



NAN BALMER
TOWN ADMINISTRATOR
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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, January 8, 2018
6:15 p.m.
Wayland Town Building
Selectmen's Meeting Room
41 Cochituate Road Wayland

Proposed Agenda

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

- 6:15 pm 1.) Open meeting and enter into Executive Session pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3), to discuss whether the Town should pursue legal proceedings with respect to the Town's agreement with Twenty Wayland, LLC, relative to property and development located off 400-440 Boston Post Road; and to discuss strategy with respect to collective bargaining with the Fire Union and the Police Union
- 6:30 pm 2.) Call to order by Chair
- Review agenda for the public; Announcements
- 6:32 pm 3.) Annual Town Meeting Articles: Meet with the Planning Board on ATM articles and update or Marijuana Moratorium
1. Zoning Bylaw Amendment: Limited Site Plan
 2. Zoning Bylaw Amendment: Parking Requirements
- 6:50 pm 4.) Swearing in of Christopher Custodie as a Sergeant in the Wayland Police Department
- 7:05 pm 5.) Public comment
- 7:15 pm 6.) Appointments: Interview and potential vote to appoint candidates to vacant committee seats
1. Senior Tax Relief Committee
 - Rob Weiland
 2. Economic Development Committee
 - Ryan Scott
 3. Council on Aging / Community Center Advisory Committee
 - Wendy Levine
- 7:30 pm 7.) Petitioners' Workshop
- 7:45 pm 8.) Liquor License Hearing: Application filed by Dudley Chateau, LLC, for a new on-premises annual all alcoholic beverages license, at 20 Crest Road; Vote on application filed by Dudley Chateau, LLC for an annual restaurant license to sell all alcoholic beverages
- 8:00 pm 9.) New Town Website: Presentation by Jorge Pazos, IT Director

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- 8:20 pm 10.) Capital Projects and Town Building Repairs: Meet with Ben Keefe, Public Buildings Director, to provide direction on Town Building repairs and FY19 building improvement projects for Town Building and Fire Station #2
- 8:50 pm 11.) Debt Exclusion: Vote to approve letter to Finance Committee requesting a recommendation on Selectmen's intent to place debt exclusion question for building improvements on March 27, 2018 Town Election ballot; update on next steps with Finance Committee
- 9:00 12.) Annual Town Meeting Articles: General discussion and vote to approve submission of:
1. Recognize Citizens and Employees for Particular Service to the Town
 2. Pay Previous Fiscal Year Unpaid Bills
 3. Current Year Transfers
 4. Compensation for Town Clerk
 5. Choose Town Officers
 6. Accept Gifts of Land
 7. Sell or Trade Vehicles and Equipment
 8. Rescind Authorized but Unissued Debt
 9. Adopt Annual Revolving Fund Caps
 10. Hear Reports
 11. Close Recreation Commission 53D Beach Account
 12. Transfer Balance of Non-insurance Fund to Stabilization Fund
 13. Fund Council on Aging Design
 14. Fund Building Design and Improvements for Town Building and Fire Station #2
 15. Approve Five-year Lease for Information Technology Network
- 9:30 pm 13.) Town Administrator's Report
1. Correspondence
 2. FY19 Budget: Receive Town Administrator's recommendations on all departmental budgets except schools
 3. Annual Town Meeting logistics
 4. Collins Center update
 5. Conservation Open Capital Projects
 6. Update on 5 Concord Road petition
 7. Update on HR Director position
 8. IT Munis Capital Project
- 9:45 pm 14.) Minutes: Vote to approve minutes of December 4 and December 11
- 9:50 pm 15.) Consent Calendar: Review and vote to approve
- 9:55 pm 16.) Correspondence: Review
- 10:00 pm 17.) Selectmen's reports and concerns
- 10:05 pm 18.) Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any
- 10:10 pm 19.) Adjourn

BOARD OF SELECTMEN

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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 KP Law, dated December 22, 2017, Invoice No. 114390, for legal services rendered through November 30, 2017: \$3,444.95
3. Vote the question of approving the invoice for Mark J. Lanza, dated November 30, 2017, for legal services rendered through November 21, 2017: \$245.00
4. Vote the question of approving the invoice for Mark J. Lanza, dated December 31, 2017, for legal services rendered through December 29, 2017: \$274.40
5. Vote the question of approving the invoice for Deutsch Williams, dated December 5, 2017, Invoice No. 195, for legal services rendered through November 30, 2017: \$2,767.00
6. Vote the question of approving the renewal of a Common Victualler's License for PR Restaurants LLC dba Panera Bread Bakery-Café, 21 Andrew Avenue.
7. Vote the question of approving the request of Broomstones, Inc., 138 Rice Road (One Curling Lane), for an extension of the hours during which alcoholic beverages may be sold until 1:00 a.m. on Saturday, January 13; Friday, January 26; and Saturday, January 27, 2018, for the annual Men's Tournament finals and the Grand National Curling Club Senior Men's Championship.
8. Vote the question of approving the application to sell wine at the Wayland Winter Farmers' Market at Russell's Garden Center, 397 Boston Post Road, for Aaronap Cellars, Noel A. Powell, manager, on three Saturdays: January 20, February 10, and March 10, 2018, from 10:00 a.m. to 2:00 p.m.
9. Vote the question of approving the application to sell wine at the Wayland Winter Farmers' Market at Russell's Garden Center, 397 Boston Post Road, for Westport Rivers Vineyard and Winery, Yvonne Rogers, manager, on three Saturdays: February 3, February 10, and February 17, 2018, from 10:00 a.m. to 2:00 p.m.
10. Vote the question of approving the application to sell wine at the Wayland Winter Farmers' Market at Russell's Garden Center, 397 Boston Post Road, for Coastal Vineyards, David Neilson, manager, on five Saturdays: January 13, January 27, February 10, February 24, and March 10, 2018, from 10:00 a.m. to 2:00 p.m.
11. Vote the question of approving the application to sell wine at the Wayland Winter Farmers' Market at Russell's Garden Center, 397 Boston Post Road, for Artisan Beverage Cooperative, Garth Shaneyfelt, manager, on three Saturdays: January 13, February 10, and March 3, 2018, from 10:00 a.m. to 2:00 p.m.
12. Vote the question of approving the application to sell wine at the Wayland Winter Farmers' Market at Russell's Garden Center, 397 Boston Post Road, for Stoneybrook Cider, Michael Lamontage, manager, on three Saturdays: January 20, February 10, and March 10, 2018, from 10:00 a.m. to 2:00 p.m.
13. Vote the question of approving the application to sell wine at the Wayland Winter Farmers' Market at Russell's Garden Center, 397 Boston Post Road, for Turtle Creek Winery, Kip Kumler, manager, on three Saturdays: January 6, February 10, and February 24, 2018, from 10:00 a.m. to 2:00 p.m.
14. Vote the question of approving the application to sell wine at the Wayland Winter Farmers' Market at Russell's Garden Center, 397 Boston Post Road, for Mill River Winery, Rick Rousseau, manager, on five Saturdays: January 6, January 20, February 10, February 24, and March 3, 2018, from 10:00 a.m. to 2:00 p.m.

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15. Vote the question of approving the application to sell wine at the Wayland Winter Farmers' Market at Russell's Garden Center, 397 Boston Post Road, for 1634 Meadery, Dan Clapp, manager, on four Saturdays: January 13, January 27, February 10, and March 10, 2018, from 10:00 a.m. to 2:00 p.m.
16. Vote the question of approving the application to sell wine at the Wayland Winter Farmers' Market at Russell's Garden Center, 397 Boston Post Road, for Carr's Ciderhouse, Nicole Blum, manager, on four Saturdays: January 6, January 27, February 10, and March 3, 2018, from 10:00 a.m. to 2:00 p.m.
17. Vote the question of approving the placement of four temporary sandwich board signs from January 9 through January 15, 2018, at Route 20 at the Weston Town Line, Route 20 at the Intersection of Route 27, the Intersection of Old Connecticut Path and Routes 126 and 27, and the Cochituate Fire Station at the Corner of East Plain Street, advertising the Curious Creatures program at the Claypit Hill Elementary School on January 15, sponsored by the Wayland Children and Parents Association.

**PUBLIC DOCUMENTS PROVIDED TO THE BOARD OF SELECTMEN FROM
DECEMBER 9, 2017, THROUGH AND INCLUDING JANUARY 5, 2018,
OTHERWISE NOT LISTED AND INCLUDED IN THE CORRESPONDENCE
PACKET FOR JANUARY 8, 2018**

Items distributed to the Board of Selectmen – December 9, 2017-January 5, 2018

1. None

**Items distributed for information and use by the Board of Selectmen at the
Meeting of December 11, 2017**

1. Handout prepared by Michael Lowery, re: Public Comment: Petition to Probate Court re 5 Concord Road, December 11, 2017
2. Handouts prepared by Gretchen Schuler, re: Public Comment – Town Building and COACC
3. Handouts prepared by Steven Klitgord, 274 Concord Road, re: 2018 Tax Changes will Impact Wayland Residents, December 11, 2017
4. Handout – re: Public Comment to BOS (Oxbow Meadows), December 11, 2017
5. Estimate from Weston Property Management for tree removal and installation of separate gravel driveway, submitted by Lina Russo, dated December 6, 2017
6. Estimate from Shaun Powers for tree removal and installation of separate gravel driveway, submitted by Lina Russo, dated December 9, 2017
7. DRAFT of An Act Relative to the Position of Town Administrator in the Town of Wayland
8. Procedure for Liquor License Hearing to consider the application of Mason Mack Petroleum, LLC
9. GIS Map showing 28 Boston Post Road and intersection with Old Connecticut Path for use during the Mason Mack liquor license hearing
10. Revised memorandum from David Porter, re: 2018 License Renewals
11. Board of Selectmen schedule through 2018 Annual Town Meeting
12. Press Release from the Wayland Treasurer's Office re: Opportunity to pre-pay third and fourth quarter real estate taxes

**Items included as part of Agenda Packet for discussion during the January 8, 2018
Board of Selectmen's Meeting**

1. Email dated January 3, 2018 from Dan Hill, Chair of the Planning Board, to Nan Balmer and Sarkis Sarkisian, re: Meet with Board of Selectmen, with two attachments: Off Street Parking Zoning Amendment and Limited Site Plan Review Zoning Amendment
2. Memorandum dated January 8, 2018 from David Porter to the Board of Selectmen, re: Appointments to the Senior Tax Relief Committee, the Economic Development Committee, and the Council on Aging/Community Center Advisory Committee (with attached letters and resumes from prospective committee members
3. Warrant Article Process: Guide for Petitioners
4. Form for petitioners to submit an article for Wayland Town Meeting
5. Board of Selectmen policy on Petitioners' Access to Town Counsel
6. Memorandum dated January 8, 2018 from David Porter to the Board of Selectmen, re: Application of Dudley Chateau LLC for a new annual on-premises all alcoholic beverages license
7. Procedure for Liquor License Hearing
8. Copy of the legal notice published in the Wayland-Weston *Town Crier*, dated 12/28/2017
9. Memorandum dated January 3, 2018 from Chief Swanick, re: Dudley Chateau Liquor Application
10. Application for a Retail Alcoholic Beverages License, submitted by Mandy Phillips, owner of Dudley Chateau LLC, received December 18, 2017
11. Memorandum dated January 8, 2018 from Jorge Pazos, IT Director, re: New Town Website

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12. Memorandum dated January 8, 2018 from Nan Balmer, re: Capital Projects and Town Building Repairs (with attached request for Town Meeting article)
13. Memorandum dated January 8, 2018 from Nan Balmer, re: Proposition 2 ½ Debt Exclusion for Town Building and Fire Station Two Building Improvements
14. Memorandum dated January 8, 2018 from Nan Balmer, re: Annual Town Meeting Articles (with attached warrant articles)
15. Report of the Town Administrator for week ending January 5, 2018
16. Draft Minutes of the Board of Selectmen meetings held on December 4, 2017 and December 11, 2017

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CORRESPONDENCE

Selectmen

1. Monthly Report from the Wayland Police Department, December 2017
2. Disclosure of Appearance of Conflict of Interest as Required by G.L.c. 268A, §23(b)(3), filed by Michael J. Staiti, Trustee of the Wayland Municipal Affordable Housing Trust, received December 12, 2017
3. Letter dated December 13, 2017 from Brian Boggia, Executive Director of the Wayland Housing Authority, to Yong Shu Xie and Xiao Yun Huang, re: Approval of request for capital improvements
4. Memorandum dated December 15, 2017 from Linda Hansen, Conservation Administrator, re: Open Capital Projects
5. Email dated January 4, 2018 from Megan Lucier, re: Spring Election Planning
6. Email dated January 4, 2018 from Cynthia Lavenson, re: Resident's Input on Debt Exclusion Ballot Question
7. Email dated January 4, 2018 from Lisa Valone, re: Debt Exclusion Question at the Polls and Finding a Gender Neutral Name for Your Committee

Legal

8. Letter dated December 12, 2017 from Jeffrey T. Blake of KP Law, re: Cochituate Commons, LLC v. Town of Wayland, Middlesex Superior Court, C.A. No. 1781CV03321 (with enclosure)
9. Letter dated December 14, 2017 from Katharine Klein of KP Law, re: Town of Wayland – 52-60 Rice Road
10. Verified Complaint, received December 14, 2017, in Dennis Sullivan v. Kenneth and Mandy Phillips; Town of Wayland and Alcoholic Beverages Control Commission, Middlesex Superior Court, C.A. No. 1781CV03623
11. Notice of Hearing on Plaintiff Dennis Sullivan's Motion for an Injunction, received December 14, 2017, in Dennis Sullivan v. Kenneth and Mandy Phillips; Town of Wayland and Alcoholic Beverages Control Commission, Middlesex Superior Court, C.A. No. 1781CV03623
12. Letter dated December 18, 2017 from Brian Riley of KP Law, re: Dennis Sullivan v. Kenneth and Mandy Phillips; Town of Wayland and Alcoholic Beverages Control Commission, Middlesex Superior Court, C.A. No. 1781CV03623
13. Letter dated December 20, 2017 from Brian Riley of KP Law, re: Answer of the Town of Wayland in Dennis Sullivan v. Kenneth and Mandy Phillips; Town of Wayland and Alcoholic Beverages Control Commission, Middlesex Superior Court, C.A. No. 1781CV03623
14. Letter dated December 5, 2017 from Amy Kwesell of KP Law, re: Kenneth T. Nelson v. Town of Wayland Board of Health, et al., Middlesex Superior Court, C.A. No. 1781CV03336 (with enclosures: Notice of Appearance and Defendants' Opposition to Plaintiff's Motion for Preliminary Injunction)
15. Letter dated December 19, 2017 from Amy Kwesell of KP Law, re: Kenneth T. Nelson v. Town of Wayland Board of Health, et al., Middlesex Superior Court, C.A. No. 1781CV03336 (with enclosure)
16. Letter dated December 20, 2017 from Jeffrey L. Roelofs, P.C., re: David Bernstein & others v. Town of Wayland Planning Board & others, No. 2017-P-1567 (Massachusetts Appeals Court)

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Minutes

- 17. Minutes of the Personnel Board, October 16, 2017
- 18. Minutes of the Personnel Board, November 13, 2017
- 19. Minutes of the Personnel Board, November 20, 2017

State and Regional

- 20. Notice of Filing, Public Hearings, and Procedural Conference, dated December 5, 2017, from the Commonwealth of Massachusetts Department of Public Utilities, re: National Grid Petition for Approval of General Increases in Base Distribution Rates for Gas Service
- 21. Letter dated December 12, 2017 from Geoffrey C. Beckwith, Executive Director & CEO of the Massachusetts Municipal Association, re: Voting procedure at the Annual Business Meeting to be held on Saturday, January 20, 2018.