
PACKET

**February 4
2019**



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

REVISED

BOARD OF SELECTMEN

Monday, February 4, 2019

7:00 p.m.

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

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. Review/interview committee applicants:
- Interview with Cable Advisory Committee applicant Lauren Zajac; possible vote to appoint
 - Vote to approve appointments of Robert Farrington and Evans Huber to ZBA
- 7:15 pm 4. Update on permitting software
- 7:20 pm 5. 2019 Annual Town Meeting:
- Discuss all articles and possible vote to insert/support all articles
 - ~~Assign articles~~
- 7:30 pm 6. Continuation of Liquor License Hearing of January 28, 2019: Review request of New Sandy Burr, Inc. for Wayland for a change in corporate name and a change in their All-alcoholic Liquor License classification for their 103 Cochituate Road premises. (Application included in BoS packet of January 28, 2019)
- ~~7:35 pm 7. Meeting with the Planning Board: Discuss ATM articles~~
- 7:40 pm 8. Election Warrant:
- Discuss resignation from Planning Board
 - Possible vote to add remainder of Planning Board term to Election Warrant

BOARD OF SELECTMEN
Monday, February 4, 2019
7:00 p.m.
Selectmen's Meeting Room
41 Cochituate Road, Wayland, MA

Proposed Agenda – Page Two

- 7:45 pm 9. Finance Committee Presentation: Receive presentation and discuss debt exclusion and Prop 2 ½ ballot questions
- 8:25 pm 10. Massachusetts School Building Authority (MSBA) Statement of Interest/Loker Roof: Discuss and possible vote
- Vote to support
 - ~~Vote to delegate signature authority of statement of intent to chair~~
 - Vote to delegate signature authority for MSBA documents to Town Administrator
- 8:30 pm 11. Town Administrator's Report
1. Correspondence
 2. River's Edge
 3. Senior staff position search update
- 8:35 pm 12. Minutes: (none)
- 8:40 pm 13. Consent Calendar: Review and vote to approve (see separate sheet)
- 8:45 pm 14. Correspondence Review
- 8:50 pm 15. Selectmen's reports and concerns
- 8:55 pm 16. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any
- 9:00 pm 17. 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 with all bargaining units pursuant to the Public Employee Committee (PEC) agreement 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,

BOARD OF SELECTMEN
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Proposed Agenda – Page Three

III. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to litigation related to David Bernstein v. Planning Board of Wayland, and

IV. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to litigation related to Kenneth Nelson v. Town of Wayland, et al., and

V. Pursuant to Massachusetts General Laws Chapter 30A, Section 21 (a) (3) to review and approve Executive Session minutes

APPROVE AND HOLD Executive Session minutes

9:20 pm 18. Adjourn

LAUREN E. ZAJAC

Wayland, MA 01778 · lauren@zajac.com

PROFESSIONAL SUMMARY

General Counsel and executive with significant high-tech experience. Focused on commercial contracts, intellectual property, information technology, licensing and strategic initiatives. Key accomplishments include: establishing a global legal function; drafting and negotiating complex commercial agreements and, working closely and effectively with sales and support organizations to facilitate revenue generation and growth. Proven achievement in entrepreneurial settings. Recognized for strong analytical skills and practical business judgment. Ability to communicate clearly and effectively with internal business clients, customers and partners.

EXPERIENCE

GLOBOFORCE LIMITED

Framingham, MA

Provider of global strategic recognition solutions.

Chief Legal Officer, 2010 -present

Responsible for corporate governance of both U.S. and Irish entities, stock option plan(s), all employment legal matters, corporate litigation and M&A. Manage all legal needs of the company and participate as a member of executive team in defining and executing the corporate strategy. Manage worldwide IP portfolio. Create and negotiate all company agreements for the provision of a SaaS, based technology consumption model. Assist in the development and upkeep of the company's merchant network and provide legal oversight in the development of the underlying proprietary back-end technology.

Attorney at Law, 2005 - 2010

Contract in-house legal services and business development.

Recent clients:

GLOBOFORCE LIMITED

Southborough, MA

Provider of global strategic recognition solutions.

In-house Counsel, 2008 - 2010

Draft and negotiate service, merchant and partner agreements. Work closely with sales and support organizations to assist in revenue generation and growth. Provide corporate policy and IP-related guidance. Provide general legal guidance to executive team.

MKS INSTRUMENTS, INC.

Wilmington, MA

Interim General Counsel, 2006 - 2008

Publicly-traded \$650M provider of process control solutions and subsystems that measure, control, power, monitor and analyze critical parameters of advanced manufacturing processes.

Draft and review various commercial contracts including; supply, partnership, services, license of software and hardware, and real estate agreements. Assist in the creation and implementation of a contracts and license database. Create form agreements for commercial use. Assist in review and drafting of corporate SEC filings. Responsible for oversight and drafting of records retention policy and other corporate policies. Involved in corporate litigation and M&A activity including review of acquisition and non-compete agreements.

Other clients: IONA Technologies, Refresh Software, Inc., Nuance Communications

METATOMIX, INC.

Waltham, MA

Private Semantic integration software provider.

VP, General Counsel, 2003 - 2005

Responsible for establishing and maintaining a worldwide intellectual property portfolio (including 7 patents), as well as formulating and implementing legal strategies and policies to protect the same. Managed outside counsel activities and coordinate all intellectual property actions, as well as any and all litigation, both domestic and international. Created and negotiate all company agreements including; software license, professional services, support and maintenance, OEM/VAR, Reseller.

RIVERDEEP, INC.

Boston, MA

Publicly-traded \$120M global developer provider of educational software for K-12 grade levels.

VP, General Counsel, 2001-2003

Responsible for all legal needs of the company and generally participate as a member of executive team in developing and implementing business strategy. Handled all legal aspects of various mergers and acquisitions (6 different acquisitions over

an 18-month period), various strategic investments, divestitures and international growth. Hired and managed legal staff, coordinated and managed outside counsel and established and managed legal budget. Responsible for corporate governance, executive and employee compensation matters, stock option plan, executive and employee retention programs and all other employee legal matters. Coordinate public company matters of foreign private issuer listed on NASDAQ, including advice regarding SEC reporting and proxy materials both in the U.S. and Ireland and coordination of company's American Depository Share program. Create and negotiate all company agreements including; software license, professional services, support and maintenance, OEM/VAR, Reseller.

MACROMEDIA, INC. (formerly Allaire Corporation, acquired by Adobe in 2005)
Publicly-traded \$500M developer and provider of web development software.
Senior Counsel, 2001

Newton, MA

ALLAIRE CORPORATION

Publicly traded, \$250M developer and provider of web development software.
Senior Counsel, 2000-2001

Corporate Counsel, 1999 -2000

Negotiated complex strategic alliances, partnerships and technology licenses and acquisition agreements including inbound licenses, outbound licenses, end user licenses, distribution and channel agreements, and hosting and ASP agreements. Assisted in guiding the company through various mergers and acquisitions, various strategic investments, international growth (including international formulation of entity structure and formation of foreign subsidiaries) and ultimately its agreement to merge Allaire with Macromedia. Formulated and implement legal strategies and policies including intellectual property protection. Worked closely with International Counsel and Human Resource executives to create employment agreements, employee benefits schemes and to manage hiring internationally.

EXCELON CORPORATION (formerly Object Design, Inc.)
Publicly-traded developer and provider of XML software.
Corporate Counsel, 1997-1999

Burlington, MA

Negotiated and drafted software product and services contracts, specifically software and multimedia licensing (including online clickwrap) agreements, reseller, distribution, evaluation, OEM, development, systems integrator, consulting, subcontracting and other commercial product and service agreements as necessary, for both a domestic (including Federal Government) and international customer and partner base. Prepared, filed, and managed all SEC disclosure documents and filings for directors and officers of the corporation.

EDUCATION

Hofstra University School of Law
J.D. received May 1997

Hempstead, NY

Boston College
B.A. in English, May 1994

Chestnut Hill, MA

PROFESSIONAL ASSOCIATIONS

Admitted to Massachusetts Bar.
Member of American Corporate Counsel Association.

ARTICLE LIST FOR MONDAY, APRIL 29, 2019 ANNUAL TOWN MEETING

Grouped by Sponsor

Article	April 2019 Article Name	Sponsor	Assignee Selectmen	Assignee FinCom	Position Selectmen	Position FinCom
A	Recognize Citizens and Employees for Particular Service to the Town	Board of Selectmen	Lea Anderson	Dave Watkins		
B	Pay Previous Fiscal Year Unpaid Bills	Board of Selectmen	Lea Anderson	George Uveges		
C	Current Year Transfers	Board of Selectmen	Lea Anderson	George Uveges		
D	OPEB Funding	Board of Selectmen,	Cherry Karlson	Klaus Shigley		
E	Provide Funds for a Study of the Long-term Viability of the Current Town Building vs. Its Use for Other Purposes	Board of Selectmen	Doug Levine	Dave Watkins		
F	Compensation for Town Clerk	Board of Selectmen	Cherry Karlson	Klaus Shigley		
G	Fiscal Year 2020 Revolving Fund Expenditure	Board of Selectmen	Cherry Karlson	George Uveges		
H	Choose Town Officers	Board of Selectmen	Cherry Karlson	Dave Watkins		
I	Hear Reports	Board of Selectmen	Lea Anderson	Steve Correia		
J	Sell or Trade Vehicles and Equipment	Board of Selectmen	Lea Anderson	George Uveges		

ARTICLE LIST FOR MONDAY, APRIL 29, 2019 ANNUAL TOWN MEETING

Article	April 2019 Article Name	Sponsor	Assignee Selectmen	Assignee FinCom	Position Selectmen	Position FinCom
K	Rescind Authorized But Unissued Debt	Board of Selectmen	Cherry Karlson	George Uveges		
L	Personnel Bylaws and Wage & Classification Plan	Board of Selectmen	Lea Anderson	Dave Watkins		
M	Personnel By-laws and Wage Classification Plan	Personnel Board	Lea Anderson	Dave Watkins		
N	Overtime Settlement - Police	Personnel Board	Lea Anderson	Kelly Lappin		
O	Overtime Settlement - Fire	Personnel Board	Lea Anderson	Kelly Lappin		
P	FY 2020 Omnibus Budget	Finance Committee		Carol Martin		
Q	Loker Turf Field Construction	Recreation Commission	Louis Jurist	Jen Gorke		

ARTICLE LIST FOR MONDAY, APRIL 29, 2019 ANNUAL TOWN MEETING

Article	April 2019 Article Name	Sponsor	Assignee Selectmen	Assignee FinCom	Position Selectmen	Position FinCom
R	High School Athletic Complex Renovation	School Committee	Louis Jurist	Klaus Shigley		
S	Revolving Fund for Funding Compliance Measures Under Chapter 194 By Law	Conservation Commission	Mary Antes	Steve Correia		
T	Appropriate Funds for Snake Book Dam Valve Repairs	Conservation Commission	Mary Antes	Steve Correia		
U	Automatic Water Meter Reading	Board of Public Works	Doug Levine	George Uveges		
V	Medical Marijuana Overlay District – Amend Article 26	Planning	Doug Levine	Kelly Lappin		
W	Community Preservation Fund General Budget – Set Asides and Transfers	Community Preservation Committee	Mary Antes	Dave Watkins		

ARTICLE LIST FOR MONDAY, APRIL 29, 2019 ANNUAL TOWN MEETING

Article	April 2019 Article Name	Sponsor	Assignee Selectmen	Assignee FinCom	Position Selectmen	Position FinCom
X	CPA Recreation Projects to Include Construction of Board Ramp on Dudley Pond and Outdoor Classroom and Pollinator Garden at Cow Common	Community Preservation Committee	Mary Antes	Steve Correia		
Y	CPA Historic Preservation Projects to Restore Fence at First Parish Church, Preserve Arched Window at Cochituate Village Apartments, and Restore Stone's Bridge	Community Preservation Committee	Mary Antes	Kelly Lappin		
Z	CPA Funding for Housing Consultant	Community Preservation Committee	Cherry Karlson	Steve Correia		
AA	CPA Recreation Project to Rehabilitate and Restore Walking Trails and Construct Limited Parking at Loker Conservation and Recreation Area	Community Preservation Committee	Mary Antes	Jen Gorke		
BB	Partial Funding For Construction of Part 2 of The Wayland High School Master Athletic Plan	Community Preservation Committee	Mary Antes	Klaus Shigley		
CC	Wayland Welcomes	Petitioner	Mary Antes	Kelly Lappin		

ARTICLE LIST FOR MONDAY, APRIL 29, 2019 ANNUAL TOWN MEETING

Article	April 2019 Article Name	Sponsor	Assignee Selectmen	Assignee FinCom	Position Selectmen	Position FinCom
DD	Accept Spencer Circle as a Public Way	Petitioner	Doug Levine	Klaus Shigley		
EE	Resolution to Create a Committee to Organize a Wayland Music Festival	Petitioner	Cherry Karlson	Steve Correia		
FF	Ban Plastic Straws in Wayland. Straws Remain Available for Those Who Need Them.	Petitioner	Cherry Karlson	Kelly Lappin		
GG	Limit Carrying of Weapons in Town Buildings and to Town Events	Petitioner	Cherry Karlson	Klaus Shigley		
HH	Build a Grass Athletic Field on Loker Recreation and Conservation Area Property	Petitioner	Louis Jurist	Jen Gorke		
II						

Massachusetts School Building Authority

Next Steps to Finalize Submission of your FY 2019 Statement of Interest

Thank you for submitting your FY 2019 Statement of Interest (SOI) to the MSBA electronically. **Please note, the District's submission is not yet complete.** The District is required to mail all required supporting documentation, which is described below.

VOTES: Each SOI must be submitted with the proper vote documentation. This means that (1) the required governing bodies have voted to submit each SOI, (2) the specific vote language required by the MSBA has been used, and (3) the District has submitted a record of the vote in the format required by the MSBA.

- **School Committee Vote:** Submittal of all SOIs must be approved by a vote of the School Committee.
 - For documentation of the vote of the School Committee, Minutes of the School Committee meeting at which the vote was taken must be submitted with the original signature of the Committee Chairperson. The Minutes must contain the actual text of the vote taken which should be substantially the same as the MSBA's SOI vote language.
- **Municipal Body Vote:** SOIs that are submitted by cities and towns must be approved by a vote of the appropriate municipal body (e.g., City Council/ Aldermen/Board of Selectmen) in addition to a vote of the School Committee.
 - Regional School Districts do not need to submit a vote of the municipal body.
 - For the vote of the municipal governing body, a copy of the text of the vote, which shall be substantially the same as the MSBA's SOI vote language, must be submitted with a certification of the City/Town Clerk that the vote was taken and duly recorded, and the date of the vote must be provided.

ADDITIONAL DOCUMENTATION FOR SOI PRIORITIES #1 AND #3: If a District selects Priority #1 and/or Priority #3, the District is required to submit additional documentation with its SOI.

- If a District selects Priority #1, Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of the school children, where no alternative exists, the MSBA requires a hard copy of the engineering or other report detailing the nature and severity of the problem and a written professional opinion of how imminent the system failure is likely to manifest itself. The District also must submit photographs of the problematic building area or system to the MSBA.
- If a District selects Priority #3, Prevention of a loss of accreditation, the SOI will not be considered complete unless and until a summary of the accreditation report focused on the deficiency as stated in this SOI is provided.

ADDITIONAL INFORMATION: In addition to the information required above, the District may also provide any reports, pictures, or other information they feel will give the MSBA a better understanding of the issues identified at a facility.

If you have any questions about the SOI process please contact the MSBA at 617-720-4466 or SOI@massschoolbuildings.org.

Massachusetts School Building Authority

School District Wayland

District Contact Kenneth Keefe TEL: (508) 358-3786

Name of School Loker School

Submission Date 2/1/2019

SOI CERTIFICATION

To be eligible to submit a Statement of Interest (SOI), a district must certify the following:

- The district hereby acknowledges and agrees that this SOI is NOT an application for funding and that submission of this SOI in no way commits the MSBA to accept an application, approve an application, provide a grant or any other type of funding, or places any other obligation on the MSBA.
- The district hereby acknowledges that no district shall have any entitlement to funds from the MSBA, pursuant to M.G.L. c. 70B or the provisions of 963 CMR 2.00.
- The district hereby acknowledges that the provisions of 963 CMR 2.00 shall apply to the district and all projects for which the district is seeking and/or receiving funds for any portion of a municipally-owned or regionally-owned school facility from the MSBA pursuant to M.G.L. c. 70B.
- The district hereby acknowledges that this SOI is for one existing municipally-owned or regionally-owned public school facility in the district that is currently used or will be used to educate public PreK-12 students and that the facility for which the SOI is being submitted does not serve a solely early childhood or Pre-K student population.
- After the district completes and submits this SOI electronically, the district must mail hard copies of the required documentation described under the "Vote" tab, on or before the deadline.
- The district will schedule and hold a meeting at which the School Committee will vote, using the specific language contained in the "Vote" tab, to authorize the submission of this SOI. This is required for cities, towns, and regional school districts.
- Prior to the submission of the SOI, the district will schedule and hold a meeting at which the City Council/Board of Aldermen or Board of Selectmen/equivalent governing body will vote, using the specific language contained in the "Vote" tab, to authorize the submission of this SOI. This is not required for regional school districts.
- On or before the SOI deadline, the district will submit the minutes of the meeting at which the School Committee votes to authorize the Superintendent to submit this SOI. The District will use the MSBA's vote template and the vote will specifically reference the school and the priorities for which the SOI is being submitted. The minutes will be signed by the School Committee Chair. This is required for cities, towns, and regional school districts.
- The district has arranged with the City/Town Clerk to certify the vote of the City Council/Board of Aldermen or Board of Selectmen/equivalent governing body to authorize the Superintendent to submit this SOI. The district will use the MSBA's vote template and submit the full text of this vote, which will specifically reference the school and the priorities for which the SOI is being submitted, to the MSBA on or before the SOI deadline. This is not required for regional school districts.
- The district hereby acknowledges that this SOI submission will not be complete until the MSBA has received all of the required vote documentation in a format acceptable to the MSBA. If Priority 1 is selected, your SOI will not be considered complete unless and until you provide the required engineering (or other) report, a professional opinion regarding the problem, and photographs of the problematic area or system. If Priority 3 is selected, your SOI will not be considered complete unless and until you provide a summary of the accreditation report focused on the deficiency as stated in this SOI.

**LOCAL CHIEF EXECUTIVE OFFICER/DISTRICT SUPERINTENDENT/SCHOOL COMMITTEE CHAIR
(E.g., Mayor, Town Manager, Board of Selectmen)**

Chief Executive Officer *	School Committee Chair	Superintendent of Schools
Louise Miller	Jeanne Downs	Arthur Unobskey
Town Administrator		



(signature)	(signature)	(signature)
Date	Date	Date
		2/1/2019 10:48:32 AM

* Local chief executive officer: In a city or town with a manager form of government, the manager of the municipality; in other cities, the mayor; and in other towns, the board of selectmen unless, in a city or town, some other municipal office is designated to the chief executive office under the provisions of a local charter. Please note, in districts where the Superintendent is also the Local Chief Executive Officer, it is required for the same person to sign the Statement of Interest Certifications twice.

Massachusetts School Building Authority

School District Wayland

District Contact Kenneth Keefe TEL: (508) 358-3786

Name of School Loker School

Submission Date 2/1/2019

Note

The following Priorities have been included in the Statement of Interest:

1. Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of school children, where no alternative exists.
2. Elimination of existing severe overcrowding.
3. Prevention of the loss of accreditation.
4. Prevention of severe overcrowding expected to result from increased enrollments.
5. Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility.
6. Short term enrollment growth.
7. Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements.
8. Transition from court-ordered and approved racial balance school districts to walk-to, so-called, or other school districts.

SOI Vote Requirement

I acknowledge that I have reviewed the MSBA's vote requirements for submitting an SOI which are set forth in the Vote Tab of this SOI. I understand that the MSBA requires votes from specific parties/governing bodies, in a specific format using the language provided by the MSBA. Further, I understand that the MSBA requires certified and signed vote documentation to be submitted with the SOI. I acknowledge that my SOI will not be considered complete and, therefore, will not be reviewed by the MSBA unless the required accompanying vote documentation is submitted to the satisfaction of the MSBA.

Potential Project Scope: Accelerated Repair
Roof

Is this SOI the District Priority SOI? YES

School name of the District Priority SOI: Loker School

Is this part of a larger facilities plan? YES

If "YES", please provide the following:

Facilities Plan Date: 9/24/2018

Planning Firm: Town of Wayland Facilities Department

Please provide a brief summary of the plan including its goals and how the school facility that is the

subject of this SOI fits into that plan:

The Town maintains a Town-Wide 5 year Capital Improvement Plan for all municipal buildings which is updated annually. Major input to the Capital Improvement Plan came from a Capital Needs Assessment commissioned by the School Committee and conducted by On-Site Insight of Boston MA with the report submitted August 10,2018. The Capital Needs Assessment recommended that the entire roof be replaced in 2019.

Please provide the current student to teacher ratios at the school facility that is the subject of this SOI: 12 students per teacher

Please provide the originally planned student to teacher ratios at the school facility that is the subject of this SOI: 25 students per teacher

Does the District have a Master Educational Plan that includes facility goals for this building and all school buildings in District? YES

If "YES", please provide the author and date of the District's Master Educational Plan.

Elementary School Use Task Force, assembled by the Superintendent and supported by the School Committee. current and proposed budgets are available for this location and all schools in the district

Is there overcrowding at the school facility? NO

If "YES", please describe in detail, including specific examples of the overcrowding.

Has the district had any recent teacher layoffs or reductions? NO

If "YES", how many teaching positions were affected? 0

At which schools in the district?

Please describe the types of teacher positions that were eliminated (e.g., art, math, science, physical education, etc.).

Has the district had any recent staff layoffs or reductions? NO

If "YES", how many staff positions were affected? 0

At which schools in the district?

Please describe the types of staff positions that were eliminated (e.g., guidance, administrative, maintenance, etc.).

Please provide a description of the program modifications as a consequence of these teacher and/or staff reductions, including the impact on district class sizes and curriculum.

Not Applicable

Please provide a description of the local budget approval process for a potential capital project with the MSBA. Include schedule information (i.e. Town Meeting dates, city council/town council meetings dates, regional school committee meeting dates). Provide, if applicable, the District's most recent budget approval process that resulted in a budget reduction and the impact of the reduction to the school district (staff reductions, discontinued programs, consolidation of facilities).

The Superintendent's Budget process starts with the Administrative Council after guidelines issued by the School Committee. Each school department submits requests based on enrollment and need. The budget is then reviewed by the Superintendent and the Central Office administrators prior to submission to the School Committee. The School Committee then reviews the request, asks questions, and holds a public hearing on the budget to be submitted to the Finance Committee and Town Meeting.

General Description

BRIEF BUILDING HISTORY: Please provide a detailed description of when the original building was built, and the date(s) and project scopes(s) of any additions and renovations (maximum of 5000 characters).

The Loker Elementary School was originally constructed in 1957 with additions in 1963,1991, and 1999 to upgrade and enlarge the facility.

TOTAL BUILDING SQUARE FOOTAGE: Please provide the original building square footage PLUS the square footage of any additions.

48214

SITE DESCRIPTION: Please provide a detailed description of the current site and any known existing conditions that would impact a potential project at the site. Please note whether there are any other buildings, public or private, that share this current site with the school facility. What is the use(s) of this building(s)? (maximum of 5000 characters).

The Loker elementary School is located in the south of Wayland surrounded by playing fields and wooded areas. The school currently serves grades K through 5 as well as before and after school programs. The building and surrounding fields are also extensively used by community groups of all ages.

ADDRESS OF FACILITY: Please type address, including number, street name and city/town, if available, or describe the location of the site. (Maximum of 300 characters)

47 Loker Street
Wayland, MA 01778

BUILDING ENVELOPE: Please provide a detailed description of the building envelope, types of construction materials used, and any known problems or existing conditions (maximum of 5000 characters).

Building was constructed of CMU with steel frame with brick veneer. All exterior doors and windows were replaced during the summer of 2018 through MSBA Project 201603150020. EPDM roof has reached the end of it's expected life. It is not possible to accurately state the age of the existing roof sections however there is a 7500SF patched area that can be dated to 1991. Because a patch of this size would not have been required on a roof any newer than 10-12years it is estimated that the majority of the roof is approximately 40 years old. The 1991 addition roof is 28 years old and the 1999 addition roof is 20 years old. The current roof is extensively patched with nearly all seams showing signs of eminent failure.

Has there been a Major Repair or Replacement of the EXTERIOR WALLS? NO

Year of Last Major Repair or Replacement:(YYYY) 1999

Description of Last Major Repair or Replacement:

In conjunction with 1999 addition.

Roof Section A

Is the District seeking replacement of the Roof Section? YES

Area of Section (square feet) 6100

Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe))

.060 mil EPDM 1999 gymnasium and classrooms addition

Age of Section (number of years since the Roof was installed or replaced) 20

Description of repairs, if applicable, in the last three years. Include year of repair:

Minor leak and seam repairs

Roof Section B

Is the District seeking replacement of the Roof Section? YES

Area of Section (square feet) 12800

Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe))
.060 mil EPDM 1991 classroom addition

Age of Section (number of years since the Roof was installed or replaced) 28

Description of repairs, if applicable, in the last three years. Include year of repair:
Numerous leak repairs, edge seam repairs, and a few larger patches.

Roof Section C

Is the District seeking replacement of the Roof Section? YES

Area of Section (square feet) 9700

Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe))
.060mil EPDM 1963classroom addition.

Age of Section (number of years since the Roof was installed or replaced) 40

Description of repairs, if applicable, in the last three years. Include year of repair:
Numerous leak repairs, edge seam repairs moderately large patch repair in 1991.

Roof Section D

Is the District seeking replacement of the Roof Section? YES

Area of Section (square feet) 23700

Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe))
.060mil EPDM original building. includes 2700SF original cafeteria that is EPDM but rock ballasted.

Age of Section (number of years since the Roof was installed or replaced) 40

Description of repairs, if applicable, in the last three years. Include year of repair:
Extensive leak repairs, edge seam repairs. Major area patch in 1991

Roof Section E

Is the District seeking replacement of the Roof Section?

Area of Section (square feet)

Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe))

Age of Section (number of years since the Roof was installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Roof Section F

Is the District seeking replacement of the Roof Section?

Area of Section (square feet)

Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe))

Age of Section (number of years since the Roof was installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Roof Section G

Is the District seeking replacement of the Roof Section?

Area of Section (square feet)

Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe))

Age of Section (number of years since the Roof was installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Roof Section H

Is the District seeking replacement of the Roof Section?

Area of Section (square feet)

Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe))

Age of Section (number of years since the Roof was installed or replaced)
Description of repairs, if applicable, in the last three years. Include year of repair:

Roof Section I

Is the District seeking replacement of the Roof Section?
Area of Section (square feet)
Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe))
Age of Section (number of years since the Roof was installed or replaced)
Description of repairs, if applicable, in the last three years. Include year of repair:

Roof Section J

Is the District seeking replacement of the Roof Section?
Area of Section (square feet)
Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe))
Age of Section (number of years since the Roof was installed or replaced)
Description of repairs, if applicable, in the last three years. Include year of repair:

Window Section A

Is the District seeking replacement of the Windows Section? NO
Windows in Section (count) 133
Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))
Double pane modern windows replaced summer of 2018 utilizing MSBA ARP.
Age of Section (number of years since the Windows were installed or replaced) 1
Description of repairs, if applicable, in the last three years. Include year of repair:
MSB ARP 201603150020

Window Section B

Is the District seeking replacement of the Windows Section?
Windows in Section (count)
Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))
Age of Section (number of years since the Windows were installed or replaced)
Description of repairs, if applicable, in the last three years. Include year of repair:

Window Section C

Is the District seeking replacement of the Windows Section?
Windows in Section (count)
Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))
Age of Section (number of years since the Windows were installed or replaced)
Description of repairs, if applicable, in the last three years. Include year of repair:

Window Section D

Is the District seeking replacement of the Windows Section?
Windows in Section (count)
Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))
Age of Section (number of years since the Windows were installed or replaced)
Description of repairs, if applicable, in the last three years. Include year of repair:

Window Section E

Is the District seeking replacement of the Windows Section?
Windows in Section (count)
Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))
Age of Section (number of years since the Windows were installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Window Section F

Is the District seeking replacement of the Windows Section?

Windows in Section (count)

Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))

Age of Section (number of years since the Windows were installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Window Section G

Is the District seeking replacement of the Windows Section?

Windows in Section (count)

Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))

Age of Section (number of years since the Windows were installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Window Section H

Is the District seeking replacement of the Windows Section?

Windows in Section (count)

Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))

Age of Section (number of years since the Windows were installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Window Section I

Is the District seeking replacement of the Windows Section?

Windows in Section (count)

Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))

Age of Section (number of years since the Windows were installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Window Section J

Is the District seeking replacement of the Windows Section?

Windows in Section (count)

Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))

Age of Section (number of years since the Windows were installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

MECHANICAL and ELECTRICAL SYSTEMS: Please provide a detailed description of the current mechanical and electrical systems and any known problems or existing conditions (maximum of 5000 characters).

Last major upgrade of electrical system was associated with the 1999 addition.

Boiler Section 1

Is the District seeking replacement of the Boiler? NO

Is there more than one boiler room in the School? NO

What percentage of the School is heated by the Boiler? 100

Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)

Natural Gas-Two Burman cast iron sectional boilers. each boiler rated at 2219MBH with estimated combustion efficiency of 80%.

Age of Boiler (number of years since the Boiler was installed or replaced) 25

Description of repairs, if applicable, in the last three years. Include year of repair:

Installation of internet capable building energy management system with 90 control points.

Boiler Section 2

Is the District seeking replacement of the Boiler?
Is there more than one boiler room in the School?
What percentage of the School is heated by the Boiler?
Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)
Age of Boiler (number of years since the Boiler was installed or replaced)
Description of repairs, if applicable, in the last three years. Include year of repair:

Boiler Section 3

Is the District seeking replacement of the Boiler?
Is there more than one boiler room in the School?
What percentage of the School is heated by the Boiler?
Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)
Age of Boiler (number of years since the Boiler was installed or replaced)
Description of repairs, if applicable, in the last three years. Include year of repair:

Boiler Section 4

Is the District seeking replacement of the Boiler?
Is there more than one boiler room in the School?
What percentage of the School is heated by the Boiler?
Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)
Age of Boiler (number of years since the Boiler was installed or replaced)
Description of repairs, if applicable, in the last three years. Include year of repair:

Boiler Section 5

Is the District seeking replacement of the Boiler?
Is there more than one boiler room in the School?
What percentage of the School is heated by the Boiler?
Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)
Age of Boiler (number of years since the Boiler was installed or replaced)
Description of repairs, if applicable, in the last three years. Include year of repair:

Boiler Section 6

Is the District seeking replacement of the Boiler?
Is there more than one boiler room in the School?
What percentage of the School is heated by the Boiler?
Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)
Age of Boiler (number of years since the Boiler was installed or replaced)
Description of repairs, if applicable, in the last three years. Include year of repair:

Boiler Section 7

Is the District seeking replacement of the Boiler?
Is there more than one boiler room in the School?
What percentage of the School is heated by the Boiler?
Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)
Age of Boiler (number of years since the Boiler was installed or replaced)
Description of repairs, if applicable, in the last three years. Include year of repair:

Boiler Section 8

Is the District seeking replacement of the Boiler?
Is there more than one boiler room in the School?
What percentage of the School is heated by the Boiler?

Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)
Age of Boiler (number of years since the Boiler was installed or replaced)
Description of repairs, if applicable, in the last three years. Include year of repair:

Boiler Section 9

Is the District seeking replacement of the Boiler?
Is there more than one boiler room in the School?
What percentage of the School is heated by the Boiler?
Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)
Age of Boiler (number of years since the Boiler was installed or replaced)
Description of repairs, if applicable, in the last three years. Include year of repair:

Boiler Section 10

Is the District seeking replacement of the Boiler?
Is there more than one boiler room in the School?
What percentage of the School is heated by the Boiler?
Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)
Age of Boiler (number of years since the Boiler was installed or replaced)
Description of repairs, if applicable, in the last three years. Include year of repair:

Has there been a Major Repair or Replacement of the HVAC SYSTEM? NO

Year of Last Major Repair or Replacement:(YYYY) 1999

Description of Last Major Repair or Replacement:

In conjunction with 1999 addition. Installation of internet capable building energy management system with 90 control points in 2015.

Has there been a Major Repair or Replacement of the ELECTRICAL SERVICES AND DISTRIBUTION SYSTEM? NO

Year of Last Major Repair or Replacement:(YYYY) 1999

Description of Last Major Repair or Replacement:

In conjunction with 1999 addition

BUILDING INTERIOR: Please provide a detailed description of the current building interior including a description of the flooring systems, finishes, ceilings, lighting, etc. (maximum of 5000 characters).

The interior wall systems are painted CMU and gypsum wall board, the flooring is a combination of carpet and VCT, ceilings are drop in 2X4 acoustical panels and with some 1X1 glued ceiling tiles. Lighting is provided by 2X4 fluorescent fixtures.

PROGRAMS and OPERATIONS: Please provide a detailed description of the current grade structure and programs offered and indicate whether there are program components that cannot be offered due to facility constraints, operational constraints, etc. (maximum of 5000 characters).

Loker Elementary School offers a complete K-5 elementary program including art, music, physical education and computer training. Before and after school programs are also offered.

EDUCATIONAL SPACES: Please provide a detailed description of the Educational Spaces within the facility, a description of the number and sizes (in square feet) of classrooms, a description of science rooms/labs including ages and most recent updates, a description of the cafeteria, gym and/or auditorium and a description of the media center/library (maximum of 5000 characters).

The core educational spaces are made up of 20 classrooms averaging 860SF, with space for music provided on the auditorium stage and art provided in an average classroom. There is a library, kitchen and cafeteria, and a gymnasium

without bleacher seating.

CAPACITY and UTILIZATION: Please provide the original design capacity and a detailed description of the current capacity and utilization of the school facility. If the school is overcrowded, please describe steps taken by the administration to address capacity issues. Please also describe in detail any spaces that have been converted from their intended use to be used as classroom space (maximum of 5000 characters).

The maximum building capacity (26 students per classroom) is 520 students. Loker Elementary School currently serves 13 classroom sections educating 275 students in grades K-5. In the next 5 years the classroom sections will expand to 18 sections serving an additional 130 students. Loker School also provides before and after school programs. The stage in the auditorium has been converted to a music classroom.

MAINTENANCE and CAPITAL REPAIR: Please provide a detailed description of the district's current maintenance practices, its capital repair program, and the maintenance program in place at the facility that is the subject of this SOI. Please include specific examples of capital repair projects undertaken in the past, including any override or debt exclusion votes that were necessary (maximum of 5000 characters).

The custodial staffing of the building is 2.5 FTE's augmented by 2 district/town wide maintenance personnel and contracted maintenance services. All requests for services are submitted via an online maintenance request and tracking program. Capital improvements over the last several years have included an ESCO project that installed a building control system. This past summer all exterior doors and windows were replaced using MSBA ARP. The school has also installed a VOIP telephone system, conducted furniture replacement and upgraded the door key system.

Priority 5

Question 1: Please provide a detailed description of the issues surrounding the school facility systems (e.g., roof, windows, boilers, HVAC system, and/or electrical service and distribution system) that you are indicating require repair or replacement. Please describe all deficiencies to all systems in sufficient detail to explain the problem.

The .060 mil EPDM roof has reached the end and exceeded its expected useful life. It is not possible to accurately state the age of the existing roof sections however there is a 7500SF patched area that can be dated to 1991. Because a patch of this size would not have been required on a roof any newer than 10-12 years therefore it is estimated that the majority of the roof is approximately 40 years old. The 1991 addition roof is 28 years old and the 1999 addition roof is 20 years old.

In all sections of the existing roof the seams show signs of fatigue and failure with missing sealant and membrane edges lifting. In the older sections of the roof the seam conditions are more pronounced and the sections are extensively patched with many patches on top of older patches.

The existing roof is .060mil black EPDM. The replacement roof will be energy efficient white roofing material and the project will also augment or replace the existing roof insulation to meet at a minimum the "stretch code" adopted by the Town of Wayland which is a Massachusetts Green Community.

Priority 5

Question 2: Please describe the measures the district has already taken to mitigate the problem/issues described in Question 1 above.

During the summer of 2018 all edge seams of the entire roofing system were patched in conjunction with door and window replacement. This repair measure consisted of a 10-12 inch patch where each seam reached the edge of the roof and was not a complete roof edge repair.

On-Site Insight inspected the building roof in conjunction with a recent Capital Needs Assessment (August 10, 2018 report) and recommended that the entire roof be replaced in 2019.

Tighe & Bond inspected the roof in early October 2018 to help determine the best course of action until the complete replacement could take place. As a short-term measure they recommended that a roofer be hired to perform inspection and immediate bulk repairs on a fixed hourly rate for one day and then to chase leaks as they occur. This recommendation was instituted. While not a long term solution it has resulted in no known leaks at this time. This inefficient expenditure of maintenance funds will need to be continued until total roof replacement is accomplished.

Priority 5

Question 3: Please provide a detailed explanation of the impact of the problem/issues described in Question 1 above on your district's educational program. Please include specific examples of how the problem prevents the district from delivering the educational program it is required to deliver and how students and/or teachers are directly affected by the problem identified.

Roof leaks have damaged interior ceiling tiles and have raised concerns about Indoor Air Quality from the staff. Several times in the last few years buckets have been required in classrooms to catch the leaks. This is highly distracting to the educational process.

In addition to preventing leaks the roof system replacement will greatly improve the Energy Efficiency of the building resulting in an improved learning environment as well as reduced energy and maintenance costs.

Priority 5

Question 4: Please describe how addressing the school facility systems you identified in Question 1 above will extend the useful life of the facility that is the subject of this SOI and how it will improve your district's educational program.

Installation of a new roof and insulation will reduce the annual operating costs related to utilities and will also stop water from infiltrating the building envelope which degrades the building interior systems and affects Indoor Air Quality. The new roof system will also improve the classrooms by improving humidity and temperature control which leads directly to an improved educational environment.

Please also provide the following:

**Have the systems identified above been examined by an engineer or other trained building professional?:
YES**

If "YES", please provide the name of the individual and his/her professional affiliation (maximum of 250 characters):

* Peter Papineau, AIA of Tighe & Bond

The date of the inspection: 10/4/2018

A summary of the findings (maximum of 5000 characters):

Tighe & Bond recommended that the entire roof system be replaced.

Tighe & Bond also recommended that interim repairs be accomplished by hiring a roofer to perform an inspection and immediate bulk repairs on a fixed hourly rate for one day and then to repair leaks as they occur.

REQUIRED FORM OF VOTE TO SUBMIT AN SOI

REQUIRED VOTES

If the SOI is being submitted by a City or Town, a vote in the following form is required from both the City Council/Board of Aldermen **OR** the Board of Selectmen/equivalent governing body **AND** the School Committee.

If the SOI is being submitted by a regional school district, a vote in the following form is required from the Regional School Committee only. **FORM OF VOTE** Please use the text below to prepare your City's, Town's or District's required vote(s).

FORM OF VOTE

Please use the text below to prepare your City's, Town's or District's required vote(s).

Resolved: Having convened in an open meeting on _____, prior to the closing date, the

*[City Council/Board of Aldermen
Board of Selectmen/Equivalent Governing Body/School Committee]* of _____ *[City/Town]*, in

accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest dated _____ for the

[Name of School] located at

[Address] which

describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future

; *[Insert a description of the priority(s) checked off
on the Statement of Interest Form and a brief description of the deficiency described therein for each priority];* and hereby further

specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the City/Town/Regional School District to filing an application for funding with the Massachusetts School Building Authority.

CERTIFICATIONS

The undersigned hereby certifies that, to the best of his/her knowledge, information and belief, the statements and information contained in this statement of Interest and attached hereto are true and accurate and that this Statement of Interest has been prepared under the direction of the district school committee and the undersigned is duly authorized to submit this Statement of Interest to the Massachusetts School Building Authority. The undersigned also hereby acknowledges and agrees to provide the Massachusetts School Building Authority, upon request by the Authority, any additional information relating to this Statement of Interest that may be required by the Authority.

Chief Executive Officer *	School Committee Chair	Superintendent of Schools
Louise Miller	Jeanne Downs	Arthur Unobskey
<hr/>		
Town Administrator		



<hr/>	<hr/>	<hr/>
(signature)	(signature)	(signature)
Date	Date	Date
		<hr/>
		2/1/2019 10:48:32 AM

* Local Chief Executive Officer: In a city or town with a manager form of government, the manager of the municipality; in other cities, the mayor; and in other towns, the board of selectmen unless, in a city or town, some other municipal office is designated to the chief executive office under the provisions of a local charter. Please note, in districts where the Superintendent is also the Local Chief Executive Officer, it is required for the same person to sign the Statement of Interest Certifications twice.

PUBLIC DOCUMENTS PROVIDED TO THE BOARD OF SELECTMEN FROM JANUARY 25, 2019 THROUGH AND INCLUDING JANUARY 30, 2019 OTHERWISE NOT LISTED AND INCLUDED IN THE CORRESPONDENCE PACKET FOR FEBRUARY 4, 2019

Items distributed to the Board of Selectmen – January 25, 2019 – January 30, 2019
(none)

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of January 28, 2019

1. Correspondence from Teri Hegarty, Executive Assistant, to the Board of Selectmen, dated January 28, 2019, re: New Sandy Burr, Inc. Applications for a Change in Corporate Name and a Change in Classification from Seasonal to Annual
2. Liquor Hearing Procedures (for L. Anderson to reference)
3. Board of Selectmen Goals FY 2019 – 2020
4. Fiscal Year 2019 Debt Report and Fiscal Year 2020 Financial Debt Plan (hard copy of ppt).

Items included as part of the Agenda Packet for discussion during the February 4, 2019

1. Resume of Lauren Zajac
2. Massachusetts School Building Authority – Next Steps to Finalize Submission of your FY 2019 Statement of Interest
3. Updated listing of articles for April 29, 2019 Annual Town Meeting

BOARD OF SELECTMEN
Monday, February 4, 2019
7:00 p.m.
Wayland Town Building
Selectmen's Meeting Room
41 Cochituate Road
Wayland, MA

CONSENT CALENDAR

1. Vote the question of approving and signing the weekly payroll and expense warrants
2. Vote the question of approving the invoice from KP Law, Invoice. No. 119437, dated January 24, 2019, in the amount of \$8,166.42, for professional service through December 31, 2018
3. Vote the question of approving the applications filed by New Sandy Burr, Inc. , regarding their retail All Alcoholic Liquor License to change their corporate name to New Sandy Burr Country Club, Inc. and to change the classification of their all-alcoholic license from seasonal to annual for the premises at 103 Cochituate Road, Wayland, MA 01778

2. KP Law
Invoice NO. 11943

KP LAW, P.C.
101 ARCH STREET
BOSTON, MA 02110
(617) 556-0007

INVOICE NO: 119437

WAYLAND TOWN HALL
41 COCHITUATE ROAD
WAYLAND, MA 01778

IN REFERENCE TO: PROFESSIONAL SERVICE
THROUGH

December 31, 2018

January 24, 2019

TOTAL FEES:	\$7,955.00
TOTAL COSTS:	<u>\$211.42</u>
BALANCE DUE:	<u>\$8,166.42</u>

BOARD OF SELECTMEN
Monday, February 4, 2019
7:00 p.m.
Wayland Town Building
Selectmen's Meeting Room
41 Cochituate Road, Wayland, MA

CORRESPONDENCE

1. Correspondence from Greg Franks, Sr. Manager, Government and Community Relations, Comcast, to Board of Selectmen, dated January 30, 2019, re: Form 500 information on customer video related issues in the community and how Comcast responded
2. Correspondence from Carmine L. Gentile to Louise Miller, Town Administrator, dated January 25, 2019, re: looking for input on appropriate budget proposals
3. Correspondence from the Finance Committee, to the Board of Selectmen, dated January 10, 2019, re: Fiscal 2020 Debt Exclusion Recommendation
4. Correspondence from Niall Connors, Franchise Service Manager, Verizon, to Board of Selectmen, re: Annual Complaint Filing
5. Correspondence from Gregory P. Watson, Manager, Planning and Programs, Mass Housing, to Lea Anderson, Chair, Board of Selectmen, dated January 23, 2019, re: draft report regarding the cost examination for the Craftsman Village Wayland development built pursuant to M.G.L. c. 40B ("Chapter 40B").
6. Correspondence from Debra Thibodeau and David Tetreault, HarborOne Bank, to Treasurers, dated January 22, 2019, re: HarborOne Scholarship
7. Open Meeting Law Complaint filed by resident George Harris, dated February 1, 2019