

PACKET

October 1

2018



LOUISE L. E. MILLER
TOWN ADMINISTRATOR
TEL. (508) 358-7755
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TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN

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

BOARD OF SELECTMEN
Monday, October 1, 2018
7:00 p.m.
Wayland Town Building
Selectmen's Meeting Session
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 of agenda for the public
- 7:05 pm 2. Announcements and public comment
- 7:10 pm 3. Rivers Edge: Asbestos removal update
- 7:20 pm 4. Special Act Update
- 7:30 pm 5. FY 20 Budget Update
- 7:35 pm 6. Special Town Meeting Articles:
- Discuss and vote to insert and/or take a position, if appropriate
 - Discuss order of articles
- 7:45 pm 7. Cable Discussion Update
- 7:50 pm 8. Town Administrator's Report
1. Correspondence
 2. Annual Report: Review and discuss Board of Selectmen's submission
 3. Wayland Firefighter Receives Fire & Life Safety Educator of the Year Award

BOARD OF SELECTMEN
Monday, October 1, 2018
7:00 p.m.
Selectmen's Meeting Room
41 Cochituate Road

Proposed Agenda – Page Two

- 7:55 pm 9. Minutes: Review and vote to approve regular session minutes of September 17, 2018
- 8:00 pm 10. Executive Session: Enter into Executive Session
- I. Pursuant to Massachusetts General Laws Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to collective bargaining and impact bargaining with Wayland Police Officers Union and International Association of Firefighters, Local 1978 and,
 - II. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (6) to discuss the purchase, exchange, lease or value of real property with respect to the Town's agreement with Twenty Wayland, LLC, relative to property and development located off 400-440 Boston Post Road and,
 - III. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss the strategy for litigation relative to Cochituate Commons, LLC, v. Town of Wayland.
- 8:25 pm 11. Consent Calendar: Review and vote to approve (see separate sheet)
- 8:30 pm 12. Correspondence Review
- 8:35 pm 13. Selectmen's reports and concerns
- 8:40 pm 14. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any
- 8:45 pm 15. Adjourn



MEMORANDUM

5.) FY 20 Budget Update

TO: All Department Heads, Boards and Committees

FROM: Louise Miller, Town Administrator
Brian Keveny, Finance Director
The Finance Committee

DATE: October 2, 2018

SUBJECT: FY 2020 Operating Budget Guideline

The purpose of this memorandum is to provide a guideline on preparing your Departmental, Board or Committee Operating Budget in compliance with the Fiscal 2020 Board of Selectmen Budget Policy.

It is anticipated that the FY20 departmental operating budgets will not increase more than \$2.69M. In addition to the \$2.6M, the General Fund budget will include \$300,000 for an anticipated one-time committed cost or 3.7% over FY19. Consistent with prior year recommendations, the FY20 budget is expected to be supported with the use of recurrent revenue sources and will not rely on funding from Free Cash and Overlay Surplus.

Please submit a budget that includes all committed costs as well as any adjustments required for the delivery of the same level of services in FY20 as are being provided in FY19. FY20 personnel costs should include all COLA, step increases, and other increases pursuant to personnel contracts. In addition, please review your FY18 budget to actual reports and identify any large turnbacks to determine the appropriate request for FY20.

Any Department, Board or Committee wishing to request an increase in personnel or services should identify that request separately, and not as part of the level services budget.

Please provide sufficient detail so that your budget can be efficiently and effectively reviewed. This would include:

- Highlights of budget changes.
- Key issues facing your department.
- Review of your FY 18 final expenditure reports and identification of the cause of large turnbacks.
- Identification of any new services as a new service that you are requesting to begin in FY20.

Departmental, Board and Committee budget requests, other than the School Department, must be submitted in MUNIS by October 19, 2018. The Town Administrator and Finance Director will review the budget requests with Department heads between October 19 and October 29. Finance Committee and Board of Selectmen liaisons will be invited to the budget review. The Town Administrator and Finance Director will make recommendations to the Finance Committee and Board of Selectmen on all operating budgets, other than the School Department, by November 5, 2018.

The Town Administrator and the Finance Director will be available to assist you with your budget preparation and to answer any questions.

Attachments:

1. Finance Committee Liaison Assignments
2. Board of Selectmen Liaison Assignments

ARTICLE LIST FOR NOVEMBER 13, 2018 SPECIAL TOWN MEETING

Article	November 2018 Article Name	Sponsor	Assignee Selectmen	Assignee FinCom	Position Selectmen	Position FinCom
A	Pay Previous Fiscal Years Unpaid Bills	Board of Selectmen	Lea Anderson	Carol Martin		
B	Current Year Transfers	Board of Selectmen	Lea Anderson	Steve Correia		
C	Appropriate Funds for the Abatement of Asbestos at Rivers Edge Site	Board of Selectmen	Cherry Karlson	Dave Watkins		
D	Initial Year Funding of Town Successor Collective Bargaining Agreement for Police Union	Personnel Board	Lea Anderson	Kelly Lappin		
E	Circuit Breaker Match Program: Adopt State Language	Council on Aging	Cherry Karlson	George Uveges	Withdrawn	
F	Article Prohibition of Marijuana	Planning Board	Doug Levine	Steve Correia		
G	Article 2: Marijuana Establishment District A – Boston Post Road	Planning Board	Doug Levine	Kelly Lappin		
H	Article Federal Flood Plain District Zoning Amendment-Panel Numbers Update	Planning Board	Doug Levine	Jen Gorke		Voted 5-0-0
I	Pre-existing Nonconforming Use of Land That Consists of More Than Six Dwelling Units	Planning Board	Doug Levine	Dave Watkins		
J	High School Athletic Complex Renovation	School Committee	Louis Jurist	Klaus Shipley		

ARTICLE LIST FOR NOVEMBER 13, 2018 SPECIAL TOWN MEETING

Article	November 2018 Article Name	Sponsor	Assignee Selectmen	Assignee FinCom	Position Selectmen	Position FinCom
K	Appropriate Partial Construction Funds for Wayland High School Athletic Facilities Improvements	Community Preservation Committee	Louis Jurist	Kelly Lappin		
L	Construction of Synthetic Turf Athletic Field at Loker Conservation & Recreation Area	Recreation Commission	Louis Jurist	Jen Gorke		
M	Loker Conservation Area Grass Athletic Field	Petitioner	Mary Antes	Jen Gorke		
N	Limit Discharge of Weapons in Town of Wayland	Petitioner	Cherry Karlson	Klaus Shipley		
O	Advanced Water Meter Reading Infrastructure	Board of Public Works	Doug Levine	George Uveges		

DRAFT FOR DISCUSSION SEPT/OCT 2018

Proposed STM 2018 Article Order

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

#	Letter	Name	Sponsor	Est Time	Length of Mtg			
					Date	Minutes	Hours	End Time
<u>TUESDAY 1</u>		<u>7:00PM START</u>						
1	D	Fund Collective Bargaining/Police	PersBd	10				
2	B*	Current Year Transfer	BoS	5				
3	H*	Zoning: Update Flood Plain	PB	5				
4	C	River's Edge: Asbestos Mitigation	BoS	20				
5	F	Marijuana: Prohibition	PB	20				
6	G	Marijuana: Establish District	PB	20				
7	I	Zoning: Land Use	PB	20				
8	O	Water Meters	BoPW	30				
9	J	HS Athletic Complex	SC	30				
10	K	CPA: Uncommitted (HS)	CPC	10				
11	L	Loker Turf Field	Rec	30				
12	M	Loker Grass Field	Petitioner	30				
13	N	Limit Discharge of Weapons	Petitioner	30				
14	A*	Pay Previous Year Bills	BoS	5	Tues Nov 13	265	4.4	11:30pm
<u>WEDNESDAY 2</u>		<u>7:00PM START</u>						
Pulled	C	Circuit Breaker	COA					

BOARD OF SELECTMEN 2018 ANNUAL REPORT

The Board would like to express its appreciation and thanks to the many Wayland citizens who have donated their time and expertise as volunteer members of Town boards and commissions, and who play a crucial role in the operations of our Town. Similarly, we appreciate and acknowledge the dedicated Town employees who routinely go above and beyond expectations in their efforts to make Wayland operate smoothly.

This was a year of many department head retirements and changes. In February, John Senchyshyn retired after 15 years of service as Human Resource Director/Assistant Town Administrator. We are grateful that over the course of his career in Wayland, John lent his strong expertise and experience, including advocating on behalf of the Town through countless contract negotiations, and overseeing human resource tasks and responsibilities. His skills, wit, and tireless energy will be missed.

The Town welcomed new School Superintendent, Arthur Unobskey and new Library Director, Sandra Raymond. Fire Chief Robert Irving retired after 16 years and in September was replaced by Lieutenant Patrick Swanick. Director of Assessing, Ellen Brideau, resigned and was replaced by Bruce Morgan.

In March, Nan Balmer, Town Administrator, announced her plans to retire in September. Nan has served as Wayland's Town Administrator over the course of the last four years, guiding our staff and volunteers through a number of changes that have enhanced operations. She provided the Board with six months' notice as required in her contract providing time for the Board to conduct a search for her replacement. Nan continued her efforts on behalf of Wayland to improve Town government, enhance communications between various departments, and strengthen financial management.

Consequently, Nan Balmer recommended to the Board and then implemented a reorganization in the Town Administrator's office. Roles and responsibilities were shifted to provide for a smooth transition period, improve efficiency and to better utilize skills and talents of the staff: Nan assumed the responsibilities of Acting Human Resource director; Elizabeth Doucette was named Assistant Town Administrator, and David Porter stepped in as an assistant to the Town Administrator replacing long-serving MaryAnn DiNapoli, who retired in September. In June the Board welcomed Teri Hegarty as the permanent assistant to the Town Administrator.

The Board initiated a town administrator search process and in March selected Community Paradigm Associates to guide and assist with recruitment and selection. Community Paradigm solicited community and staff input and feedback regarding desired traits and management styles, and a Screening Committee of town officials and Wayland citizens was selected to review applications, interview candidates, and select a few finalists to be referred to the Board of Selectmen. This dedicated group was able to stick to a tight and ambitious schedule, and by

the end of June were ready to recommend three talented and qualified Town Administrator candidates.

Throughout the 2018 fiscal year, the Board continued its efforts to improve the Town's governing structure and policies. The Town contracted with the Collins Center for Public Management at the University of Massachusetts Boston, and the work was funded by a State Community Compact Grant. The Collins Center conducted a comprehensive study and report including detailed recommendations of best practice budgetary and financial management and presented it to the public in October. The Board continues the major initiative to implement two primary areas of the report— financial policy recommendations and the creation of a Special Act defining the role and responsibilities of a Town Manager. Some of the financial policy recommendations are being incorporated into the fiscal year 2020 budget policy and process. The work on the Special Act to reorganize reporting structures and roles for efficiency, effectiveness, and transparency is ongoing and will continue through education and information-sharing over the coming months.

The Board continued its focus on the financial status of the Town as it worked with its financial advisor, Unibank, on a planning exercise in December and then in February hosted a discussion of the debt exclusion issue and funding options. In February, Moody's Financial Services confirmed the Town's Aaa bond rating while maintaining the negative outlook. The Town's borrowing in February was well received with nine bidders and a financing rate below 2.5%.

The Board spent many hours on a variety of important topics this year:

Plowing private roads: In the fall of 2017, at the request and recommendation of the Board of Public Works, the Selectmen adopted a policy on plowing private roads, expanding an action taken in 2015 that discontinued plowing on selected private roads/driveways. After holding a hearing and receiving input from concerned residents, the Board established a policy and an appeals process identifying which private roads would continue to be plowed based, in part, on the number of houses a particular road serves and whether it could be considered a public way. The policy will be implemented with the upcoming 2018-2019 winter.

Special Town Meeting, November 2017: Residents passed articles giving the Library Trustees permission to file a grant application for a new library building and providing for design fees for renovation of the High School stadium complex, for reconstruction of the High School softball field and tennis courts, and construction of a new synthetic turf field at the Loker Recreation and Conservation Area. A six-month moratorium on non-medical/recreational marijuana establishments passed moving the deadline to December 2018.

Housing: The Board proactively supports the Town's goal to increase the overall percentage of affordable housing. In January the Board signed a contract with Regional Housing Services Office to provide additional support and information for our local affordable housing efforts.

River's Edge: The River's Edge project, previously approved at Town Meeting, is undergoing continued site development and evaluation with the developer, Wood Partners. Currently, the issue of asbestos abatement and mandated clean-up required by the Department of Environmental Protection is being evaluated and addressed. This has delayed the sale and transfer of the property to the developer and created the need for several extensions of the Land Development Agreement.

Town Center: The Board continues efforts to acquire parcels at Town Center, as directed by Town Meeting, for use as a senior and community center. A Settlement Agreement was signed in February; however, it expired this summer. Through the Economic Development Committee, the Board has developed a relationship with the new owner and leasing agent for the retail portion of Town Center.

Annual Town Meeting April 2018: Several articles drew large attendance at this town meeting. Thanks to Facilities, our Public Safety officials and custodial staff for planning for and handling the large attendance. In addition to passing the Town's Fiscal Year 2019 budget, residents approved articles funding several capital projects: design of a Community / Council on Aging Center at the Town Center, major renovations to Fire Station Two, and significant enhancements to Town Building. Articles for construction funding for three major projects – the High School athletic complex renovation, the High School softball field/tennis courts renovation, and the Loker Recreation and Conservation area turf field - were passed over as further information and study were needed before a vote. The Board of Library Trustees had done considerable work regarding the possible construction of a new library, including design as well as securing a \$10 million state grant. However, while the article received a majority vote, it did not receive the two-thirds vote necessary to pass.

Information Technology (IT): Under the direction of our first IT Director, there were significant upgrades made to the Town's IT capabilities. Perhaps the most visible change occurred in January with the rollout of a new Town website with considerable improvements in ease of use, increased content and functionality, and enhanced capability as a communications platform. After serving for 20 months, IT Director Jorge Pazos stepped down in February. The Town contracted with Mike McCann of Advent Consulting, for the provision of IT Director Services, to ensure continuity and flexibility of service.

During 2018, membership on the Board was unchanged with the re-election of Lea Anderson and Mary Antes. Lea Anderson continued as Chair and Cherry Karlson as Vice Chair. All five of us appreciate and thank the many residents who participate in the governance of Wayland – both those who donate their time serving in formal Town positions and those who participate in the meetings and offer advice and suggestions. This is your Town and we welcome your attendance, participation, and input.



Executive Office of Public Safety and Security
Department of Fire Services



8.) TA's Report
 3- Educator of the Year

CHARLES D. BAKER
 GOVERNOR
 KARYN E. POLITO
 LT. GOVERNOR
 DANIEL BENNETT
 SECRETARY

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PETER J. OSTROSKY
 STATE FIRE MARSHAL

For Immediate Release: September 26, 2018

Wayland Firefighter Receives Fire & Life Safety Educator of the Year Award at 24th Annual Fire & Life Safety Education Conference

The 24th annual Fire & Life Safety Education Conference took place September 25-26, 2018 at the Southbridge Hotel and Conference Center. This year's *Managing the Message*, was a challenge to think about the safety messages fire and injury professionals deliver and how to do so more effectively. . .

2018 Fire & Life Safety Educator of the Year Award

The 2018 Fire & Life Safety Educator of the Year Award was presented on September 26 to Wayland Firefighter Todd Winner for a 16-year career focused on community risk reduction (CRR) before the term was coined. The other remarkable nominees recognized for their efforts were: Loren Davine, Executive Director of the NoFires Program; Firefighters Mary Reilly and Kirsten Gebauer, Lanesborough Fire Department; Lt. Laurence Fahey, Middleborough Fire Department; and Inspector Jeffrey Medeiros, New Bedford Fire Department. . .

About the 2018 Fire and Life Safety Educator of the Year

Wayland Firefighter Todd Winner

Todd Winner began his career with the Wayland fire department in 2002 as a firefighter/EMT, and within a year began working with Student Awareness of Fire Education (S.A.F.E.). He became coordinator in 2013, and his efforts have built a reputable, effective program. Winner is passionate about educating all residents, from preschool to older adults, and this is evident in the programs he has developed. In addition to teaching young students, Todd resurrected a high school internship program, of which he was the first intern in the 1998-1999 school year. The 16-week program focuses on skills and hands-on training from *Essentials of Firefighting, Fourth Edition*. Winner also developed a program for seniors that provides them with the support and education to remain safely in their homes for as long as possible. WAY-SECURE is a voluntary program for residents of any age, with or without medical or cognitive conditions. It includes a structured data file, a File of Life, a home safety evaluation and the Safety Net tracking system. This program has been well received in Wayland. FF Winner has successfully built relationships around town that allow him to reach more residents with safety messages. He works with the Recreation Department and takes part in their Summer Adventure camp for children from kindergarten to grade five. Because of his relationships with many groups, Winner is a highly effective, trusted resource for the community. Over time, Wayland has experienced a drop in the frequency and severity of fire incidents which may be directly attributed to the S.A.F.E. and Senior SAFE programs. FF Winner has clearly had a direct impact on the safety of the community. In the spring of 2017, a young girl from Wayland received a Young Hero award for actions she took when she smelled smoke in her home early one morning. She had been educated by Winner. Stories like these show the value that Firefighter Winner brings to the community. He is a positive force for safety, which is reflected in the lives he touches.



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TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

9.) Minutes from
the 9/17/18 BOS
Meeting for review

BOARD OF SELECTMEN

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

DRAFT

Board of Selectmen
Meeting Minutes
September 17, 2018
6:45 p.m.
Wayland Town Building
Senior Center
41 Cochituate Road, Wayland

Attendance: Lea T. Anderson, Mary M. Antes, Louis M. Jurist, Cherry C. Karlson, Douglas A. Levine (6:58 pm)

Also Present: Town Administrator Louise Miller; Assistant Town Administrator, Elizabeth Doucette

A1. Call to Order by Chair L. Anderson called the meeting of the Board of Selectmen to order at 6:45 p.m. in the Senior Center in the Wayland Town Building when a quorum was present, noted that the meeting will likely be broadcast and videotaped for later broadcast by WayCAM, and reviewed the agenda for the public.

A2. Announcement and Public Comment The Storm Water management forum was held last week and will be aired on WayCam. L. Anderson announced that the new Town Administrator Louise Miller is present for her first Board meeting, and the Board welcomed her. L. Anderson reviewed the hours for upcoming flu clinics in October.

There was no Public Comment.

A3. Executive Session: Enter into Executive Session Pursuant to Massachusetts General Laws Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to collective bargaining and impact bargaining with Wayland Police Officers Union and International Association of Firefighters, Local 1978 and, Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 a (2), (3) and (6) to review and approve the executive session minutes of August 27 2018. APPROVE AND HOLD: Executive Session minutes of August 27, 2018 At 6:50 pm, L. Anderson moved, seconded by M. Antes, that the Board of Selectmen enter into Executive Session Pursuant to Massachusetts General Laws Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to collective bargaining and impact bargaining with Wayland Police Officers Union and International Association of Firefighters, Local 1978 and, Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 a (2), (3) and (6) to review and approve the executive session minutes of August 27 2018. APPROVE AND HOLD: Executive Session minutes of August 27, 2018.

The Chair declares that a public discussion of these matters may have a detrimental effect on the litigating, negotiating or bargaining position of the Town. Roll call vote: YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson. NAY: none. ABSENT: D. Levine. ABSTAIN: none. Adopted 4-0. The Chair invites attendance by: Louise Miller, Town Administrator, Elizabeth Doucette, Assistant Town Administrator, Phil Schneider, Personnel Board member, Attorney Carolyn Murray, KP Law, Maryanne Peabody, Personnel Board member, Patrick Swanick, Chief of Police, and Dave Houghton, Chief of Fire Department. The Board will meet in the Planning Board office and reconvene in the Senior Center in approximately 40 minutes for the purpose of conducting the regular agenda.

D. Levine joined the Board during Executive Session. The Board reconvened in open session at 7:28 pm.

A4. Fiscal 2020 Financial Summit: Presentation by Finance Director and School Business Manager Finance Director Brian Keveny and School Business Manager Susan Bottan went through the Fiscal 2020 Financial Summit presentation. They acknowledge assistance from staff and boards and presented the slides on General Fund Financial Indicators, Revenue and Expense Trends, Fiscal 2018 Results, School Department, and Fiscal 2020 Recommendation/5 Year Forecast. Copies of the presentation were available for the public, and the presentation was posted online on the previous Friday. B. Keveny and S. Bottan presented each slide and then took questions:

- Carole Plumb, Bald Rock Rd., asked what level services means and how comfortable the Town was with it. B. Keveny explained that it means budgeting for the same services with updated expenses.
- C. Plumb asked if the pension benefits listed include retiree medical costs. B. Keveny said it doesn't and he explained the Middlesex Pension assessment process.
- Steve Correia, Glezen Lane and member of FinCom, asked if vocational training charges will increase with the new Minuteman building. B. Keveny stated he has included a projection for it to increase with the new building. S. Bottan said the allocation will be approximately \$13,000 for FY19 but going forward the amount is unknown.
- Dave Watkins, Forty Acres Drive and member of FinCom, asked if the projected numbers for the fund balance allocation are increasing with the percentage growth of the General Fund budget. B. Keveny said the fund balance should go up gradually, and the Town should see a moderate increase over time if the budget is done right – with revenues greater than expenses and stabilization funds funded by taxation.
- Louise Miller suggested that fund balance should be viewed as two parts – those funds held in stabilization funds for particular uses and those funds held in Undesignated Fund Balance. It is easier to manage the stabilization fund balances to a goal.
- D. Watkins asked if the payroll expenses include the entire payroll or just FTEs. B. Keveny said it includes General Fund payroll/personnel except temporary employees, such as people working at the beach and transfer station.
- Carol Martin, Lake Road and member of FinCom, asked when an override would be needed next? B. Keveny referred to slide 60 explaining the unused levy capacity. He said with the projections no operational override is predicted before FY2030 based on this presentation.
- C. Plumb asked how long it takes to recalculate costs if information changes. B. Keveny explained that it is easy to accomplish using the model developed with FinCom last year.

L. Anderson thanked the Finance Committee and School Committee for attending.

A5. Special Town Meeting: Discuss STM and potential vote on articles C. Karlson reported that the COA decided to pull Article E (Circuit Breaker Match Program: Adopt State Language) and come back with it at another time when all the consequences for taxpayers are understood. Board members discussed progress with their assigned articles. C. Karlson noted the STM schedule shows the PMBC should provide the Board a report with the status of the projects. L. Anderson said the Board should be able to start voting on articles at the next meeting.

A6. Annual Report: Review and discuss draft of Board of Selectmen's submission L. Jurist provided a status update on his progress with the Annual Report. He will send a draft to D. Levine and the Board can review it at the next meeting.

A7. Warrant: Review and vote to sign the Warrant pertaining to Massachusetts General Laws, Chapter 94G, Section 3, allowing a town, through adoption of a bylaw, to prohibit all or certain types of adult use (recreational) marijuana establishments from operating in the town.

L. Jurist asked the Board to clarify that the ban wouldn't include medical marijuana. The Board discussed several ways to communicate to residents about the upcoming ballot question to limit commercialization of recreational marijuana.

C. Karlson moved, seconded by M. Antes, that the Board sign the Warrant pertaining to the Oct. 2 election. YEA: L. Anderson, M. Antes, D. Levine, C. Karlson, L. Jurist. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A8. Cable Discussion: Renegotiations update D. Levine discussed the status of the future Cable Advisory Committee and the process that lies ahead. He will work to update the charge for Board review and vote at an upcoming meeting.

A9. Town Administrator's Report L. Miller announced that the Fire Department received a grant for \$160,000 for the replacement of self-contained breathing apparatuses.

1. Correspondence None.

A10. Minutes: Review and vote to approve regular session minutes of August 27, 2018 C. Karlson moved, seconded by D. Levine, to approve the minutes of August 27, 2018, as written. 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 (see separate sheet)

- 1. Vote the question of approving and signing the weekly payroll and expense warrants**
- 2. Vote the question of approving the invoice #117381 from KP Law dated August 24, 2018 re: professional services through July 31, 2018 in the amount of \$1,365.65.**
- 3. Vote the question of approving the invoice # 117512 from KP Law dated August 31, 2018 re: professional services through July 31, 2018 in the amount of \$20,533.68**
- 4. Vote the question of approving the Promise to Nicholas Foundation to host the John Tanner Pumpkin Shuffle 5K Run/Walk in Wayland on Saturday, October 13, 2018. The race will start and finish behind Russell's Garden Center and the race route will follow along Pelham Island Road. Vote the question of approving the placement of 4 sandwich boards for The Rotary Club of Weston and Wayland's Annual Antique and Classic Car Show scheduled for September 29, 2018 to be placed below the permanent signs at Station Two in Cochituate, Old Connecticut Path and Cochituate Road (Five Paths), Route 20/Old Connecticut Path by the Coach Grill and Town Center (corner of Routes 20 and 27) for the September 23 thru September 30, 2018 time period.**
- 5. Vote question of appointing election officers for the period from September 1, 2018 thru August 31, 2019.**

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. Correspondence Review C. Karlson asked what was required going forward of the Board regarding item 1, the RHSO proposal. Beth Doucette explained that it would be on a future agenda. M. Antes discussed item 4, an Anti-Racism Organizing event in October and item 9, an upcoming October event celebrating conservation efforts. M. Antes requested attendance by Board members at the event.

A13. Selectmen's reports and concerns C. Karlson reported that the BoPW and Waste Water Management District Commission are continuing the discussion about moving waste water operations to the BoPW. There will be a discussion at the next BoPW meeting on Tuesday, Sept 25. L. Anderson announced that she was invited with B. Keveny to appear on The Buzz on Sept. 26 to talk about the FY2020 Budget process. C. Karlson reminded the Board and L. Miller of the process required by code where the Town Administrator works with the Finance Director and FinCom to issue a budget guideline.

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

A12. Adjourn D. Levine moved, seconded by L. Jurist, to adjourn the meeting at 9:07 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 September 17, 2018.

1. Massachusetts Municipal Directory 2018 - 2019

Items Included as Part of Agenda Packet for Discussion During the September 17, 2018 Board of Selectmen's Meeting

1. Fiscal 2020 Financial Summit Information (also available online).
2. Article listing for November 13, 2018 Special Town Meeting

3. Warrant pertaining to Massachusetts General Laws, Chapter 94G, Section 3, allowing a town, through adoption of a bylaw, to prohibit all or certain types of adult use (recreational) marijuana establishments from operating in the town.
4. Cable Advisory Committee Mission Statement
5. Board of Selectmen Meeting Minutes (draft) for August 27, 2018

**PUBLIC DOCUMENTS PROVIDED TO THE BOARD OF SELECTMENT FROM
SEPTEMBER 12, 2018 THROUGH AND INCLUDING SEPTEMBER 27, 2018,
OTHERWISE NOTE LISTED AND INCLUDED IN THE CORRESPONDENCE
PACKET FOR OCTOBER 1, 2018**

Items distributed to the Board of Selectmen – September 12, 2018 – September 27, 2018

None

**Items distributed for information and use by the Board of Selectmen at the Meeting of
September 24, 2018**

1. MAPC “Enhancing Local Democracy in MetroWest” PPT

Items included as part of the Agenda Packet for discussion during the October 1, 2018

1. Draft of memo to All Department Heads, Boards and Committees, from Louise Miller, Town Administrator; Brian Keveny, Finance Director; and The Finance Committee dated October 2, 2018 re: FY 2020 Operating Budget Guideline
2. Article listing for November 13, 2018 Special Town Meeting (STM)
3. Proposed STM 2018 Article Order
4. Board of Selectmen 2018 Annual Report Submission Draft
5. Information on Wayland Firefighter, Todd Winner, being named Fire & Life Safety Educator of the Year
6. Minutes from September 17, 2018 regular BoS meeting for review

BOARD OF SELECTMEN
Monday, October 1, 2018
7:00 p.m.
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 the question of approving the invoice for Valerio, Dominello & Hillman, LLC, dated September 11, 2018, Invoice N. 6, for general labor matters:
\$10,252.34



Valerio
Dominello &
Hillman, LLC

One University Avenue
Suite 300B
Westwood, MA 02090

617.862.2005

*2.) VDH invoice
N. 6*

Town of Wayland
41 Cochituate Road
Wayland, MA 01778

Attn: Louise Miller

RE: General Labor Matters

Page: 1
September 11, 2018
Account No.: 1003.00
Invoice No.: 6

Total Current Invoice

10,252.34

BOARD OF SELECTMEN
Monday, October 1, 2018
7:00 p.m.
Wayland Town Building
Selectmen's Meeting Room
41 Cochituate Road

CORRESPONDENCE

1. National Grid Work Continuation Safety Overview updated September 17, 2018
2. Correspondence from Attorney Katharine Lord Klein of KP Law to Michael Marsh, Esq., Marsh, Moriarty, Ontell & Golder, P.C., dated September 19, 2018 re: Wayland – Open Space (Moore Road)
3. Correspondence from Patrick Swanick, Chief of Police, to Board of Selectmen, dated September 15, 2018 re: Follow-up to Ms. Kingsford—Rail Trail
4. Correspondence from Patrick Swanick, Chief of Police, to Board of Selectmen, dated September 12, 2018 re: Selectmen's questions concerning Lake Road Terrace
5. Correspondence from William Hayes, Supervisor, Electronic Transmission and Vegetation Management, Eversource Energy, to Nan Balmer, Town Administrator, dated September 18, 2018 re: Notice of planned and scheduled vegetation maintenance work on the transmission right-of-way (ROW) located near site address: 23 Millbrook Road, Wayland, MA 01778; 14 Glen Road, Wayland, MA 01778; 1 Concord Road, Wayland, MA 01778; 73 Concord Road, Weston, MA 02493; and 51 Church Street, Weston, MA 02493
6. Correspondence from William Hayes, Supervisor, Electronic Transmission and Vegetation Management, Eversource Energy, to Nan Balmer, Town Administrator, dated September 18, 2018 re: Notice of planned and scheduled vegetation maintenance work on the transmission right-of-way (ROW) located near site address: 2 Joels Way, Wayland, MA 01778
7. Correspondence from William Hayes, Supervisor, Electronic Transmission and Vegetation Management, Eversource Energy, to Nan Balmer, Town Administrator, dated September 18, 2018 re: Notice of planned and scheduled vegetation maintenance work on the transmission right-of-way (ROW) located near site address: 105 Plain Road, Wayland, MA 01778
8. Correspondence from William Hayes, Supervisor, Electronic Transmission and Vegetation Management, Eversource Energy, to Nan Balmer, Town Administrator, dated September 18, 2018 re: Notice of planned and scheduled vegetation maintenance work on the transmission right-of-way (ROW) located near site address: 133 Plain Road, Wayland, MA 01778
9. Correspondence to resident Laurie Profit from Louise Miller, Town Administrator, dated September 26, 2018 re: correspondence received August 20, 2018.
10. Wayland Town Center Wetland Delineation & Riverfront Area Assessment for "Municipal Pad" at 440 Boston Post Road, Wayland, MA
11. Correspondence from Louise Miller, Town Administrator, to Ben Keefe, Director of Facilities; Katherine Brenna, Director of Recreation; Arthur Unobskey, Supt. of Wayland Public Schools; and Carol Martin, Chair, Finance Committee dated September 27, 2018 re: STM Warrant Articles – High School and Loker Fields Funding Question