committee will present the draft FY 2020 budget to the Board of Selectmen, School Committee, staff, boards and public. This is anticipated to occur in early February 2019.

DRAFT

TOWN ORGANIZATION

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

6/20/2018

1

Collins Center Financial Management Structure Review

- The Town of Wayland is currently in a strong financial position. The Town has the highest possible Moody's bond rating (Aaa), which is held by 14 municipalities in the Commonwealth....
- The Town has managed to achieve these things through the efforts of dedicated current and prior elected officials, appointed volunteers, and professional staff. These accomplishments have come in spite of, not because of, the structure of Town Government, which appears increasingly anachronistic among Wayland's peer communities and increasingly unable to handle the accelerating changes Massachusetts municipalities must manage....
- At its core, the issue is that the financial management of the Town is severely fragmented in a way that reduces the Town's efficiency, effectiveness, and transparency.

6/20/2018

2

DRAFT SPECIAL ACT WHAT CHANGES?

- **TWO MAJOR CHANGES**
 - **BUDGET PROCESS**
 - Rebalance roles
 - Begin annual budget process with a budget summit
 - **REPORTING STRUCTURE**
 - Town Manager shall supervise all Town departments, with the exception of the School Department

6/20/2018

3

DRAFT SPECIAL ACT WHAT CHANGES?

- **OTHER CHANGES**
 - **SELECT BOARD**
 - Name change
 - Adopt financial policies
 - Focus on goal-setting, long-term planning, and strategy
 - **TOWN MANAGER**
 - Name change
 - Strengthen Town Administrator and Finance Director positions
 - **FINANCE COMMITTEE**
 - Determine appointing authority
 - Receives budget from Town Manager and Select Board

6/20/2018

4

DRAFT SPECIAL ACT WHAT STAYS THE SAME?

- All currently elected boards/committees remain elected
- No change proposed to reduce number of appointed commissions/committees/boards
- All statutory and regulatory responsibilities stay with boards
- No change to School Department

6/20/2018

5

HISTORY

(We've been at this for 3 decades!)

1989 Charter Commission Proposal fails 1991

2002 Maximus Report recommends

- TM, but interim step of TA
- Creation of Department of Public Works
- Consolidation of Financial Departments
- Consolidation of Land Use Departments
- All staff in Town (except Schools) should report to TM

6/20/2018

6

HISTORY cont.

- 2004 TA Special Act Article passes
- 2008 DPW Special Act Article passes
- 2014 Nan hired Identified budget process/
control changes needed
- 2016 TA & FD propose FY18 Budget Planning
Collins Center Review of Financial
Policies and Procedures
- 2017 Financial Advisor (Unibank)

6/20/2018

7

HISTORY cont.

- 2017 Collins Center - Financial Management
Structure Review
- 2018
April Collins presents – Draft TA Special Act
Fincom attends
BoS meets with Dept. Heads
2 questions: Budget process
Reporting Structure

6/29/2018

8

HISTORY cont.

2018

May Continued discussion with Dept. Heads
BoS meets with Boards/Committees

Forum attended by:

- Board of Library Trustees
- Board of Health
- Board of Public Works
- Surface Water Quality Committee
- Public Ceremonies Committee

Begin search for new TA

June Feedback from Finance Committee on TM Act
Appear on *The Buzz*
Meet with School Committee on budget process

6/20/2018

9

Two major changes

- Budget Process
- Reporting Structure

6/20/2018

10

2020 BUDGET PROCESS

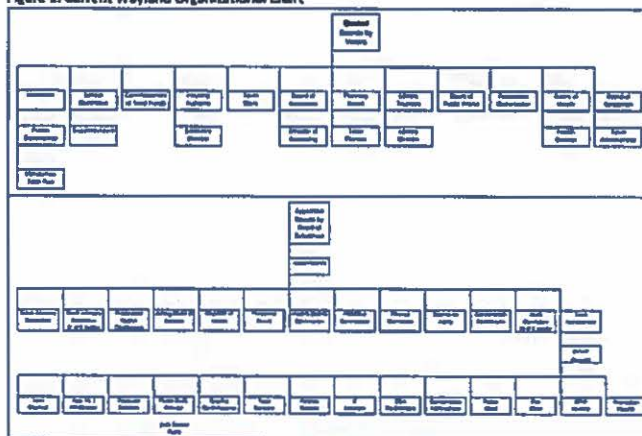
(Even before we consider the Special Act)

• GOALS

- Efficient, effective, and fiscally responsible budget process that meets the planned needs and goals of Wayland
- TA and Finance Director develop long term financial strategy and establish Budget Guidelines for review and comment by BoS and for recommendation to Finance Committee
- Town budget (all depts.) process managed by TA and Finance Director with Board of Selectmen
- School budget process managed by Superintendent and School Committee
- TA works with Finance Director and Finance Committee on the Budget Guidelines
- Finance Committee issues Budget Guidelines and reviews, compiles, and prepares Omnibus Budget for ATM

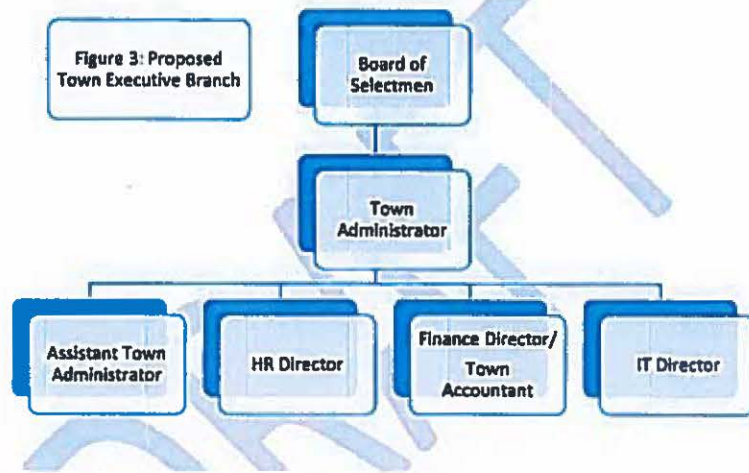
Reporting Structure

Figure 1: Current Wayland Organizational Chart

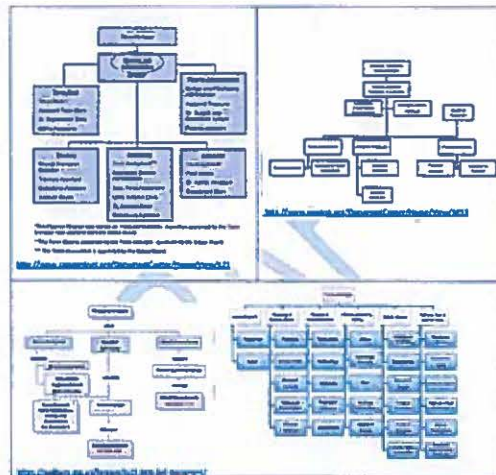


Reporting Structure

Figure 3: Proposed Town Executive Branch



Reporting structure in other towns: Concord, Weston, Sudbury



Next steps

July/August

- Meet with individual Boards and Committees
- Begin community discussions

Fall

- Continue community discussions
- Revise Special Act as necessary

Winter

- Submit article for ATM

**TOWN ADMINISTRATOR'S REPORT
WEEK ENDING JUNE 15, 2018**

1. CORRESPONDENCE

No comments.

2. BERTUCCI'S

Town Counsel recommends, and with the Board's agreement, I will send the notice to the licensee on the Board's behalf:

... Recommends sending Bertucci's a written notice that, in light of the business closing, the Board requests that the alcoholic beverages license either is turned in or an application for transfer be filed at their earliest convenience, otherwise the Board may consider cancelling the license. If the Town has already issued its full quota of on-premises licenses, Bertucci's will no doubt want to find a buyer for the license (this is fully legal, although no one can use a liquor license unless the Board of Selectmen and the ABCC have approved it). If you do have an on-premises license already available, however, they should just turn it in as it would not have any value. (see attached status of Wayland liquor licenses)

General Laws Chapter 138, §77 provides that the Board of Selectmen may cancel a license if the licensee "ceases to conduct the business." However, the ABCC has a lengthy history of not approving a local decision to revoke or cancel a license for non-use unless the licensee has been notified of that intent and given at least six months to either reopen or seek a transfer. An Appeals Court case [Board of Selectmen of Saugus v. ABCC, 32 Mass. App. Ct. 914 (1991)] ruled that a licensee that has ceased operating should be given a "reasonable time" to reopen or transfer, and that the six months that the ABCC provided in that case was reasonable. The ABCC has since read this decision very strictly and decided that a minimum of six months is reasonable, and that the six months does not start to run until the licensing authority puts the licensee on notice that it faces cancellation or revocation if it fails to exercise the license. So that is the advice I give to our client licensing boards. It may be that there are circumstances where the ABCC would accept less than six months, but I am not aware of any decisions on that point. Here is what the ABCC typically states in its decisions on the issue:

It is this Commission's practice to allow the licensee six (6) months from the date of the notice of the risk of cancellation to cure the non-use by either operating its premises or filing the appropriate application to transfer the license. The Commission's sense of fairness is forward looking and the time within which the Licensee must act does not begin to run until the Licensee is first put on notice that there is a potential enforcement of Massachusetts General Laws chapter 138, §77.

Therefore, I recommend sending Bertucci's a letter to "put them on notice" that if the license is not turned in or transferred, the Board reserves the right to cancel it pursuant to G.L. c.138, §77. Such a notice is required, unfortunately, to start the six month clock running. If you would like my assistance in drafting the notice, please let me know.

While I would not expect it to take this long, if November arrives when renewals are filed and Bertucci's files a renewal with no lease for the former premises, the Board would have grounds to deny renewal, in my opinion. We can consider this option if nothing happens in response to the notice.

3. PLANNING BOARD LETTER REGARDING PARKING AT CONGREGATION OR ATID AND THE BOARD'S POTENTIAL ROLE AS TRAFFIC COMMISSION

Please see attached prepared by Town Planner with Planning Board Chair.

Memo

To: Board of Selectmen
From: David Porter
Date: December 11, 2017
Re: Quota of Alcoholic Beverages Licenses

Wayland has the following quotas and active licenses:

Section 12 On-Premises (Restaurant):

All Alcoholic	Allowed: 14	Active: 12 Bertucci's, Broomstones, China Rose LLC, Coach Grill, Dudley Chateau, 110 Grill, Primebar Grill, Sandy Burr, The Villa, Wayland Country Club, The Local, Takara
Wine & Malt	Allowed: 5	Active: 1 Mel's Commonwealth Café

Section 15 Off-Premises (Package Stores):

All Alcoholic	Allowed: 3	Active: 3 Post Road, Lavins, Wayland Wine and Spirits
All Alcoholic by Special Act H.3661 July 2015	Allowed: 1	Active: Sperry's Liquors
Wine & Malt	Allowed: 5	Active: 2 Donelans Wayland Variety and Deli

28
TOTAL

The Massachusetts Liquor Control Act places a quota or limit on the number of alcoholic beverages licenses a city or town can issue. The quota is based on the population of the community as determined by the most recent federal census.

On-Premises License (M.G.L. c. 138, §12)

Each city or town may grant one on-premises all alcoholic license for each unit of 1,000 persons (or fraction thereof) with a minimum of 14. An additional all-alcoholic beverages license may be granted for each population unit of 10,000 (or fraction thereof) over the first 25,000. One wine and malt license may be granted for each unit of 5,000 persons (or fraction thereof) with a minimum of 5.

Veteran's Club License

The local licensing authority may grant an all-alcoholic beverages license, outside the quota system, subject to ABCC approval, to any corporation whose members are war veterans which owns, hires or leases a building, or space in a building, for the use and accommodation of a post of any war veterans' organization incorporated by the Congress of the United States, to sell to members of that post only, and, subject to local licensing authorities, to guests introduced by such members and to no others.

Off-Premises (M.G.L. c. 138, §15)

Each city or town may issue one off-premises (Section 15) all-alcoholic beverages license for each unit of 5,000 persons (or fraction thereof) with a minimum of 2. One wine and malt license may be granted for each unit of 5,000 persons (or fraction thereof) with a minimum of 5.



Sarkis Sarkisian
Wayland Town Planner

TOWN OF WAYLAND
MASSACHUSETTS
01778
PLANNING DEPARTMENT

TOWN BUILDING
41 COCHITUATE ROAD
TELEPHONE: (508) 358-3615
FAX: (508) 358-4036

DATE: June 22, 2018

TO: Lea Anderson, Chair of Board of Selectmen

FROM: Sarkis Sarkisian, Town Planner

RE: Application by Congregation Or Atid to Amend its Site Plan Approval dated April 23, 2001, and Chapter 68 Traffic Commission powers and duties. (see attached General Bylaw 68 and opinion from KP Law)

BOARD ACTION REQUESTED: INFORMATION ONLY

The Planning Board held a hearing on June 20, 2018 on the application of Congregation Or Atid to modify its 2001 Site Plan Approval decision dated April 23, 2001 to provide for on-street parking on the east side of Concord Road between Plain Road and Glezen Lane under the supervision of a police detail during the Jewish High Holidays and for an occasional, large funeral. Or Atid has advised that this request amounts to roughly 15 hours annually of on-street parking.

On-street parking in Wayland is governed by Wayland General Bylaws, Chapter 68, enacted in 1973. Under Chapter 68-1, the "Traffic Commission, consisting of the Selectmen" have "all the duties and responsibilities conferred upon Traffic Commissions by the General Laws" including M.G.L. ch. 40, section 22. In turn, section 22 provides that a "town may make ordinances or bylaws," "or the selectmen... may make rules and orders, for the regulation of . . . vehicles used therein." No rules or regulations were ever promulgated under this authority. Nonetheless, the Selectmen have jurisdiction to issue an order concerning on-street parking within the Town.

The Planning Board wanted to make the Board aware of this situation. We also wanted to advise the Board that a decision allowing on-street parking subject to conditions has been drafted, and continues to be refined through discussions with the Police Chief. The Planning Board continued its public hearing to July 10, 2018, to afford other Town boards and officials to comment, including the DPW. We will circulate the draft conditions once they have been revised.

Chapter 68
TRAFFIC COMMISSION

§ 68-1. Membership; powers and duties.

[HISTORY: Adopted by the Annual Town Meeting of the Town of Wayland 3-12-1973 by Art. 14 as Art. 19 of the 1973 Bylaws. Amendments noted where applicable.]

§ 68-1. Membership; powers and duties. [Amended 4-9-2012 ATM by Art. 26]

There shall be a Traffic Commission consisting of the Selectmen, duly elected and serving as such, which shall have all the duties and responsibilities conferred upon Traffic Commissions by the General Laws, and especially including the authority conferred upon such Commissions by MGL c. 90, §§ 18 and 18A, and upon towns by MGL c. 40, § 22, as such provisions may be from time to time amended, except for jurisdiction over traffic calming measures, including but not limited to the placement and replacement of speed bumps, speed humps, speed tables and speed cushions within Town ways, which measures may be implemented by the Board of Public Works without the issuance of an order or the adoption of a rule or regulation by the Selectmen.

Sarkisian, Sarkis

From: Carolyn M. Murray <CMurray@k-plaw.com>
Sent: Thursday, June 21, 2018 4:33 PM
To: Sarkisian, Sarkis
Cc: Balmer, Nan
Subject: Wayland Modification of Site Plan Approval - Congregation Or Atid

Sarkis,

As we discussed on Wednesday, you have advised that the Planning Board issued a Site Plan Approval to the Congregation Or Atid "Congregation" at 97 Concord Road in 2001, and at the time, the decision contained a condition requiring the Congregation to provide transportation to shuttle overflow parking to alternate parking lots three times per year on holy days, ostensibly to minimize the impacts of on-street parking. Subsequently, the Congregation feels this condition is no longer needed and has requested modification to eliminate this condition. You have advised that the Planning Board is receptive to modifying the condition, but where doing so may result in an increase of on-street parking on adjacent streets, you have asked which Town board has jurisdiction over the streets, as the Planning Board would like to seek input from those Town boards or officials having jurisdiction over streets. You further advised that you have already consulted with the Police Chief with respect to traffic issues arising from the on-street parking, and the Police Chief has, in turn, suggested mitigation measures.

Pursuant to Chapter 68 of the Town Code:

There shall be a Traffic Commission consisting of the Selectmen, duly elected and serving as such, which shall have all the duties and responsibilities conferred upon Traffic Commissions by the General Laws, and especially including the authority conferred upon such Commissions by MGL c. 90, §§ 18 and 18A, and upon towns by MGL c. 40, § 22, as such provisions may be from time to time amended, except for jurisdiction over traffic calming measures, including but not limited to the placement and replacement of speed bumps, speed humps, speed tables and speed cushions within Town ways, which measures may be implemented by the Board of Public Works without the issuance of an order or the adoption of a rule or regulation by the Selectmen.

The statutes referenced in Chapter 68 authorize the Board of Selectmen, as Traffic Commissioners, to oversee and enact speed limits and parking regulations for Town roads. However, this Chapter also assigns jurisdiction with respect to physical alterations to Town roads for purposes of installing traffic-calming measures to the Board of Public Works. Moreover, Chapter 347 of the Acts of 2008 establishes the Board of Public Works as the road commissioners and surveyors of highways, meaning the Board of Public Works has authority over the physical lay-out of a road, as well as the construction, repair, maintenance and removal of snow from Town roads.

Accordingly, if the Planning Board is considering modifying the Congregation's Site Plan Approval to allow on-street parking, it is my opinion that the Planning Board should seek input from the Board of Selectmen, acting as Traffic Commissioners, prior to removing the existing condition or crafting a new condition for the Site Plan Approval that could impact or conflict with a determination of the Traffic Commission or regulations pertaining to on-street parking on any of the affected roadways. To the extent that the Planning Board is considering requiring the installation of any traffic-calming measures, or if the Traffic Commission may

recommend new measures, then it is my opinion that the Planning Board should also consult with the Board of Public Works.

Also, as you are no doubt aware, religious institutions such as the Congregation are afforded certain protection from zoning requirements under G.L. c. 40A, Section 3; however, the Town may impose reasonable regulations concerning parking. I trust the Town will bear this statutory provision in mind when considering the modification of the Congregation's Site Plan Approval.

Please contact me if you have any further questions.

Thank you,

Carolyn M. Murray, Esq.

KP | LAW

101 Arch Street, 12th Floor

Boston, MA 02110

O: (617) 654 1726

F: (617) 654 1735

C: (617) 257 9581

cmurray@k-plaw.com

www.k-plaw.com

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11.) minutes
6/4/18



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

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

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

DRAFT

**Board of Selectmen
Meeting Minutes
June 4, 2018
7:00 p.m.
Wayland Town Building
Selectmen's Meeting Room
41 Cochituate Road, Wayland**

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

Absent: Louis M. Jurist

Also Present: Town Administrator N. Balmer

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

A2. Announcement and Public Comment Tomorrow is the forum on Marijuana Legalization in Wayland. It will be held in the Large Hearing Room at 7:00 p.m. The Wayland Alliance club would like to invite everyone to a panel discussion on June 7 at 7pm in the lecture hall of the High School. The Wayland Dads is having a golf tournament on June 15 with activities and a camp out on Saturday. Brochures are available featuring a number of events at River Fest. Wayland is sponsoring two of them.

Malcolm Astley, 147 Boston Post Road, read a prepared statement regarding the plowing of private roads in Wayland and asked the Board to reconsider its position. He distributed a copy of the statement to the Board.

A3. Swear in Fire Fighter: Andrew Welch Fire Chief D. Houghton introduced Andrew Welch and discussed his background with the Board. Town Clerk B. Klein conducted the swearing in ceremony, and the Board congratulated Fire Fighter Welch on his appointment.

A2. Public Comment, continued Bill Sterling, member of the COA/CC, updated the Board on the committee's potential schedule and its concern about being ready for Annual Town Meeting with a plan for a CoA/CC building and bids in hand.

Alice Boelter, Lakeshore Drive, discussed her concern about the Board packet potentially not being posted online until the day of a meeting.

A4. Proclaim Race Amity Day on June 10, 2018 Residents Ann Landry, Fran Pollitt and Judy Orloff thanked the Board for proclaiming June 10, 2018 as Race Amity Day and gave some background on the topic. M. Antes read aloud the Race Amity Day proclamation.

C. Karlson moved, seconded by D. Levine, to vote to declare Sunday, June 10, 2018 Race Amity Day supported with the proclamation read this evening. YEA: L. Anderson, M. Antes, D. Levine, C. Karlson NAY: none. ABSENT: L. Jurist. ABSTAIN: none. Adopted 4-0.

A5. Meet with Public Buildings Director: Review status of Town and School capital projects; Response from Raytheon to letter Public Buildings Director Ben Keefe came before the Board and provided updates on several ongoing Town and School capital projects. Some of the projects include work at Fire Station 2 on oil storage and septic, repairs to the Depot, new windows and kitchen improvements at the Loker School, and tile at the Middle School. He discussed the timing of upcoming projects on Town Building and Fire Station 2 as well as the status of the two field projects likely coming to fall STM. The projects at the Mellen Law Office and Stone's Bridge are out for bid. Regarding work at town center, B. Keefe said he has not heard back from Raytheon yet. N. Balmer went over the planned collaborative reporting structures for B. Keefe and DPW Director T. Holder. Facilities and capital planning will remain with B. Keefe; smaller projects will be assigned to the new project person in DPW.

Linda Segal, Aqueduct Road, requested the traffic study for the proposed Loker field development. B. Keefe said it is still in draft form, and he hopes to have it online tomorrow.

A6. Line Item Transfers - Vote to approve line item transfers and refer to Finance Committee for concurrence Beth Doucette, Assistant Town Administrator, came before the Board to discuss the five requested line item transfers. After reviewing the purpose and proposed funding source for each one, she explained that the Finance Committee has the line items on its agenda for concurrence. Expenses were matched to keep personnel and expense line items intact.

C. Karlson moved, seconded by D. Levine, that the Board approve the five line item transfers totaling \$79,000 and refer them to the Finance Committee for concurrence. YEA: L. Anderson, M. Antes, D. Levine, C. Karlson NAY: none. ABSENT: L. Jurist. ABSTAIN: none. Adopted 4-0.

A7. Private Roads: Discuss appeal process N. Balmer discussed a memo from DPW Director T. Holder with his recommendation on the appeal process. It would include an application, review by the DPW, and then the BOS will compile applications and make a determination. C. Karlson stated she likes that there is a timeline spelled out in the process. The Board agreed that all applications should be received and reviewed together by a certain time and discussed applications being due July 15 with a Board decision by September 15. The Board noted that there needs to be enough time for residents to reserve a plow service after the decision.

A8. Town Organization – Review next steps:

- 1. FY20 Budget Process** A new process for FY20 would incorporate early planning around guidelines on both the School and Town side and would require all Town budgets be coordinated through the Town Administrators office. N. Balmer said they are hoping to slightly tweak the budget process as a stepping-stone to the Special Act. C. Karlson said it actually goes as far as the Special Act while abiding by the current bylaws. Together, the Town Administrator and Board of Selectmen will fulfill a role as Chief executive of the Town. C. Karlson stated that ClearGov will be rolling out a new budget module that might be useful and offered to meet with the vendor with Beth Doucette. L. Anderson said the next step in revising the FY20 budget process is to meet with School Committee.
- 2. Special Act on Town Manager** L. Anderson gave a quick review of the meetings that have been held to get feedback on the Special Act. L. Anderson stated that on Wednesday FinCom will provide feedback on the Special Act and she will attend that meeting to listen. L. Anderson and N. Balmer have been invited to talk about the Special Act on The Buzz. Next steps include each Selectmen reaching out to his/her liaison Boards and Committees to discuss the Special Act. L. Anderson offered to put together talking points for these meetings.

A9. Town Administrator Search: Update The Committee met on May 30th and elected Carole Plumb as Chair. The Committee picked three interview dates in one week in June. D. Levine said the challenge is there are a number of communities looking for Town Administrators. The Board discussed the next steps in the process and the timeline.

A10. Review suggested changes in board procedure: 1) Authorize Chair to sign accounts payable and payroll warrants, 2) BOS approval or ratification of Town contracts over \$5,000, 3) Votes taken on consent would be listed on meeting minutes, 4) Correspondence will be a separate packet available to the public after the meeting, 5) Board packet will be posted to the website on Monday rather than Friday before a Monday meeting N. Balmer reviewed her suggestions for improving workflow and compliance in the office. She said the intent is to balance the Board's transparency with the

privacy of individuals and the ability of staff to do the work in the necessary timeframe. N. Balmer briefly went over each suggested change in Board procedure. The Board provided feedback. The Board was not comfortable changing the process for signing warrants without more information on the content. N. Balmer stated she would look at \$10,000 as a starting point instead of \$5,000 for Board approval of contracts. The minutes have contained the specifics of the Consent Calendar starting in May 2018. The Board discussed changes to the Correspondence packet as well as posting the full Board packet on the website on Monday as opposed to Friday. C. Karlson said she would prefer the Board packet continue to be posted on Fridays before a Monday meeting. The Board agreed that posting the packet online on Friday is important and should be continued. The Board agreed to post a list of Correspondence with the packet on Friday, but on a trial basis hold Correspondence in the office. This allows the Board to read Correspondence but also keeps it available to the public.

A11. Annual Town Meeting: Vote dates Beth Doucette provided additional information regarding possible Town Meeting continuation dates. She noted that the High School will need the field house on May 6 and May 10 for AP Exams. Facilities said they can reconfigure the field house during the day if Town Meeting was held during those evenings, and the Athletic Director can accommodate any schedule with enough notice. There is a voting equipment rental cost per day, so there is additional expense if town meeting is not held on consecutive days. The Board discussed potential meeting dates.

C. Karlson moved, seconded by D. Levine, to start Annual Town Meeting on Monday April 29 and to continue on April 30, May 2, and May 5. YEA: L. Anderson, M. Antes, D. Levine, C. Karlson. NAY: none. ABSENT: L. Jurist. ABSTAIN: none. Adopted 4-0.

A12. Town Administrator Report

1. Correspondence None

2. Review Summer Meeting Schedule N. Balmer discussed the schedule. The Board may not have to meet June 18. There will be two meetings in July, and three meetings in August.

A13. Minutes: Vote to approve and release minutes of May 16, 2018 C. Karlson moved, seconded by M. Antes, to approve the minutes of May 16, 2018, as amended. YEA: L. Anderson, M. Antes, D. Levine, C. Karlson. NAY: none. ABSENT: L. Jurist. ABSTAIN: none. Adopted 4-0.

A14. Consent Calendar: Review and vote to approve

1. Vote the question of approving and signing the weekly payroll and expense warrants
2. Vote to approve request of Garden Club for Native Plant Demonstration Garden at Depot
3. Vote to authorize the Chair to execute Annual Contributions Amendment for 2018 Capital Fund Program Funding for Wayland Housing Authority
4. Vote the question of approving the invoice for KP Law, dated May 23, 2018, Invoice No. 116196, for legal services rendered through April 30, 2018: \$518.20
5. Vote the question of approving the invoice for KP Law, dated May 24, 2018, Invoice No. 116226, for legal services rendered through April 30, 2018: \$7,365.71

M. Antes moved, seconded by C. Karlson, to approve the Consent Calendar. YEA: L. Anderson, M. Antes, D. Levine, C. Karlson. NAY: none. ABSENT: L. Jurist. ABSTAIN: none. Adopted 4-0.

A15. Review Correspondence: (See Separate Index Sheet) N. Balmer said the information on the website about Emergency Preparedness needs to be updated. Currently the FEMA contact is the Surveyor who reports to DPW Director. This likely needs to be changed and N. Balmer will discuss it at a future staff meeting.

A16. Selectmen's Reports and Concerns D. Levine discussed the process ahead for cable negotiations. He met with town counsel and noted the next steps are to convene the Cable Advisory Committee and develop a detailed business plan. D. Levine updated the Board on progress at the Rte. 27/30 intersection: temporary poles have been removed, Eversource is nearly done, and Verizon has completed their work. M. Antes mentioned finding a new home for the METCO timeline. There has been a suggestion it be removed from the High School and placed somewhere else, maybe the Town Building. M. Antes attended the MetroWest Regional Collaborative meeting on May 24 where the topic was storm water regulations. She asked if the Board was interested in sponsoring or cosponsoring with the DPW a forum on the subject. M. Antes said she will work to move the forum forward.

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

A18. Adjourn D. Levine moved, seconded by M. Antes, to adjourn the meeting at 9:31 p.m. YEA: L. Anderson, M. Antes, D. Levine, C. Karlson. NAY: none. ABSENT: L. Jurist. ABSTAIN: none. Adopted 4-0.

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of June 4, 2018.

1. Brochure from the Sudbury, Assabet, and Concord Wild and Scenic River Stewardship Council advertising the Riverfest celebration on June 16-17, 2018
2. Flyer advertising Information Session: Pros & Cons of Marijuana Legalization in Wayland, June 5, 2018 at 7:00 pm
3. Letter from Malcolm Astley to the Board of Selectmen, dated June 4, 2018, re: An Effort to Re-frame the History and Intentions Regarding the Plowing of Private Roads Open to the Public
4. Email from Gail Shapiro to Lea Anderson, dated June 4, 2018, re: Comments for tonight's BoS meeting (Private Roads Appeal Policy)
5. Communications with the Board of Selectmen, BOS policy document
6. Calendar showing the Board of Selectmen meeting dates through September 7, 2018

Items Included as Part of Agenda Packet for Discussion During the June 4, 2018 Board of Selectmen's Meeting

1. Race Amity Day Proclamation
2. Memo from Elizabeth Doucette, Assistant Town Administrator, to Lea Anderson, Chair, Board of Selectmen, dated June 4, 2018, re: Vote to approve line item transfers and refer to Finance Committee for concurrence
3. Memo from Thomas Holder, DPW Director, to Board of Selectmen, dated May 30, 2018, re: Private Ways Plowing – Appeal Process
4. Residential Private Road Snow & Ice Policy, Effective November 1, 2018
5. Memo from Nan Balmer, Town Administrator to Board of Selectmen, dated June 4, 2018, re: Suggested changes in board procedure
6. Memo from Elizabeth Doucette, Assistant Town Administrator, to the Board of Selectmen, dated June 4, 2018, re: Annual Town Meeting 2019
7. Town Administrator's Report for the week ending June 1, 2018
8. Calendar of Board of Selectmen meeting dates, June 1, 2018 through September 7, 2018
9. Draft minutes of the Board of Selectmen meeting held on May 16, 2018

11.) Minutes
6/11/18



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

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

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

DRAFT
Board of Selectmen
Meeting Minutes
June 11, 2018
7:00 p.m.
Wayland Town Building
Selectmen's Meeting Room
41 Cochituate Road, Wayland

Attendance: Lea T. Anderson, Mary M. Antes, Louis M. Jurist, Cherry C. Karlson, Douglas A. Levine
Also Present: Town Administrator Nan Balmer

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

A2. Announcement and Public Comment M. Antes announced that RiverFest is this weekend. M. Antes read a notice saying that paving will begin today on the Rail Trail, and they are asking people not to interfere with the equipment being used.

Fire Chief Dave Houghton reported the department applied for and received the Executive Office of Energy and Environmental affairs municipal vulnerability preparedness (MVP) grant for \$25,000. Wayland is one of six local communities that received a grant. Once Wayland is certified as an MVP community, it opens the door for several opportunities for more grants. He said the Deputy Fire Chief will take on this project while he oversees completion of projects that were funded several years ago on Station #2 as well as the upcoming renovation.

A3. Changes to Town permitting process: Update from Building Commissioner Building Commissioner Geoff Larsen gave an overview of some of the changes to the Town's permitting process. He stated that applicants can now submit applications to the Building department prior to being approved by the Health department for specific types of permits. He noted that any permitting software selected will need to interface with MUNIS. There has been an outside independent contractor hired to create a mapping of each independent permit process before considering how to automate it.

A4. Board and committee appointments: Vote to appoint the following:

- | | |
|-------------------|-------------------------------------|
| William Steinberg | Economic Development Committee |
| Betsy Soule | Council on Aging |
| Mary Antes | Council on Aging |
| Becky Patterson | Council on Aging |
| Jack Carr | Surface Water Quality Committee |
| Thomas Largy | Surface Water Quality Committee |
| Randall Moore | Audit Committee |
| Adam Gutzbeal | Cultural Council |
| Barbara Hoffman | Cultural Council |
| Jonathan Sachs | Zoning Board of Appeals |
| James Grumbach | Zoning Board of Appeals |
| Linda Segal | Zoning Board of Appeals (Associate) |
| Lisa Raferty | Youth Advisory Committee |

Brenda Ross	Youth Advisory Committee
Stephen Greenbaum	Municipal Affordable Housing Trust
Barbara Howell	Conservation Commission
Sean Fair	Conservation Commission
Carol Martin	Finance Committee
Desmond McAuley	Historic District Commission

N. Balmer said the volunteer database should be ready by the June 25 meeting and recommended that this agenda item be addressed then in a complete and comprehensive manner. In many places the town database has not been updated since June 2017. L. Anderson explained the Board policy of interviewing new volunteers as well as the opportunity to interview all volunteers for the Finance, Personnel, Zoning and Conservation committees; she noted that it is not mandatory. N. Balmer suggested they advertise for committee and board openings more broadly in the coming weeks.

A5. Review list of potential Special Town Meeting articles

- 1. Ban on commercial recreational marijuana establishments**
- 2. Marijuana overlay district**
- 3. Vote to appropriate funds for initial year of Police Collective Bargaining Agreement**
- 4. High School Stadium complex renovation**
- 5. High School tennis courts/softball field reconstruction**
- 6. CPA: Uncommitted: Partial construction of WHS athletic facilities**
- 7. Construction of synthetic turf athletic field at Loker conservation and recreation area**
- 8. Rename Happy Hollow access easement to include utility easement**
- 9. Town Manager Special Act**

N. Balmer explained that these are all the potential articles of which she is aware. The Board and N. Balmer discussed the letter from Linda Hansen, Conservation Administrator, about the flood maps. N. Balmer said Wayland did not adopt new flood maps in 2012 and, therefore, needs an STM article proposing an overlay district from the Planning Board to correct the problem. Linda Hansen has agreed to take on the project. C. Karlson went over the list of potential articles. She said there are 10 potential articles including an article about flood maps as discussed above.

A6. Town Organization: Review draft presentation to boards and committees L. Anderson reminded the Board of the plan to attend meetings of liaison boards to discuss the proposed Special Act, and she reviewed a draft presentation for BoS members to use during those discussions. She recommended the Board should stress there are two major changes in the Special Act: rebalancing roles and changing the reporting structure. Then, she walked through each slide in the presentation and the Board offered suggestions at the end of the discussion. L. Anderson attended last week's FinCom discussion of the Act. They also discussed changing the FY20 budget process to have all town budgets come through the TA's office and agreed to have that happen. Also, once they approve minutes, FinCom will issue a written response based on feedback from its members. Other upcoming outreach includes N. Balmer and L. Anderson appearing on the Buzz, and C. Karlson and L. Anderson will meet with the School Committee on June 18 to discuss it. L. Anderson said the Board will have to decide if this is something they want to pursue for the November STM. The Board and N. Balmer discussed some of the reporting structures that are currently in place and also decided to send a draft of the Special Act to Town Counsel for review. Board members can start scheduling time with liaison boards to discuss the Special Act.

A7. Town Administrator Search update L. Anderson reported that she spoke to Bernie Lynch of Community Paradigm, and they currently have 22 applications for the TA position. The deadline is this Friday, and interviews will occur next week.

A8. Annual Report: Assign preparation The Board discussed preparation of the annual report. L. Jurist will prepare a draft, and D. Levine volunteered to review it. The report is due September 30.

A9. Town Administrator Report

- 1. Correspondence**

There was no report this week.

A10. Minutes: Vote to approve the minutes of May 23, 2018 M. Antes moved, seconded by C. Karlson, to approve the minutes of May 23, 2018, as amended. YEA: L. Anderson, M. Antes, D. Levine, C. Karlson, L. Jurist. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A11. Consent Calendar: Review and vote to approve

1. **Vote the question of approving and signing the weekly payroll and expense warrants**
2. **Vote to sign Certificates of Achievement in recognition of becoming an Eagle Scout to Connor Rader, Christopher Ravosa and Eric Cahaly**
3. **Vote the question of approving the placement of four temporary sandwich board signs from June 5, 2018 through June 15, 2018, at Route 20 at the Weston Town Line, Route 20 at the Intersection of Route 27, the Intersection of Old Connecticut Path and Routes 126 and 27, and the Cochituate Fire Station at the Corner of East Plain Street advertising the Wayland Dads' Epic Weekend.**
4. **Vote to accept the Community Compact Cabinet's (CCC) Information Technology grant.**
5. **Vote the question of approving a one-day liquor license for Bakers' Best Catering, Jim Costa, Manager, for a non-profit event benefiting Lovelane Special Needs Horseback Riding Program to be held on Saturday, September 15, 2018 at Duck Puddle Farm, 48 Lincoln Road, Wayland.**
6. **Vote to approve the request for exemption required by MGL 268A Section 20(B) for the following employees to work as non-union/seasonal employees with the Recreation Dept: Jennifer McLeod and Raechel Belloli**
7. **Vote to approve Governance Guidelines for the Board of Selectmen and appointed Boards, Committees, and Commissions revised June 11, 2018**

The Board recognized the Eagle Scouts and the Community Compact grant for IT. C. Karlson asked if there is a map of the layout is for the one-day liquor license application. She said they have the license in the packet but don't have the application. N. Balmer suggested that while training the new Executive Assistant, the Board should make note of what they want in the packet.

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

A12. Review Correspondence: (See Separate Index Sheet) The Board decided to continue posting the list of the Correspondence, instead of the actual documents submitted as correspondence. M. Antes volunteered to continue her role as the Representative from Wayland for the MAPC for a three-year term ending June 30, 2018. C. Karlson stated that she along with L. Anderson should be on the School Committee agenda for June 18, 2018 to discuss the Special Act.

A13. Selectmen's reports and concerns C. Karlson reported that Verizon was working on the Rte. 27/30 intersection. D. Levine continues to track this project. C. Karlson stated that she along with L. Anderson should be on the School Committee agenda for June 18, 2018 to discuss the proposed structure of the FY 20 budget process. She asked N. Balmer to find out the quantum of vote required to pass the Special Act at Town Meeting. M. Antes suggested hosting a public education forum on the new stormwater regulations. N. Balmer said DPW Director T. Holder and/or Engineer Paul Brinkman will work with M. Antes on stormwater education. C. Karlson said many of the Board went to the marijuana information forum last Tuesday. She said it was interesting but hard to keep on topic of what Wayland should do regarding commercialization. M. Antes discussed the institutional racism training she and L. Anderson attended.

A14. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any:
None.

A15. Executive Session: Executive Session: Pursuant to Massachusetts General Laws Chapter 30A, Section 21 (a)(6) to discuss the purchase, exchange, lease or value of real property with respect to the Town's agreement with Twenty Wayland, LLC, relative to property and development located off 400-440 Boston Post At 8:23 pm, 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)(6) to discuss the purchase, exchange, lease or value of real property with respect to the Town's agreement with Twenty Wayland, LLC, relative to property and development located off 400-440 Boston Post. Roll Call Vote: YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0. The Chair invites attendance by: Town Administrator Nan Balmer. The Board will reconvene in approximately 30 minutes for the purpose of adjournment.

The Board returned to open session at 9:01 p.m.

A18. Adjourn D. Levine moved, seconded by L. Jurist, to adjourn the meeting at 9:01 p.m. YEA: L. Anderson, M. Antes, D. Levine, C. Karlson, L. Jurist. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of June 11, 2018.

1. Memo from Linda Hansen, Conservation Administrator, to Lea Anderson dated June 11, 2018 re: National Flood Insurance Program compliance
2. Draft PowerPoint presentation, dated June 11, 2018 re: Town Organization, provided by Lea Anderson

Items Included as Part of Agenda Packet for Discussion During the June 11, 2018 Board of Selectmen's Meeting

1. Email from Geoffrey Larsen, Building Commissioner, dated May 14, 2018, re: Building Permitting Process for Select Types of Work (with attached diagram showing likely required department approvals for by-right permitting projects)
2. Draft minutes of the Board of Selectmen meeting held on May 23, 2018

BOARD OF SELECTMEN
Monday, June 25, 2018
Wayland Town Building
Selectmen's Meeting Room
41 Cochituate Road

CONSENT CALENDAR

1. Vote the question of approving and signing the weekly payroll and expense warrants
2. Vote to appoint Mary Antes as the Town of Wayland's representative to the Metropolitan Area Planning Council (MAPC) for a three-year term ending June 30, 2021
3. Vote to sign CPA Grant Agreement with Trinitarian Congregational Church
4. Vote the question of approving a One-day Liquor License for wine sampling and the sale of bottled wine (to be consumed off-site only) at the Russell's Wayland Summer Farmer's Market, 397 Boston Post Road, Wayland, Massachusetts 01778, on three Wednesdays: August 1, August 15 and October 10, 2018, from 12:00 p.m. to 5:00 p.m.

DATE: JUNE 25, 2018
TO: LEA ANDERSON, CHAIR, BOARD OF SELECTMEN
FROM: ELIZABETH DOUCETTE, ASSISTANT TOWN ADMINISTRATOR
RE: VOTE TO EXECUTE CPA GRANT AGREEMENT WITH
TRINITARIAN CONGREGATIONAL CHURCH

BOARD ACTION REQUESTED

Vote to execute Community Preservation Act Grant Agreement with Trinitarian Congregational Church for First Wayland High School, now known as Bradford Hall, owned by Trinitarian Congregational Church.

BACKGROUND

The Town granted \$80,000 to the Trinitarian Congregational Church, as recommended by the Community Preservation Committee and as appropriated by Town Meeting by the vote taken under Article 21 of the 2017 Annual Town Meeting. The funds were appropriated for the purpose of restoration and replacement of windows, and carpentry/repair work and exterior painting relating to the window replacement, in accordance with a historic preservation restriction on the Property, on terms satisfactory to the Town, substantially in the form of the draft Historic Preservation Restriction.

COST

The Town granted \$80,000 from Community Preservation Funds for this purpose.

RECOMMENDATION

It is recommended that the Town execute the agreement to fund the restoration and preservation of windows at the First Wayland High School, now known as Bradford Hall, as was appropriated by Annual Town Meeting 2017 vote.

WAYLAND, MASSACHUSETTS

**COMMUNITY PRESERVATION ACT
GRANT AGREEMENT FOR**

**First Wayland High School, now known as Bradford Hall
Owned by Trinitarian Congregational Church**

This Grant Agreement is made on this _____ day of _____, 2018, by and between the TOWN OF WAYLAND, a municipal corporation duly organized under the laws of Massachusetts and acting by and through the Board of Selectmen (the "Town"), having its usual place of business at Wayland Town Building, 41 Cochituate Road, Wayland, MA 01778, and TRINITARIAN CONGREGATIONAL CHURCH having its usual place of business at 53 Cochituate Road, Wayland, MA 01778 (the "Grantee").

WITNESSETH:

WHEREAS, the Grantee is the owner of certain property located at 55 Cochituate Road, Wayland, Massachusetts, all as more particularly described in a deed recorded with the Middlesex South District Registry of Deeds in Book 13604, Page 69 (the "Property");

WHEREAS, the Wayland Community Preservation Committee (the "CPC") invited submission of proposals for grants of funds for purposes consistent with the Community Preservation Act, G.L. c. 44B (the "Act");

WHEREAS, the Grantee submitted a proposal in response thereto (the "Proposal"), and the CPC reviewed and approved the Proposal and recommended that Town Meeting vote to appropriate from the Community Preservation Fund the sum of \$80,000 to be used for the purpose of restoration and replacement of windows, and carpentry/repair work and exterior painting relating to the window replacement, all as set forth more particularly in the Proposal and referred to as the "Project"; and

WHEREAS, the Wayland Town Meeting thereafter appropriated the funds recommended by the CPC for the window replacement, including, but not limited to, the carpentry/repair work and exterior painting relating thereto, part of the work to be performed to undertake and complete the Project, and authorized the Town to enter into a grant agreement with the Grantee for the purposes set forth in the Project.

NOW THEREFORE, the Town and the Grantee agree as follows:

1.Funding. As recommended by the CPC, and as appropriated by Town Meeting by the vote taken under Article 21 of the 2017 Annual Town Meeting, the Town hereby grants to the Grantee the sum of \$80,000 (the "Funds") on the condition that the Grantee shall use the Funds only for the purposes of the Project, as set forth more particularly in the Proposal, and

in accordance with the terms of this Grant Agreement (collectively, the "Project Documents").

1. Conditions.

- a) Work on the Project must commence within three (3) months from the date this Grant Agreement is signed by the parties (the "Commencement Date"). The Work must be completed within two (2) years from the Commencement Date (the "Completion Date"). The Board of Selectmen, in consultation with the Wayland Historical Commission, may grant an extension for good cause shown.
- b) The Grantee agrees to restore and preserve the windows, all in accordance with a historic preservation restriction on the Property, on terms satisfactory to the Town, substantially in the form of the draft Historic Preservation Restriction attached hereto and incorporated herein as Exhibit A (the "Restriction"), running to the benefit of the Town and guaranteeing that the Restriction will be enforceable for a period of thirty (30) years from the date that said Restriction is recorded with the Middlesex South District Registry of Deeds.
- c) The Grantee shall seek the approval of and work closely with the Historical Commission in the implementation of the Project pursuant to the Historic Preservation Restriction between the Grantee and Town of Wayland, acting by and through the Wayland Historical Commission, attached in draft form as Exhibit A, herewith.
- d) Grantee shall perform the work of the Project in accordance with "The Secretary of the Interior's Standards for the Treatment of Historic Properties" (36 CFR 67 and 68), as these may be amended from time to time (the "Secretary's Standards").

2. Contact. The Grantee shall identify in writing a contact person responsible for administration of the Project and a second person, authorized to act if the contact person is unavailable.

3. Budget/Other Sources of Funding. Prior to the commencement of the work of the Project, the Grantee shall submit a complete budget for the Project that accounts for: (a) the expenditure of all Funds awarded under this Grant Agreement, and (b) all other sources of funding, if necessary, to complete the Project as described herein regarding window restoration and replacement. Reimbursement for funds spent will not commence unless the Project budget has been approved by the Town. The Town's consent shall not be unreasonably withheld. If the Town determines that funds have been spent on goods and/or services not included in the Project budget or otherwise not authorized under the Act, reimbursement may not be authorized.

4. Liability of the Town. The Town's liability hereunder shall be to make the payment specified in Section 1 of this Grant Agreement, provided that the conditions set forth in Sections 2 and 9 are met, and the Town shall be under no further obligation or liability. Nothing in this Grant Agreement shall be construed to render the Town or any elected or

appointed official or employee of the Town, or their successors in office, personally liable for any obligation under this Grant Agreement.

5. **Indemnification.** The Grantee shall indemnify, defend, and hold the Town and its departments, officers, employees, servants and agents harmless from and against any and all claims, demands, liabilities, actions, causes of actions, costs and expenses, including attorneys' fees, arising out of or relating to the Grantee's performance of the Project, the condition of the Property, and/or the actions or omissions of the Grantee and/or the Grantee's agents, employees, representatives, contractors and invitees
6. **Inspections and Reports.** The Grantee shall provide the Town with progress reports at three (3)-month intervals beginning sixty (60) days from the date of the signing of this Grant Agreement for as long as the Funds remain unexpended.
7. **Final Report.** The Grantee shall submit a final report including digital photographs and other documents, within thirty (30) days of the Completion Date. All documents, including, but not limited to, photographs and videos, submitted to the Town through the Historical Commission shall become the property of the Town and shall be available for use by the Town and available to the public under the Massachusetts Public Records Law.
8. **Record Keeping.** The Grantee agrees to keep such records with respect to the utilization and the proceeds of this Grant Agreement as are kept in the normal course of business and such additional records as may be required by the Town. The Grantee further agrees to make these records available to the Town upon request.
9. **Payments.** The Town shall disburse to Grantee an amount equal to the cost of performing the Work, which disbursements shall be made and paid only upon the presentment of detailed invoices from Grantee as well as proof of payment by the Grantee for work shown on invoices. The Town shall reimburse the Grantee the Funds within thirty (30) days of receipt by the Town of proof of payment of invoices by Grantee, provided that no payment shall be made if the Building Commissioner or Historical Commission reasonably determines that the Work has not been done in a good and workmanlike manner and is not substantially in compliance with the Project Documents and with legal requirements applicable to the Work. Final payment shall be paid when the Restriction required under Section 2 hereof has been recorded with the Middlesex South District Registry of Deeds. The entire cost of performing the Work in excess of the Funds shall be paid by Grantee.
10. **Successors and Assigns.** This Grant Agreement is binding upon the parties hereto, their successors, assigns and legal representatives. The Grantee shall not assign, subcontract or otherwise transfer this Grant Agreement and/or its rights hereunder, in whole or in part, without the prior written consent of the Town.
11. **Termination.** In the event the Grantee fails to fulfill all obligations under the terms of this Grant Agreement, as reasonably determined by the Town, and such failure is not cured within forty-five (45) days after the Town has given written notice to the Grantee specifying such failure, the Town shall have the right, in its sole discretion, to terminate this Grant

Agreement upon written notice to the Grantee. Upon receipt of said termination notice, the Grantee shall cease to incur additional expenses in connection with this Grant Agreement.

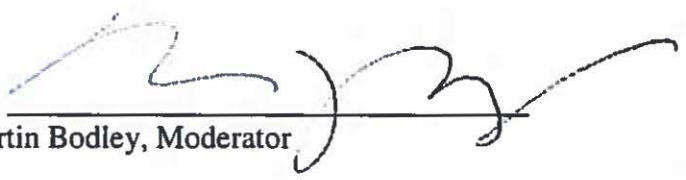
12. **Return of Funds.** In the event the Grantee fails to fulfill all obligations under the terms of this Grant Agreement and this Grant Agreement is terminated pursuant to Section 12, any Funds granted to the Grantee under this Grant Agreement and not yet expended shall be returned forthwith to the Town without further expenditure thereof. If the Grantee fails to fulfill its obligations under the terms of this Grant Agreement as a result of negligent or intentional acts or omissions of the Grantee, its agents, employees, contractors or invitees, the Grantee shall be liable to repay to the Town the entire amount of the Funds provided under this Grant Agreement, and the Town may take such steps as are necessary, including legal action, to recover such funds. Any Funds so returned or recovered shall be placed in the Town's Community Preservation Fund. In the event that the Town takes legal action under this Grant Agreement, the Grantee shall pay any and all costs, including reasonable attorneys' fees, expended for the enforcement of this Grant Agreement
13. **Compliance with Laws.** The Grantee shall comply with all Federal, State and local laws, rules, regulations and orders applicable to the Project, such provisions being incorporated herein by reference, and shall be responsible for obtaining all necessary licenses, permits, and approvals required in connection with the Project. No local permit or license and no fee or charge is waived by the award of this grant.
14. **Notice.** Any and all notices, or other communications required or permitted under this Grant Agreement, shall be in writing and delivered by hand or mailed postage prepaid, return receipt requested, by registered or certified mail or by other reputable delivery service, to the parties at the addresses set forth on Page 1 or furnished from time to time in writing hereafter by one party to the other party. Any such notice or correspondence shall be deemed given when so delivered by hand, if so mailed, when deposited with the U.S. Postal Service or, if sent by private overnight or other delivery service, when deposited with such delivery service.
15. **Community Preservation Act Awareness.** During construction of the Project, the Grantee agrees to post, at a location mutually acceptable by the parties, a sign, provided by the Town stating that the Project is being funded through the Community Preservation Fund program.
16. **Severability.** If any term or condition of this Grant Agreement or any application thereof shall to any extent be held invalid, illegal or unenforceable by a court of competent jurisdiction, the validity, legality, and enforceability of the remaining terms and conditions of this Grant Agreement shall not be deemed affected thereby unless one or both parties would be substantially or materially prejudiced.
17. **Governing Law.** This Grant Agreement shall be governed by, construed and enforced in accordance with the laws of the Commonwealth of Massachusetts and the Grantee submits to the jurisdiction of any of its appropriate courts for the adjudication of disputes arising out of this Grant Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Grant Agreement on the day and year first written above.

TOWN OF WAYLAND,
By its Board of Selectmen

TRINITARIAN CONGREGATIONAL CHURCH

Lea Anderson, Chair

By: 
Martin Bodley, Moderator

Cherry C. Karlson

Mary M. Antes

Louis M. Jurist

Douglas A. Levine

HISTORIC PRESERVATION RESTRICTION AGREEMENT
between
TRINITARIAN CONGREGATIONAL CHURCH
and
TOWN OF WAYLAND by and through the WAYLAND HISTORICAL COMMISSION

This Preservation Restriction Agreement (this "RESTRICTION") is made on this day ____ of _____ 2018 by and between the Trinitarian Congregational Church (GRANTOR), acting by and through its Board, having an address of 53 Cochituate Road, Wayland, Massachusetts 01778, and the Town of Wayland, a municipal corporation, acting by and through the Wayland Historical Commission (GRANTEE), having its principal office at 41 Cochituate Road, Wayland, MA 01778.

WITNESSETH

WHEREAS, the Grantor is the owner in fee simple of certain property located at 55 Cochituate Road, Wayland, Middlesex County, Massachusetts 01778, containing approximately 11,250 square feet, and described in a deed recorded with the Middlesex South District Registry of Deeds in Book 13604, Page 069 (hereinafter referred to as the "PROPERTY"), and described more particularly in **Exhibit A-1** attached hereto and incorporated;

WHEREAS, the Property is improved by a building historically known as the First Wayland High School, and now called Bradford Hall, which is a tall, hipped-roof, two-story, wood-frame building with original construction dated to 1855 (the "BUILDING"). The Building is described on Form B of Massachusetts Historical Commission Survey, which is attached as **Exhibit B-1** and as shown in the photographs attached as **Exhibit B-2** hereto;

WHEREAS, the Grantor owns land abutting the property, which land, together with the Property, contains 1.66 acres and is identified in Town of Wayland Assessors Records as Parcel 23-109, as shown in **Exhibit A-2**, attached hereto and incorporated herein, and is improved by two (2) other buildings (collectively, the "PREMISES"). This Restriction, however, applies to and protects only the Building on the Property.

WHEREAS, the Building has been determined to represent an architectural resource of considerable importance to the Town, being an important example of Italianate architecture and one of the oldest remaining school buildings, and featuring notable exterior details;

WHEREAS, the Building has been determined eligible for listing in the National Register of Historic Places as part of an expanded Wayland Center Historic District;

WHEREAS, the Grantor and Grantee wish to recognize the architectural, historical and cultural values (hereinafter "preservation values") and significance of the Building and have the common purpose of conserving and preserving the aforesaid preservation values and significance of the Building;

WHEREAS, the Grantor has been awarded funds under the Community Preservation Act in the amount of \$80,000 to rehabilitate the Building, as set forth more particularly in a Grant Agreement entered into with Grantee; and, as consideration therefor and to serve the public interest, wishes to impose certain restrictions, obligations and duties on itself and its successors and assigns with respect to the maintenance, protection, and preservation of the Building in order to protect its preservation values for the term as defined herein;

WHEREAS, the Building's preservation values are documented in **Exhibits B-1 and B-2** below (hereinafter the "Baseline Documentation") incorporated herein by reference. The Baseline Documentation shall be used for purposes of reference in design and construction and for assistance in review. In the event of any discrepancy between the two counterparts produced, the counterpart retained by the Grantee shall control. The Baseline Documentation, which is attached hereto and made a part hereof, as **Exhibit A and B**, consists of the following:

- Legal Property Description from Deed recorded with the Middlesex South District Registry of Deeds dated December 1, 1978 (Book 13604, Page 069) attached hereto as **Exhibit A-1**;
- Town of Wayland GIS Map showing Parcel 23-109 with the Building on said parcel circled, attached hereto as **Exhibit A-2**;
- Architectural Description and history, Massachusetts Historical Commission Survey Form B, attached hereto as **Exhibit B-1**;
- Current photographs of the Building, attached hereto as **Exhibit B-2**;

WHEREAS, the Grantee is a governmental body organized under the laws of the Commonwealth of Massachusetts and is authorized to accept preservation restrictions, and to administer, manage and enforce this Restriction;

Now therefore, for consideration of \$80,000, which funds are to be used for the restoration and replacement of windows, installation, and carpentry/repair work and exterior painting relating to the window replacement of the Building, as specified more particularly in the Grant Agreement, the receipt of which is hereby acknowledged, the Grantor does hereby irrevocably grant and convey to the Grantee, its successors and assigns this Preservation Restriction Agreement in gross over the exterior of the Building, which shall be administered, managed and enforced by the Wayland Historical Commission.

1. PURPOSE

It is the purpose of this Restriction to assure that the architectural, historical and cultural features of the exterior of the Building will be retained and maintained substantially in current condition or in a restored condition approved by the Grantee for preservation purposes and to prevent any change of the

Building that will significantly impair or interfere with the Building's preservation values (hereinafter the "Purpose").

2. PRESERVATION RESTRICTION

The Grantor agrees to preserve the Building in accordance with "The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings" (36 CFR 67 and 68), as these may be amended from time to time (hereinafter the "Secretary's Standards" attached below and incorporated herein as Exhibit D , and in accordance with the "Restriction Guidelines and Procedures for Maintenance and Improvements" (hereinafter the "Guidelines"), said Guidelines being attached hereto and incorporated herein as Exhibit C. This Restriction shall not apply to the two single-story ells on the rear/west elevation of the Building, which are not considered to be historically significant.

The Grantor agrees that, without the prior express written approval of the Grantee, which approval shall not be unreasonably withheld , but which may be subject to such reasonable conditions as the Grantee in its reasonable discretion may determine, Grantor shall not make any changes to the Building, including the alteration, partial removal, construction, remodeling, or other physical or structural change that may affect the appearance, material, workmanship or structural stability of the exterior of the Building as they exist as of the date of the Restriction, documented in the photographs attached hereto as part of Exhibit B, and described in Exhibit C, except as approved by the Wayland Historical Commission.

3. GRANTOR'S COVENANTS

3.1 Grant of Covenant: The Grantors covenants with the Grantee to preserve the Building in accordance with the Secretary's Standards and in accordance with the Guidelines.

3.2 Maintenance of Building: Grantor agrees at all times to maintain the Building in sound structural condition and good state of repair, including the exterior of the Building, in accordance with the Secretary's Standards and the Guidelines.

The Grantor agrees to maintain, repair and operate the Building, at its sole cost and expense, so as to preserve the characteristics that contribute to the architectural, archaeological and historical integrity of the Building according to the Secretary's Standards and the Guidelines. The Grantor may seek financial assistance from any source available to it. The Grantee does not assume any obligation for maintaining, repairing or administering the Building.

Subject to the casualty provisions of Paragraphs 6 and 7 hereof, the Grantor's obligation to maintain the Building shall require replacement, rebuilding, repair and reconstruction of the Building, whenever necessary in accordance with the Secretary's Standards and the Guidelines.

4. REQUIREMENTS FOR APPROVAL

4.1 Prohibited Activities: Grantor covenants that it shall not, or permit others to, undertake any of the following activities, which are expressly prohibited:

- a. The Building shall not be moved, demolished, removed or razed except as described in Paragraphs 6 and 7;
- b. No barrier shall be constructed, erected or allowed to grow on the Property which would impair the visibility from the street of the Property or the Building without the prior approval of Grantee; and
- c. The dumping of ashes, trash, rubbish, or any other unsightly or offensive materials is prohibited on the Property.

4.2 Actions Requiring Approval by Grantee: Without the prior express written approval of the Grantee, which approval may not be unreasonably withheld but may be subject to such reasonable conditions as the Grantee in its discretion may determine the Grantor shall not:

Increase or decrease the height of, make additions to, change the exterior construction materials, or move, improve, alter, reconstruct or change the facades (including without limitation all foundations, walls, exterior doors, door frames, windows, window sashes, window frames, transoms, sidelights, hardware, wall sheathing, masonry, porches, panels, cornices, moldings, and all other elements, whether decorative or structural, which support any of the foregoing) and roofs of the Building.

4.3 Actions Permitted Without Approval by Grantee. Grantee acknowledges and warrants that the rights guaranteed to the Grantee herein are limited to only those specifically stated herein and that the grant of money from the Grantee under the Grant Agreement imposes no obligation of any kind on Grantor, other than those explicitly set forth herein or in the Grant Agreement. Subject to the provisions of Paragraphs 3.2, and 4.2, the following rights, uses, and activities of or by Grantor on, over, or under the Building and/or Property are permitted by this Restriction without further approval by the Grantee:

- a. the right to engage in all those acts and uses that: (i) are not prohibited by governmental statute or regulation; (ii) do not substantially impair the conservation and preservation values of the Building; and (iii) are not inconsistent with the Purpose of this Restriction;
- b. pursuant to the provisions of Paragraph 3.2, the right to maintain and repair the Building strictly according to the Secretary's Standards and the Guidelines. As used in this subparagraph, the right to maintain and repair shall mean the use by Grantor of in-kind materials, applied with workmanship comparable to that which was used in the construction or application of those materials being repaired or maintained, for the purpose of retaining in good condition the appearance and construction of the Building and shall not include the right to make changes in appearance, materials and workmanship from that existing prior to the maintenance and repair without the prior approval of the Grantee in accordance with provisions of Paragraphs 4.2

- c. ordinary maintenance and repair of existing fabric in accordance with the Secretary's Standards and the Guidelines. An example would be replacement of a section of rotted clapboards with similar materials would be considered ordinary repair and maintenance. Large-scale repair or replacement of cladding or roofing is not considered ordinary maintenance and requires prior review and approval.
- d. the right to continue all manner of existing use, or to pursue other uses allowed under current applicable zoning regulations, and enjoyment of the Building, including but not limited to the right to maintain existing driveways; the right to maintain existing utility lines; the right to cut, remove, and clear grass or other vegetation and to perform routine maintenance, landscaping, horticultural activities, and upkeep, consistent with the Purpose of this Restriction and with the Secretary's Standards and the Guidelines;
- e. the right to continue all manner of existing uses for other buildings on same parcel under same ownership that are not subject to this Restriction.

4.4 Review of Grantor

Requests for Approval. Whenever approval of the Grantee is required under this Restriction, Grantor shall request specific approval by the Grantee not less than forty-five (45) days prior to the date Grantor intends to undertake the activity in question. A request for such approval by the Grantor shall be sufficiently detailed that it may form the basis for the Grantee to approve or disapprove the request and to make an informed judgment as to its consistency with the Purpose of the Restriction. Grantor shall submit to the Grantee for its approval two (2) copies of information (including plans, specifications and designs where appropriate) describing the nature, scope, design, location, timetable and any other material aspect of the proposed activity. Within forty-five (45) days of receipt of Grantor's request for said approval, the Grantee shall, in writing, grant or withhold its approval, or request additional information relevant to the request and necessary to provide a basis for its decision. However, should the Grantee determine that additional time is necessary in order to make its decision; the Grantee shall notify the Grantor. The Grantee's approval shall not be unreasonably withheld, and shall be granted upon a reasonable showing that the proposed activity complies with the Secretary's Standards and Guidelines. Failure of the Grantee to make a decision within forty-five (45) days from the date on which the request is accepted as complete by the Grantee or notice of a time extension is received by the Grantor shall be deemed to constitute approval of the request as submitted, so long as the request by Grantor sets forth the provisions of this paragraph relating to deemed approval after the passage of time.

5. STANDARDS FOR REVIEW

Grantee shall apply the Secretary's Standards as well as the Guidelines in exercising any authority created by this Restriction to inspect the Building; to review any construction, alteration, repair or maintenance; to review casualty damage or to reconstruct or approve reconstruction of the Building following casualty damage.

6. CASUALTY DAMAGE OR DESTRUCTION; INSURANCE

In the event that the Building or any part thereof shall be damaged or destroyed by fire, flood, windstorm, hurricane, earth movement or other casualty, Grantor shall notify the Grantee in writing within fourteen (14) days of the damage or destruction, such notification including what, if any, emergency work has already been completed. No repairs or reconstruction of any type, other than temporary emergency work to prevent further damage to the Building and to protect public safety, shall be undertaken by Grantor without the Grantee's prior written approval of the work. Within thirty (30) days of the date of damage or destruction, if required by the Grantee, Grantor at its expense shall submit to the Grantee a written report prepared by a qualified restoration architect and an engineer who are acceptable to the Grantee, which report shall include the following:

- a. an assessment of the nature and extent of the damage;
- b. a determination of the feasibility of the restoration of the Building and/or reconstruction of damaged or destroyed portions of the Building; and
- c. a report of such restoration/reconstruction work necessary to return the Building to the condition existing at the date hereof.

7. REVIEW AFTER CASUALTY DAMAGE

If, after reviewing the report provided in accordance with Paragraph 6 and assessing the availability of insurance proceeds after satisfaction of any mortgagee's/lender's claims under Paragraph 8, Grantor and Grantee agree that the Purpose of the Restriction will be served by such restoration/reconstruction, Grantor and Grantee shall establish a schedule under which Grantor shall complete the restoration/reconstruction of the Building in accordance with the plans and specifications consented to by the parties up to at least the total of the casualty insurance proceeds available to Grantor. If, after reviewing the report and assessing the availability of insurance proceeds after satisfaction of any mortgagee's/lender's claims under Paragraph 8, Grantor and Grantee agree that restoration/reconstruction of the Building is impractical or impossible, or agree that the Purpose of the Restriction would not be served by such restoration/reconstruction, Grantor may, with prior written consent of the Grantee, which consent may not be unreasonably withheld, but which may be subject to such reasonable conditions as the Grantee in its discretion may determine, alter, demolish, remove, or raze the Building, and/or construct new improvements on the Building. Grantor and Grantee may then agree to seek to extinguish this Restriction in whole or in part in accordance with the laws of the Commonwealth of Massachusetts and Paragraph 19 hereof. If, after reviewing the report and assessing the availability of insurance proceeds after satisfaction of any mortgagee's lender's claims under Paragraph 8, Grantor and Grantee are unable to agree that the Purpose of the Restriction will or will not be served by such restoration/reconstruction, the matter may be referred by either party to mediation.

8. INSURANCE

Grantor shall keep the Building insured by an insurance company rated "A-1" or better by Best's for the full replacement value against loss from the perils commonly insured under standard fire and extended coverage policies and comprehensive general liability insurance against claims for personal injury, death and property damage. Property damage insurance shall include change in condition and building

ordinance coverage, in form and amount sufficient to replace fully the damaged Building located thereon without cost or expense to Grantor or contribution or coinsurance from Grantor. Grantor shall deliver to Grantee; within ten (10) business days of Grantee's written request therefor, certificates of such insurance coverage. Provided, however, that whenever the Building is encumbered with a mortgage nothing contained in this Paragraph shall jeopardize the prior claim, if any, of the mortgagee/lender to the insurance proceeds.

9. INDEMNIFICATION

Grantor hereby agrees to pay, protect, indemnify, hold harmless and defend at its own cost and expense, Grantee and its agents, representatives, employees, and independent contractors from and against any and all claims, liabilities, expenses, costs, damages, losses and expenditures (including reasonable attorneys' fees and disbursements hereafter incurred) arising out of or in connection with injury to or death of any person; physical damage to the Building; the presence or release in, on, or about the Building, at any time, of any substance now or hereafter defined, listed, or otherwise classified pursuant to any law, bylaw or regulation as a hazardous, toxic, polluting or contaminating substance; or other injury or other damage occurring on or about the Building, unless such injury or damage is caused by the reckless conduct of Grantee or any agent, trustee, employee or contractor of Grantee. In the event that Grantor is required to indemnify Grantee pursuant to the terms of this paragraph, the amount of such indemnity, until discharged, shall constitute a lien on the Building with the same effect and priority as a mechanic's lien. Provided, however, that nothing contained herein shall jeopardize the priority of any recorded lien of mortgage given in connection with a promissory note secured by the Building. The provisions of this paragraph shall survive the expiration or termination of this Restriction.

10. ADMINISTRATION AND ENFORCEMENT; NOTICE

Any notice which either Grantor or Grantee may desire or be required to give to the other party shall be in writing and shall be mailed postage prepaid by overnight courier, facsimile or electronic transmission (receipt of which is acknowledged in writing by the intended recipient), registered or certified mail with return receipt requested, or hand delivered, at the address specified for each party, above. Each party may change its address set forth herein by a notice to such effect to the other party.

11 EVIDENCE OF COMPLIANCE

Upon request by Grantor, Grantee shall promptly furnish Grantor with certification that, to the best of Grantee's knowledge, Grantor is in compliance with the obligations of Grantor contained herein, or that otherwise evidences the status of this Restriction to the extent of Grantee's knowledge thereof.

12. INSPECTION

With the consent of the Grantor as to dates and times, representatives of Grantee shall be permitted at all reasonable times to inspect the Building, to determine whether the Grantor is in compliance with the terms of this Restriction. Grantor covenants not to withhold unreasonably its consent in determining dates and times for such inspection.

13. THE GRANTEE'S REMEDIES

The rights of Grantee herein shall include the right to enforce this Restriction by appropriate legal proceedings and to institute suit(s) to enjoin any violation of the terms of this Restriction by ex parte, temporary, preliminary and/or permanent injunction, including prohibitory and/or mandatory injunctive relief, and to require the restoration of the Building located thereon to the condition and appearance required under this Restriction (it being agreed that Grantee may have no adequate remedy at law), which rights shall be in addition to, and not in substitution of, all other legal and other equitable remedies available to Grantee to enforce Grantor's obligations hereunder. Except in the case of an emergency, Grantee agrees that no such enforcement actions will be taken unless (a) Grantee has sent written notice to Grantor, specifying Grantor's failure to comply with the terms of this Restriction, and (b) Grantor fails to cure the same within thirty (30) days from the date of the Grantee's notice, or, if such cure cannot reasonably be completed within said thirty (30) days, Grantor has commenced to cure said default within said thirty (30) day period and is pursuing said cure completion using commercially diligent efforts.

In the event Grantor is found to have violated any of its obligations, Grantor shall reimburse Grantee for any reasonable costs or expenses incurred in connection with Grantee's enforcement of the terms of this Restriction, including all reasonable court costs, and attorney, architectural, engineering and expert witness fees.

Exercise by Grantee of one remedy hereunder shall not have the effect of waiving or limiting any other remedy, and the failure to exercise any remedy shall not have the effect of waiving or limiting the use of any other remedy or the use of such remedy at any other time.

By its acceptance, Grantee does not undertake any liability or obligation relating to the condition of the Property or the Building, including with respect to compliance with hazardous materials or other environmental laws and regulations. Nothing herein shall impose upon the Grantee any affirmative obligation or liability relating to the condition of the Property or the Building.

14. NOTICE OF PROPOSED SALE/LEASE

Grantor shall promptly notify Grantee in writing of any proposed sale of the Building and provide the opportunity for Grantee to explain the terms of the Restriction to potential new owners prior to the closing of the sale.

15. LIENS

Any lien on the Building/Property created pursuant to any Paragraph of this Restriction may be confirmed by judgment and foreclosed by Grantee, as permitted by law, in the same manner as a mechanic's lien.

16. TERM; BINDING EFFECT; ASSIGNMENT

Run with the Building. Except as provided in Paragraphs 7 and 19, the obligations imposed by this Restriction shall be effective for a term of thirty (30) years, commencing on the date that this

Restriction, signed by the parties, is recorded with the Registry of Deeds, and shall be deemed to run as a binding servitude with the Building/Property. Upon expiration of said term of thirty (30) years, this Restriction shall automatically terminate without the necessity of any recording of documentation evidencing said termination. This Restriction shall extend to and be binding upon Grantor and Grantee, their respective heirs, successors and assignees, and all persons hereafter claiming under or through Grantor and Grantee, and the words "Grantor" and "Grantee" when used herein shall include all such persons. Any right, title or interest herein granted to Grantee also shall be deemed granted to each successor and assign of Grantee and each such following successor and assign thereof, and the word "Grantee" shall include all such successors and assigns.

Anything contained herein to the contrary notwithstanding, an owner of the Building shall have no obligation pursuant to this instrument where such owner shall cease to have any ownership interest in the Building by reason of a bona fide transfer. The restrictions, stipulations and covenants contained in this Restriction shall be inserted by Grantor, verbatim or by express reference, in any subsequent deed or other legal instrument, including, but not limited to a lease, by which Grantor divests itself of either the fee simple title to or any lesser estate in the Building or any part thereof, including by way of example and not limitation, a lease of all or a portion of the Building.

17. ASSIGNMENT

The Grantee may without prior notice to Grantor, convey, assign or transfer this Restriction to a local, state or national organization that is a charitable corporation or trust qualified, whose purposes include preservation of buildings and/or sites of historical significance, provided that any such conveyance, assignment or transfer requires that the Purpose for which the Restriction was granted will continue to be carried out.

18. RECORDING AND EFFECTIVE DATE

The Grantee shall do and perform at its own cost all acts necessary to the prompt recording of this instrument with Middlesex South District Registry of Deeds. Grantor and Grantee intend that this Restriction shall take effect upon the day and year this instrument is recorded with said Deeds.

19. EXTINGUISHMENT

Grantor and Grantee hereby recognize that an unexpected change in the conditions surrounding the Building may make impossible the continued ownership or use of the Building for the Purpose of this Restriction and necessitate extinguishment of the Restriction. Such a change in conditions may include, but is not limited to, partial or total destruction of the Building resulting from casualty. Such an extinguishment must meet all of the requirements for extinguishment, including approvals by the Town of Wayland following public hearings to determine that such extinguishment is in the public interest and a vote of the Wayland Town Meeting, if applicable. All other provisions of this Restriction shall remain in full force and effect unless and until this Restriction is terminated or extinguished in compliance with said requirements.

20. INTERPRETATION

Interpretation. The following provisions shall govern the effectiveness, interpretation, and duration of the Restriction:

- a. Any rule of strict construction designed to limit the breadth of restrictions on alienation or use of Building shall not apply in the construction or interpretation of this Restriction and with respect to preservation of the Building thereunder, this instrument shall be interpreted broadly to effect its Purpose and the transfer of rights and the restrictions on use herein contained.
- b. This instrument is executed in two counterparts, one of which is to be retained by Grantor and the other, after recording, to be retained by Grantee. In the event of any disparity between the counterparts produced, the counterpart retained by Grantee shall in all cases govern. Except as provided in the preceding sentence, each counterpart shall constitute the agreement of the parties.
- c. This instrument is made by the parties, it being the intent of the parties to agree and to bind themselves, their heirs, successors and their assigns for the full term hereof to each term of this instrument whether this instrument be enforceable by reason of any statute, common law or private agreement either in existence now or at any time subsequent hereto.
- d. Nothing contained herein shall be interpreted to authorize or permit Grantor to violate any by-law or regulation relating to building materials, construction methods or use. In the event of any conflict between any such by-law or regulation and the terms hereof, Grantor promptly shall notify Grantee of such conflict and shall co-operate with Grantee and the applicable governmental entity to accommodate the purposes of both this Restriction and such by-law or regulation.

21. AMENDMENT

If circumstances arise under which an amendment to or modification of this Restriction would be appropriate, Grantor and Grantee may by mutual written agreement jointly amend this Restriction, provided that no amendment shall be made that will adversely affect the qualification of this Restriction or the rights of Grantee under any applicable laws, including the laws of the Commonwealth of Massachusetts. Any such amendment shall be consistent with the protection of the conservation and preservation values of the Building and the Purpose of this Restriction; shall not affect its effectiveness for the full term hereof; shall not permit additional development on the Building; shall not permit any private inurement to any person or entity; and shall not adversely impact the overall architectural, historic, and cultural values protected by this Restriction. Any such amendment shall be recorded with Middlesex South District Registry of Deeds. Nothing in this Paragraph shall require Grantor or Grantee to agree to any amendment or to consult or negotiate regarding any amendment.

22. ARCHAEOLOGICAL ACTIVITIES

The conduct of archaeological activities on the Project, including without limitation, survey, excavation and artifact retrieval, may occur only following the submission of an archaeological field investigation

plan prepared by the Grantor and approved in writing by the Grantee and the State Archaeologist of the Massachusetts Historical Commission (M.G.L. Ch.9. Section 27C, 950 CMR 70.00).

TO HAVE AND TO HOLD, the said Historic Preservation Restriction, unto the said Grantee and its successors and permitted assigns.

DRAFT

IN WITNESS WHEREOF, Grantor and Grantee have set their hands under seal on the days and year set forth below.

GRANTOR:

Trinitarian Congregational Board Chairman

_____, ss.

On this _____ day of _____, 2018, before me, the undersigned Notary Public, personally appeared _____, as aforesaid, who proved to me through satisfactory evidence of identification, which was _____, to be the person whose names are signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose.

Notary Public
My Commission Expires:

_____, ss.

On this _____ day of _____, 2018, before me, the undersigned Notary Public, personally appeared _____, as aforesaid, who proved to me through satisfactory evidence of identification, which was _____, to be the person whose names are signed on the preceding or attached document, and acknowledged to me that she signed it voluntarily for its stated purpose.

Notary Public
My Commission Expires:

ACCEPTANCE OF PRESERVATION RESTRICTION

The Wayland Historical Commission ("Grantee") hereby accepts the foregoing Preservation Restriction, pursuant to a vote of acceptance taken on _____, _____, 2018 (a certified copy of which is attached hereto).

Wayland Historical Commission

Katharine Gardner-Westcott, Chair

Amanda Ciaccio

Tonya Largy

Richard Conrad

Elisa Scola

John Dyer

Ann B. Gordon

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

On this _____ day of _____, 2018, before me, the undersigned Notary Public, personally appeared Elisa Scola, as aforesaid, who proved to me through satisfactory evidence of identification, which was _____, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that she signed it voluntarily for its stated purpose on behalf of the Wayland Historical Commission.

Notary Public
My Commission Expires:

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

On this _____ day of _____, 2018, before me, the undersigned Notary Public, personally appeared Amanda Ciaccio, as aforesaid, who proved to me through satisfactory evidence of identification, which was _____, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose on behalf of the Wayland Historical Commission.

Notary Public
My Commission Expires:

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

On this _____ day of _____, 2018, before me, the undersigned Notary Public, personally appeared Richard Conard, as aforesaid, who proved to me through satisfactory evidence of identification, which was _____, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that she signed it voluntarily for its stated purpose on behalf of the Wayland Historical Commission.

Notary Public
My Commission Expires:

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

On this _____ day of _____, 2018, before me, the undersigned Notary Public, personally appeared John Dyer, as aforesaid, who proved to me through satisfactory evidence of identification, which was _____, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that she signed it voluntarily for its stated purpose on behalf of the Wayland Historical Commission.

Notary Public
My Commission Expires:

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

On this _____ day of _____, 2018, before me, the undersigned Notary Public, personally appeared Katherine Gardner-Westcott, as aforesaid, who proved to me through satisfactory evidence of identification, which was _____, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that she signed it voluntarily for its stated purpose on behalf of the Wayland Historical Commission.

Notary Public
My Commission Expires:

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

On this _____ day of _____, 2018, before me, the undersigned Notary Public, personally appeared Ann B. Gordon, as aforesaid, who proved to me through satisfactory evidence of identification, which was _____, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that she signed it voluntarily for its stated purpose on behalf of the Wayland Historical Commission.

Notary Public
My Commission Expires:

My Commission Expires:

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

On this _____ day of _____, 2018, before me, the undersigned Notary Public, personally appeared Tonya Largy, as aforesaid, who proved to me through satisfactory evidence of identification, which was _____, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose on behalf of the Wayland Historical Commission.

Notary Public
My Commission Expires:

APPROVAL OF PRESERVATION RESTRICTIONS

**First Wayland High School
55 Cochituate Road
Wayland, Massachusetts**

The TOWN OF WAYLAND, by and through its BOARD OF SELECTMEN,

Approved the foregoing preservation restrictions in a vote taken at a public meeting held on _____ 2018, a certified copy of which is attached hereto.

In approving these restrictions, the Town of Wayland assumes no responsibility, nor accepts any liability for enforcement.

Lea Anderson, Chair

Mary Antes

Louis Jurist

Cherry Karlson

Douglas Levine

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

On this _____ day of _____, 2018, before me, the undersigned Notary Public, personally appeared Lea Anderson, Selectman of the Town of Wayland, as aforesaid, who proved to me through satisfactory evidence of identification, which was _____, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that she signed it voluntarily for its stated purpose on behalf of the Town of Wayland.

Notary Public
My Commission Expires

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

On this _____ day of _____, 2018, before me, the undersigned Notary Public, personally appeared Mary Antes, Selectman of the Town of Wayland, as aforesaid, who proved to me through satisfactory evidence of identification, which was _____, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that she signed it voluntarily for its stated purpose on behalf of the Town of Wayland.

Notary Public
My Commission Expires

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

On this _____ day of _____, 2018 before me, the undersigned Notary Public, personally appeared Louis Jurist, Selectman of the Town of Wayland, as aforesaid, who proved to me through satisfactory evidence of identification, which was _____, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that she signed it voluntarily for its stated purpose on behalf of the Town of Wayland.

Notary Public
My Commission Expires

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

On this _____ day of _____, 2018, before me, the undersigned Notary Public, personally appeared Cherry Karlson, Selectman of the Town of Wayland, as aforesaid, who proved to me through satisfactory evidence of identification, which was _____, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose on behalf of the Town of Wayland.

Notary Public
My Commission Expires

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

On this _____ day of _____, 2018, before me, the undersigned Notary Public, personally appeared Douglas Levine, Selectman of the Town of Wayland, as aforesaid, who proved to me through satisfactory evidence of identification, which was _____, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose on behalf of the Town of Wayland.

Notary Public
My Commission Expires

Certificate of Vote – Selectmen

At a regularly scheduled meeting of the Board of Selectmen of the Town of Wayland, held at _____ PM on ____, 2018 at the Wayland Town Building, Wayland, Massachusetts, at which meeting a quorum voted in person (_____) it was:

VOTED:

That the Wayland Board of Selectmen approved the preservation restriction agreement between the Wayland Historical Commission (Grantees) and the owner of the First High School (the Grantor), situated at 55 Cochituate Road, Wayland, MA.

Nan Balmer, Town Administrator

Exhibit A-1
Legal Property Description
Deed Book 13604, Page 069 dated December 1, 1978
Middlesex South District Registry of Deeds

BK 13604 PG 069

R10
 1
 11 - 15

PEQUOD LODGE, No. 229, Independent Order of Odd Fellows, a Massachusetts non-profit corporation of Wayland, Middlesex County, Massachusetts

for consideration paid in the amount of Forty-Four Thousand and No/100 (\$44,000.00) Dollars

grant to TRINITARIAN CONGREGATIONAL CHURCH, a Massachusetts religious corporation, having a usual meeting place at _____ Cochituate Road, Wayland, Middlesex County, Massachusetts

with QUITCLAIM COVENANTS

A certain parcel of land with the building thereon located adjacent to 53 Cochituate Road, in said Wayland described on "Plan of Land in Wayland, Mass. Scale: 1 IN. = 20 FT. NOV. 21, 1978 EVERETT M. BROOKS CO. CIVIL ENG'RS, NEWTONVILLE MASS." to be recorded herewith and more particularly bounded and described as follows:

Beginning at a drill hole on said Cochituate Road and at land of Trinitarian Congregation Church of Wayland; thence running in a Westerly direction one hundred fifty and no/100 (150.00') feet by said Trinitarian Church land to an iron pipe at land of Town of Wayland; thence turning and running Southerly by said Wayland land, seventy-five and no/100 (75.00') feet to a spike at other land of Town of Wayland; thence turning and running Easterly by said other land of Town of Wayland, one hundred fifty and no/100 (150.00') feet to a bolt at said Cochituate Road; thence turning and running Northerly by said Cochituate Road, seventy-five and no/100 (75.00') to a drill hole at the point of beginning. Containing 11,250 square feet according to said plan.

For out title see deed of Hannah W. Pousland to said lodge dated November 6, 1895, recorded in Middlesex South District Deeds, Book 2425, Page 383, and deed from Town of Wayland to said lodge dated May 21, 1896, recorded in said deeds, Book 2463, Page 357.

In witness whereof, said Pequod Lodge, No. 229, Independent Order of Odd Fellows, by its Noble Grand, its Vice Grand and Secretary, hereby signs the foregoing instrument and affixes its seal hereto, this first day of December, 1978.

PEQUOD LODGE, No. 229
 Independent Order of Odd Fellows

by: James M. Ellis
 James M. Ellis, Noble Grand
 46 Cutler Drive, Ashland, Mass.

Byron G. Johnson
 Byron G. Johnson, Vice Grand
 6 Meadow Lane, Framingham, Mass.

William E. Hodgson
 William E. Hodgson, Secretary
 34 Simpson Drive, Framingham, MA

SEE PLAN IN RECORD BOOK 13604 PAGE 069



COMMONWEALTH OF MASSACHUSETTS

MIDDLESEX, SS.

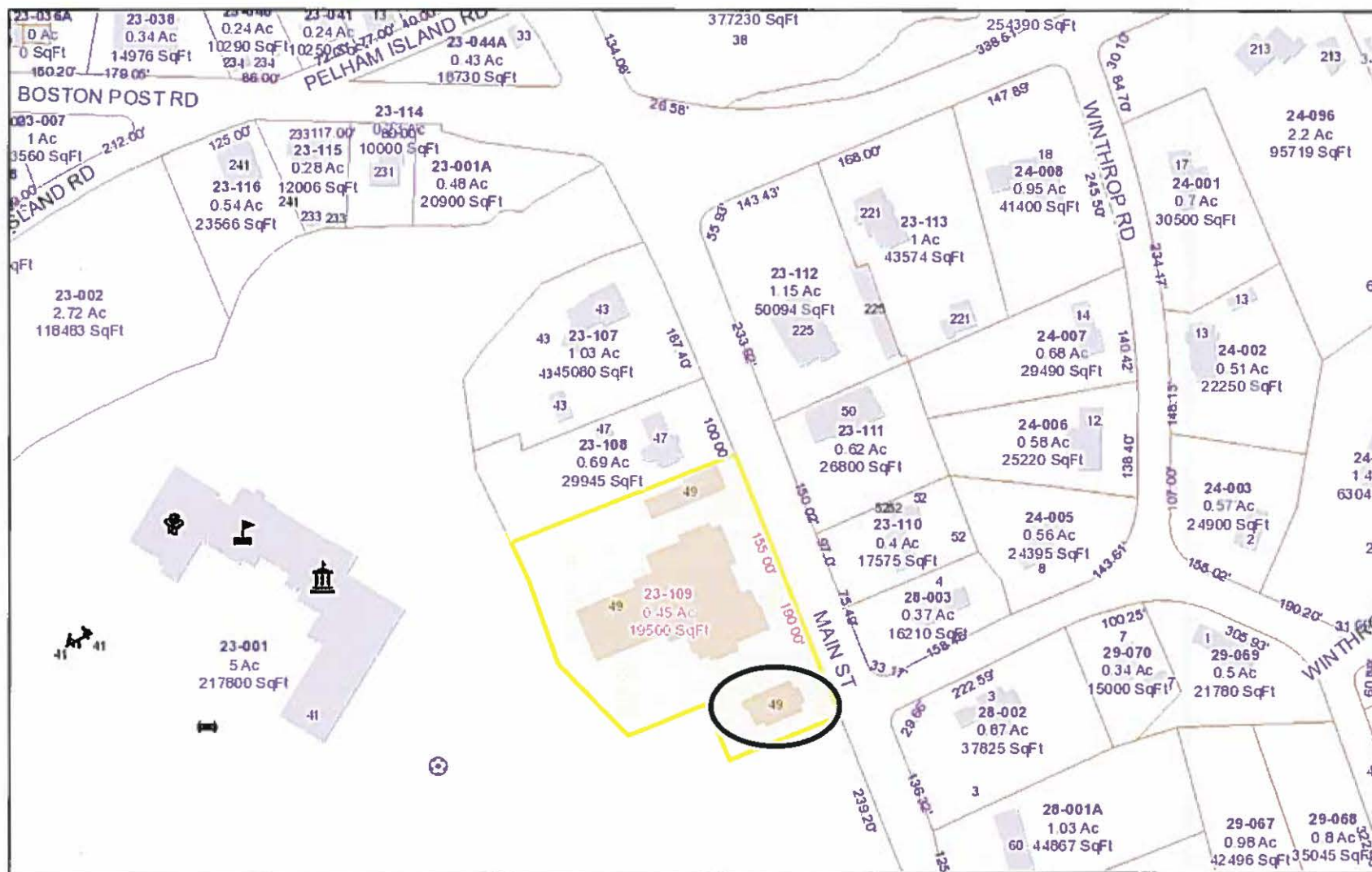
December 1, 1978

Then personally appeared the above-named James M. Ellis, Noble Grand and acknowledged the foregoing instrument to be the free act and deed of PEQUOD LODGE, No. 229, Independent Order of Odd Fellows, before me

Nathaniel Ellis
 Notary Public, Nathaniel Ellis
 My commission expires: 10/29/82



Exhibit A-2



Wayland Center – 55 Cochituate Road

Exhibit B-1

FORM B – BUILDING

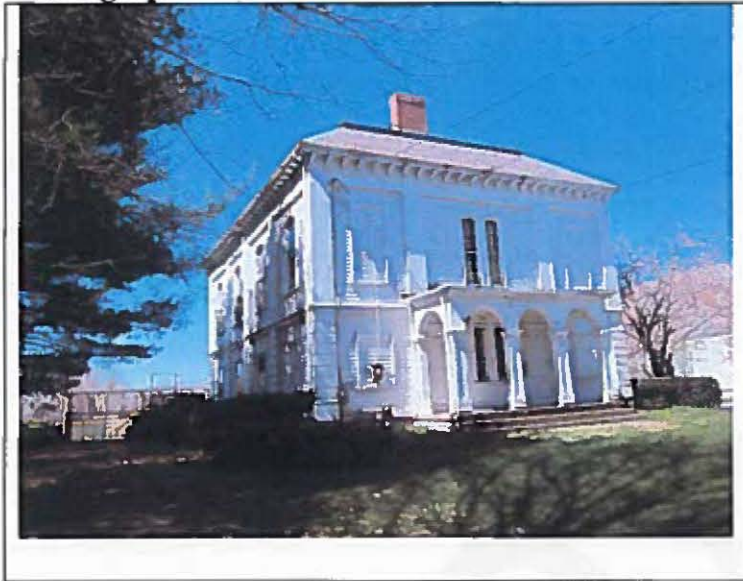
MASSACHUSETTS HISTORICAL COMMISSION
MASSACHUSETTS ARCHIVES BUILDING
220 MORRISSEY BOULEVARD
BOSTON, MASSACHUSETTS 02125

Date (month / year): October 2012

Assessor's Number USGS Quad Area(s) Form Number

23-109 Natick WAY.89

Photograph



Town: WAYLAND

Place: (neighborhood or village)
Wayland Center

Address: 55 Cochituate Road
(was 49 Cochituate Road)

Historic Name: First Wayland High School/Odd Fellows Hall

Uses: Present: educational/religious

Original: educational

Date of Construction 1855

Source: town histories

Style/Form: Italianate

Architect/Builder: unknown

Exterior Material:

Foundation: granite block

Wall/Trim: wood clapboards

Roof: slate shingles

Outbuildings/Secondary Structures: other buildings on same lot have been documented on B-Forms also, playground fenced in at rear of building.

Major Alterations (with dates): window infill; rear ell with rear entry – mid to late 20th C.

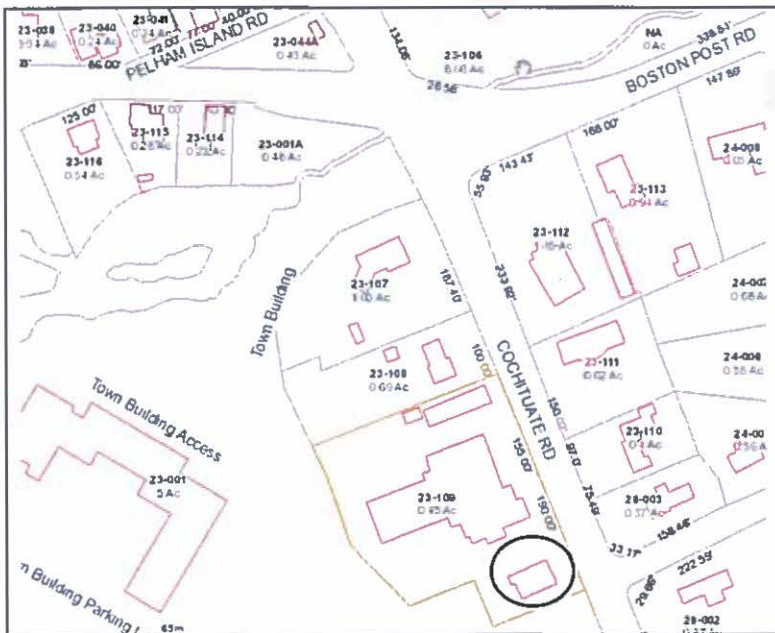
Condition: fair-good

Moved: no | | yes [x] | Date 1896 (slightly north)

Acreeage: 1.66 acres

Setting: Residential/institutional neighborhood at town center, among early 20th C. dwellings. Town Building and athletic fields behind parking.

Topographic or Assessor's Map



Recorded by: Gretchen G. Schuler

Organization: for Wayland Historical Commission

INVENTORY FORM B CONTINUATION SHEET WAYLAND 55 COCHITUATE RDMASSACHUSETTS HISTORICAL COMMISSION
220 MORRISSEY BOULEVARD, BOSTON, MASSACHUSETTS 02125

Area(s) Form No.

WAY.89

Recommended for listing in the National Register of Historic Places.
If checked, you must attach a completed National Register Criteria Statement form.

Use as much space as necessary to complete the following entries, allowing text to flow onto additional continuation sheets.

ARCHITECTURAL DESCRIPTION: *Describe architectural features. Evaluate the characteristics of this building in terms of other buildings within the community.*

Situated on the west side of Cochituate Road on a parcel that now contains three Trinitarian Church buildings, this large hipped-roof, two-story, former High School rests on a granite block foundation, has wood clapboard siding, and a slate-shingled roof. The Italianate building is nearly square although three bays wide and four deep. The middle bay of the three-bay façade is substantially wider than the end bays. The building is divided: horizontally by a water table above the foundation, a cornice molding wrapping around the four sides of the building dividing the two stories, and the bracketed eave cornice that wraps around the whole building; and vertically by tall pilasters between each bay. These pilasters are articulated by quoins at the first-story level and narrow vertical boards forming a wide square pilaster at the second story. Windows are set into ovolo casings with slightly projecting unadorned sills. First-story windows are rectangular with 6/6 sash; second-story windows have 9/9 sash with segmental arched openings. There is one exception on the south side where the first window has casement sash (8-by-8). On the façade the windows in the end bays are blind, having been filled with clapboards, retaining the molded casings. (Historic photographs show glazed windows in these spaces.) The middle bay of the façade has a pair of narrow segmental-arched windows each with 6/6 sash (vertically stacked 2/2/2 for each half of the sash) and each window is set into a segmental-arched casing. The first-story middle bay has a pair of tall narrow three-light (vertically stacked) windows each set deeply into a casing with the same ovolo molding found around other windows. Six-paneled doors flank this pair of windows. The flat-roofed, open entry porch spans the middle bay and consists of round-headed arched openings formed by bold square columns on square with recessed panels resting on square bases and having wide molded caps from which the arches spring. This porch is one arch deep and three wide. Flush board siding fills in tops of the columns and around the arches. Corner posts are similar to the other vertical dividers – quoined first story and flush board second story. The roof cornice is carried by many closely spaced carved brackets. A broad brick chimney with a corbelled top rises from the middle front of the hipped roof. Across the rear elevation/west there is a single-story rear ell, which is low for 2/3 of its length and about 1 ½ stories at the northwest corner. A steeply pitched shed-roof covers this ell. Two small multi-light windows are in the low part and a multi-light segmental-arched window is in the taller part.

HISTORICAL NARRATIVE *Discuss the history of the building. Explain its associations with local (or state) history. Include uses of the building, and the role(s) the owners/occupants played within the community.*

The history of Wayland's schools is linked to that of Sudbury for the first century. Up until the 1720s classes were held in residents' homes, after which Town Meeting voted to build a schoolhouse in each of the two precincts. Thus one of similar size was built in the East Precinct (east side of the Sudbury River) to that built in the West Precinct. By the mid-1700s five grammar schools were scattered throughout Sudbury – two in the East Precinct (now Wayland) and three in the West Precinct (now Sudbury). At the time of separate incorporation in 1780, East Sudbury's newly established Town Meeting voted to have six schoolhouses, which by then was only one more than James Sumner Draper (1811-1896) had reported to have existed in 1775, the year for which he drew a map showing buildings that were in situ at that time.

In 1854 Wayland's Town Meeting voted to build its first **High School** which was completed here in the following year. Within a few years the new High School was underused so that grammar school met here. By

INVENTORY FORM B CONTINUATION SHEET WAYLAND 55 COCHITUATE RDMASSACHUSETTS HISTORICAL COMMISSION
220 MORRISSEY BOULEVARD, BOSTON, MASSACHUSETTS 02125

Area(s) Form No.

WAY.89

the 1880s high school students were sent out of town rather than hire a teacher for the full year. This arrangement lasted only a few years; however at about the same time in the late 1880s this building had fallen into poor repair. In 1892 Wayland schools were inspected by the state inspector of public buildings and the High School was found to be inadequate requiring costly repairs in addition to repairs necessary at four one-room schoolhouses. The 1893 Town Meeting considered repair of this building or construction of a new building. The school issue came up several times over the next three years often creating animosity among residents of Cochituate and North Wayland. In the end money was appropriated to add to a donation made by Francis Shaw to build a new High and Grammar School which cost \$25,000 to construct. Part of the plan to pay for the new building was to sell this building. The Independent Order of Odd Fellows had formed a chapter in Wayland in early 1894 and had acquired land just south of the First High School in hopes of being able to move the building there. In the end it proved more prudent to move this building farther north on the same town-owned lot and to exchange the town-owned lot for the one that the Pequod Lodge had purchased to the south. Thus this property became the home of Wayland's chapter of the Independent Order known as **Pequod Lodge of Odd Fellows**. And the new school was built on the parcel to the south (now Center Park since the 1897 Wayland Center High and Grammar School was demolished in 1978).

The Independent Order of Odd Fellows, a fraternal organization, has at its core: Friendship, Love and Truth. The basic commandment for members of the IOOF is to "visit the sick, relieve the distressed, bury the dead and educate the orphan." Odd Fellows originated in England and first met in the United States in Baltimore, Maryland in 1819. By the 1840s, the American version became the IOOF and chapters were formed all over the country. Wayland's IOOF first met in 1894 and had members from Wayland Center and from Cochituate. Once this building was moved slightly north on the same lot, it became the home of Pequod Lodge #229 of Odd Fellows and remained as such until 1978 when the building was sold to the **Trinitarian Church**. Since that time it has been used for administrative purposes and for youth group and other Trinitarian Church meetings.

Old photographs from the turn of the last century show that the building was painted in three colors – white or cream trim, a light colored body, and dark (green or black) window sash, shutters and doors.

BIBLIOGRAPHY and/or REFERENCES

Atlas/Maps: 1856 Walling (High School), 1866 (High School), 1875 (School), 1889, 1908 Walker (I.O.O.F.), Brooks (Pequod Lodge #229).

Emery, Helen. *The Puritan Village Evolves*. Canaan, NH: Phoenix Publishing. 1981.

Wayland Historical Society. Program Video – Wayland High School Then (1855) and Now (2011).

http://en.wikipedia.org/wiki/Independent_Order_of_Odd_Fellows

MASSACHUSETTS HISTORICAL COMMISSION
MASSACHUSETTS ARCHIVES BUILDING
220 MORRISSEY BOULEVARD
BOSTON, MASSACHUSETTS 02125

WAYLAND 55 Cochituate Road

Area(s) Form No.

WAY.89

National Register of Historic Places Criteria Statement Form

Check all that apply:

- Individually eligible Eligible **only** in a historic district
 Contributing to a potential historic district Potential historic district

Criteria: A B C D

Criteria Considerations: A B C D E F G

Statement of Significance by _____ Gretchen G. Schuler _____
The criteria that are checked in the above sections must be justified here.

The First Wayland High School is eligible for listing in the National Register of Historic Places individually or as part of a Wayland Center Historic District. The building is one of only a couple of 19th century schools remaining in Wayland and is the most prominent for location and architecture. It retains integrity of location, setting, design, materials, craftsmanship, feeling and association.

Exhibit B-2
Photographs of the Building,



Exhibit C

Restriction Guidelines and Procedures for Maintenance and Improvements

1. PREAMBLE

The purpose of these Guidelines is to assist the Building Owner (the Owner) and the Wayland Historical Commission in retaining the substance and character of the historic substance of the First High School, Wayland, Middlesex County, Massachusetts (the Building), by establishing standards and procedures for maintenance and improvements in accordance with the principles established in the Preservation Restriction to which this is appended.

2. GENERAL PROVISIONS

In view of the importance to the Town of preserving the Building's character and integrity, both with respect to the Building and in context with its surroundings, the following general guidelines shall apply:

2.1 The exterior of the east, north and south elevations of the Building shall be maintained and not altered in scale, materials and design to the overall architectural character of the Building, including facades and elevations of the Building (including without limitation all foundations, walls, exterior doors, door frames, windows, window sash, window frames, transoms, hardware, wall sheathing, masonry, porch, panels, cornices, moldings and all other elements, whether decorative or structural, which support any of the foregoing), and the massing, profile and materials of the Building roof, except subject to prior Wayland Historical Commission review and approval.

2.2 The rear/ west elevation has two small single-story additions both of which can be removed and a new addition may be constructed provided it conforms in scale, materials and design to the overall architectural character of the Building, subject to prior Wayland Historical Commission review and approval.

2.3 Necessary reconstruction or replacement of any portion of the Building shall reproduce the existing exterior features and components, except as specifically indicated in these Guidelines. The Building may not be elevated from its original foundation height, or have its roofline raised.

3. GENERAL REQUIREMENTS AND REVIEW PROCEDURES

3.1 Work Subject to Review

3.1.1 The requirement to obtain, and the procedure for obtaining, any approval by the Wayland Historical Commission is governed by the terms of Sections 4.2 "Actions Requiring Approval by Grantee" and 4.3 "Actions Permitted Without Approval by Grantee" of the Restriction. Pursuant to those provisions, any required approval must be granted in writing by the Wayland Historical Commission in advance of the commencement of construction.

3.2 Review Standards and Procedures

3.2.1 Review procedures, including those conducted for emergency repair and replacement shall generally be conducted in accordance with applicable provisions of the following:

3.2.2 The Secretary's Standards (attached)

3.2.3 Determinations by the Wayland Historical Commission relating to work subject to review shall be based on the primary objective of retaining the substance and character of the Building, in accordance with the provisions of Paragraph 2 of these Guidelines.

3.3 Submittal and Documentation Requirements

Material required for review may include such documentation as scale drawings, renderings, specifications, and product descriptions and samples.

3.4 Qualifications of Consultants and Contractors

3.4.1 All design work shall be performed by an architect currently licensed in Massachusetts, preferably with historical renovation and reconstruction experience.

3.4.2 Any construction that takes place in the Building, except simple maintenance projects, shall be performed by contractors currently licensed in Massachusetts, preferably with a minimum of five years' experience in historical renovation and reconstruction.

4. BUILDING RENOVATION AND CONSTRUCTION STANDARDS

4.1 General Standards

4.1.1 All products, components, and materials shall be good quality.

4.1.2 Reconstruction of existing portions of the Building shall reproduce existing construction.

4.1.3 New construction shall maintain the scale, proportions, detailing and general character of the existing Building.

4.2 Specific Standards for the Exterior of Main Block

The following standards are included to establish a general level of quality for all work, and are considered essential to achieve the primary objective for the Building.

4.2.1 Paint: Changes in exterior paint colors are allowed. Colors should be historically appropriate and storms should match window sash color.

4.2.2 Siding: Maintain all original or historically significant siding on Building, as determined by the Wayland Historical Commission. Replacement siding, if needed, must be wood and match the existing clapboard in width and profile.

4.2.3 Roof material: New roofing must use shingles similar in size to existing. Slate shingles were replaced with asphalt shingles in 2013.

4.2.4 Chimneys: The chimney must be maintained in its entirety. If repointing is needed, the mortar must match the joint profile and color of existing mortar, and be of a composition that is similar or compatible to the existing mortar. If replacement bricks are required, they must match the existing in color and size.

4.2.5 Foundation: Maintain stone foundation.

4.2.6 Dormers and Skylights: New dormers and skylights are not permitted.

4.2.7 Trim and Decoration: Maintain original trim as possible, replace-in-kind if necessary.

4.2.8 Windows: All of the windows must retain configuration of double hung sash with lights corresponding to existing. Window replacements must be reviewed and approved by the Wayland Historical Commission. New windows used must be good quality, historically appropriate single-glazed true-divided windows that maintain the muntin pattern of other windows on the Building. Location of new windows must conform to the overall pattern of window spacing on the Building and be inserted where historically accurate and appropriate.

4.2.9 Storm windows: Storm windows are allowed without approval. Storm windows should match the color of the underlying window surround and the meeting rails should align with the meeting rails of the window sash.

4.2.10 Shutters: There have been no shutters on this Building and it is not recommended to add shutters.

4.2.11 Doors and storm doors: Original doors must be restored if possible and if not, must be replaced-in-kind; design to be approved by the Wayland Historical Commission. Replacement of non-original doors must be wood, and be compatible in design, and finish of existing historic doors, as approved by the Wayland Historical Commission. Storm doors are not permitted on the front (east) elevation, but are otherwise allowed provided they are as visually minimal as possible, including use of full-light panels to maximize visibility of the underlying doors, as approved by the Wayland Historical Commission.

4.2.12 Building-Attached Lighting Fixtures: Light fixtures may be used but must be minimal in appearance, appropriate to the Building.

Exhibit D

Secretary of Interior Standards for Treatment of Historic Properties - Rehabilitation

The Secretary of the Interior Standards are issued by the National Park Service to guide the treatment of historic properties. There are four standards: Preservation, Restoration, Rehabilitation and Reconstruction. Most local historic district design guidelines build on the Standards for Rehabilitation. They are:

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

NUMBER
627

FEE
\$30.00

THE COMMONWEALTH OF MASSACHUSETTS
Town of Wayland

This is to certify that Aaronap Cellars, LLC, 28 Carlisle Road, Westford, MA 01886 (Noel A. Powell)

IS HEREBY GRANTED A LICENSE

For a One-day Liquor License for wine sampling and the sale of bottled wine (to be consumed off-site only) at the Russell's Wayland Summer Farmer's Market, 397 Boston Post Road, Wayland, Massachusetts 01778, on three Wednesdays: August 1, August 15 and October 10, 2018, from 12:00 p.m. to 5:00 p.m.

This license is granted in conformity with the statutes and ordinances relating thereto, and expires October 10, 2018, at 5:00 p.m., unless sooner suspended or revoked.

June 25, 2018

Aaronap Cellars LLC
28 Carlisle Road, Westford, MA 01886
Phone 617-401-5535 Cell 978-692-7510
noel@aaronapcellars.com
www.aaronapcellars.com



JUNE 6, 2018

Mr. Porter
Board of Selectmen
Wayland, MA 01778

RECEIVED
JUN 11 2018
Board of Selectmen
Town of Wayland

Dear Mr. Porter,

Please find attached an application for farmer winery sales by Aaronap Cellars at the 2018 Wayland Winter Farmers Market to be held at the Russell's Garden Center on Wednesdays, 12pm-5pm from June 27 – October 10, 2018. Aaronap Cellars has been accepted as a vendor for 3 Wednesdays (August 1, August 15, & October 10) during the 2018 season. A check for \$30 is attached to cover the license application fee.

If I can provide any further information to assist with the approval of this application, please let me know as soon as possible. My cell phone # is _____ and email is noel@aaronapcellars.com.

Warm regards,

Noel Powell

OWNER & WINEMAKER, AARONAP CELLARS

APPLICATION BY A FARMER WINERY FOR LICENSE TO SELL AT A
FARMER'S MARKET
(CH.138, §15F)

YEAR 20

18

1. Licensee Information:

Name of Applicant:	Aaronap Cellars LLC	ABCC License Number: (If Existing Licensee)	FW-LIC-00084				
Mailing Address:	28 Carlisle Road	Business Name (d/b/a if different):	Aaronap Cellars LLC				
Manager of Record:	Noel A Powell	City/Town:	Westford	State:	MA	Zip:	01886
Other Phone:		Phone Number of Premises:					
Email:	info@aaronapcellars.com	Website:	www.aaronapcellars.com				
<u>Contact Person concerning this application (attorney if applicable):</u>							
Name:	Noel A Powell	City/Town:	Westford	State:	MA	Zip:	01886
Address:	28 Carlisle Road	Email:	noel@aaronapcellars.com				
Contact Number:		Fax Number:					

2. Event Information:

A. Farmer's Market licenses are only permitted at events that the Department of Agriculture has certified as Agricultural Events.

Please attach document from Department of Agricultural Resources certifying that this is an agricultural event.

Date(s) of Event:

B. Contact person for applicant during event:

Name:

Phone number of contact:

C. Description of the premises within the Farmer's Market:

Address of Premises for the Sale of Wine:

City/Town: State: Zip: Phone Number of Premises:

Describe Area to be Licensed:

Wine sales will be held in a 10x10 vendor space as assigned by the market manager within the market space. See MDAR Ag Event Certificate for map of market space.

**APPLICATION FOR LICENSE BY A FARMER WINERY TO SELL AT A
FARMER'S MARKET
(CH.138, §15F)**

3. Existing License(s) to Manufacture, Export and Sell at Retail:

List the license(s) you hold which authorize the manufacture, exportation and retail sale of wine to consumers: (Attach a copy of each license)

Name	License Type	License Address
Aaronap Cellars LLC	MA Farm Winery #FW-LIC-000084	28 Carlisle Road, Westford, MA 01886

4. Are you providing, without charge, samples of wine to prospective customers? Yes No

Section 15F specifically requires that "all samples of wine shall be served by an agent, representative or solicitor of the licensee."

A. If yes, please provide names and addresses of all agents, representatives and solicitors:

Name	Address	ABCC License Number
Noel A Powell	28 Carlisle Road, Westford, MA 01886	FW-LIC-000084

B. Proof of Age for Sale to Consumers:

Please identify all methods by which you will obtain proof of age before providing samples or making any sales of wine to consumers :

check valid state issued identification card or passport for proof of legal drinking age

5. Transportation and Delivery:

Please identify in detail all persons or businesses that are licensed under M.G.L. c. 138, §22 that will be making any delivery of wine on your behalf to the Farmer's Market in Massachusetts.

Noel A Powell, CEO & Manager of Aaronap Cellars LLC, Transportation License #TR-LIC-001358

*If additional space is needed, please use last page.

**APPLICATION FOR LICENSE BY A FARMER WINERY TO SELL AT A
FARMER'S MARKET
(CH.138, §15F)**

6. Safety and Tax Registration:

Has the Farmer's Market registered with the Food and Drug Administration? Yes No Registration Date:

7. Disclosure of License Disciplinary Action:

Have any of the your licenses to sell alcoholic beverages ever been suspended, revoked or cancelled? Yes No

If yes, list said interest below:

Date	License	Reason why license was Suspended, Revoked or Cancelled

Pursuant to M.G.L. Ch. 62C, Sec. 49A, I certify under the penalties of perjury that, I have filed all state tax returns and paid all state taxes required under law. I further understand that each representation in this application is material to the determination of the application and state under penalty of perjury that all statements and representations therein are true.

Note: The LLA may require additional information.

Signature



Title

Owner

Date

June 6, 2018

THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



Department of Agricultural Resources

251 Causeway Street, Suite 500, Boston, MA 02114
617-626-1700 fax: 617-626-1850 www.mass.gov/agr



CHARLES D. BAKER
Governor

KARYN E. POLITO
Lt. Governor

MATTHEW A. BEATON
Secretary

JOHN LEBEAUX
Commissioner

May 23, 2018

Aaronap Cellars
28 Carlisle Rd.
Westford, MA 01886

Re: Wayland Summer Farmers' Market

Dear Mr. Powell:

Please be advised that your application for certification of the Wayland Summer Farmers' Market, on Wednesdays from June 27th 2018 to October 10th 2018 from 12:00 pm to 5:00 pm as an agricultural event pursuant to M.G.L. c. 138, Section 15F has been approved.

Please remember that, upon certification of an agricultural event by MDAR, the farm-winery must submit a copy of the approved application to the local licensing authority along with the application for obtaining a special license from the city or town in which the event will be held. Upon issuance of a special license, the winery should confirm that a copy of the special license was sent by the local licensing authority to the Alcoholic Beverages Control Commission (ABCC) at least seven (7) days prior to the event.

Sincerely,

John Lebeaux, Commissioner

THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



Department of Agricultural Resources

251 Causeway Street, Suite 500, Boston, MA 02114
617-626-1700 fax: 617-626-1850 www.mass.gov/agr



Application for Certification of an Agricultural Event for the Sale of Wine
Pursuant to M.G.L. c. 138, Section 15F

*To be completed by the licensed farm-winery and returned to:

By Mail: Agricultural Event Certification Program, 251 Causeway Street, Suite 500, Boston, MA 02114

By Email: Rebecca.Davidson@State.ma.us with the subject line "Agricultural Event Certification"

(A separate application must be completed for each event)

In order for your application to be considered complete, you must include the following documents. Incomplete applications will not be accepted.

- Signed and dated application with farm-winery license number
- List of vendors with brief descriptions of products for current year/season
- Event operational guidelines or rules for current year/season
- Resume of event manager or description of experience
- Plan depicting the premises and specific location where the license will be exercised. See Template 1.
- Approval letter from event management including the name of the licensed farm-winery and the day(s), month and year of event. See Template 2.

1. Applicant Information					
Name of Licensed Farm-Winery	Aaronap Cellars LLC				
Farm-Winery License Number	FW-LIC-000084	State of Issue	MA		
Contact Person	Noel A Powell				
Address	28 Carlisle Road				
City	Westford	State	MA	Zip	01886
Phone Number		Email	noel@aaronapcellars.com		
Correspondence preference	<input type="checkbox"/> Regular Mail		<input checked="" type="checkbox"/> Email		
<i>Note: Approval/denial letters will be sent regular mail.</i>					
Do you intend to sell, sample, or both? Check all that apply.					
<input checked="" type="checkbox"/> Sell		<input checked="" type="checkbox"/> Sample			

2. Event Information					
Name of Agricultural Event	Wayland Summer Farmers Market				
Type of Event	<input type="checkbox"/> Agricultural Fair (as defined by MDAR policy)	<input checked="" type="checkbox"/> Farmers Market (as defined by MDAR policy)	<input checked="" type="checkbox"/> Other Agricultural Event		
If you selected "Other Agricultural Event", how does this event promote local agriculture?					
Event Address	397 Boston Post Road				
City	Wayland	State	MA	Zip	01778
Event Phone Number		Event Website	www.russellsgardencenter.com/html/farmersMarket.html		

3. Event Description			
What are the date(s) and time(s) of the event?			
Start date	06 / 27 / 2018	End date	10 / 10 / 2018 Time 12:00 to 5:00 PM
<small>Month Day Year</small>		<small>Month Day Year</small>	
If this is a weekly event, on what day of the week does the event occur? Wednesday			
If the event is an agricultural fair, does the event include competitive agriculture?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
Is the event sponsored or run by an agricultural/horticultural society, grange, agricultural commission or association whose primary purpose is the promotion of agriculture and its allied industries?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
	If yes, identify:		
4. Event Management			
Name of Event Manager	Peg Mallett		
Email Address		Phone Number	
Is this person the on-site manager?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
If no, identify on-site manager (include contact information):			
If there are multiple managers, list them and include contact information:			
Attach on-site manager(s) resume(s) <u>or</u> list any credentials or training of the on-site manager(s): <i>Relevant credentials include, but are not limited to, experience as a market manager, attendance at any market manager workshops, and experience with other agricultural events.</i> Peg Mallett has been the market manager of the Wayland Summer Market since 2005 and the manager of the Wayland Winter Market since 2010.			

5. General

Attach or provide in the space below a plan depicting the premises and the specific location where the license will be exercised. See template for necessary elements to include.

See attached premise plan

<u>Noel A Powell</u> Signature of Applicant	<u>05/19/2018</u> Date
<u>Noel A Powell</u> Name (please print)	<u>Owner/Winemaker</u> Title (please print)
<u>FW-LIC-000084</u> Farm-Winery License Number	<u>MA</u> State

FOR DEPARTMENT USE ONLY

APPROVAL

The event listed above is an approved agricultural event by the Massachusetts Department of Agricultural Resources under M.G.L. c. 138, § c. 15.

<u></u> Signature	<u>5/23/18</u> Date
---	------------------------

DENIAL

The event listed above is not approved as an agricultural event by the Massachusetts Department of Agricultural Resources for the following reason(s):

_____ Signature	_____ Date
--------------------	---------------

Contact information:

Farm/Business name _____ Aaronap Cellars _____

Primary business contact name _____ Noel A Powell _____

Person/s at the Market _____ Noel A Powell _____

Cell/Market day phone # _____

Business phone # _____

Business address _____ 28 Carlisle Road, Westford, MA 01886 _____

Email addresses (include both owner and person attending the Market)

_____ noel@aaronapcellars.com _____

Website _____ www.aaronapcellars.com _____

Facebook page name _____ www.facebook.com/aaronapcellars _____

Twitter page name _____ www.twitter.com/aaronapcellars _____

Instagram page name _____ www.instagram.com/aaronapcellars _____

Are you willing to use social media to help us promote the Market? Yes

Please list items that you will bring to the Market:

Wine: Chenin blanc, Stonewall White, Roussanne, Summer Blush, Rose of Marquette, Chambourcin Rose, Merrimac Red, Malbec, Revolution Road Red, Coronette, Forest Gold Maple Wine

Agreement to Participate in the 2018 Wayland Summer Farmers' Market

I have read the rules for the 2018 Wayland Summer Farmers Market.
My employees and I will follow these rules, and agree to pay a weekly fee of \$25
(if 10' X 10') for each market day we attend.

Vendor signature: [Signature] Date: 4/11/2018

Farm/ Business name: Aaron's Cells

Please return the application by email: mallettpeg@gmail.com OR

By mail: Peg Mallett, Russell's Garden Center, 397 Boston Post Road, Wayland, MA 01778

The Wayland Summer Farmers' Market approves and accepts this application for the inventory items included with this application.

Market Manager signature: [Signature] Date: 4/12/18

A copy of this approval will be emailed to you.

Applications are due May 15th. Approvals will be sent no later than May 30th.

Circle the dates you would like to attend:

- | | |
|--------------------|-------------------|
| June 27 | August 22 |
| July 4 (NO MARKET) | August 29 |
| July 11 | September 5 |
| July 18 | September 12 |
| July 25 | September 19 |
| <u>August 1</u> | September 26 |
| August 8 | October 3 |
| <u>August 15</u> | <u>October 10</u> |

Vendor list for MDAR Wayland Summer Farmers' Market 2018 application (In progress)

Aaronap Cellars	wine
Ackermann Maple Farm	maple products
Auntie Elsie's Oatmeal Crisps	baked goods
Brigham Farm	vegetables, flowers
C & C Lobsters and Fish	seafood
Coastal Vineyards	wine
Cookie Lady Treats	baked goods
Couet Farm & Fromagerie	cheese
Doves & Figs	jam
Dragonfly Longarm Quilting	quilting services
Foxboro Cheese	cheese
Fox Hollow Pie Company	baked goods
Great Harvest Bread	bread
Halvah Heaven	halvah
Harriet's Bakery	gluten-free baked goods
Joni's Cannolis	cannoli
Lanni Orchards	fruit, vegetables, flowers
Laszlo Family Farm	meat, pet treats
Mill River Winery	wine
Mycoterra Farm	mushrooms
North Brook Farm	alpaca products
OMGI Bagels	bagels
On the Edge Knife Sharpening	knife sharpening
Soluna Garden Farm	tea, herbs, spices
Stoneybrook Cider	hard cider
Sweet Tahini	baked goods
Two Field Farm	vegetables, flowers
Valicenti Pasta Farm	fresh pasta, sauce
West River Creamery	cheese
When Life Gives You Lemons	lemonade

Wayland Summer Farmers' Market - 2018 Application

(Wednesdays 12 to 5 PM - June 27 through October 10)

Location:

Russell's Garden Center, 397 Boston Post Road, Wayland, MA 01778

Website: www.russellsgardencenter.com/html/farmersMarket.html

Facebook page: 'Wayland Summer Farmers' Market'

Twitter: Wayland Wint/Sum Mkt @Wayland Wint/Sum Mkt @WaylandWintMkt

Instagram: 'waylandfarmersmarket'

Terms and Conditions of Sales:

All persons desiring to sell goods at the Market will submit a written application provided by the market and sign a statement that they have read and understand and agree to the rules of the Market.

All persons desiring to sell goods at the Market must submit an inventory of items to be sold at the Market. The list will be reviewed and the Market Manager will approve a final list. Only items on the approved inventory list shall be sold at the Market.

These New England-grown and produced items may be sold:

- Fresh and dried fruit and berries
- Fresh and dried vegetables
- Fresh flowers
- Honey and maple syrup
- Fresh cider
- Dairy products
- Eggs
- Baked goods
- Other Specialty Food products
- Meat
- Fish and shellfish
- Massachusetts wine, hard cider, mead
- Wool, yarn or goods crafted from vendor's own animals

Processed foods:

Each container of processed foods must be labeled with:

- The name of your farm or business
- A product list of ingredients
- The price of the item, so that customers don't have to ask
- The net weight or volume of each item

All sellers of processed, cooked or packaged food must provide the Wayland Board of Health with an additional application packet, and return all parts to them directly to: Wayland Board of Health, 41 Cochituate Road, Wayland, MA 01778. If you have questions, please contact Diane Ledwell (dledwell@wayland.ma.us) at the Board of Health: 508-358-3617, or email Beth Grossman at: bethgrd@aol.com.

If you participated in the 2018 Wayland Winter Farmers' Market, your permit is good for the entire year, and there is no need to re-apply.

Daily Operations:

The market will operate on Wednesdays from June 27 to October 10, 2018, noon to 5 PM.

Please note that there will be no market on July 4.

Vendors are responsible for their own tables, tents, extension cords, and 30 pound weights (for each leg) to secure the tent in case of high winds.

Vendors must commit to selling for the entire market day.

The market is open rain or shine. Vehicles may not be moved in or out of the market area while the market is open, and in the 20 minutes preceding the opening of the market. Vendors arriving late will have to unload from a remote location and bring product, tents and tables into the Market area using carts.

Participants must clean the sales area before departing after the market closes.

Fees:

The weekly fee for a 10' X 10' booth is \$25.00 per week. Those vendors needing additional space may be required to pay an additional fee. Payments for the day will be collected by the Market Manager during the market. If you are participating every week, you will receive a \$25 savings (\$350, instead of \$375) if you pay for the season by May 15. Please make checks out to "Russell's Garden Center."

Vendors are entitled to a 15% discount on all (Russell's) purchases on Wednesdays for the duration of the Market.

The Commonwealth of Massachusetts
Department of the State Treasurer



License Number: FW-LIC-000084

Record Number: 2017-000028-FW-REN

Capacity: 5K Gallons or Less

Alcoholic Beverages Control Commission

Hereby Grants a Farmer-Winery License

Aaronap Cellars LLC

28 Carlisle Rd. Westford, MA 01886

This license authorizes the above-named holder: (1) to produce, rectify, blend, or fortify from fruits, flowers, herbs or vegetables wine containing not more than 24 percent of alcohol by volume at 60 degrees Fahrenheit; and, (2) to sell wine or winery products: (a) at wholesale to any person holding a valid wholesaler's and importer's license under section 18; (b) at retail or wholesale to a person in a state or territory in which the importation and sale of wine is not prohibited by law; and, (c) at wholesale to a person in any foreign country.

This license is subject to the following conditions:

1. The licensed premises and all books, records and other documents relating to the business authorized to be conducted under this license shall be subject to inspection at any time by any member of the Commission or any duly authorized agent thereof.
2. Alcoholic beverages shall not be kept or exposed for sale on premises other than those described in this license.
3. Alcoholic beverages shall not be sold delivered or furnished to any person under twenty-one years of age, or delivered by any person under eighteen years of age.
4. Sales and deliveries hereunder are authorized between the hours of 8:00 o'clock AM and 11:00 o'clock PM only.
5. The above-named holder must obtain a license issued under M.G.L. c. 138 §19F to sell at retail by the bottle to consumers, for consumption off the winery premises.

This license is issued conditionally and subject to the fact that there exists no breach of any condition of any previous license or violation of any law of the Commonwealth under any previous license and this license shall be subject to revocation, cancellation, modification or suspension for any such breach of condition or violation of law.

2018

This License will expire
12/31/2018 unless otherwise
suspended or revoked during this period

IN WITNESS WHEREOF, the undersigned have hereunto affixed their official signatures this March 23, 2016.

Handwritten signature of Jean Lorizio.

Jean Lorizio, Chairman

Handwritten signature of Elizabeth Lashway.

Elizabeth Lashway, Commissioner

Handwritten signature of Kathleen McNally.

Kathleen McNally, Commissioner

This License Shall Be Displayed on the Premises in a Conspicuous Place Where It Can Be Easily Read.

Fee \$ 22.00

The Commonwealth of Massachusetts
Department of the State Treasurer

License Number: TR-LIC-001358

Record Number: 2017-000028-FW-REN



Alcoholic Beverages Control Commission

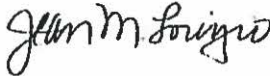
Hereby Grants a
Transportation and Delivery Permit
Vehicle Plate Number: 2HN800
Aaronap Cellars LLC
28 Carlisle Rd. Westford, MA 01886
Related License:
ABCC License Number: FW-LIC-000084
License Type: Farmer Winery

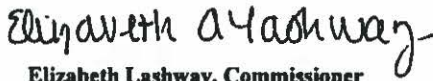
No PERSON under eighteen years of age shall be permitted to handle, transport or deliver any alcoholic beverages under this permit.

IN WITNESS WHEREOF, the undersigned have hereunto affixed their official signatures this 3/23/2016.

2018

This License will expire
12/31/2018 unless otherwise
suspended or revoked during this period


Jean Lorizio, Chairman


Elizabeth Lashway, Commissioner


Kathleen McNally, Commissioner

This permit is issued conditionally and subject to the fact that there exists no breach of any condition of any previous permit or violation of any law of the Commonwealth under any previous permit and this license shall be subject to revocation, cancellation, modification or suspension for any such breach of condition or violation of law.

This permit shall always be carried in the vehicle.

Fee \$ 150.00

License Issued under the Provisions of Section 22, Chapter 138 of the General Laws, as Amended

Congratulations!

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

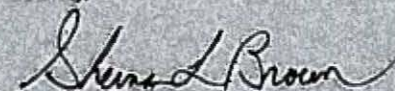
Thank you for participating in the ServSafe Alcohol program. Responsible alcohol service begins with the choices you make, and ServSafe Alcohol training will help you make the right decision when the moment arises.

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

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

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

Sincerely,



Sherman Brown

Senior Vice President, National Restaurant Association Solutions



ID # 6758805
CARD # 14215217

ServSafe Alcohol® CERTIFICATE



NOEL POWELL

NAME

10/5/2016

DATE OF EXAMINATION

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

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Sherman Brown
Senior Vice President, National Restaurant Association Solutions

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

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

NATIONAL
RESTAURANT
ASSOCIATION

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

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PUBLIC DOCUMENTS PROVIDED TO THE BOARD OF SELECTMEN FROM JUNE 9, 2018, THROUGH AND INCLUDING JUNE 22, 2018, OTHERWISE NOT LISTED AND INCLUDED IN THE CORRESPONDENCE PACKET FOR JUNE 25, 2018

Items distributed to the Board of Selectmen – June 8, 2018-June 22, 2018

1. Correspondence to Eric Carlson, Flood Hazard Management Program, Department of Conservation and Recreation, from Nan Balmer, Town Administrator, dated June 18, 2018 re: National Flood Insurance Program compliance

Items distributed for information and use by the Board of Selectmen at the Meeting of June 11, 2018

1. Brochure from the Sudbury, Assabet, and Concord Wild and Scenic River Stewardship council advertising the Riverfest celebration on June 16-17 (Mary distributed this. It is also listed as having been distributed at the June 4 meeting.)
2. Memo from Linda Hansen, Conservation Administrator, to Lea Anderson dated June 11, 2018 re: National Flood Insurance Program compliance
3. E-mail from Sarkis Sarkisian, Town Planner, dated June 11, 2018, re: Important message regarding the Rail Trail paving
4. Draft Powerpoint presentation, dated June 11, 2018 re: Town Organization

Items included as part of Agenda Packet for discussion during the June 25, 2018 Board of Selectmen's Meeting

1. Email from Julia Junghanns, Director of Public Health, to Nan Balmer, dated June 22, 2018, re: Update to the Board of Selectmen (marijuana)
2. Report from Beth Klein, Town Clerk, to the Board of Selectmen, dated June 21, 2018, re: Dual vs. single election regarding marijuana question
3. Memorandum from Nan Balmer to the Board of Selectmen, dated June 25, 2018, re: Board and Committee Appointments
4. Board of Selectmen Policy: Appointments to Town Boards and Committees
5. Email from Sharon Burke dated June 7, 2018 re: Interest in joining the Wayland Economic Development Committee with attached resume
6. Correspondence from William Steinberg to Lea Anderson, Chair of Board of Selectmen, dated May 22, 2018 re: Interest in joining the Wayland Economic Committee
7. Email from Kelly Lappin to Nan Balmer and Lea Anderson dated June 19, 2018 re: Finance Committee Appointment with attached resume
8. Spreadsheet of data for Wayland Volunteer Database dated June 21, 2018
9. Board of Selectmen's Policy on the FY 2020 Budget Process (draft dated June 25, 2018)
10. PowerPoint slides on the Special Act establishing the position of the Town Manager in the Town of Wayland, dated June 20, 2018
11. Report of the Town Administrator for the week ending June 15, 2018
12. Memo from David Porter to the Board of Selectmen dated December 11, 2017 re: Quota of Alcoholic Beverages Licenses
13. Memorandum from Sarkis Sarkisian, Town Planner, to Lea Anderson, Chair of Board of Selectmen, dated June 22, 2018 re: Application by Congregation Or Atid to amend its site plan approval
14. Draft minutes of the Board of Selectmen meetings of June 4, 2018 and June 11, 2018

BOARD OF SELECTMEN
Monday, June 25, 2018
Wayland Town Building
Selectmen's Meeting Room

CORRESPONDENCE

1. Correspondence from William Steinberg, 49 Highland Circle, to Lea Anderson, Chairperson, Wayland Board of Selectmen, dated May 22, 2018 re: Retirement from Finance Committee
2. Correspondence from Julie Secord, Director, Wayland Council on Aging, dated June 2018 re: summary of the FY 2018 activities and metrics
3. Correspondence from Alice Boelter of 106 Lakeshore Drive re: letter about changes to town government which might curtail the role of boards and commissions
4. Correspondence from Michele Mark Levine, Director, Technical Services Center, Government Finance Officers Association to Nan Balmer, Town Administrator, dated June 4, 2018 re: letter to notify the town that our comprehensive annual financial report (CAFR) for the fiscal year ended 2017 qualifies for the GFOA's Certificate of Achievement for Excellence in Financial Reporting
5. Correspondence from Martin Suuberg, Commissioner, Commonwealth of Massachusetts, Executive Office of Energy & Environment Affairs to Nana Balmer, Town Administrator, dated June 6, 2018 re: the state of recycling markets and the impact on municipalities and businesses across the Commonwealth.
6. Correspondence from Catherin Racer, Associate Director, Commonwealth of Massachusetts Department of Housing & Community Development, to Lea Anderson, Chairperson, Wayland Board of Selectmen dated June 7, 2018 re: Local Initiative Program LAU Approval – Covered Bridge Condominium, Wayland.
7. Correspondence from Kaitlin Maher, Paralegal, Division of Open Government, The Commonwealth of Massachusetts, Office of the Attorney General, to George Harris, Esq., 8 Holiday Road dated June 8, 2018 re: Opening Meeting Law Complaint
8. Correspondence from MetroWest Economic Research Center, to Board of Selectman, dated June 11, 2018, re: Complimentary copy of the Greater MetroWest Economic Profile 2018©
9. Correspondence from Julia Junghanns, R.S., C.H.O., Director of Public Health dated June 11, 2018, re: Wayland Board of Health Director's Report
10. Correspondence from Julia Junghanns, R.S., C.H.O., Director of Public Health, Town of Wayland to Nan Balmer, Town Administrator, dated June 12, 2018 re: BoH vote - recommendation for ban on recreational marijuana in Wayland
11. Correspondence from Philip Jordan, Vice President, BW Research to Selectman Anderson, received June 14, 2018 re: a summary of a recent study conducted by BW Research Partnership and Mass insight analyzing the proposed statewide ballot question that would establish mandated Nurse Staffing Ratios.
12. Correspondence from Sander Rikleen, dated June 15, 2018, re: 2018 Wayland Annual Town Meeting Article 32 – Zoning Amendment Imposing "Limited Site Plan Review" Upon Uses Protected by the Dover Amendment
13. Correspondence from Nan Balmer, Town Administrator, to Jerry Cellucci, Raytheon Company, dated June 18, re: Change in Town of Wayland Contact
14. Correspondence to Eric Carlson, Flood Hazard Management Program, Department of Conservation and Recreation, from Nan Balmer, Town Administrator, dated June 18, 2018 re: National Flood Insurance Program compliance
15. Correspondence from Thomas Holder, Director of Public Works, dated June 20, 2018, re: Status of Water Abatement Request for 9 Apache Trail, Wayland
16. Correspondence from Carolyn Murray, KP Law, to Jonathan Sclarsic, Esq., Director, Division of Open Government, Office of the Attorney General, dated June 14, 2018, re: Town of Wayland Zoning Board of Appeals—Response to May 21, 2018 Open Meeting Law Complaint of George Harris

17. Correspondence from Carolyn Murray, KP Law, to Jonathan Sclarsic, Esq., Director, Division of Open Government, Office of the Attorney General, dated June 14, 2018, re: Town of Wayland Zoning Board of Appeals—Response to June 4, 2018 Open Meeting Law Complaint of George Harris
18. Correspondence from George Harris, 8 Holiday Road, to Jonathan Sclarsic, Esq., dated June 20, 2018, re: Open Meeting Law Complaint Dated May 8, 2018
19. Correspondence to William Steinberg, 49 Highland Circle, from Nan Balmer, Town Administrator dated June 21, 2018 re: Thank you to Mr. Steinberg for his dedicated service to the Finance Committee