

PACKET

June 25

2020



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

LOUISE L. E. MILLER
TOWN ADMINISTRATOR
TEL. (508) 358-3620
www.wayland.ma.us

BOARD OF SELECTMEN
LEA T. ANDERSON
MARY M. ANTES
THOMAS J. FAY
CHERRY C. KARLSON
DOUGLAS A. LEVINE

Revises the Revised Agenda posted at 11:06AM on June 24, 2020

BOARD OF SELECTMEN

Thursday, June 25, 2020

5:00 p.m.

Wayland Town Building

Council on Aging 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.

***In compliance with the revised Open Meeting Law requirements, we will live stream the meeting on WayCAM. Public Comment will be received by Phone at 508-358-6812 for this meeting. The phone number will be active during the public comment portion of the meeting. Thank you in advance for your patience; we intend to address all calls that come in during the Public Comment period.**

- 5:00 pm 1. Call to Order, Review Agenda for Public
- 5:02 pm 2. Announcements and Public Comment
- 5:10 pm 3. Board of Selectmen Goals: Review and vote to accept 2020 goals for the Board of Selectmen
- 5:15 pm 4. FY 2020 Year-end line item transfers: Discussion on year end line item transfers with Town Administrator, Finance Director and members of the Finance Committee; vote to approve line item transfers
- 5:30 pm 5. Town Administrator update:
 - 1. COVID-19 update and review of Response Plan; vote any necessary actions including but not limited to:
 - a. State re-opening plan Phase II
 - i. Economic Development
 - 1. Restaurants
 - 2. Other Businesses
 - b. Outdoor Recreation
 - i. Beaches
 - ii. Fields
 - 2. CARES Act: Wayland COVID-19 Grant Spending
 - 3. EEE Update
 - 4. Special Town Meeting
 - 5. School buses parking update

BOARD OF SELECTMEN
Thursday, June 25, 2020
5:00 p.m.
Wayland Town Building
41 Cochituate Road, Wayland, MA

- 6. Street Lights: Discuss creation of street light policy
- 7. Projects Update:
 - a. High School Field
 - b. Oxbow Field
 - c. Permitting Software
 - d. Playgrounds at Happy Hollow and Claypit Hill School
- 8. Police Department Update
- 9. FY 2021 Budget Update
- 10. Assistant Town Administrator Update
- 11. Board/Committee meeting procedure**

- 6:20 pm 6. 2020 Annual Town Meeting: Discuss date and logistics, potential vote to set date, and next steps
- 6:30 pm 7. 2020 Special Town Meeting: Potential vote to set date and open warrant
- 6:40 pm 8. Town Election and Elected Officials: Discussion with Town Counsel of the timing of elected officials taking office
- 7:00 pm 9. LIP Application: Municipal Affordable Housing Trust Fund, 11 Hammond Rd, Wayland: Discussion and potential vote to approve the application
- 7:10 pm 10. Planning for FY 2022: Budget process and 2021 Annual Town Meeting, discuss next steps
- 7:15 pm 11. Committee Appointments:
 - 1. Discussion and potential vote to appoint the following positions:

Committee	Appointee	Term End Date
Council on Aging Board	Evelyn Ekmejian	June 30, 2023
Council on Aging Board	Carol Glick	June 30, 2023
Council on Aging Board	Ellen Scult	June 30, 2023
Cultural Council	Kathryn Trogolo	June 30, 2023
Historic District Commission	Alice Boelter	June 30, 2023
Historic District Commission	Gretchen Schuler	June 30, 2023
Municipal Affordable Housing Trust	Brian O'Herlihy	June 30, 2022
Municipal Affordable Housing Trust	Michael Staiti	June 30, 2022
Permanent Municipal Building Com.	Brian Chase	June 30, 2023
Permanent Municipal Building Com.	Patrick Rowe	June 30, 2023
Permanent Municipal Building Com.	Eric Sheffels	June 30, 2023
Personnel Board	Philip Schneider	June 30, 2025
Senior Tax Relief Committee	Markey Burke	June 30, 2023
Wayland Housing Partnership	Rachel Bratt	June 30, 2023

BOARD OF SELECTMEN
Thursday, June 25, 2020
5:00 p.m.
Wayland Town Building
41 Cochrane Road, Wayland, MA

Wayland Housing Partnership	Kathleen Boundy	June 30, 2023
Youth Advisory Committee	Brenda Ross	June 30, 2023

2. Interview and potential vote to appoint:

Committee	Appointee	Term End Date
Cultural Council	Ashley Fuller	June 30, 2023
Cultural Council	Lynne Lipcon	June 30, 2023

7:30 pm 12. Minutes: Review and vote to approve minutes of June 10, 2020 and June 16, 2020

7:35 pm 13. Consent: Review and vote to approve (see separate sheet)

7:40 pm 14. Correspondence Review

7:45 pm 15. Selectmen's Reports and Concerns

7:50 pm 16. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any

7:55 pm 17. 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 Wayland Teachers Association regarding health insurance payroll deductions;
- II. Pursuant to Massachusetts General Laws Chapter 30A, Section 21 (a) (6) to consider the purchase, exchange, taking, lease or value of real estate in regard to the Rivers Edge Project at 484-490 Boston Post Road;
- III. 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.;
- IV. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to litigation Ordway v. Town of Wayland pending with the Massachusetts Commission Against Discrimination; and
- V. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (2), (3), and (6), to review and approve the executive session minutes of May 27, 2020.

APPROVE AND HOLD: Executive Session minutes of May 27, 2020.

8:15 pm **18.** Adjourn

FY2020/FY2021 Board of Selectmen Goal Setting Process - Review

- 1/17/20 Town Administrator sent a Goal Setting Questionnaire to each board member in preparation for the annual retreat
- 1/21/20 BoS discussed goal setting at retreat (Public Safety Building)
- 2/3/20 BoS reviewed draft goals
- 2/24/20 BoS discussed and finalized goals document, and specifically addressed communication and economic development goals; final edits to be made
- 3/9/20 BoS discussed goals in reference to grant opportunities for economic development
- COVID-19 response takes over agendas from this point
- 6/25/20 BoS reviews and votes FY2020/FY2021 Goals, posts online and reviews next steps

Board of Selectmen Goals FY2020-FY2021

Improve Economic Climate

- Route 20 Corridor
 - Begin discussion with Planning Board and Economic Development Committee
 - Begin town wide discussions with residents and other boards and committees
 - Identify hurdles, opportunities
 - Prepare preliminary concepts with other boards and committees; leverage grant funding
- Cochituate (Route 27, West Plain Street and East Plain Street intersection)
 - Work with Planning Board and Economic Development Committee to prepare and bring new zoning plans to 2021 Annual Town Meeting; leverage grant funding
- Housing
 - Continue efforts to bring more affordable housing to Town
 - Continue working with the various housing groups to develop a unified approach to affordable housing
 - Develop plans to enable a variety of housing options
 - Senior downsizing options
 - Accessory dwelling units
 - Reach the 10% affordable housing target under Chapter 40B
 - Identify potential friendly 40B projects and work with developers to develop as 40B

Leverage Town-Owned Properties

- River's Edge
 - Sign Purchase and Sale Agreement
- Determine limitations on use of Town Building and Library
- Develop a plan for a canoe and kayak landing on the Sudbury River
- Begin discussion with various boards and committees regarding use of the old landfill south of Route 20
 - Identify hurdles, opportunities
 - Prepare preliminary concepts with other boards and committees and with residents
- Old DPW Site at 195 Main Street
 - Work with other boards and committees on potential uses

Long-Range Operating and Capital Financing Plan

- Benchmark financial indicators relative to comparable towns
- Complete review and updating of long-range operating assumptions and projections
- Complete Long-Range Capital Plan
 - 5-year, 10-year, 20-year
 - Priorities and scheduling
 - Debt service

Council on Aging/Community Center

- Find appropriate property for Council on Aging/Community
 - Bring to 2020 Fall Town Meeting if appropriate
- Design Council on Aging/Community Center with construction funding at 2021 Annual Town Meeting

Wastewater

- Develop a plan for wastewater management along Route 20

Communication efforts

- Residents
- Citizens' Academy
- Website
 - Improve content
 - Maintain relevant and timely content
 - Create and maintain a budget page with all relevant budget documents
 - Maintain board and committee appointments and vacancies page
- Other Town Boards and Committees
 - Consult periodically with other Town Boards and Committees – convey Board of Selectmen priorities, receive feedback re: projects

Climate Change Plan

- Begin discussions with citizens and relevant boards and committees
- Begin development

Diversity

- Continue promoting diversity in staffing and boards

Part I ADMINISTRATION OF THE GOVERNMENT**Title VII** CITIES, TOWNS AND DISTRICTS**Chapter 44** MUNICIPAL FINANCE**Section 33B** TRANSFER OF APPROPRIATIONS; RESTRICTIONS

Section 33B. (a) On recommendation of the mayor, the city council may, by majority vote, transfer any amount appropriated for the use of any department to another appropriation for the same department. In addition, the city council may, by majority vote, on recommendation of the mayor, transfer within the last 2 months of any fiscal year, or during the first 15 days of the new fiscal year, to apply to the previous fiscal year, any amount appropriated, other than for the use of a municipal light department or a school department, to any other appropriation. Except as provided in the preceding sentence, no transfer shall be made of any amount appropriated for the use of any city department to the appropriation for any other department except by a 2/3 vote of the city council on recommendation of the mayor and with the written approval of the amount of the transfer by the department having control of the appropriation from which the transfer is proposed to be made. No transfer involving a municipal light department or a school department shall be

made under the previous sentence without the approval of the amount of the transfer by a vote of the municipal light department board or by a vote of the school committee, respectively.

(b) A town may, by majority vote at any meeting duly held, transfer any amount previously appropriated to any other use authorized by law. Alternatively, the selectmen, with the concurrence of the finance committee or other entity established under section 16 of chapter 39, may transfer within the last 2 months of any fiscal year, or during the first 15 days of the new fiscal year to apply to the previous fiscal year, any amount appropriated, other than for the use of a municipal light department or a school department, to any other appropriation.

(c) No approval other than that expressly provided in this section shall be required for any transfer under this section.

FISCAL 2020 YEAR END TRANSFERS

Funding Need:		Amount	Funding Sources:		Amount	Explanation
1	General Insurance	105,000	1	Employee Mitigation	105,000	Unexpected \$113,000 in deductible payments
2	Medicare Tax	54,000	2	Employee Mitigation	54,000	Town wide all funds-\$2.7M increase in wages paid- FY20 - FY19
3	Retirement Buyback	7,000	3	Employee Mitigation	7,000	(6)-Unexpected retirements ranging from \$7,500 to \$10,000
4	Vocational School	72,000	4	Employee Mitigation	72,000	Unexpected increase in students attending Minuteman Vocational
5	Treasurers Expense	80,000	5	Employee Mitigation	80,000	Contract with CLA for assistance with daily operations & special projects
6	Election Expense	15,588	6	Employee Mitigation	15,588	Unforeseen early voting costs including maintenance and poll pads / COVID 19
7	Election Salary	2,874	7	Town Clerk Salary	2,874	Unforeseen early voting cost
8	JCC Salary	30,000	8	Police Salary	30,000	OT cost increase related to staff coverage.
Total		<u>366,462</u>	Total		<u>366,462</u>	

FINANCE COMMITTEE COMMENTS: Occasionally, bills are not paid at the end of a fiscal year for a number of reasons, including late submissions or bill disputes. The unpaid bills from the previous fiscal year are summarized in this article and will be paid using the current year appropriation.

The Board of Selectmen recommends approval. Vote: 5-0-0

ARGUMENTS IN FAVOR: This is a standard article that allows the Town to pay bills for the previous fiscal year.

ARGUMENTS OPPOSED: The Finance Committee is not aware of any.

RECOMMENDATION: The Finance Committee recommends approval. Vote: 7-0-0

QUANTUM OF VOTE: 4/5 vote – see Massachusetts General Laws Chapter 44, Section 64

For more information about this article, contact Finance Director Brian Keveny 508-358-3611 or email bkeveny@wayland.ma.us.

Article 3. Current Year Transfers

Proposed by: Board of Selectmen

Estimated Cost: \$548,000

To determine whether the Town will vote to appropriate a sum or sums of money for the operation and expenses of various Town Departments for the current fiscal year; to determine whether such appropriation shall be provided by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for another purpose, by funds received as grants from the Commonwealth or federal government, or otherwise; and to determine which Town officer, board, or committee or combination of them, shall be authorized to expend the money or monies appropriated therefor.

CURRENT YEAR TRANSFERS FY 2020

PURPOSE:	AMOUNT
1) INSURANCE 32B	\$320,000
2) GENERAL INSURANCE	20,000
3) TREASURERS EXPENSE	70,000
4) VOCATIONAL SCHOOL	100,000
5) MISC COMMITTEES - SWQC	18,000
6) TOWN OFFICE SALARY	<u>20,000</u>
TOTAL:	\$ 548,000

FUNDING SOURCES:

1) EMPLOYEE MITIGATION	\$320,000
2) EMPLOYEE MITIGATION	20,000
3) TREASURERS SALARY	20,000
3) FIRE DEPARTMENT SALARY	50,000
4) FIRE DEPARTMENT SALARY	100,000
5) ASSESSORS SALARY	18,000
6) ASSESSORS SALARY	<u>20,000</u>
TOTAL:	\$548,000

FINANCE COMMITTEE COMMENTS: These requests for current year transfers are explained below. The Town budget is voted on a line item basis, and transfers require a vote of Town Meeting even

if there are available funds in other line items. None of these requested transfers result in additional taxes because the expenses were supported by the FY2020 budget. In each case, there are available funds in the funding sources line item accounts to cover the requested transfers.

INSURANCE 32 B \$320,000: This request is to transfer funds from the Employee Mitigation line item appropriation to the Insurance 32 B line item appropriation. This transfer is necessary due to contractual agreements with employees related to employee health insurance.

GENERAL INSURANCE \$20,000: This request is to transfer funds from the Employee Mitigation line item appropriation to the General Insurance line item appropriation. This transfer is necessary due to the increase in insurance premium costs and unexpected deductible increases.

TREASURER'S EXPENSE \$70,000: This request is to transfer funds from the Treasurer's Salary line item appropriation (\$20,000) and Fire Salary line item appropriation (\$50,000) to the Treasurers Expense line item appropriation. This transfer is necessary due to staffing turnover and the anticipated hiring of a temporary vendor. Funds are available in the Treasurer and Fire Salary lines due to unfilled positions as a result of staff turnover.

VOCATIONAL SCHOOL \$100,000: This request is to transfer funds from the Fire Salary line item appropriation to the Vocational School (Minuteman Regional Vocational School) line item appropriation. This transfer is necessary because increased enrollment at Minuteman resulted in increased expenses; funds are available in the Fire Salary line item due to unfilled positions as a result of staff promotion.

MISC COMMITTEES (Surface Water Quality Committee) \$18,000: This request transfers funds from the Assessor Salary line item appropriation to the Misc. Committees (SWQC) line item appropriation. This transfer is necessary due to expected additional costs related to the Surface Water Quality Committee initiatives. Funds are available in the Assessors Salary line due to staff turnover.

TOWN OFFICE SALARY \$20,000: This request is to transfer funds from the Assessor Salary line item appropriation to the Town Office Salary line item appropriation. This transfer is necessary to meet staffing needs of the Town Office. These staffing needs are expected to be funded in the FY2021 operating budget. Funds are available in the Assessors Salary line due to staff reduction.

The Board of Selectmen recommends approval. Vote: 5-0-0

ARGUMENTS IN FAVOR: Some requests are the result of information that was not available when forecasting the FY2021 budget, and each represents a binding obligation of the Town.

Several requests are related to appropriations that are not necessarily obligations but requests for accelerating staffing additions and hiring of temporary vendors.

ARGUMENTS OPPOSED: The Finance Committee is unaware of any.

RECOMMENDATION: The Finance Committee recommends approval. Vote: 6-0-0

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 44, section 33B.

For more information about this article, contact Finance Director Brian Keveny 508-358-3611 or email bkeveny@wayland.ma.us.



TOWN OF WAYLAND BOARD OF HEALTH

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

Julia Junghanns, R.S., C.H.O.
DIRECTOR OF PUBLIC HEALTH
TEL. (508) 358-3617

Ruth Mori, MSN, R.N.
PUBLIC HEALTH NURSE
TEL. (508) 358-3617

Wayland COVID-19 Case Update – JUNE 8, 2020

The Wayland Health Department is actively monitoring the status of the COVID-19 pandemic in Wayland. The reporting structure below is designed to balance the privacy of affected individuals as much as possible while keeping the public informed about COVID-19 activity in Wayland.

	Total Cases to date	Cases as of previous report date	New Cases since last report	Cases Removed from Quarantine/Isolation	Total Current Active Cases
Confirmed (LAB) COVID-19 cases	105**	106 as of 6/2/2020	0 as of 6/8/2020	5 since 6/2/2020	11 as of 6/8/2020
*Probable Covid-19	14	13 as of 6/2/2020	1 as of 6/8/2020	14 since 6/2/2020	0 as of 6/8/2020

* Probable cases are individuals who were antibody tested and/or had COVID virus but were not tested by the standard test. Probable cases may also include individuals whose death certificate listed COVID-19 as a cause of death but who were not tested.

** **One individual transferred to another community as does NOT reside in Wayland.**

The information below is regarding Lab Confirmed Covid-19 cases only

Sex

Female	57
Male	48

Age

<19	1
20-29	9
30-39	2
40-49	5
50-59	14
60-69	10
70-79	13
80-89	22
90-99	26
100-109	3

Total Cases as of 6/8/2020

Active Non-Hospitalized	6
Active Hospitalized	5
Recovered	75
Deceased	19
Total	105

Live/work within Wayland Long Term Care Facilities (LTC)	65
Live/work within the Wayland General Community	40

Regional Data

	Massachusetts	Middlesex County	Wayland Reported	Wayland Actual
Confirmed Cases	103,626 As of 6/8 4pm	22,812 As of 6/8 4pm	107 As of 6/3/ 4pm	105 As of 6/8 4pm



TOWN OF WAYLAND BOARD OF HEALTH

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

Julia Junghanns, R.S., C.H.O.
DIRECTOR OF PUBLIC HEALTH
TEL. (508) 358-3617

Ruth Mori, MSN, R.N.
PUBLIC HEALTH NURSE
TEL. (508) 358-3617

Wayland COVID-19 Case Update – JUNE 19, 2020

The Wayland Health Department is actively monitoring the status of the COVID-19 pandemic in Wayland. The reporting structure below is designed to balance the privacy of affected individuals as much as possible while keeping the public informed about COVID-19 activity in Wayland.

	Total Cases to date	Cases as of previous report date	New Cases since last report	Cases Removed from Quarantine/Isolation	Total Current Active Cases
Confirmed (LAB) COVID-19 cases	106	105 as of 6/8/2020	1 as of 6/19/2020	7 since 6/8/2020	5 as of 6/19/2020
*Probable Covid-19	19	14 as of 6/8/2020	5 as of 6/19/2020	4 since 6/8/2020	1 as of 6/19/2020

* Probable cases are individuals who were antibody tested and/or had COVID virus but were not tested by the standard test. Probable cases may also include individuals whose death certificate listed COVID-19 as a cause of death but who were not tested.

The information below is regarding Lab Confirmed Covid-19 cases only

Sex

Female	57
Male	49

Age

<19	1
20-29	9
30-39	2
40-49	5
50-59	14
60-69	10
70-79	13
80-89	23
90-99	26
100-109	3

Total Cases as of 6/19/2020

Active Non-Hospitalized	1
Active Hospitalized	4
Recovered	82
Deceased	19
Total	106

Live/work within Wayland Long Term Care Facilities (LTC)	66
Live/work within the Wayland General Community	40

Regional Data

	Massachusetts	Middlesex County	Wayland Reported	Wayland Actual
Confirmed Cases	106,422 As of 6/18 4pm	23,407 As of 6/18 4pm	106 As of 6/17 4pm	106 As of 6/19 4pm

Please note that after you enter information to a field, do not hit the "Enter" key. Use your mouse or "Tab" key to navigate to the next field. If you hit the "Enter" key, it will try to submit the form and you will receive an error message if you have not completed all of the required fields.

If you would like to print a copy of your completed form, please choose the file>print option from your browser *before* submitting the form.

City or Town *

Contact Name *

First Name

Last Name

Contact Phone Number *

(e.g., 800-555-5555)

Contact Email *

Municipal Chief Executive Name **First Name**Last Name***Municipal Chief Executive Phone Number ****(e.g., 800-555-5555)***Municipal Chief Executive Email *****Total Eligible Amount Ceiling for FY20 Round and FY21 Round - Wayland ***

Note that the state and municipalities should coordinate on appropriate funding source where more than one source is potentially available for the purpose. For purposes of the Estimated Request calculation, costs in noted categories are assumed to be ineligible for FEMA reimbursement, but FEMA has final approval

for eligibility determination. Costs in all other categories are assumed to be reimbursed by FEMA at a reimbursement rate of 75 percent.

Core municipal services in a declared state of emergency

First responder costs, including:

A. Direct staffing costs - Overtime, additional hires, and/or backfilling staff who test positive *

\$ 0

B. Quarantine/isolation costs for first responders who may be infected and should not put household members at risk - or who should be kept apart from potentially infected household members *

\$ 0

Temporary staff to backfill sick or quarantined municipal employees *

\$ 5000

Staff for compliance and reporting associated with this funding *

\$ 0

Accelerated telework capacity - infrastructure, subscriptions for meeting services, hardware (laptops) *

\$ 36000

Assumed to be ineligible for FEMA reimbursement

Hiring and training, including training for employees and contractors hired for COVID-19 response *

\$ 262000

PPE, including first responders, grocery store employees, gas station attendants and others who interact with the public *

\$ 50000

Sanitation and Refuse Collection *

\$ 0

Assumed to be ineligible for FEMA reimbursement

Food inspection *

\$ 0

Assumed to be ineligible for FEMA reimbursement

Cleaning/disinfection of public buildings *

\$ 50000

School distance learning, to the extent not funded from other sources, including:

A. Planning and development, including IT costs *

\$ 168000

Assumed to be ineligible for FEMA reimbursement

B. Incremental costs of special education services required under individual education plans (IEPs) in a remote, distance, or alternative location *

\$ 0

Assumed to be ineligible for FEMA reimbursement

C. Food for families that rely on food through the school system *

\$ 13000

Assumed to be ineligible for FEMA reimbursement

Costs of debt financing related to COVID-19 investments - short-term borrowing and construction carrying costs *

\$ 0

Assumed to be ineligible for FEMA reimbursement

Health insurance claims costs in excess of reasonably budgeted claims costs, and directly related to COVID-19 medical costs *

\$ 0

Core municipal services sub-total *

\$ 584000

This field will auto sum the fields above

Expanded public health mission

Boards of health staffing needs - to the extent not addressed with public health funding *

\$ 0

Use of public spaces/buildings as field hospitals *

\$ 0

Shelter for those who are homeless or otherwise have nowhere they can go without significant risk to themselves or other household members, and are at high risk or recovering from COVID-19 *

\$ 0

Food banks/food pantries - need to be tied to COVID-19 *

\$ 0

Assumed to be ineligible for FEMA reimbursement

Travel expenses - for distribution of resources *

\$ 0

Transporting residents to COVID-19 medical and testing appointments *

\$ 0

Signage and communication including translation services *

\$ 15000

Educational materials related to COVID-19 *

\$ 1000

Testing for COVID-19 *

\$ 0

Expanded public health mission sub-total *

\$ 16000

This field will auto sum the fields above

Services and supports to residents in their homes

Grocery and/or meals delivery - modeled on COA activities *

\$

Wellness check-ins with vulnerable elders *

\$

Assumed to be ineligible for FEMA reimbursement

Short-term rental or mortgage support *

\$

Assumed to be ineligible for FEMA reimbursement

Prescription drug delivery *

\$

Assumed to be ineligible for FEMA reimbursement

Services and supports to residents subtotal *

\$

This field will auto sum the fields above

Total Costs assumed to be eligible for FEMA reimbursement *

Costs net of assumed FEMA reimbursement at 75 percent *

95750

Total costs assumed not to be eligible for FEMA reimbursement *

217000

Estimated Request Totals *

312750

auto sum of costs net of assumed FEMA reimbursement at 75% and total costs assumed not to be eligible for FEMA reimbursement

Other request *

\$ 0

Use the Other Request field to request funding for costs not included in the categories above. A&F will contact you to discuss your needs further.

Total Requested Funding *

\$ 312750

This field auto sums the Estimated Request and Other Request fields

Upload Certification B *

Choose File Remove File Attachment B - Certification000.pdf

File uploads may not work on some mobile devices.

This should be a calculation of costs incurred or expected in FY2020. Please note that there will be additional opportunities to request additional funds up to your ceiling. See Attachment A for category descriptions. For more information about FEMA-eligible expenses, see the [“Eligible Costs” section of the MEMA COVID-19 Federal Disaster Declaration website](#)

I have uploaded Attachment B: Certification *


Yes

SUBMIT FORM


Attachment B - CERTIFICATION

I, Louise Miller, am the chief administrative and operations officer, and I certify that:

1. I have the authority on behalf of the Town of Wayland to request payment from the Commonwealth of Massachusetts. At this time, I am requesting payment in the amount of \$312,750 – reflecting current estimate of eligible FY20 costs for fiscal year 2020 costs in connection with section 601 of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act, Pub. L. No. 116-136, div. A, Title V (Mar. 27, 2020) (“section 601”).
2. I understand that the Commonwealth will rely on this certification as a material representation in making a payment to the Town of Wayland.
3. As required by federal law, the Town of Wayland's proposed uses of the funds provided as payment in response to this request will be used only to cover those costs that are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
 - b. were not accounted for in the budget most recently approved as of March 27, 2020, for the Town of Wayland; and
 - c. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.
4. I will report bimonthly on incurred expenses in a form prescribed by the Secretary of Administration and Finance, and will cooperate with the Executive Office for Administration and Finance in creating and retaining appropriate documentation to demonstrate that the proposed uses meet the requirements of section 601.
5. I will coordinate with the Executive Office for Administration and Finance in optimizing federal funds from section 601 and other potentially available federal sources. In particular, I will prioritize and coordinate application for FEMA reimbursement where available.
6. To the extent actual expenditures are less than the amount requested per item 1 above, I agree to return the balance of unspent funds to the Commonwealth. If the United States Department of the Treasury recoups funds from the Commonwealth based on a determination they were used by [insert name of municipality] in a manner not in compliance with section 601, I agree that the Commonwealth may recover funds from the city or town through an assessment or deduction from the city or town’s periodic unrestricted local aid distribution.

By: LOUISE MILLER
Signature: 
Title: TOWN ADMINISTRATOR
Date: 6/11/2020

I, Cherry Karlson, am the chief executive officer of the Town of Wayland. I have delegated to Louise Miller, Town Administrator, the authority to request payment from the Commonwealth of Massachusetts for estimated eligible FY20 costs for fiscal year 2020 costs in connection with section 601 of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act, Pub. L. No. 116-136, div. A, Title V (Mar. 27, 2020) (“section 601”).

Signature: 
Date: 6-12-20



Bulletin

Bul-2020-09

FY2021 Cherry Sheets and Monthly Local Aid Distributions

TO: Municipal, Regional and Charter School District Officials

DATE: June 2020

FROM: Sean Cronin, Senior Deputy Commission, Division of Local Services

SUBJECT: FY2021 Cherry Sheets and Monthly Local Aid Distributions

The Division realizes the importance of local governments having guidance relating to both the FY2021 Cherry Sheet estimates and the basis for the upcoming fiscal year's monthly local aid payment. As a result of the COVID-19 outbreak, normal legislative action on the FY2021 state budget has been delayed, and the only budget proposal available is the Governor's. Therefore, DLS is unable to provide cherry sheet estimates at this time.

In regard to monthly aid distributions, after discussion with the Executive Office of Administration & Finance (A&F), DLS will base at least the first two months of FY2021 on the FY2020 cherry sheet estimates for Chapter 70, Unrestricted General Government Aid, State-owned Land and Elderly Exemptions. For the Charter Tuition Reimbursements and School Choice Tuition payments, we will use the final actual payments from FY2020 rather than the cherry sheet estimate, since these programs are based on student enrollment in out-of-district schools or charter schools.

Since the revenue side of the cherry sheet is reflecting FY2020 estimates, we have determined that the assessment programs will also use the FY2020 estimates. The only exception will be for the Charter Tuition assessments and the School Choice Tuition assessments as they relate to the receipt programs described above.

The July payment will be processed and payable on July 31st. If at that time the state budget is not final, the August payment will be made using the same methodology and will be payable on August 31st. We will re-evaluate our methodology as the FY2021 legislative process unfolds.

Questions regarding cherry sheets or distributions should be directed to databank@dor.state.ma.us.

Chap. 52

A key input source to the creation of the administrative code shall be the final report of the town government study committee, published in May of 2009. This report shall guide the functional re-alignment of all town offices, agencies, boards and committees, as well as any changes to elected or appointed positions, boards or committees.

(b) The board of selectmen and town manager shall also begin a review of all town by-laws, to analyze and amend as necessary, as a result of charter implementation.

SECTION 5. This act shall take effect upon its passage.

Approved, March 18, 2010.

Chapter 53. AN ACT RELATIVE TO ELECTIONS IN THE TOWN OF WAYLAND.

Be it enacted, etc., as follows:

SECTION 1. In the town of Wayland, town officials elected at the annual town election shall assume office on the date of the adjournment of the annual town meeting immediately following said election.

SECTION 2. This act shall take effect upon its passage.

Approved, March 25, 2010.

Chapter 54. AN ACT RELATIVE TO REPRESENTATION BY THE ATTORNEY GENERAL IN ACTIONS INVOLVING PILOTS.

Be it enacted, etc., as follows:

Section 3 of chapter 12 of the General Laws, as appearing in the 2008 Official Edition, is hereby amended by striking out, in line 14, the words "district one" and inserting in place thereof the following words:- districts 1 to 4, inclusive,.

Approved, March 25, 2010.

Chapter 55. AN ACT DESIGNATING A CERTAIN BRIDGE IN THE TOWN OF UXBRIDGE AS THE TITUS EBBELING MEMORIAL BRIDGE.

Be it enacted, etc., as follows:

The bridge spanning Route 146A, identified as U-02-057, in the town of Uxbridge

Part I	ADMINISTRATION OF THE GOVERNMENT
Title VII	CITIES, TOWNS AND DISTRICTS
Chapter 41	OFFICERS AND EMPLOYEES OF CITIES, TOWNS AND DISTRICTS
Section 10	FAILURE TO ELECT; PROCEDURE TO FILL VACANCY; NOTICE

Section 10. If there is a failure at an election to choose a town officer, except a selectman, or if a person chosen shall not accept such office, or if a vacancy shall occur, the town may at any meeting elect a person to such office.

If, at an election of town officers for which official ballots are used, there is a failure to elect a town officer, he may be elected at an adjourned or succeeding meeting; and ballots shall be prepared and furnished for such meeting, containing the nominations already made and such as may subsequently be made for the office.

The proceedings in such election and the qualifications of a person to be elected or appointed in case of failure to elect, refusal to accept or vacancy shall be the same as in an original election.

If there is a failure to elect or a vacancy occurs in the office of selectman, the remaining selectmen or selectman may call a special election to fill the vacancy and shall call such election upon the request in writing of two hundred registered voters of the town, or twenty per cent of the total

number of registered voters of the town, whichever number is the lesser; provided, that such request is filed with them or him not less than one hundred days prior to the date of the next annual election.

If there is a resignation of a town officer creating a vacancy at some later time certain, and such resignation is filed with the town clerk in accordance with the provisions of section one hundred and nine, said town clerk shall certify a vacancy shall occur at the later time certain and the board of selectmen may call a special election as provided in this section; provided, however, that no such election may be held prior to the effective date of the resignation creating such vacancy.

No election shall be held for any office pursuant to this section unless the selectmen file with the town clerk notice of an election for such office not less than fifteen days before the last day to submit nomination papers to the registrars of voters for certification, before the election or any preceding primary, caucus, or preliminary election.

Part I	ADMINISTRATION OF THE GOVERNMENT
Title VII	CITIES, TOWNS AND DISTRICTS
Chapter 41	OFFICERS AND EMPLOYEES OF CITIES, TOWNS AND DISTRICTS
Section 11	APPOINTMENT TO FILL VACANCY IN TOWN OFFICE

Section 11. As used in this section, the term "vacancy" includes a failure to elect. If a vacancy occurs in any town office, other than the office of selectman, town clerk, treasurer, collector of taxes or auditor, the selectmen shall in writing appoint a person to fill such vacancy. If there is a vacancy in a board consisting of two or more members, except a board whose members have been elected by proportional representation under chapter fifty-four A, the remaining members shall give written notice thereof, within one month of said vacancy, to the selectmen, who, with the remaining member or members of such board, shall, after one week's notice, fill such vacancy by roll call vote. The selectmen shall fill such vacancy if such board fails to give said notice within the time herein specified. A majority of the votes of the officers entitled to vote shall be necessary to such election. The person so appointed or elected shall be a registered voter of the town and shall perform the duties of the office until the next annual meeting or until another is qualified.

Part I	ADMINISTRATION OF THE GOVERNMENT
Title VII	CITIES, TOWNS AND DISTRICTS
Chapter 41	OFFICERS AND EMPLOYEES OF CITIES, TOWNS AND DISTRICTS
Section 81A	PLANNING BOARD; ESTABLISHMENT; MEMBERSHIP; TENURE; VACANCIES

Section 81A. Any city except Boston, and, except as hereinafter provided, any town may at any time establish a planning board hereunder. Every town not having any planning board shall, upon attaining a population of ten thousand, so establish a planning board under this section. A planning board established hereunder shall consist of not less than five nor more than nine members. Such members shall in cities be appointed by the mayor, subject to confirmation by the city council and in towns be elected at the annual town meeting or be appointed in such manner as an annual town meeting may determine; provided, that a town which has a planning board established under section seventy may, at an annual town meeting or at a special town meeting called for the purpose, vote to establish a planning board under this section and may provide that the members of the planning board then in office shall serve as members of the planning board under this section until the next annual town meeting. When a planning board is first established or when the terms of members of the planning board established under section seventy serving

as members of the planning board under this section expire, as the case may be, the members of the planning board under this section shall be elected or appointed for terms of such length and so arranged that the term of at least one member will expire each year, and their successors shall be elected or appointed for terms of three or five years each as determined by the city council in the case of a city and by the town meeting in the case of a town. Any member of a board so established in a city may be removed for cause, after a public hearing, by the mayor, with the approval of the city council. A vacancy occurring otherwise than by expiration of term shall be filled for the unexpired term, in a city, in the same manner as an original appointment, and, in a town, if the members of the board are appointed, in the same manner as the original appointment. If the members of a planning board are elected, any unexpired term shall be filled by appointment by the board of selectmen and the remainder of the members of the planning board until the next annual election, at which time, such office shall be filled, by election, for the remainder of the unexpired term. All appointments pursuant to this section shall be in the manner provided in section eleven. Such a board shall elect annually a chairman and a clerk from among its own number, and may employ experts and clerical and other assistants. It may appoint a custodian of its plan and records, who may be the city engineer or town clerk. No member of a planning board shall represent before such board any party of interest in any matter pending before it.

Towns of less than ten thousand inhabitants, having no planning board established under this section may, by vote of the town meeting, authorize the board of selectmen to act as a planning board under this

section until such a board is established; provided, that any such town, upon attaining a population of ten thousand, shall establish a planning board hereunder.

Part I	ADMINISTRATION OF THE GOVERNMENT
Title VII	CITIES, TOWNS AND DISTRICTS
Chapter 41	OFFICERS AND EMPLOYEES OF CITIES, TOWNS AND DISTRICTS
Section 45	BOARD OF COMMISSIONERS OF TRUST FUNDS; MEMBERSHIP; POWERS AND DUTIES

Section 45. Any city or town, except Boston, may create a board of commissioners of trust funds, consisting of three persons who shall have the management of all trust funds given or bequeathed for the benefit of the town or the inhabitants thereof, unless the donor in making the gift or bequest shall otherwise provide. In cities the commissioners shall be appointed by the mayor and confirmed by the council. In towns they shall be elected in the same manner as other town officers. At the time of creating said board there shall be appointed or elected one member for one year, one member for two years, and one member for three years; and there shall be appointed or elected annually thereafter one member for three years. Vacancies shall be filled by the mayor, with the approval of the council, or by the selectmen.

MASSACHUSETTS
Department of Housing and Community Development
Local Initiative Program
Application for Comprehensive Permit Projects

11 Hammond Road
Wayland, MA



MASSACHUSETTS
 Department of Housing and Community Development
Local Initiative Program
Application for Comprehensive Permit Projects

INSTRUCTIONS

Please submit three copies of the application and attachments. Note: only one set of site plan and sample elevations (attachments 11 and 12 noted on page 22) are required. An application fee, payable to the Department of Housing and Community Development, shall be submitted with the application. The schedule of fees is as follows:

	Project Fee	plus	Per Unit Fee
Municipality	\$1,000		\$30
Non-Profit	\$1,750		\$40
All Others	\$4,000		\$50

Mail to:

Local Initiative Program
Department of Housing & Community Development
100 Cambridge Street, Suite 300
Boston, MA 02114
Attn: Alana Murphy, Deputy Associate Director

To complete the application electronically, simply position your cursor on a line and type. Use the tab key to move between questions.

If you have any questions, please refer to the DHCD 40B Guidelines, specifically Section VI. For further assistance, contact Alana Murphy at 617-573-1301 or alana.murphy@state.ma.us.

NOTE: For Rental Projects, to complete information on Project Feasibility (Section X), go to the One Stop Application at <http://www.mhlc.com> and complete Section 3 Sources and Uses and Section 4 Operating Pro Forma. Submit the sections with the Application

Application Contents:

- | | |
|------------------------------------|-------------------------------------|
| I. General Information | VIII. Surrounding Area |
| II. Community Support | IX. Financing |
| III. Municipal Contact Information | X. Project Feasibility |
| IV. Development Team | XI. Development Schedule |
| V. Project Information | XII. Marketing Outreach and Lottery |
| VI. Site Information | XIII. Checklist of Attachments |
| VII. Design and Construction | |

January 2016

MASSACHUSETTS
 Department of Housing & Community Development
Local Initiative Program
Application for Comprehensive Permit Projects

I. GENERAL INFORMATION

Community: Town of Wayland
 Name of Development: 11 Hammond Road-New Unit
 Site Address: 11 Hammond Road, Wayland
 Developer: Town of Wayland Municipal Affordable Housing Trust Fund ("WMAHT")

1. Type of Housing:
 Single Family house Rental
 Condominium Age Restricted

2. Project Characteristics:
 New Construction Conversion
 Rehabilitation Other

3. Total Acres 0.41 Density of Project (units/acre) 4.9

4. Unit Count:

 Total Number of Units 1
 Market Rate 0
 Affordable 1

5. Unit Prices/Rents:
 Market Rate N/A
 Affordable \$1,960 per month

Required Signatures for the Comprehensive Permit Project Application

<p>Chief Executive Official of Municipality:</p> <p>Signature: _____</p> <p>Print Name: _____</p> <p>Date: _____</p>	<p>Chair, Local Housing Partnership (if applicable):</p> <p>Signature: _____</p> <p>Print Name: _____</p> <p>Date: _____</p>
---	---

II. COMMUNITY SUPPORT

1. **Letter of Support from Municipality** - Attach a letter containing a short narrative on the basics of the project, the history of the project, the ways in which the community is providing support, and how the development team has addressed any concerns the community has. The letter must be signed by the chief elected official of the community.

2. **Letter of Support from Local Housing Partnership** - If the community has a housing partnership, please attach a letter from them indicating their support for the project. The letter should summarize how the partnership has been working with the developer.

3. **Local Contributions** - Check off all that apply and provide a brief description at the end.

- Land donation (dollar value \$0) ⁽¹⁾
- Building donation (dollar value _____)
- Marketing assistance
- Other work by local staff and volunteers
- Density increase
- Waiver of permit fees
- Other regulatory or administrative relief (specify) _____
- Local funds (cash)
Amount \$400,000 Source: WMAHT
- HOME funds ⁽²⁾
- Agreement by a lender to provide favorable end-loan financing (ownership projects only)
- Other (specify) _____

Briefly explain the contributions:

4. **Municipal Actions and Local Plans** - Briefly describe how the project fits with any planning the community has done (e.g. master plan, community development plan, affordable housing plan) and other local land use and regulatory actions that provide the opportunity for affordable housing (including multi-family and overlay districts, inclusionary zoning by-laws and ordinances).

In 2014, at town meeting, the WMAHT was approved with the goal of increasing the supply of quality, affordable housing in the Town of Wayland. This unit will help in achieving that goal.

(1) The WMAHT owns property at 11 Hammond Road, including 0.41 acres of land, a portion of which will be used for construction of the unit noted in this application.

(2) Once permitted, the WMAHT may seek home funds to help finance this project.

III. MUNICIPAL CONTACT INFORMATION

Chief Elected Official

Name Cherry Karlson, Chair of Board of Selectmen
Address 41 Cochituate Road, Wayland, MA 01778
Phone 508-358-7755
Email ckarlson@wayland.ma.us

Town Administrator/Manager

Name Louise Miller, Town Administrator
Address 41 Cochituate Road, Wayland, MA 01778
Phone 508-358-3620
Email lmiller@wayland.ma.us

City/Town Planner (if any)

Name Sarkis Sarkisian
Address 41 Cochituate Road, Wayland, MA 01778
Phone 508-358-3778
Email ssarkisian@wayland.ma.us

City/Town Counsel

Name Carolyn M. Murray, Esq. KP Law
Address 101 Arch Street, 12th Floor Boston, MA 02110
Phone 617-654-1726
Email cmurray@k-pklaw.com

Chairman, Local Housing Partnership (if any)

Name Rachel Bratt
Address 41 Cochituate Road, Wayland, MA 01778
Phone [REDACTED]
Email rachel.bratt@tufts.edu

Community Contact Person for this project

Name Michael Staiti, Trustee
Address 106 Plain Road, Wayland, MA 01778
Phone 617-593-2130
Email mikestaiti@keystonedev.net

IV. DEVELOPMENT TEAM INFORMATION (include all development members)

Developer
Name Town of Wayland Municipal Affordable Housing Trust Fund
Address 41 Cochituate Road, Wayland, MA 01778
Phone 508-358-2571
Email mantes@wayland.ma.us
Tax ID _____

Contractor
Name To be determined
Address _____
Phone _____
Email _____
Tax ID _____

Architect
Name To be determined
Address _____
Phone _____
Email _____
Tax ID _____

Engineer
Name Sullivan, Connors & Associates
Address 121 Boston Post Road, Sudbury, MA 01776
Phone 978-443-9566
Email dsm@sca121.com
Tax ID _____

Attorney
Name Town Counsel, same as above
Address _____
Phone _____
Email _____
Tax ID _____

Housing Consultant
Name Wayland Housing Authority
Address 106 Main Street, Wayland, MA 01778
Phone 508-655-6310
Email bboggia@waylandhousing.com
Tax ID _____

Marketing/Lottery Agent
Name Wayland Housing Authority
Address Same as above
Phone _____
Email _____
Tax ID _____

TEAM EXPERIENCE – DEVELOPER/CONTRACTOR QUALIFICATIONS

Complete the charts on the following pages for all housing projects undertaken by the developer and the contractor during the past five years. Include projects currently in construction. Provide owner references for each project, including a current phone number. Alternatively, a resume outlining the experience that covers the items listed on the chart below may be submitted.

1. Developer: Town of Wayland Municipal Affordable Housing Trust Fund_____

Project Summary	Project #1	Project #2	Project #3	Project #4
Project Name:	11 Hammond			
Community Address:	11 Hammond Road, Wayland, MA			
Housing Type:	Single family rental			
Number of Units:	1			
Total Development Costs:	Approximately \$460,000 (includes \$252,400 allocated to 0.41 acres of land)			
Subsidy Program (if applicable):	N/A			
Date Completed:	August, 2019			
Reference: Name and Telephone #:	Brian O’Herlihy Trustee & Treasurer 508-358-5534 btoherlihy@verizon.net			

2. Contractor:___TBD_____

Project Summary	Project #1	Project #2	Project #3	Project #4
Project Name:				
Community Address:				
Housing Type:				
Number of Units:				
Total Development Costs:				
Subsidy Program (if applicable):				
Date Completed:				
Reference: Name and Telephone #:				

3. Other Chapter 40B Experience

Have you or any members of your team had previous Chapter 40B experience with DHCD and/or other subsidizing agencies? Yes No

If yes, please explain. Michael Staiti's company, Keystone Development Corp, has been involved with four 40B experiences including permitting, construction and cost reporting. The most recent project was Dancer Farms in Dover, MA, a 20-unit townhome project of which five units were affordable. Michael Staiti is a Trustee of the WMAHT.

4. Bankruptcy / Foreclosure

Have you or any entities you control ever filed for bankruptcy or have had a property foreclosed? Yes No

If yes, please explain. _____

_____.

DEVELOPER CERTIFICATION

The undersigned hereby certifies that he/she is a Trustee (Title) of the Town of Wayland Municipal Affordable Housing Trust Fund (Legal Name of Applicant) and that the information requested below for the project known as 11 Hammond (Project Name) is complete and that all information contained in this application is true and correct to the best of his/her knowledge. The undersigned Developer agrees to execute DHCD model documents, as required. If the Developer is other than a non profit corporation or public entity, the Developer hereby certifies that it shall comply with all reporting requirements described in 760 CMR 56.00 and as set forth in the LIP Guidelines.

Signature of Developer _____

Print Name: Michael Staiti, Trustee

Date _____

V. PROJECT INFORMATION

1. Type of Housing: Total Number of Units
Single-Family House _____
Condo _____
Rental _____ 1 _____
Other _____

2. Total Number of Units Affordable _____ 1 Market _____

3. Project Style: Total Number of Units
Detached single-family house _____ 1 _____
Rowhouse/townhouse _____
Duplex _____
Multifamily house (3+ family) _____
Multifamily rental building _____
Other (specify) _____

4. Is this an age-restricted (55+) Development? Yes No
If yes, please submit a marketing study that demonstrates an understanding of the region's demographics, market demand and the particular strategies necessary to attract buyers to both market and affordable units.

5. Estimate the percentage of the site used for:
Buildings 12% Parking & Paved Areas 18%
Usable Open Space 70% Unusable Open Space _____

6. Is any portion of the project designed for non-residential use? No
If yes, explain the non-residential uses. _____

7. Sustainable Development Design and Green Building Practices

In accordance with the Sustainable Development Principles adopted by Governor Patrick's Administration in 2007, DHCD encourages housing development that is consistent with sustainable development design and green building practices. For more information, see Appendix VI.A-1 and VI.B-1 of the 40B Guidelines for a list of links to resources and opportunities related to sustainable development.

A. How will this development follow Sustainable Development Principles? The house will be constructed to Energy Star standards or better. In addition, the WMAHT is perserving substantially all of the mature trees on the property and maintaining the maximum amount of open space possible.

B. How will the project maximize energy efficiency and meet Energy Star Standards? The WMAHT intends to use foam insulation, LED lighting, Energy Star applainces and high efficiency HVAC units. The WMAHT intends to construct this unit to exceed minimum Energy Star requirements. Finally, the Town of Wayland is a Stretch Code Municipality so those standards will be achieved as well.

C. What elements of “green design” are included in the project (e.g. reduction of energy and water consumption, increasing durability and improving health)?

Anticipate using low flow toilets and fixtures, LED lighting, vinyl or hardplank siding, foam insulation.

8. Project Eligibility

A. Have you ever applied for a project eligibility letter involving any portion of the site, or are you aware of any prior application for a project eligibility letter involving any portion of the site?

Yes No If yes, explain ⁽¹⁾.

B. Has the municipality denied a permit on another proposal for this site within the last 12 months? Yes No

9. Outstanding Litigation

Is there any outstanding litigation relating to the site? Yes No
If yes, explain.

(1) Existing rental unit located at 11 Hammond Road was approved as a LIP rental unit in June 2019. This unit was not developed, but was improved by the WAHTF following its acquisition in September 2017.

10. Unit Composition

Complete the chart below. Include a separate entry for each unit type according to its square foot/age and/or sales price/rent.

Type of Unit	# of Units	# of Bdrms	# of Baths	Gross Sq. Ft.	# of Parking Spaces	Sales Price/Rent	Condo Fee	Handicap Accessible
Affordable	<u>1</u>	<u>3</u>	<u>2</u>	<u>1,520</u>	<u>2</u>	<u>\$1,960/mo</u>	<u>\$0</u>	<input type="checkbox"/> # <u>0</u>
	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> # _____
	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> # _____
	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> # _____
Market	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> # _____
	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> # _____
	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> # _____
	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> # _____
Other	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> # _____
	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> # _____

VI. SITE INFORMATION

1. Total Acreage 0.41 Total Buildable Acreage 0.41
2. Describe the current and prior uses of the subject site: The property is a flat, rectangular shaped lot bordered by residential units on three sides and a commercial (CVS) use on one side. There is an existing rental home on the site and the property has been used as a residential property for over 70 years. Current use is a four-bedroom rental unit owned by the WMAHT.

Existing buildings on site? Yes No

If yes, describe plans for these buildings: Currently there is a four-bedroom single family home on the property that the WMAHT completed renovations on in August 2019. The unit has been rented on a long-term basis to the Wayland Housing Authority which, in turn, has rented it to a family that meets the affordable income requirements set forth in the DCHD Regulatory Agreement that encumbers the property.

3. Current Zoning Classification:

Residential R-20 (minimum lot size) 20,000

Commercial _____ Industrial _____ Other _____

4. Does any portion of the site contain significant topographical features such as wetlands?

Yes No If yes, how many acres are wetlands? _____

If yes, attach map of site noting wetland areas.

Is map attached? Yes No

5. Is the site located within a designated flood hazard area?

Yes No

If yes, please attach a map of the site with flood plain designations.

Is map attached? Yes No

6. Is the site or any building located on the site listed, nominated or eligible for listing on the National Register of Historic Places? Yes No

7. Is the site within a Historic District? Yes No

If yes, describe the architectural, structural and landscape features of the area:

_____.

8. In the past three years, have there been any defaults on any mortgage on the property or any other forms of financial distress?

Yes No If yes, please explain: _____

9. Indicate which utilities are available to the site:

Public Sewer	<input type="checkbox"/>	Private Septic	<input checked="" type="checkbox"/>	Public Streets	<input checked="" type="checkbox"/>
Public Water	<input checked="" type="checkbox"/>	Private Wells	<input type="checkbox"/>	Private Ways	<input checked="" type="checkbox"/>
Natural Gas	<input checked="" type="checkbox"/>	Electricity	<input checked="" type="checkbox"/>		
On-site Sewer Treatment Facility	<input type="checkbox"/>				
Other	<input type="checkbox"/>	Explain:	_____		

10. Describe any known or suspected hazardous waste sites on or within a ½ mile radius of the project site. None to our knowledge ⁽¹⁾.

11. Has a 21E hazardous waste assessment ever been done on this site? If so, attach a summary of the filing. Yes No ⁽²⁾

12. What waivers will be requested under the comprehensive permit? Setbacks, number of units on one lot, frontage and lot size.

13. Describe the current status of site control and **attach copies of relevant deeds** or executed agreements.

A. Owned by Developer: Town of Wayland Municipal Affordable Housing Trust Fund

B. Under Purchase and Sale Agreement _____

C. Under Option _____

Seller: _____ Buyer: _____

Is there an identity of interest between the Buyer and Seller? If yes, please explain:
_____.

Date of Agreement _____ Expiration Date _____

Extensions granted? Yes No Date of Extension _____

Purchase Price \$_____

⁽¹⁾ A former gasoline station located at 130 Main Street, Wayland, MA, which is located within ½ mile radius of the 11 Hammond Road site, is reported to have had one or more gasoline and/or oil leaks in prior years. To our knowledge, none of these prior leaks migrated to the 11 Hammond Road site.

⁽²⁾ The MAHTF has not performed a formal 21E hazardous waste assessment of this site. If HOME funds are pursued in the future, a Phase 1 environmental review may have to be performed. The MAHTF is unaware of any hazardous waste related issues associated with the 11 Hammond Road site.

VII. DESIGN AND CONSTRUCTION

1. Drawings

Please submit one set of drawings.

Cover sheet showing written tabulation of:

- Proposed buildings by design, ownership type, and size. Identity and describe affordable units and handicapped accessible units.
- Dwelling unit distribution by floor, size, and bedroom/bath number
- Square footage breakdown of commercial, residential, community, and other usage in the buildings
- Number of parking spaces

Site plan showing:

- Lot lines, streets, and existing buildings
- Proposed building footprint(s), parking (auto and bicycle), and general dimensions
- Zoning restrictions (i.e. setback requirements, easements, height restrictions, etc).
- Wetlands, contours, ledge, and other environmental constraints
- Identification of affordable units
- Identification of handicapped accessible units.
- Sidewalks and recreational paths
- Site improvements, including landscaping
- Flood plain (if applicable)

Utilities plan showing:

- Existing and proposed locations and types of sewage, water, drainage facilities, etc.

Graphic depiction of the design showing:

- Typical building plan
- Typical unit plan for each unit type with square footage tabulation
- Typical unit plan for each accessible unit type with square footage tabulation
- Elevation, section, perspective, or photograph
- NA Typical wall section

2. **Construction Information**

<u>Foundations</u>	# Mkt. Units	# Aff. Units	Attic	# Mkt. Units	# Aff. Units
Slab on Grade	_____	1 ⁽¹⁾	Unfinished	_____	<u>1</u>
Crawl Space	_____	_____	Finished	_____	_____
Full Basement	_____	_____	Other	_____	_____
<u>Exterior Finish</u>	# Mkt. Units	# Aff. Units	Parking	# Mkt. Units	# Aff. Units
Wood	_____	_____	Outdoor	_____	<u>2</u>
Vinyl	_____	_____	Covered	_____	_____
Brick	_____	_____	Garage	_____	_____
Fiber Cement	_____	<u>1</u>	Bicycle	_____	<u>2</u>
Other	_____	_____			

Heating System

Fuel: Oil Gas Electric Other

Distribution method (air, water, steam, etc.): Air

Energy Efficient Materials

Describe any energy efficient or sustainable materials used in construction:
Fiber cement siding, LED lighting, high efficiency HVAC units, foam insulation

Modular Construction

If modular construction will be used, explain here:
The MAHTF currently intends to use modular construction and is talking to firms that can handle the onsite work as well as construct the modular component. Once plans and specs are finalized, the MAHTF will put this through the public advertised RFP process

Amenities

Will all features and amenities be available to market buyers also be available to affordable buyers? If not, explain the differences.
NA- No market rate housing, no amenities.

VIII. SURROUNDING AREA

1. Describe the land uses in the surrounding neighborhood: The property is located in a mixed use neighborhood with residential on three sides and retail on another.

2. What is the prevailing zoning in the surrounding neighborhood?
The surrounding area is roughly split between residential (primarily single family) and retail.

(1) Subject to impact on project budget, it is possible that a partial of full basement is included in lieu of slab.

3. How does the project's proposed site plan and design relate to the existing development pattern(s) of the immediately surrounding area?

Given the location, access and privacy of the lot, the proposed residential unit has little to no impact on the surrounding properties. In addition, the architecture and massing of the proposed unit is in keeping with the other residential units in the neighborhood.

4. Describe and note distances to nearby amenities and services such as shopping, schools, parks and recreation, or municipal offices.

The Wayland Middle School is less than 1/2 mile away, there is a park with playing fields directly across the street and there are numerous restaurants within a 5 minute walk.

5. Explain how developing the site contributes to smart growth development in the area (e.g. mixed use, reuse, concentrated development).

The additional unit sites appropriately on the lot and furthers the Town's goal of increasing it's affordable housing inventory. The site's proximity to parks, schools and retail also makes this site attractive for additional residential units.

6. Is the site located near public transit (bus, subway, commuter rail, etc.)? If so, indicate the type, distance to the nearest stop, and frequency of service.

No.

IX. FINANCING

1. Attach a letter of interest from a construction lender.

Are there any public funds to be used for this project? If yes, indicate the source, amount, use and status of funds: The entire project currently is anticipated to be funded with existing funds of the MAHTF. See audited financials attached. It is possible that HOME funds may be pursued, but such funds are not necessary to complete the project.

Describe the form of financial surety to be used to secure the completion of cost certification for this project N/A - No market rate units.

X. PROJECT FEASIBILITY

The section is for developers of home ownership projects.

Developers of multi-family rental projects must use the One Stop Application at <http://www.mhlc.com> and complete Section 3 Sources and Uses and Section 4 Pro Forma.

Ownership Pro Forma

	Total Costs	Per Unit	Per Sq. Ft.	% of Total
(a) Site Acquisition	\$ _____	\$ _____	\$ _____	\$ _____
Hard Costs:	\$ _____	\$ _____	\$ _____	\$ _____
Earth Work	\$ _____	\$ _____	\$ _____	\$ _____
Site Utilities	\$ _____	\$ _____	\$ _____	\$ _____
Roads & Walks	\$ _____	\$ _____	\$ _____	\$ _____

	Site Improvement	\$ _____	\$ _____	\$ _____	\$ _____
	Lawns & Planting	\$ _____	\$ _____	\$ _____	\$ _____
	Demolition	\$ _____	\$ _____	\$ _____	\$ _____
	Unusual Site Conditions	\$ _____	\$ _____	\$ _____	\$ _____
(b)	Total Site Work	\$ _____	\$ _____	\$ _____	\$ _____
	Concrete	\$ _____	\$ _____	\$ _____	\$ _____
	Masonry	\$ _____	\$ _____	\$ _____	\$ _____
	Metals	\$ _____	\$ _____	\$ _____	\$ _____
	Carpentry	\$ _____	\$ _____	\$ _____	\$ _____
	Roofing & Insulation	\$ _____	\$ _____	\$ _____	\$ _____
	Doors & Windows	\$ _____	\$ _____	\$ _____	\$ _____
	Interior Finishes	\$ _____	\$ _____	\$ _____	\$ _____
	Cabinets & Appliances	\$ _____	\$ _____	\$ _____	\$ _____
	Plumbing & HVAC	\$ _____	\$ _____	\$ _____	\$ _____
	Electrical	\$ _____	\$ _____	\$ _____	\$ _____
(c)	Total Construction	\$ _____	\$ _____	\$ _____	\$ _____
(d)	General Conditions	\$ _____	\$ _____	\$ _____	\$ _____
(e)	Subtotal Hard Costs (a+b+c+d)	\$ _____	\$ _____	\$ _____	\$ _____
(f)	Contingency	\$ _____	\$ _____	\$ _____	\$ _____
(g)	Total Hard Costs (e+f)	\$ _____	\$ _____	\$ _____	\$ _____

Soft Costs:	\$	\$	\$	\$
Permits/Surveys	\$	\$	\$	\$
Architectural	\$	\$	\$	\$
Engineering	\$	\$	\$	\$
Legal	\$	\$	\$	\$
Bond Premium	\$	\$	\$	\$
Real Estate Taxes	\$	\$	\$	\$
Insurance	\$	\$	\$	\$
Security	\$	\$	\$	\$
Developer's Overhead	\$	\$	\$	\$
General Contractor's				
Overhead	\$	\$	\$	\$
Construction Manager	\$	\$	\$	\$
Property Manager	\$	\$	\$	\$
Construction Interest	\$	\$	\$	\$
Financing/Application Fees	\$	\$	\$	\$
Utilities	\$	\$	\$	\$
Maintenance (unsold units)	\$	\$	\$	\$
Accounting	\$	\$	\$	\$
Marketing	\$	\$	\$	\$
(h) Subtotal Soft Costs	\$	\$	\$	\$
(i) Contingency	\$	\$	\$	\$
(j) Total Soft Costs (h+i)	\$	\$	\$	\$
(k) Total Development Costs (g+j)	\$	\$	\$	\$

Profit Analysis (should conform to the pro forma)

Sources:

Affordable projected sales \$ _____

Market sales \$ _____

Public grants \$ _____

(A) Total Sources \$ _____

Uses:

Construction Contract Amount \$ _____

(B) Total Development Costs \$ _____

Profit:

(C) Total Profit (A-B) \$ _____

(D) Percentage Profit (C/B) \$ _____

Cost Analysis (should conform to the pro forma)

Total Gross Building Square Footage _____

Residential Construction Cost per Sq. Ft. \$ _____

Total Hard Costs per Sq. Ft. \$ _____

Total Development Costs per Sq. Ft. \$ _____

Sales per Sq. Ft. \$ 0

(do not include proceeds from public grants)

XI. DEVELOPMENT SCHEDULE

Complete the chart below by providing the appropriate month and year. Fill in only as many columns as there are phases. If there will be more than three phases, add columns as needed.

	Phase 1	Phase 2	Phase 3	Total
Number of affordable units	<u>1</u>	_____	_____	_____
Number of market units	<u>0</u>	_____	_____	_____
Total by phase	<u>1</u>	_____	_____	_____

Please complete the following chart with the appropriate projected dates:

	Phase 1	Phase 2	Phase 3	Total
All permits granted	<u>8/1/2020</u>	_____	_____	_____
Construction start	<u>9/1/2020</u>	_____	_____	_____
Marketing start – affordable units	<u>12/1/2020</u>	_____	_____	_____
Marketing start – market units	<u>NA</u>	_____	_____	_____
Construction completed	<u>3/1/2021</u>	_____	_____	_____
Initial occupancy	<u>4/1/2021</u>	_____	_____	_____

XII. MARKETING OUTREACH AND LOTTERY

Affirmative Fair Housing Marketing Plan:

Please submit your Affirmative Fair Housing Marketing Plan (AFHMP), prepared in accordance with Section III of the 40B Guidelines, and a description of the lottery process that will be used for this project. This shall describe:

- Information materials for applicants that will be used that provides key project information;
- Eligibility requirements;
- Lottery and resident selection procedure;
- Any preference system being used (Note: if local preference is proposed for this project, demonstration of the need for local preference must be demonstrated and accepted by DHCD);
- Measures to ensure affirmative fair marketing including outreach methods;
- Application materials that will be used; and
- Lottery Agent.

XIII. CHECKLIST OF ATTACHMENTS

The following documentation must accompany each application:

1. Letter of support signed by Chief Elected Officer of municipality
2. Letter of support from local housing partnership (if applicable)
3. Signed letter of interest from a construction lender
4. Map of community showing location of site
5. Check payable to DHCD
6. Rationale for calculation of affordable purchase prices or rents (see Instructions)
7. Copy of site control documentation (deed or Purchase & Sale or option agreement)
8. Last arms length transaction or current appraisal under by-right zoning
9. 21E summary (if applicable)
10. Photographs of existing building(s) and/or site
11. Site Plan showing location of affordable units
12. Sample floor plans and/or sample elevations
13. Proposed marketing and lottery materials

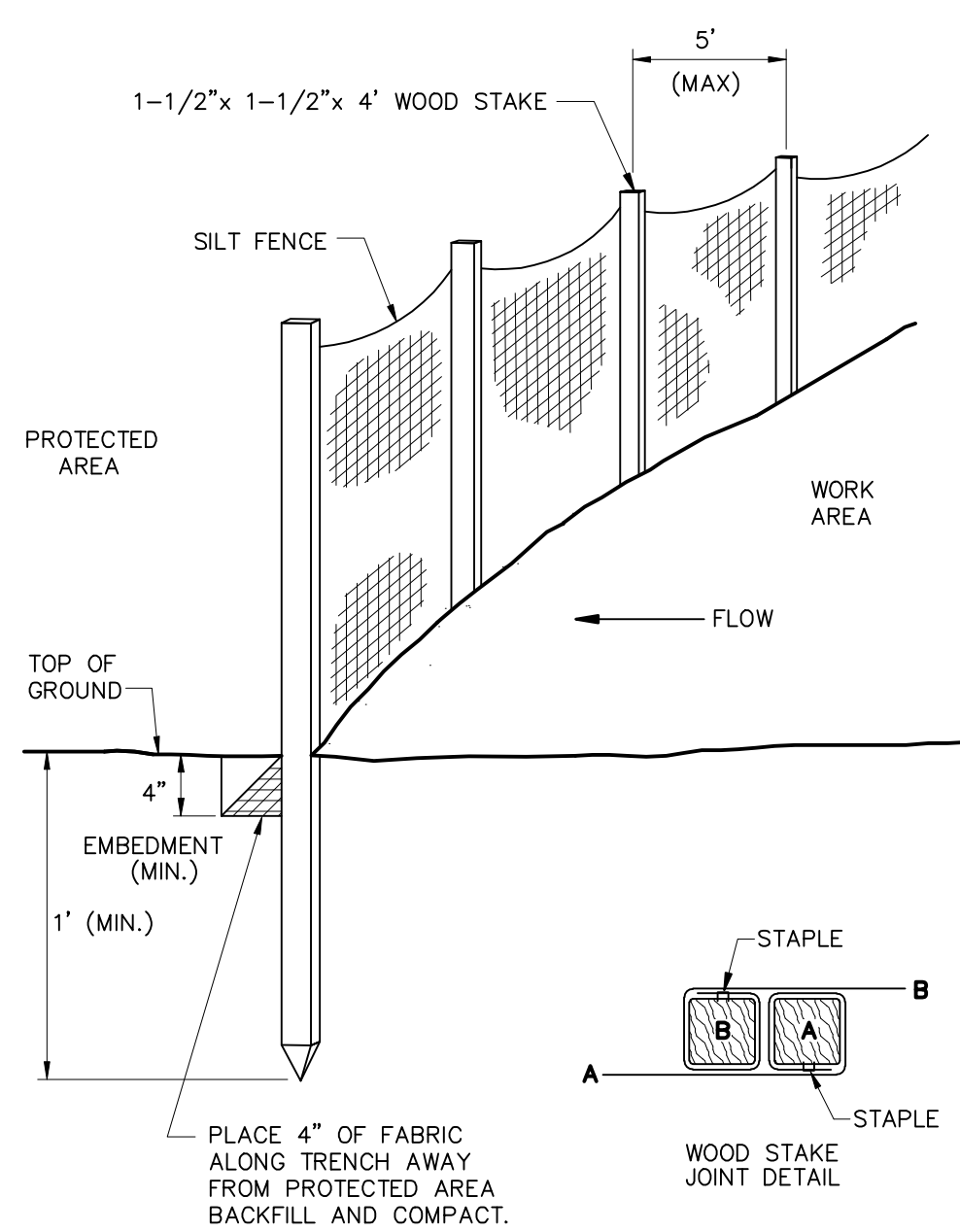
DEEP OBSERVATION HOLE LOG					
NO. & ELEV.	DEPTH (ft.)	SOIL HORIZON	TEXTURE (USDA)	COLOR (MUNSELL)	SOIL MOTTLING
DTH-1 8/8/17 197.7	0-10" 10-27" 27-67" 67-114"	Ap Bw C1 C2	SANDY LOAM LOAMY SAND MED. CRS. SAND FINE SAND	10YR3/2 10YR6/8 2.5Y5/4 10YR7/3	
DEPTH TO BEDROCK: -- STANDING WATER: -- WEeping FROM PIT FACE: -- ESHWT: 189.7					
DTH-2 8/8/17 197.5	0-11" 11-28" 28-60" 60-116"	Ap Bw C1 C2	SANDY LOAM LOAMY SAND MED. CRS. SAND FINE SAND	10YR3/2 10YR6/8 2.5Y5/4 10YR7/3	
DEPTH TO BEDROCK: -- STANDING WATER: -- WEeping FROM PIT FACE: -- ESHWT: 190.0					
DTH-3 8/8/17 196.7	0-9" 9-24" 24-35" 35-92" 92-120"	Ap Bw C1 C2 C3	SANDY LOAM LOAMY SAND CRS. SAND FINE SAND SANDY LOAM	10YR3/2 10YR6/8 2.5Y5/4 10YR7/3 10YR5/4	
DEPTH TO BEDROCK: -- STANDING WATER: -- WEeping FROM PIT FACE: -- ESHWT: 190.0					
DTH-4 8/8/17 197.2	0-11" 11-26" 26-55" 55-88" 88-104"	Ap Bw C1 C2 C3	SANDY LOAM LOAMY SAND MED. CRS. SAND FINE SAND SANDY LOAM	10YR3/2 10YR6/8 2.5Y5/4 10YR7/3 10YR5/4	
DEPTH TO BEDROCK: -- STANDING WATER: -- WEeping FROM PIT FACE: -- ESHWT: 189.9					
DTH-5 8/8/17 198.2	0-11" 11-32" 32-63" 63-104" 104-111"	Ap Bw C1 C2 C3	SANDY LOAM LOAMY SAND MED. CRS. SAND FINE SAND SANDY LOAM	10YR3/2 10YR6/8 2.5Y5/4 10YR7/3 10YR5/4	
DEPTH TO BEDROCK: -- STANDING WATER: -- WEeping FROM PIT FACE: -- ESHWT: 190.2					

STORMWATER O&M PLAN

SOURCE CONTROL MEASURES:
THE FOLLOWING SOURCE CONTROL AND POLLUTION PREVENTION MEASURES SHALL BE EMPLOYED ON THE SITE TO PREVENT CONTAMINATION OF STORMWATER RUNOFF:

- CONTROL LITTER ON THE SITE.
- COVER ANY DUMPSTERS AND MAINTAIN THEM TO PREVENT LEAKS.
- STORE LAWN AND DEICING CHEMICALS UNDER COVER.
- APPLY FERTILIZERS AND PESTICIDES SPARINGLY TO PREVENT WASHOFF.
- USE OF SLOW RELEASE NITROGEN AND LOW PHOSPHORUS FERTILIZERS IS ENCOURAGED.
- NO FERTILIZATION OR PESTICIDE APPLICATION IN OR NEAR ANY WETLAND RESOURCE AREA.
- LIMIT EXTERIOR WASHING OF VEHICLES AND EQUIPMENT TO LOCATIONS THAT DRAIN TO PERVIOUS SURFACES AND AWAY FROM STORM DRAINS.
- CLEAN UP SPILLS IMMEDIATELY WITH ABSORBENT MATERIALS; AVOID WASHING OF PAVEMENT.
- PUMP AND MAINTAIN SEPTIC SYSTEMS.
- USE ALTERNATIVE DEICERS SUCH AS CALCIUM CHLORIDE AND MAGNESIUM CHLORIDE IN LIEU OF SODIUM BASED DEICERS.
- DESIGNATE AREAS FOR SNOW STORAGE IN UPLAND LOCATIONS WHERE MELTWATER CAN DRAIN ONTO PERVIOUS SURFACES AWAY FROM WATER RESOURCES AND WELLS.
- DISCHARGE OF ANY MATERIAL OTHER THAN STORMWATER TO THE STORMWATER SYSTEM (DRYWELL) IS NOT PERMITTED.
- SWEEP ANY PAVEMENT AREAS REGULARLY.

DRYWELL:
DRYWELLS SHALL BE INSPECTED AFTER EVERY MAJOR STORM IN THE FIRST FEW MONTHS AFTER CONSTRUCTION. AFTER THIS INITIAL PERIOD, THE SYSTEMS SHOULD BE INSPECTED AT LEAST TWICE ANNUALLY (SPRING AND FALL) WITH ONE INSPECTION PERFORMED AFTER A MAJOR STORM TO SEE IF THEY HAVE FULLY DRAINED. IF THE INFILTRATION SYSTEM DOES NOT DRAIN WITHIN 72 HOURS OF THE END OF A STORM, THEN REMEDIATION MAY BE NECESSARY INCLUDING REPLACEMENT OF THE SYSTEM, AND AN ENGINEER SHOULD BE CONSULTED. HEAVY MACHINERY SHOULD NOT OPERATE NEAR OR OVER THE DRYWELL. ROOF GUTTERS SHALL BE CLEANED AT LEAST TWICE ANNUALLY AND WHENEVER DEBRIS OR BLOCKAGES ARE NOTED. VISUAL INSPECTION SHALL CONFIRM CONNECTION OF ROOF DRAINS/DOWNSPOUTS TO THE CONVEYANCE PIPE.

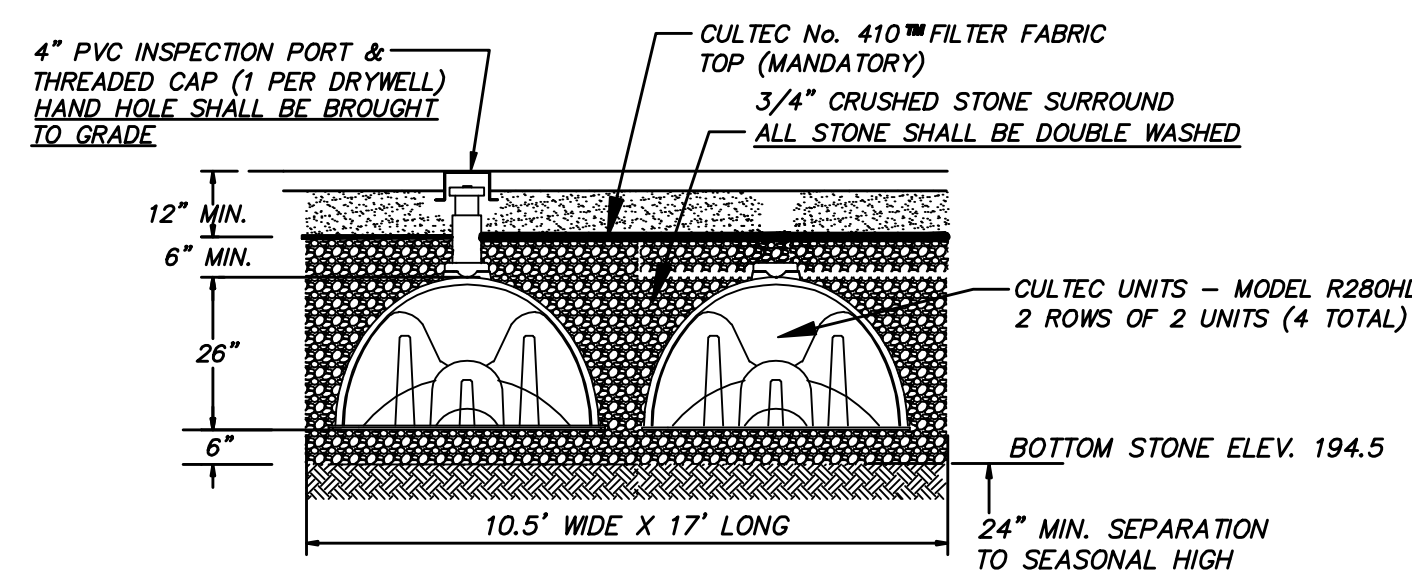


SILT FENCE DETAIL
NOT TO SCALE

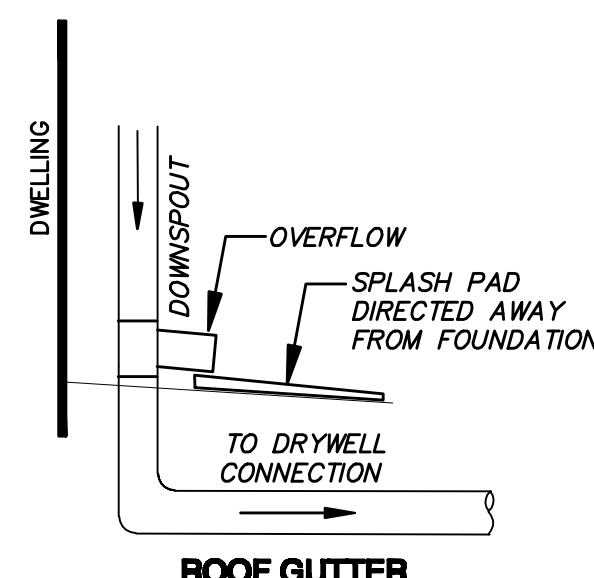
STORMWATER SUMMARY:

EXISTING IMPERVIOUS AREA = 2,830 S.F.
PROPOSED IMPERVIOUS AREA = 3,995 S.F.
TOTAL INCREASE = 1,165 S.F.

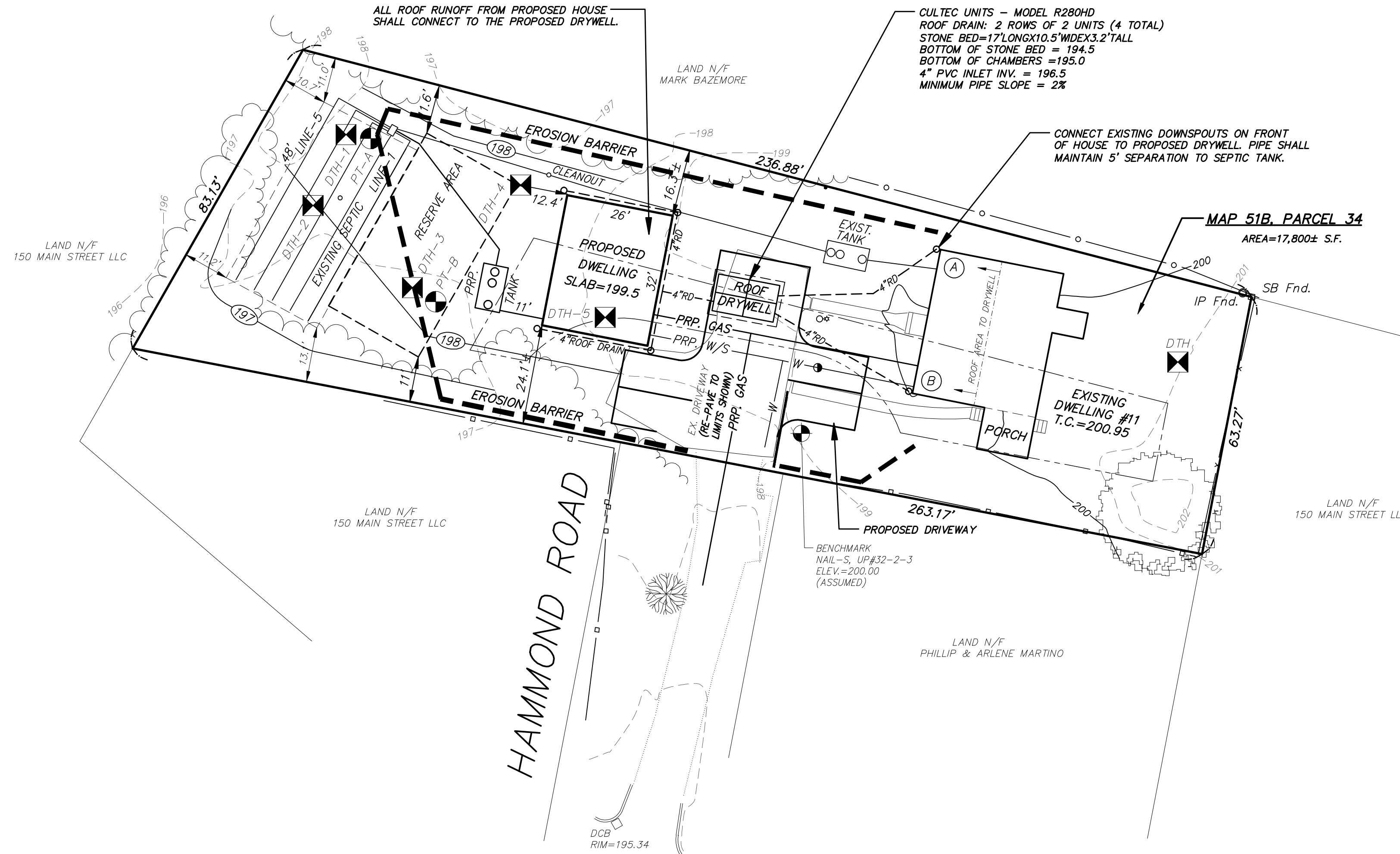
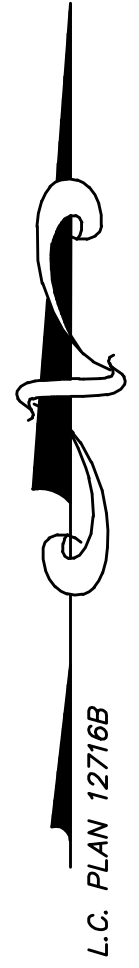
ROOF AREA CONNECTED TO DRYWELL = 1,370 S.F.
SIZED FOR 100 YEAR STORM



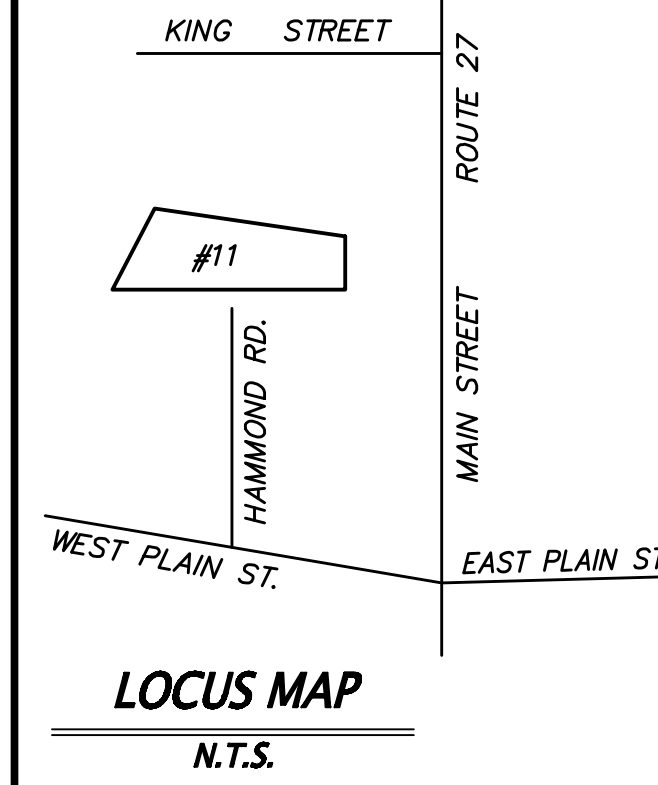
DRYWELL DETAIL
NOT TO SCALE



ROOF GUTTER CONNECTION SCHEMATIC
NOT TO SCALE



PLAN NOTE:
THIS PLOT PLAN IS PREPARED FROM LINES OF OCCUPATION. THE TIES TO THE LOT LINES ARE NOT TO BE USED IN THE SETTING OF FENCES, HEDGES, ETC. AND IS NOT TO BE CONSIDERED A PROPERTY LINE SURVEY.



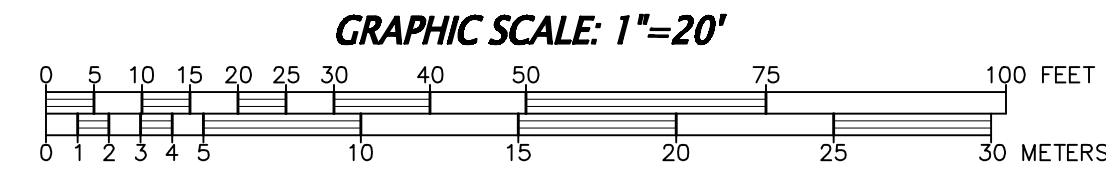
ZONED: RESIDENCE
AREA = 20,000 sf
FRONTAGE = 120 feet
SETBACKS: FRONT = 30 feet
SIDE = 15 feet
REAR = 30 feet

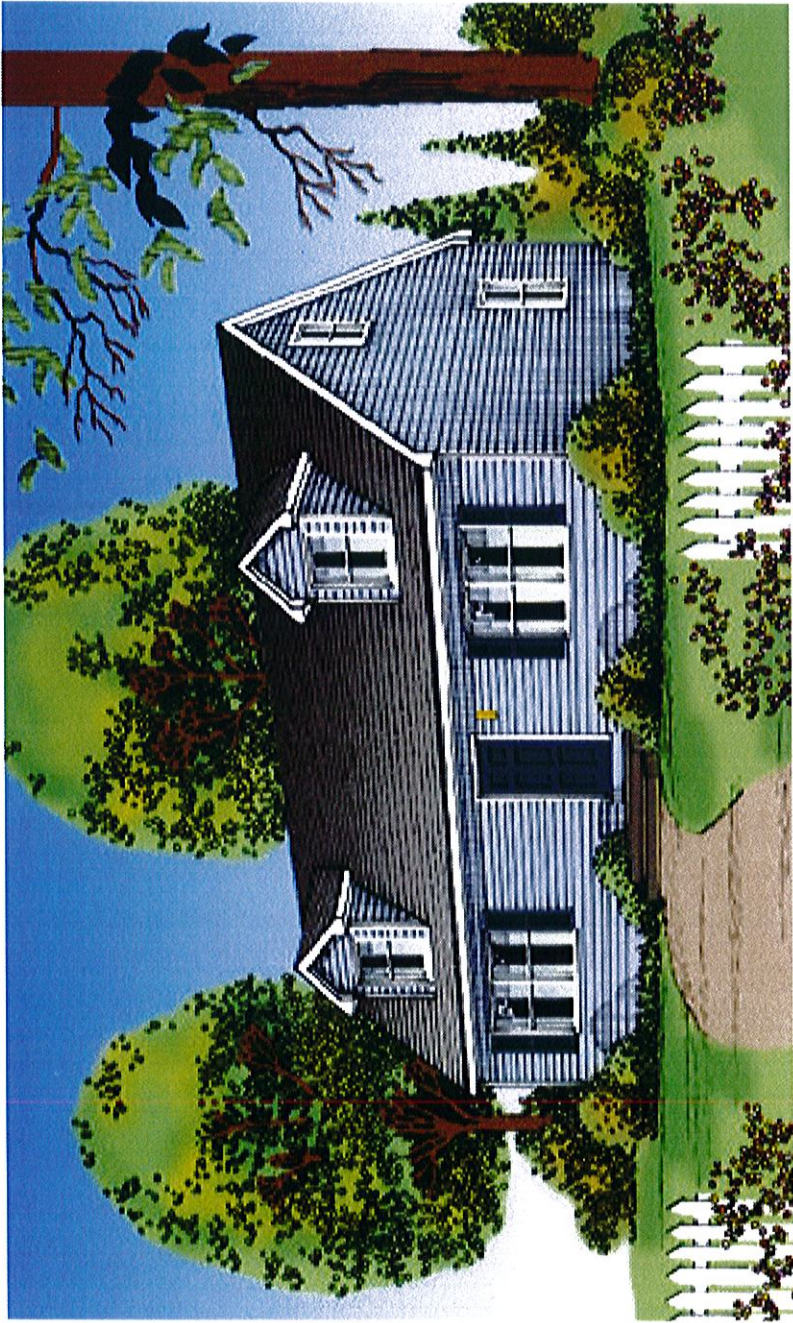
OWNER:
WAYLAND AFFORDABLE
HOUSING TRUST
DEED BK. 1515, PG. 130

**SULLIVAN, CONNORS
AND ASSOCIATES**
LAND SURVEYING AND CIVIL ENGINEERING
121 BOSTON POST ROAD
SUDBURY, MASSACHUSETTS 01776
PHONE: 978-443-9566 FAX: 978-443-8915

**PROPOSED SITE PLAN
OF
11 HAMMOND ROAD
IN
WAYLAND, MA**

REVISED: DESCRIPTION:
DRAWN BY: RBM CHECK BY: VC
DATE: MARCH 21, 2019
SCALE: 1"=20' SHEET 1 OF 1.

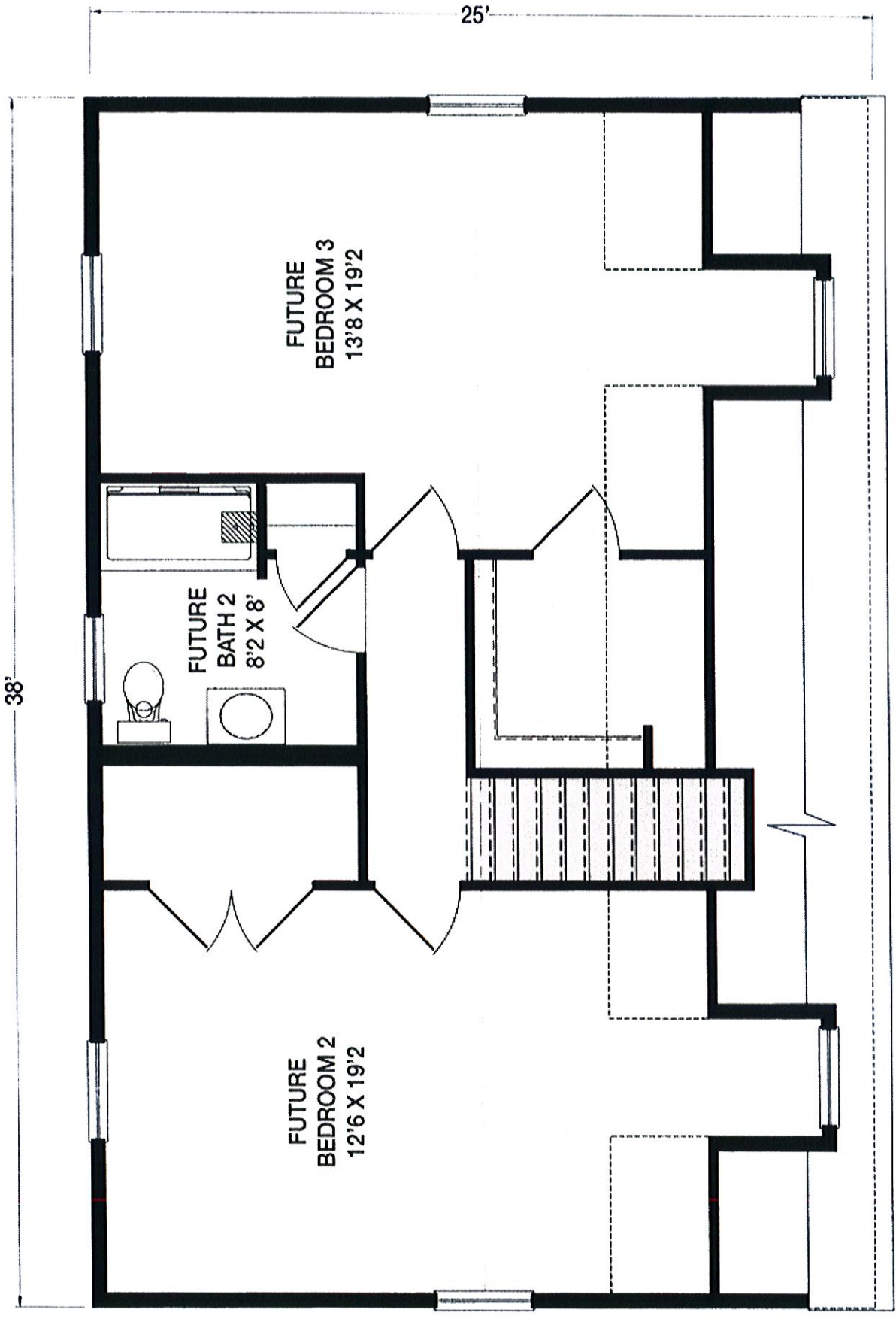




Worm Division?



ASHLAND



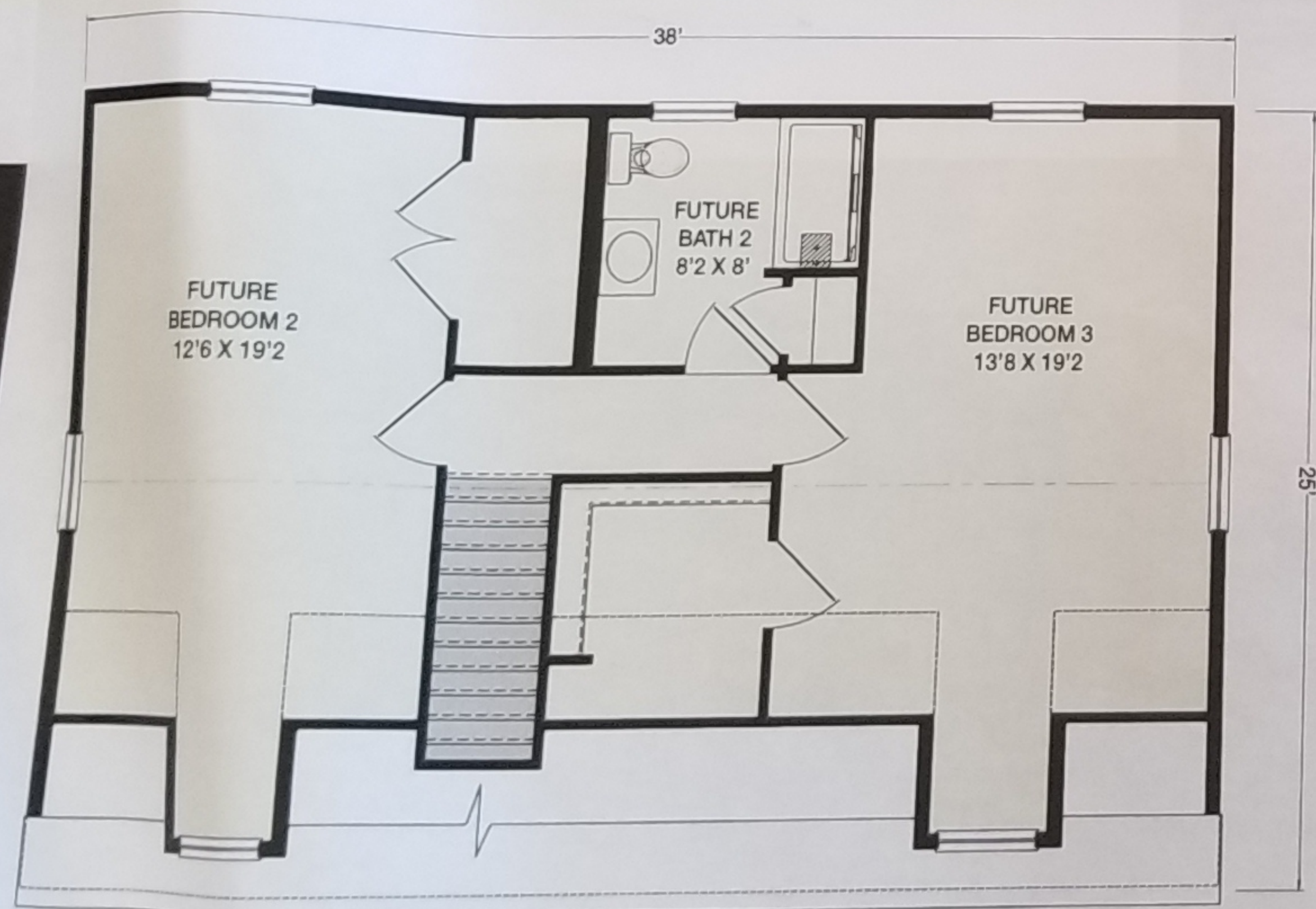
ASHLAND



The Lincoln

AMERICAN EAGLE SERIES

Shown with optional features not included in base price.



The Falmouth

WESTCHESTER MODULAR HOMES



LOUISE L. E. MILLER
TOWN ADMINISTRATOR
TEL. (508) 358-3620
www.wayland.ma.us

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN

LEA T. ANDERSON
MARY M. ANTES
THOMAS J. FAY
CHERRY C. KARLSON
DOUGLAS A. LEVIN

March __, 2020

Ms. Alana Murphy
Deputy Associate Director
Local Initiative Program
Department of Housing & Community Development
100 Cambridge Street, Suite 300
Boston, MA 02114

Re: 11 Hammond Road, Wayland, MA, LIP Project Application

Dear Ms. Murphy:

I am writing on behalf of the Town of Wayland Board of Selectmen ("BOS") to express our support for the above-referenced Local Initiative Program (LIP) Application.

The BOS' stated goals and objectives include a number of items related to housing, including:

- 1) Reach the 10% affordable housing target under Chapter 40B;
- 2) Work with developers of 40B projects to avoid conflicts; and
- 3) Determine roles of various housing groups and develop a unified approach to affordable housing.

In 2014, the BOS worked with the Planning Board, Housing Partnership, Wayland Housing Authority ("WHA") and interested residents to secure the approval of Town Meeting for the establishment of an affordable housing trust fund pursuant to Chapter 491 of the Massachusetts Acts of 2004, as amended by Sections 1 through 6 of Chapter 109, i.e., M.G.L. c. 44 §55C, i.e., the Town of Wayland Municipal Affordable Housing Trust Fund ("MAHTF").

Over the past six years, the BOS has supported Town Meeting action approving the annual transfer of funds from the Town of Wayland's ("Town") community preservation fund, otherwise earmarked for community housing, to the MAHTF. These funds are intended for use by the MAHTF in advancing its mission of creating and preserving affordable housing for the benefit of low- and moderate-income households in Town.

The BOS understands that the MAHTF has endeavored to identify property acquisitions, such as 11 Hammond Road, that have sufficient land area to develop one or more additional affordable units, thereby leveraging the MAHTF's financial resources. This strategy seems particularly appropriate given the high cost of land in Town and increased development costs resulting from the MAHTF's required compliance with the prevailing wage law.

In August 2018, the BOS submitted the Town's application for Local Action Unit status for the existing 4-bedroom house at 11 Hammond Road, which status was granted by DHCD in June 2019.

The proposed development of a single, three-bedroom house at 11 Hammond Road is the second part of the MAHTF's plans for this 0.41-acre site, is consistent with the MAHTF's mission and is permitted by the MAHTF's declaration of trust without further approval by the BOS, Planning Board or Town Meeting. The proposed development does require, however, the BOS to agree to execute the LIP application on behalf of the Town.

On March __, 2020, at a regularly scheduled meeting, a motion to issue a letter of support for inclusion in the LIP application and authorize me, as Chair, to sign the application on behalf of the Town was unanimously approved.

The BOS relied, in part, on input it received from the Housing Partnership which is charged to evaluate proposed 40B developments in Town. Based on that input, the BOS enthusiastically supports the proposed project at 11 Hammond Road. We have confidence in the volunteers who serve as Trustees of the MAHTF, particularly those with the development and financial experience required to successfully to complete this project, and believe this project will further the MAHTF's important mission.

The Town looks forward to working with you on this important project and thank you for your consideration of this application.

Respectfully submitted,

Cherry C. Karlson, Chair
Board of Selectmen



TOWN OF WAYLAND
Housing Partnership
41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

MEMBERS

RACHEL BRATT, CHAIR
MARY ANTES
JOANNE BARNETT
KATHLEEN BOUNDY
CHRISTINE DIBONA
REV. DAVID O'LEARY
KATHERINE PROVOST
DARIA TUCKER
ROBI ZALLEN

February 26, 2020

Ms. Alana Murphy
Deputy Associate Director
Local Initiative Program
Department of Housing & Community Development
100 Cambridge Street
Boston, MA 02114

Re: Development Unit at 11 Hammond Road, Wayland, MA – LIP Project Application

Dear Ms. Murphy:

I am writing on behalf of the Wayland Housing Partnership (“WHP”) to express our support of the above-referenced Local Initiative Program (LIP) Application.

The role of the WHP is to help implement the Town of Wayland’s (“Town”) affordable housing goals and policies through negotiations with private developers and by working with the community to lead and support efforts to meet the affordable housing needs of the Town.

In 2014, the WHP worked with the Planning Board, Board of Selectmen, Wayland Housing Authority (“WHA”) and interested residents to secure the approval of Town Meeting for the establishment of an affordable housing trust fund pursuant to Chapter 491 of the Massachusetts Acts of 2004, as amended by Sections 1 through 6 of Chapter 109, i.e., M.G.L. c. 44 §55C, i.e., the Town of Wayland Municipal Affordable Housing Trust Fund (“MAHTF”).

On February 27, 2018, at a regularly scheduled meeting, one of the MAHTF trustees met with the WHP to review the MAHTF’s plans for a property it had acquired in September 2017, i.e., 11 Hammond Road. The 11 Hammond Road property includes an existing 4-bedroom house and approximately 0.41 acres of land.

In addition to improving and renting the existing house to tenants that meet DHCD's Local Action Unit ("LAU") income qualifications, the MAHTF was considering the development of an additional two units of affordable housing on the site, subject to securing the approval of the Board of Selectmen and Planning Board (which is required under the MAHTF's Declaration of Trust if a project contains more than two units) and receipt of a 40B comprehensive permit from the Zoning Board of Appeals.

On March 10, 2018, a number of the MAHTF trustees and WHP members conducted a site visit to determine the feasibility of building a duplex on the site and to assess the impact on the surrounding area, particularly given input the MAHTF and WHP had received from various property owners in the general vicinity.

On June 5, 2018, at a regularly scheduled meeting, two MAHTF trustees met with the WHP to provide an update on its planned development at 11 Hammond Road and to secure the support of the WHP for the submission of an application to DHCD for LAU status for the existing 4-bedroom house. At that meeting, the MAHTF trustees noted that due to parking and snow storage constraints and given feedback received from one of the direct abutters to 11 Hammond Road and various property owners in the general vicinity about the density of the proposed project, the MAHTF had decided to scale back its development plans by pursuing the development of a single, 3-bedroom house rather than a duplex.

The final LIP application was reviewed by the WHP at its regularly scheduled meeting on February 25, 2020 at which time a motion to issue a letter of support for inclusion in the application and authorize me, as Chair, to sign the application on behalf of the WHP was unanimously approved.

The WHP found the project to be acceptable and in the interest of the Town for the following reasons:

- 1) The proposed development is consistent with the mission of the MAHTF of creating and preserving affordable housing for the benefit of low- and moderate-income households in Town;
- 2) The property is located in close proximity to shopping, recreation and other affordable housing owned by the WHA;
- 3) The MAHTF considered feedback received from surrounding property owners and responded by downsizing the proposed development from the initially proposed duplex to a single three-bedroom house;
- 4) The MAHTF has the ability to fund the proposed development costs without seeking outside financing and/or grants; and
- 5) The additional affordable unit will contribute to the Town's overall affordable housing inventory and is consistent with its housing production plan.

The WHP considers this an important project for both the MAHTF and the Town. We look forward to working with you and the MAHTF through all phases of this project and thank you for your consideration of this application.

Respectfully submitted,



Rachel Bratt, Chair

Wayland Housing Partnership

cc: Board of Selectmen, Municipal Affordable Housing Trust

Hegarty, Teri

From: Ashley Fuller <ashley@ashleyfuller.com>
Sent: Monday, June 22, 2020 10:38 PM
To: Hegarty, Teri
Subject: Cultural Council
Attachments: Ashley S Fuller CV.doc

[NOTICE: This message originated outside of the **Town of Wayland Email System -- DO NOT CLICK** on links or open **attachments** unless you are sure the content is safe.]

Good evening Teri,

My reasons for wanting to become a part of the Cultural Council are simple:

My wife and I moved to Wayland this past December. Our 2.5 year old son is our absolute treasure. We want to take an active role in the community/town/school system, as we view the town as a part of our family team. Wayland will be his childhood home, his first forms of education and his first true taste of the world.

I want to help ensure that the Wayland he knows reflects an open, diverse, inclusive, happy and safe environment. We can't control much in this world, but we can strive to make a difference and benefit our community. I want our son to know the importance of inclusion and equality; therefore I must do my part

I'm happy to answer any questions anyone may/will have,
Ashley

Ashley S Fuller

Education: B.S. Individualized Studies-George Mason University.

Expertise: The integration of GPS technology into the VeriTracks software system.

Certificates: Global Positioning Systems (GPS) and other Radionavigation Satellites-Applied Technology Institute, June, 2011.
Mapping with Google-Google, June, 2013.
GPS/GNSS Operations for Engineers and Technical Professionals-Navtech GPS, December, 2014.
(BAT) Breath Alcohol Technician Training Course-Certified Training Solutions, August, 2017.

Experience:

2011-Current **Securus Monitoring Solutions, a Satellite Tracking of People Company** Houston, Texas
Director, Judicial Affairs

- Manages all functions of the GPS data certification process.
- Testifies as an expert witness in “GPS technology as it is integrated into the VeriTracks software system.”
- Collects, compiles, prepares and evaluates statistical data from the VeriTracks GPS tracking system.
- Assists law enforcement agencies in the analysis of suspected or documented criminal activity of individuals on GPS tracking devices.
- Researches and analyzes criminal intelligence information collected from the VeriTracks GPS tracking system.
- Integrates information from many sources using various illustrative methods including charts, diagrams and maps.
- Prepares a variety of reports, graphs, charts and maps related to criminal activities and organized criminal groups.
- Presents analytical findings to customers.
- Provides necessary editing, writing, formatting and coordinating of user manuals and technology requirements.
- Creates appropriately formatted legal documents for cases.
- Manages all legal paperwork pertaining to GPS data requests to include subpoenas and search warrants for Satellite Tracking of People, LLC.
- Creates and implements training courses for various clients throughout the Country.
- Acts as the custodian of records for Satellite Tracking of People, LLC.

2009-2011 **George Mason University** Fairfax, Virginia
Crime Analyst

- Wrote department policy while maintaining consistency with State and local governmental policy.
- Conducted research on various topics and synthesized the findings.
- Prepared criminal intelligence reports in accord with Federal and State guidelines.
- Implemented policy according to local, State, and Federal law.
- Analyzed data and information to assist in crime detection for field personnel.
- Designed, interpreted, and conducted a variety of analytical studies and criminal analysis to support police planning and management of the Police Department.
- Analyzed, reviewed, and implemented accreditation standards and University policy.

Ashley S. Fuller

31

- Assisted in the on-going review, analysis, and delivery of policy changes and implementation.
- Conducted and led comprehensive studies on new and proposed policy initiatives, providing balanced information and analyses of the issues.
- Prepared written analyses based on quantitative or qualitative findings of program/policy studies.
- Developed and implemented training, testing, and adult education policies and program priorities for the department.
- Edited documents to ensure adherence to accreditation commission standards.
- Wrote document and event synopses and departmental memorandums.
- Represented the Police Department at University meetings, campus committees, and outside University events.

2005-2009

George Mason University
Master Police Officer

Arlington, Virginia

- Managed all functions of a police shift upon the absence of the supervisor.
- Wrote policy change proposals.
- Created and implemented community policing projects to enhance public relations.
- Represented the police department at county-wide task force and roundtable meetings.
- Created and maintained liaisons with Federal, State, and local law enforcement.
- Worked directly with professional and social services agencies.
- Taught in-service training at the Northern Virginia Criminal Justice Training Academy.
- Conducted in-depth investigations.

2003-2005

George Mason University
Police Officer

Fairfax, Virginia

- Provided proactive deterrent patrols on the University campus.
- Conducted preliminary investigations on criminal and civil complaints.
- Participated in undercover narcotics and alcohol investigations.
- Prepared testimony and evidence for court.
- Made referrals to other professional and social services agencies.

Awards and Honors:

- Graduated Summa Cum Laude
- Published in *The Safe Campus*, Volume 19, Number 1 edition
 - *Teaching Cops How to Talk: an interpersonal and intercultural communications curriculum*
- Mothers Against Drunk Driving (MADD) DUI enforcement award (2004, 2005)

Professional Membership:

- Institute of Navigation
- Civil GPS Service Interface Committee

Training and Presentations:

Ashley S. Fuller

- Court Services and Offender Supervision Agency's General Counsel
STOP's Technology and Services
- Satellite Tracking of People, LLC 2012, 2014, 2015, 2016, 2017, 2018 & 2019
Training Institute
 - Witness Testimony Preparation: incorporating STOP knowledge into the
courtroom
- Securus Technologies Summit, 2019
 - Witness Testimony Preparation
- Advanced Courtroom Training
 - New York State Parole
 - State of Maryland
 - Fresno County Adult Probation
 - Placer County Probation
 - Court Services and Offender Supervision Agency

Expert Witness Experience Includes:

- The United States District Court for the District of Nebraska
 - United States of America vs. Quantal Blake
 - United States of America vs. Emmanuel Chaplain
- District Court of Sullivan County
 - State of Tennessee vs. Antoine Blugh
- Superior Court of the District of Columbia
 - United States vs. Pablo Jayo
 - United States vs. Willie Parker
 - United States vs. Jacques Parker
 - United States vs. Ricky Troxler
 - United States vs. Tommy Branch
 - United States vs. Sunny Kuti
 - United States vs. Tavon Johnson
 - United States vs. Steven Slaughter
 - United States vs. Anthony Davis
 - United States vs. Johnathan Jones
 - United States vs. Samuel Hall
 - United States vs. Darnell Mason
 - United States vs. Stephon Brown
 - United States vs. Eric Jackson
 - United States vs. Kevin Hopkins
 - United States vs. Marquell Greene
 - United States vs. Warren Stevenson
 - United States vs. Derryck Decuir
 - United States vs. Malik Williams
 - United States vs. Terrez Crocker
 - United States vs. Taijhon Weems
 - United States vs. Jabriel Tardy
 - United States vs. Lisa Westfield
 - United States vs. Terrence Atchinson
 - United States vs. James Young
 - United States vs. Eric Sheptock
 - United States vs. Albert Brown

Ashley S. Fuller

- United States vs. Deandre Providence
- United States vs. Roscoe Tinsley
- United States vs. Malik McClam
- United States vs. Marquette Tibbs
- Superior Court of Decatur County, Georgia
 - State of Georgia vs. Patrick Bell
- Superior Court of California, County of Santa Clara
 - State of California vs. Edward Leon Austin et al
- Superior Court in Long Beach, California
 - State of California vs. Michael Angelo Serrato
- Superior Court in San Mateo County, California
 - State of California vs. Brian Heneghan
- Superior Court of California, County of Mendocino
 - State of California vs. James Lawrence Perkins
- Superior Court in Los Angeles, California
 - State of California vs. Amilcar Romero and Juan Gutierrez
 - State of California vs. Adonis Harris
 - State of California vs. Jose Arana
 - State of California vs. Debra Miles
 - State of California vs. Marques Borney
- Criminal District Court of Orleans Parish
 - State of Louisiana vs. Kenneth Barnes
- Superior Court of California, San Bernardino County
 - State of California vs. Degraw et al.
- Superior Court of California, Contra Costa County
 - State of California vs. Rickey Reed
- Superior Court of California, Kern County
 - State of California vs. Daniel Blea Cruz Jr.
- Superior Court of California, Riverside County
 - State of California vs. Ryan Fulsom
 - State of California vs. Antonio Avila Ramos
 - State of California vs. Juan Antonio Hernandez
 - State of California vs. David James Lillard
 - State of California vs. Lopez/Malanche/Armendariz/Monzon
- Superior Court of California, Fresno County
 - State of California vs. Robert Lee Davis III
- Superior Court of California, Fairfield
 - State of California vs. Delvon LaJuan Hammond
- Superior Court of California, County of San Joaquin
 - State of California vs. Bobby Jan Phommachan
- Superior Court of California, Alameda County
 - State of California vs. Randy Alana
 - State of California vs. Hassan Bratcher
- Superior Court of California, San Diego
 - State of California vs. Michael Wayne Inman
- The Supreme Court of the County of Monroe
 - State of New York vs. Natalie A. Johnson
 - State of New York vs. Jerrell Henry

Ashley S. Fuller

- State of New York vs. Michael Walton
- State of New York vs. Cedrick Wilson
- State of New York vs. Ricky Moore
- State of New York vs. Genesis Colon and Tyshon Myles
- The Supreme Court of the County of Erie
 - State of New York vs. Lydell Jones
- The Supreme Court of the County of Queens
 - State of New York vs. Isaiah Nicholson
- The State of New York County of Saratoga
 - State of New York vs. Ryan Place
- The State of New York County of Westchester
 - State of New York vs. Carmelo Rivera
- The State of New York County of Albany
 - State of New York vs. Rashawn Anderson
 - State of New York vs. Marcelle Chandler
- Circuit Court for Prince George's County
 - State of Maryland vs. Dominic Givens
 - State of Maryland vs. Martel Hall
 - State of Maryland vs. Hall, Cummings and Lubin
- The Circuit Court of Pulaski County, Arkansas
 - The State of Arkansas vs. Tyrun Lamont Jones
- The District Court of Douglas County, Nebraska
 - State of Nebraska vs. Arthur C. Simpson
- Superior Court of the District of Columbia Family Court
 - District of Columbia vs. J.A. (Juvenile)

Hegarty, Teri

Subject: FW: Wayland Cultural Council

On 6/12/20, 10:15 AM, "Lynne Lipcon"

[NOTICE: This message originated outside of the Town of Wayland Email System -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

To: Board of Selectmen

I write to you to ask to be considered for membership on the Wayland Cultural Council. I have spoken with Rachel Sideman-Kurtz and understand the scope of the committee's work. My commitment to arts and education over the past 30 years is testament to the fact that I am aligned with the committee's mission. I believe I have both the experience and knowledge to be asset to the committee and the town.

Thank you for your consideration.

Lynne Lipcon

Hegarty, Teri

Subject: FW: Wayland Cultural Council

From: Lynne Lipcon

Date: Monday, June 22, 2020 at 9:07 PM

To: "Karlson, Cherry" <ckarlson@wayland.ma.us>

Cc: "Sideman-Kurtz, Rachel" <rsideman-kurtz@wayland.ma.us>

Subject: Re: Wayland Cultural Council

[NOTICE: This message originated outside of the Town of Wayland Email System -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

To the BOS:

I would like to be considered for a position on the WCC. The most important thing to know about me is that I care deeply about Wayland and that when I commit to any volunteer work, I am 100% in. With that and my strong belief in the power of cultural enrichment to educate, inspire, and empower, I believe I am particularly well suited to this committee.

Just a few things that seem particularly germane:

- 12 years as a member or chair of the Cultural Enrichment Council for the Wayland schools. As such, I worked with teachers and co-council members to plan and deliver enrichment programs to k- 12.
- In my 20+ years as a Wayland Library Trustee, I was involved in the selection of many Gossels programs.
- 30+ years working with Young Audiences of Massachusetts (yamass.org). I have served this arts and education organization in many capacities including finance committee, education committee, board chair, but most of my time has been in service of the Program Committee. That work continues to include:
 - Monitoring the artist roster for in-school programming on an ongoing basis
 - Researching, previewing, and recommending potential new programs with an eye to providing diversity of culture and genre
 - Fine tuning arts programs to meet educational goals and meet state standards
 - Sharing suggestions for artists' contract renewals
 - Helping to develop the organization's response to big issues that affect the arts and education (Currently, distance learning.)
- I have been on both ends of the grant process. I have written arts grants and reviewed grant applications, both arts related and otherwise and have a working knowledge of the MCC.

I look forward to talking with you Thursday evening.

Thanks for your consideration.

~ Lynne Lipcon



LOUISE L. E. MILLER
TOWN ADMINISTRATOR
TEL. (508) 358-3620
www.wayland.ma.us

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

Draft Meeting Minutes
BOARD OF SELECTMEN
Wednesday, June 10, 2020
11:00 a.m.

Wayland Town Building
Council on Aging Room
41 Cochituate Road, Wayland, MA

BOARD OF SELECTMEN
LEA T. ANDERSON
MARY M. ANTES
THOMAS J. FAY
CHERRY C. KARLSON
DOUGLAS A. LEVINE

Note: In compliance with the March 12, 2020 Massachusetts Office of the Governors' Order Suspending Certain Provisions of the Open Meeting Law M.G.L. Chapter 30A, Section 20, this meeting of the Board of Selectmen was livestreamed on local broadcast on WayCAM. Public Comment was received by telephone during the time designated for Public Comment.

Attendance: Lea T. Anderson, Mary M. Antes, Thomas J. Fay, Cherry C. Karlson, Douglas A. Levine
All members participated remotely by tele-videoconferencing.

Also Present: Town Administrator, Louise Miller; Management Analyst, Jason Adams; Selectmen Elect, David Watkins

A1. Call to Order by Chair, Review the Agenda for the Public C. Karlson called the meeting of the Board of Selectmen to order at 11:01 a.m. when a quorum was available, and noted that the meeting would be broadcast live and recorded for later broadcast by WayCAM. C. Karlson announced that members of the Board would participate remotely to maintain social distance, and gave a phone number (508-358-6812) for the public to call to offer comments. C. Karlson reviewed the agenda for the public.

A2. Announcements and Public Comment M. Antes announced that the Vokes Theatre is holding a nonperishable drive-thru food drive to support the Parmenter Food Pantry on June 27 from 11:00 a.m. to 1 p.m. C. Karlson thanked the Town Clerk and Town Staff for helping to make the Town Election a success during the pandemic. C. Karlson opened the meeting for public comment.

A6. Minutes: Review and vote to approve minutes of June 5, 2020 L. Anderson moved, seconded by D. Levine, that the Board vote to approve the meeting minutes of Friday, June 5, 2020, as amended. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A3. Restaurants: review, discuss and potential vote on outdoor service applications for the following restaurants: 1. Giacomo's Ristorante, 14 Elissa Avenue, Wayland 2. The Local Wayland, 400 Boston Post Rd, Wayland 3. Dudley Chateau, 20 Crest Rd, Wayland L. Miller reported that after the Governor issued COVID-19 Executive Orders No. 35 and No. 37 Town officials determined that there are two local regulations that cannot be waived for the approval of outdoor service applications. The two regulations are the building code and regulations of ADA accessibility. L. Miller noted that the applications were reviewed by Police Chief Swanick, Fire Chief McPherson, Building Commissioner Larsen, and Health Director Junghanns. In addition, Sarkis Sarkisian, Town Planner, and L. Miller visited all three restaurants and viewed the proposed outdoor seating for compliance with the Governor's Orders. D. Levine confirmed that the Building Department and Health Department would inspect the property before outdoor service commences.

A3.2. The Local Wayland, 400 Boston Post Rd, Wayland L. Miller reported that the Local restaurant was allowed to open the existing 18 seat outdoor area as of right and they have applied to add an additional area of outdoor seating to increase the total of outdoor capacity to 38 seats. L. Miller noted that the application was reviewed by Town officials and complied with both regulations and she recommended approval.

M. Antes moved, seconded by D. Levine, that the Board approve the application for outdoor service through November 1, 2020 or when the order is lifted, whichever is sooner. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A3.1. Giacomo's Ristorante, 14 Elissa Avenue, Wayland L. Miller noted that the restaurant was already licensed for outdoor patio seating and was currently using the area for take-out service. The restaurant requested to move outdoor seating to the Elissa Avenue side. L. Miller noted that the application was reviewed by Town officials and complied with regulations and she recommended approval with the modification to restrict parking in the two adjacent parking spaces.

D. Levine moved, seconded by M. Antes, that the Board approve the application for temporary outdoor service for the Testa Restaurant Group dba as Giacomo's of Wayland. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A3.3. Dudley Chateau, 20 Crest Rd, Wayland L. Miller reported that the Dudley Chateau was in a residential area and recommended that the Board review the hours of operation of the outdoor seating area. L. Miller noted that clarifications were needed on the matters of handicap accessibility and size of the proposed temporary outdoor seating area. L. Miller recommended that the Board table the review of the application to a future meeting to allow time to get the information. The Board agreed.

A4. Committee Appointments: Discussion and potential vote to appoint the following positions and term end dates: Audit Committee Klaus Shigley June 30, 2023; Surface Water Quality Norm Marowitz June 30, 2023; Wayland Housing Partnership Mary Antes June 30, 2023; Youth Advisory Committee Tyler Castagno June 30, 2023; Youth Advisory Committee Rabbi Louis Polisson June 30, 2023; C.

Karlson noted that the vacancies were posted on the Town website and other public online and news platforms.

L. Anderson moved, seconded by D. Levine, that the Board of Selectmen vote to appoint Klaus Shigley to the Audit Committee for a term ending June 30, 2023; to appoint Norm Marowitz to the Surface Water Quality Committee for a term ending June 30, 2023; to appoint M. Antes to the Wayland Housing Partnership for a term ending June 30, 2023; to appoint Tyler Castagno to the Youth Advisory Committee for a term ending June 30, 2023; and to appoint Rabbi Louis Polisson to the Youth Advisory Committee for a term ending June 30, 2023. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A5. COVID-19: Town Administrator update and review of Response Plan; vote any necessary actions, including but not limited to: 1. State re-opening plan Phase II a. Recreation; b. Council on Aging; 2. Annual Town Meeting – materials from MMA Webinar L. Miller reported that there were no new COVID-19 cases confirmed in Wayland this week.

A5.1. State re-opening plan Phase II

A5.1.b. Council on Aging L. Miller reported that the Council on Aging (COA) had already begun to conduct outdoor programming. L. Miller reported that the Wayland COA safety policies and procedures to conduct tax preparation during COVID would be used by the AARP as a model for other cities and towns.

A5.1.a. Recreation L. Miller reported that the Recreation Department was working hard to offer some summer programming and day camps for this summer. L. Miller stated that some activities will not be able to occur, but some could operate with modifications. There will be an update for the Board next week.

A5.2 Annual Town Meeting Update - MMA Conference C. Karlson noted that she, T. Fay and M. Antes had participated in a meeting with the Massachusetts Municipal Association (MMA) and retained helpful documents from other towns for the Town Meeting planning process.

A7. Consent: Review and vote to approve (see separate sheet)

1. Vote the question of designating and approving signing authority to Louise Miller, Town Administrator on items listed below.
2. Vote the question of approving and signing the amendment, effective July 1, 2020, to the agreement by and between the Towns of Acton, Bedford, Concord, Lexington, Sudbury, Wayland and Weston, Dated June 1, 2017 and amended July 1, 2018 and July 1, 2019, and the Town of Concord and Lincoln, dated August 28, 2019, to share services of a Regional Housing Services Office. Amendment to extend Agreements from June 30, 2020 to September 30, 2020 and replacement of Exhibit B with new Membership Fee Schedule Chart for FY2021.

3. Vote the question of approving and signing the one-day liquor license for the sale of bottled wine (to be consumed off-site only) at the Russell's Summer Farmer's Market, 397 Boston Post Road, Wayland Massachusetts for the following days for the following wineries, contingent upon receipt of all necessary paperwork and payment and the review and approval of Russell's Summer Farmer's Market safety and precautions plan by the Town Administrator and the Health Director:
 - 1) Aaronap Cellars, 28 Carlisle Road, Westford, MA 01886: July 22, August 19 and September 16, 2020 from 12:00 pm to 4:00 pm.
 - 2) Stonybrook Cider, 284 Morgan Street, South Hadley, MA 01075: July 29, September 2, and October 7, 2020 from 12:00 pm to 4:00 pm.
 - 3) Mill River Winery, 41 Railroad Avenue, Rowley, MA 01969: July 1, August 26, and September 23, 2020 from 12:00 pm to 4:00 pm.
 - 4) House Bear Brewing, 3 Graf Road, Unit #15, Newburyport, MA 01950: July 15, August 12, September 9, 2020 from 12:00 pm to 4:00 pm.
4. Vote the question of approving three (3) yard signs to be displayed from June 13, 2020 to June 20, 2020 at the following locations: Old Connecticut Path and Cochituate Road (Five Paths), Route 20/Old Connecticut Path by the Coach Grill and Fire Station Two in Cochituate by League of Women Voters of Wayland to promote residents to complete the 2020 Census.

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

A8. Correspondence Review. There were no items for review included in the Board Packet.

A9. Selectmen's reports and concerns D. Levine reported that he had attended the peaceful demonstration/vigil at Route 20/27 that involved several hundred people.

A10. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any There were none.

A11. Adjourn D. Levine moved, seconded by L. Anderson, to adjourn the meeting at 11:51 a.m. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of June 10, 2020

1. There were none.

Items included as part of the Agenda Packet for discussion during the Board of Selectmen Meeting of June 10, 2020

1. Letter from Louise Miller, Town Administrator dated June 8, 2020 to all holders of Victualler's License and On-Premise Alcohol License re. Outdoor Table Service.
2. Template Application for Temporary Outdoor Table Seating
3. Massachusetts Mandatory Safety Standards for Restaurants
4. Massachusetts COVID-19 Checklist for Restaurants
5. Giacomo's of Wayland Application for Outdoor Seating
6. The Local of Wayland Application for Outdoor Seating
7. Dudley Chateau Application for Outdoor Seating
8. Board and Committee Vacancies Status as of June 10, 2020
9. Appointment Letter of Tyler Castagno to the Youth Advisory Committee from Chief Patrick Swanick to Anna Ludwig, Town Clerk May 19, 2020.
10. Letter of Recommendation of Rabbi Louis Polisson for continued service on the Wayland Youth Advisory Committee from Wayland Interfaith Leaders Association to Jason Verhoosky, Director of Youth and Family Services
11. Notice on COVID-19 Wayland update of COVID-19 cases June 2, 2020
12. Press Release from Town of Sandwich May 15, 2020 re: COVID-19 guidelines for Election Day.

13. PowerPoint from Lauren Goldberg, Esq. June 2020 re: Holding Municipal Elections During the Pandemic: Planning, Timing, and Considerations.
14. PowerPoint from Lauren Goldberg, Esq. June 2020 re: Holding Town Meetings During the Pandemic: Planning, Timing, and Considerations.
15. PowerPoint Re Lexington Virtual Town Meeting
16. Town Meeting Ariel Map Logistics Example
17. Checklist handout from KP Law on Town Meeting Planning During Pandemic
18. Draft of Board of Selectmen Meeting Minutes held on 06-05-2020

CORRESPONDENCE

1. None.



LOUISE L. E. MILLER
TOWN ADMINISTRATOR
TEL. (508) 358-3620
www.wayland.ma.us

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

Draft Meeting Minutes
BOARD OF SELECTMEN
Tuesday, June 16, 2020
8:30 a.m.

Wayland Town Building
Council on Aging Room
41 Cochituate Road, Wayland, MA

BOARD OF SELECTMEN
LEA T. ANDERSON
MARY M. ANTES
THOMAS J. FAY
CHERRY C. KARLSON
DOUGLAS A. LEVINE

Note: In compliance with the March 12, 2020 Massachusetts Office of the Governors' Order Suspending Certain Provisions of the Open Meeting Law M.G.L. Chapter 30A, Section 20, this meeting of the Board of Selectmen was livestreamed on local broadcast on WayCAM. Public Comment was received by telephone during the time designated for Public Comment.

Attendance: Lea T. Anderson, Mary M. Antes, Thomas J. Fay, Cherry C. Karlson, (L. Anderson, M. Antes, and T. Fay participated remotely by tele-videoconferencing; C. Karlson participated by tele-videoconferencing and was also present at Town Building.)

Absent: Douglas A. Levine

Also Present: Town Administrator, Louise Miller; Assistant Town Administrator, Elizabeth Doucette; Selectmen Elect, David Watkins

A1. Call to Order by Chair, Review the Agenda for the Public C. Karlson called the meeting of the Board of Selectmen to order at 8:35 a.m. when a quorum was available, and noted that the meeting would be broadcast live and recorded for later broadcast by WayCAM. C. Karlson announced that members of the Board would participate remotely to maintain social distance, and gave a phone number (508-358-6812) for the public to call to offer comments. C. Karlson reviewed the agenda for the public.

A2. Announcements and Public Comment C. Karlson reminded the Board that this meeting was called to address the single topic of outdoor seating applications for Wayland restaurants. The next meeting scheduled for June 25 will address multiple topics. M. Antes announced that the Vokes Theatre will hold a non-perishable food drive for the Parmenter Food Pantry on June 27 from 11:00 a.m. to 1:00 p.m. She also reminded citizens that the U.S. Census is ongoing.

C. Karlson announced the Public Comment phone line was open. There was no public comment.

A5. Correspondence Review The Board reviewed correspondence included in the Board Packet. There was discussion about the signage to encourage residents to respond to the US Census. L. Anderson suggested putting item #3 on the next agenda regarding when newly elected officials can take office.

A4. Consent: Review and vote to approve (see separate sheet)

1. Vote the question of designating and approving signing authority to Louise Miller, Town Administrator on items listed below.
2. Vote the question of approving and signing Contract 21-1002 with Solitude Lake Management for Heard Pond Water Chestnut Harvesting at a cost of \$11,700.00.
3. Vote the question of accepting with thanks one (1) donation totaling \$1,848.00 to the Wayland COVID-19 Relief Fund.
4. Vote the question of approving three (3) yard signs to be displayed from June 20, 2020 to June 27, 2020 at the following locations: Old Connecticut Path and Cochituate Road (Five Paths), Route 20/Old Connecticut Path by the Coach Grill and Fire Station Two in Cochituate by League of Women Voters of Wayland to promote residents to complete the 2020 Census.

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

A3. Restaurants: review, discuss and potential vote on outdoor service applications for the following restaurants: 1. Dudley Chateau, 20 Crest Road, Wayland, 2. Coach Grill, 55 Boston Post Road, Wayland, Sandy Burr Country Club, 103 Cochituate Road

A3.3. Sandy Burr Country Club, 103 Cochituate Road L. Miller noted that the restaurant applied for three separate areas of outdoor seating. The Town requested accessibility modifications.

T. Fay moved, seconded by M. Antes, that the Board approve the application for temporary outdoor seating for the Sandy Burr Country Club. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson. NAY: none. ABSENT: D. Levine. ABSTAIN: none. Adopted 4-0.

A3.2. Coach Grill, 55 Boston Post Road, Wayland L. Miller reported that the Coach Grill has proposed tented seating in the parking lot, and that Governor guidelines require that less than fifty percent is enclosed. L. Miller noted that the application was reviewed by Town officials and recommended that the Town review the types of planters that are proposed to protect patrons from Route 20 traffic. L. Miller noted that the owner has not been in the local area to provide a signature.

T. Fay moved, seconded by L. Anderson, that the Board approve the application for outdoor seating for the Coach Grill until November 1, 2020, with recognition of the follow-up items needed. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson. NAY: none. ABSENT: D. Levine. ABSTAIN: none. Adopted 4-0.

A3.1. Dudley Chateau, 20 Crest Road, Wayland L. Miller reported that the Dudley Chateau was previously reviewed by the Board; the owner has since reduced the number of outdoor seats and has leveled the surface for seating. The owner was cognizant of the hours of operations in response to being in a residential neighborhood. There is one handicap accessible bathroom in the building that was grandfathered under state law. L. Miller recommended that the Board cautiously approve the revised application with the understanding that it will be reviewed again at a future meeting in July. M. Antes expressed concern about the surface of the patio area and patrons with mobility issues. L. Miller noted that there were paths to allow accessibility.

T. Fay moved, seconded by M. Antes, that the Board approve the application for outdoor seating for the Dudley Chateau to be reviewed again as described in the discussion. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson. NAY: none. ABSENT: D. Levine. ABSTAIN: none. Adopted 4-0.

A6. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any There were none.

A7. Adjourn L. Anderson moved, seconded by T. Fay, to adjourn the meeting at 9:10 a.m. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson. NAY: none. ABSENT: D. Levine. ABSTAIN: none. Adopted 4-0.

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of June 10, 2020

1. There were none.

Items included as part of the Agenda Packet for discussion during the Board of Selectmen Meeting of June 16, 2020

1. Original Dudley Chateau Application for Temporary Outdoor Seating
2. Updated Dudley Chateau Application for Temporary Outdoor Seating
3. Coach Grill Application for Temporary Outdoor Seating
4. Sandy Burr Country Club Application for Temporary Outdoor Seating
5. Board and Committee Vacancies Status as of June 10, 2020
6. Temporary Space Agreement Testa Restaurant Group, LLC (Giacomos)
7. First Amendment to Retail Lease Testa Restaurant Group, LLC (Giacomos)
8. First Amendment to Retail Lease Local Restaurant of Wayland, LLC
9. Memorandum from Louise Miller, Town Administrator to Board of Selectmen re: applications for Temporary Outdoor Seating – Dudley Chateau, Coach Grill, and Sandy Burr Country Club
10. Wayland Building Application submitted by Coach Grill for Temporary Tent

11. Letter from Mandy Phillips of Dudley Chateau Restaurant to Sarkis Sarkisian, Wayland Town Planner dated June 15, 2020 re: Exterior Dining at the Dudley Chateau
12. Memorandum from Patrick Swanick, Chief of Police to Louise Miller, Town Administrator dated June 15, 2020 re: Dudley Chateau Outdoor Seating Plan

CORRESPONDENCE

1. Correspondence from Mike Lowery, Board of Public Works, to Board of Selectmen dated June 10, 2020 re: Concern regarding Yard Sign Request from Wayland League of Women Voters for the 2020 Census.
2. Correspondence from Mike Lowery, Board of Public Works, to Board of Selectmen dated June 11, 2020 re: Concern regarding Yard Sign Request from Wayland League of Women Voters for the 2020 Census.
3. Correspondence from George Harris, Wayland Resident, to Cherry Karlson, Chair of Board of Selectmen dated June 11, 2020 re: Concern Regarding the timing of elected candidates taking office in relation to Annual Town Meeting.
4. Massachusetts Department of Public Health Guidance for Town Meetings to Address COVID-19 as of June 2020.
5. Session Law - Acts of 2020 Chapter 92 – An Act Relative to Municipal Governance During the COVID-19 Emergency; Approved June 5, 2020.
6. Correspondence from Mark Molina, General Manager of Coach Grill, to Sarkis Sarkisian, Wayland Town Planner dated June 15, 2020 re: Wayland Building Application for Temporary Tent
7. Correspondence from Andrew Wineman, Wayland resident to Board of Selectmen dated June 15, 2020 re: Support of Opening Dudley Chateau for outdoor dining
8. Correspondence from Austin & Kate Ulep, Wayland residents to Board of Selectmen dated June 15, 2020 re: Support of Opening Dudley Chateau for outdoor dining
9. Correspondence from Pam Wineman, Wayland resident to Board of Selectmen dated June 15, 2020 re: Support of Opening Dudley Chateau for outdoor dining
10. Correspondence from Joseph Montillo, Wayland resident to Board of Selectmen dated June 15, 2020 re: Support of Opening Dudley Chateau for outdoor dining
11. Correspondence from Richard Byrne, Wayland resident to Board of Selectmen dated June 15, 2020 re: Support of Opening Dudley Chateau for outdoor dining
12. Correspondence from Albie & Carolyn Bargoot, Wayland residents to Board of Selectmen dated June 15, 2020 re: Support of Opening Dudley Chateau for outdoor dining

PUBLIC DOCUMENTS PROVIDED TO THE BOARD OF SELECTMEN FROM June 15, 2020 THROUGH AND INCLUDING June 24, 2020 OTHERWISE NOT LISTED AND INCLUDED IN THE CORRESPONDENCE PACKET FOR June 25, 2020

Items distributed to the Board of Selectmen –June 16, 2020 – June 25, 2020
(none)

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of June 16, 2020

1. Temporary Space Agreement Testa Restaurant Group, LLC (Giacomos)
2. First Amendment to Retail Lease Testa Restaurant Group, LLC (Giacomos)
3. First Amendment to Retail Lease Local Restaurant of Wayland, LLC
4. Memorandum from Louise Miller, Town Administrator to Board of Selectmen re: applications for Temporary Outdoor Seating – Dudley Chateau, Coach Grill, and Sandy Burr Country Club
5. Correspondence from Mark Molina, General Manager of Coach Grill, to Sarkis Sarkisian, Wayland Town Planner dated June 15, 2020 re: Wayland Building Application for Temporary Tent
6. Wayland Building Application submitted by Coach Grill for Temporary Tent
7. Letter from Mandy Phillips of Dudley Chateau Restaurant to Sarkis Sarkisian, Wayland Town Planner dated June 15, 2020 re: Exterior Dining at the Dudley Chateau
8. Memorandums from Patrick Swanick, Chief of Police to Louise Miller, Town Administrator dated June 15, 2020 re: Dudley Chateau Outdoor, Coach Grill, and Sandy Burr Seating Plan
9. Correspondence from Andrew Wineman, Wayland resident to Board of Selectmen dated June 15, 2020 re: Support of Opening Dudley Chateau for outdoor dining
10. Correspondence from Austin & Kate Ulep, Wayland residents to Board of Selectmen dated June 15, 2020 re: Support of Opening Dudley Chateau for outdoor dining
11. Correspondence from Pam Wineman, Wayland resident to Board of Selectmen dated June 15, 2020 re: Support of Opening Dudley Chateau for outdoor dining
12. Correspondence from Joseph Montillo, Wayland resident to Board of Selectmen dated June 15, 2020 re: Support of Opening Dudley Chateau for outdoor dining
13. Correspondence from Richard Byrne, Wayland resident to Board of Selectmen dated June 15, 2020 re: Support of Opening Dudley Chateau for outdoor dining
14. Correspondence from Albie & Carolyn Bargoot, Wayland residents to Board of Selectmen dated June 15, 2020 re: Support of Opening Dudley Chateau for outdoor dining

Items included as part of the Agenda Packet for discussion during the June 25, 2020 Board of Selectmen Meeting

1. Fiscal Year 2020 Board of Selectman Goal Setting Process
2. Final Board of Selectmen Goals for Fiscal year 2020-2021
3. Massachusetts General Law – Part I, Title VII, Chapter 44, Section 33B, Transfer of Appropriations; Restrictions
4. Fiscal Year 2020 Year End Transfers
5. Article 3: Current Year Transfers of 2020 Annual Town Meeting Warrant
6. COVID-19 Board of Health update Case data June 6, 2020
7. COVID-19 Board of Health update case data June 19, 2020
8. Municipal COVID-19 Spending application form; CARES act grant
9. Municipal COVID-19 Spending Attachment B

10. Division of Local Services Bulletin dated June 2020 re: FY2021 Cherry Sheets and Monthly Local Aid Distributions
11. Massachusetts General Court Special Act chapter 53: An act relative to elections in the Town of Wayland passed on March 25, 2010
12. Massachusetts General Law - Part I, Title VII, Chapter 41, Section 10
13. Massachusetts General Law - Part I, Title VII, Chapter 41, Section 11
14. Massachusetts General Law - Part I, Title VII, Chapter 41, Section 81A
15. Massachusetts General Law - Part I, Title VII, Chapter 41, Section 45
16. 11 Hammond Road LIP Application
17. 11 Hammond Road Site Plan
18. 11 Hammond Road supplemental photos
19. Board of Selectmen Letter of Support for 11 Hammond Road LIP project - DRAFT
20. Rachel Bratt, Wayland Housing Partnership Chair letter of support for 11 Hammond Road LIP Project dated February 26, 2020
21. Correspondence from and Resume of Ashley Fuller for consideration for the Cultural Council
22. Correspondence from and Resume of Lynne Lipcon for consideration for the Cultural Council
23. Draft of Board of Selectmen Meeting Minutes held on 06-10-2020
24. Draft of Board of Selectmen Meeting Minutes held on 06-16-2020

BOARD OF SELECTMEN
Thursday, June 25, 2020
5:00 p.m.
Wayland Town Building
41 Cochrane Road, Wayland, MA

CONSENT CALENDAR

1. Vote the question of designating and approving signing authority to Louise Miller, Town Administrator on items listed below.
2. Vote the question of approving and signing invoice #126337 from KP Law, dated May 31, for professional services rendered through June 12, 2020 in the amount of \$356.00
3. Vote the question of approving and signing invoice #126485 from KP Law, dated May 31, for professional services rendered through June 12, 2020 in the amount of \$1571.78
4. Vote the question of approving and signing Task Order No. 14 on Contract Agreement No. 18-2003 with TEC, Inc. – The Engineering Corp for engineering services for Wallace Road Drainage Improvements Assistance at a cost not to exceed \$14,650.00
5. Vote the question of approving and signing Task Order No. 15 on Contract Agreement No. 18-2003 with TEC, Inc. – The Engineering Corp for engineering services for Pod Meadow Erosion Repairs Assistance at a cost not to exceed \$8,500.00
6. Vote the question of approving and signing Task Order No. 16 on Contract Agreement No. 18-2003 with TEC, Inc. – The Engineering Corp for engineering services Maguire Road Drainage Improvements Phase 1 Assistance at a cost not to exceed \$26,820.00
7. Vote the question of approving and signing a chapter 138 15F Farmer’s Market License for the sale of bottled wine (to be consumed off-site only) at the Russell’s Summer Farmer’s Market, 397 Boston Post Road, Wayland Massachusetts for the following days for the following wineries, contingent upon receipt of all necessary paperwork and payment and the review and approval of Russell’s Summer Farmer’s Market safety and precautions plan by the Town Administrator and the Health Director:
 - 1) Aaronap Cellars, 28 Carlisle Road, Westford, MA 01886: July 22, August 19 and September 16, 2020 from 12:00 pm to 4:00 pm.
 - 2) Stoneybrook Cider, 284 Morgan Street, South Hadley, MA 01075: July 29, September 2, and October 7, 2020 from 12:00 pm to 4:00 pm.
 - 3) Mill River Winery, 41 Railroad Avenue, Rowley, MA 01969: July 1, August 26, and September 23, 2020 from 12:00 pm to 4:00 pm.
 - 4) House Bear Brewing, 3 Graf Road, Unit #15, Newburyport, MA 01950: July 15, August 12, September 9, 2020 from 12:00 pm to 4:00 pm.
8. Vote the question of accepting with thanks four (4) donations totaling \$680.00 to the Wayland COVID-19 Relief Fund.

BOARD OF SELECTMEN
Thursday, June 25, 2020
5:00 p.m.
Wayland Town Building
41 Cochituate Road, Wayland, MA

CONSENT CALENDAR Cont.

9. Vote the question of approving one (1) sandwich board sign to be displayed from October 24, 2020 to October 31, 2020 at the following location: Old Connecticut Path and Cochituate Road (Five Paths) by Boys Scouts Troop 1 of Wayland to promote their pancake breakfast on October 31, 2020.
10. Vote the question of approving three (3) lawn signs to be displayed from June 27, 2020 to July 4, 2020 at the following locations: Old Connecticut Path and Cochituate Road (Five Paths), Route 20/Old Connecticut Path by the Coach Grill and Fire Station Two in Cochituate by League of Women Voters of Wayland to promote residents to complete the 2020 Census.
11. Vote the question of approving three (3) Sandwich board signs to be displayed from July 5, 2020 to October 31, 2020 at the following locations: Old Connecticut Path and Cochituate Road (Five Paths), Route 20/Old Connecticut Path by the Coach Grill and Fire Station Two in Cochituate by League of Women Voters of Wayland to promote residents to complete the 2020 Census.
12. Vote the question to authorize Cherry Karlson, Board of Selection Chair, to ratify letter from Board of Selectmen to Ms. Alana Murphy, Deputy Associate Director of Local Initiative Program supporting the LIP Project Application for 11 Hammond Road.
13. Vote the question to approve Louise Miller, Town Administrator, signing grant contract agreement with Metropolitan Area Planning Council for Disbursement and Use of Emergency COVID-19 Taxicab, Livery, and Hackney Partnership Grant Funds in the amount of \$18,060.00 to be used by the Council on Aging.

KP LAW, P.C.
101 ARCH STREET
FLOOR 12
BOSTON, MA 02110

INVOICE NO: 126337

WAYLAND TAX
MS. LOUISE MILLER
WAYLAND TOWN HALL
41 COCHITUATE ROAD
WAYLAND, MA 01778

IN REFERENCE TO: PROFESSIONAL SERVICE
THROUGH

May 31, 2020

June 12, 2020

TOTAL FEES:	\$174.00
TOTAL COSTS:	<u>\$182.00</u>
BALANCE DUE:	<u>\$356.00</u>

KP LAW, P.C.
101 ARCH STREET
FLOOR 12
BOSTON, MA 02110

INVOICE NO: 126485

WAYLAND TOWN HALL
41 COCHITUATE ROAD
WAYLAND, MA 01778

IN REFERENCE TO: PROFESSIONAL SERVICE
THROUGH

May 31, 2020

June 12, 2020

TOTAL FEES:	\$1,501.00
TOTAL COSTS:	<u>\$70.78</u>
BALANCE DUE:	<u>\$1,571.78</u>

V 5041 Req. 20906

**TOWN OF WAYLAND
ON-CALL ENGINEERING SERVICES
CONTRACT NO. 18-2003
TASK ORDER NO. 14**

WALLACE ROAD DRAINAGE IMPROVEMENTS ASSISTANCE

The above-referenced contract between the Town of Wayland and **TEC, Inc. - The Engineering Corp, 146 Dascomb Road, Andover, MA 01810** will be amended to include a Task Order as follows:

This Task Order is for the provision of **Wallace Road Drainage Improvements Assistance Services** as specified in the attached proposal, dated **May 4, 2020**, at a cost not to exceed **\$14,650 (Fourteen Thousand Six Hundred Fifty Dollars and no cents)**. The Work shall be completed by **October 31, 2020**.

All other particulars will remain the same and in accordance with the original contract dated July 27, 2017.

Town of WAYLAND, Massachusetts (Owner)

Town of Wayland, by its Board of Selectmen

ENGINEER: TEC, Inc.

Date: _____
Cherry C. Karlson, Chair

By Date: 6/11/2020

Date: _____
Lea T. Anderson

RICK FRISBERG
(Name)
PRINCIPAL
(Title)

Date: _____
Mary M. Antes

146 DASCOMB RD
(Address)

Date: _____
Thomas J. Fay

ANDOVER MA 01810
(City and State)
RFRI@TECENGINEERINGCORP.COM
(email address)

Date: _____
Douglas A. Levine

Approved as Chief Procurement Officer:

Approved as Project Manager:

By _____ Date: _____
Louise L. E. Miller, Town Administrator

By Date: 6-11-2020
Thomas Holder, DPW Director

Approved as to Form:

By _____ Date: _____
KP Law, P.C., Town Counsel

In accordance with M.G.L. C.44, Section 31C, this is to certify that an appropriation in the amount of this contract is available therefor and that the Town Administrator has been authorized to execute the contract and approve all requisitions and change orders.

Brian Keveny, Director of Finance

Date: _____

Appropriation No.: _____

Purchase Order No.: _____



CLIENT AUTHORIZATION

New Contract

Project No.: _____

Amendment No.:

Date: May 4, 2020

Project Name: Wallace Road Drainage Improvements; Wayland, MA

Client:	Town of Wayland Department of Public Works 66 River Road Wayland, MA 01778	Fee Proposal	
		Task 1	\$8,650.00
		Task 2	\$6,000.00
		TOTAL	\$14,650.00

Requested by: Client

Lump Sum Time & Expenses
 Cost + Fixed Fee Other
Estimated Date of Completion: As Directed

Scope of Services:

The Town of Wayland (Client) has retained TEC, Inc. (TEC) to provide engineering services for drainage improvements to Wallace Road in Wayland, MA. Wallace Road is a cul-de-sac with an existing drainage outfall which discharges to Pod Meadow. The headwall is approximately 75-feet from the limits of Pod Meadow according to available GIS data. The drainage infrastructure on Wallace Road shows signs of deterioration including a sink hole, failing headwall, and erosion at the discharge point. Existing conditions survey of the area will be provided by the Client and will be used as the basis of the drainage improvements design. A delineation by a Professional Wetland Scientist will not be required. Wetland limits will be provided as part of the existing conditions survey or based on available GIS data. Services to be performed are as outlined in the tasks below:

Task 1 – Construction Documents **\$8,650.00**

- Prepare a Construction Plan showing proposed drainage improvements including layout, grading, erosion control, and construction details.
- Prepare a hydraulic analysis of the existing drainage system to identify if adequate capacity exists, or if increased pipe size is warranted.

Task 2 – Notice of Intent **\$6,000.00**

- Prepare a Notice of Intent to be filed with the Town of Wayland Conservation Commission and Massachusetts Department of Environmental Protection.
- Prepare a Chapter 194 Application to be filed with the Town of Wayland Conservation Commission.
- Notify project abutters of the public hearing associated with the project.

Additional services not listed above may be performed at the request of the Client and will be considered an amendment to this agreement. TEC assumes that a typical headwall consistent with the Massachusetts Department of Transportation standard details is adequate for the headwall replacement. A structural design of the new headwall is not included in this proposal.

Services will begin upon signed authorization of this agreement. TEC will invoice the Client monthly on a percent complete basis for the services performed.

This proposal is valid for a period of 45 days.

Project PM: Peter F. Ellison

Please execute this Client Authorization for TEC, Inc. to proceed with the above scope of services at the stated estimated costs. No services will be provided until it is signed and returned to TEC.

Subject to attached terms & conditions

Subject to terms & conditions in our original agreement
(Town on-call MSA Contract 18-2003)

TEC, Inc. Authorization

By

Client Authorization *(Please sign original & return)*

By

Title *Principal*

Title

Date *5/4/20*

Date

**TOWN OF WAYLAND
ON-CALL ENGINEERING SERVICES
CONTRACT NO. 18-2003
TASK ORDER NO. 15
POD MEADOW EROSION REPAIRS ASSISTANCE**

The above-referenced contract between the Town of Wayland and **TEC, Inc. - The Engineering Corp, 146 Dascomb Road, Andover, MA 01810** will be amended to include a Task Order as follows:

This Task Order is for the provision of **Pod Meadow Drainage Repairs Assistance Services** as specified in the attached proposal, dated **May 5, 2020**, at a cost not to exceed **\$8,500 (Eight Thousand Five Hundred Dollars and no cents)**. The Work shall be completed by **October 31, 2020**.

All other particulars will remain the same and in accordance with the original contract dated July 27, 2017.

Town of WAYLAND, Massachusetts (Owner)

Town of Wayland, by its Board of Selectmen

ENGINEER: TEC, Inc.

_____ Date: _____
Cherry C. Karlson, Chair

By  _____ Date: 6/11/2020

_____ Date: _____
Lea T. Anderson

RIK FRIBERG
(Name)
PRINCIPAL

_____ Date: _____
Mary M. Antes

(Title)
146 DASCOMB RD
(Address)

_____ Date: _____
Thomas J. Fay

ANDOVER MA 01810
(City and State)

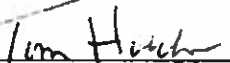
_____ Date: _____
Douglas A. Levine

RFRIBERG@THEENGINEERINGCORP.COM
(email address)

Approved as Chief Procurement Officer:

Approved as Project Manager:

By _____ Date: _____
Louise L. E. Miller, Town Administrator

By  _____ Date: 6-11-2020
Thomas Holder, DPW Director

Approved as to Form:

By _____ Date: _____
KP Law, P.C., Town Counsel

In accordance with M.G.L. C.44, Section 31C, this is to certify that an appropriation in the amount of this contract is available therefor and that the Town Administrator has been authorized to execute the contract and approve all requisitions and change orders.

Brian Keveny, Director of Finance

Date: _____

Appropriation No.: _____

Purchase Order No.: _____

New Contract

Project No.: _____

Amendment No.:

Date: May 5, 2020

Project Name: Pod Meadow Erosion Repair; Wayland, MA

Client:	Town of Wayland Department of Public Works 66 River Road Wayland, MA 01778	Fee Proposal	
		TEC Labor	\$8,500.00
		Meetings	n/a
		Expenses	<u>Included</u>
		TOTAL	\$8,500.00

Requested by: Client

Lump Sum Time & Expenses
 Cost + Fixed Fee Other

Estimated Date of Completion: 3 weeks from receipt of survey

Scope of Services:

The Town of Wayland (Client) has retained TEC, Inc. (TEC) to provide engineering services for the Pod Meadow erosion repair project located at 422 Old Connecticut Path in Wayland, MA. A drainage outfall exists in the vicinity of 410 Old Connecticut Path. Stormwater from this outfall flows thru a drainage swale and ultimately discharges to the Pod Meadow wetland system. Erosion is visible for an approximately 100 linear foot section of the swale, with one area of erosion leaving a 5-foot vertical drop in the swale profile. The purpose of the project is to provide a drainage design that will prevent further erosion of this area in the future, and to repair the existing erosion at the site. Existing conditions survey will be provided by the Client and will be used as the basis of the erosion repair. Services to be performed are as outlined in the tasks below:

Task 1 – Construction Documents **\$8,500.00**

- Prepare construction plans to identify the areas of erosion repair and drainage improvements. Construction plans will include layout and materials, grading and drainage, erosion control, and construction details.
- Prepare a hydraulic and hydrologic analysis of the watershed area flowing to the eroded drainage swale in order to determine peak flow rates.
- Identify and design a proposed drainage solution to prevent further erosion of the swale.

Additional services not listed above may be performed at the request of the Client and will be considered an amendment to this agreement. TEC assumes that right-of-way acquisition and environmental permitting will not be required.

Services will begin upon signed authorization of this agreement. TEC will invoice the Client monthly on a percent complete basis for the services performed.

This proposal is valid for a period of 45 days.

Project PM: Peter F Ellison

Please execute this Client Authorization for TEC, Inc. to proceed with the above scope of services at the stated estimated costs. No services will be provided until it is signed and returned to TEC.

Subject to attached terms & conditions Subject to terms & conditions in our original agreement (Town on-call MSA contract 18-2003)

TEC, Inc. Authorization
By _____

Client Authorization (Please sign original & return)
By _____

Title Principal

Title

Date 5/4/20

Date

**TOWN OF WAYLAND
ON-CALL ENGINEERING SERVICES
CONTRACT NO. 18-2003
TASK ORDER NO. 16
MAGUIRE ROAD DRAINAGE IMPROVEMENTS PHASE 1 ASSISTANCE**

The above-referenced contract between the Town of Wayland and TEC, Inc. - The Engineering Corp, 146 Dascomb Road, Andover, MA 01810 will be amended to include a Task Order as follows:

This Task Order is for the provision of **Maguire Road Drainage Improvements Phase 1 Assistance Services** as specified in the attached proposal, dated **May 18, 2020**, at a cost not to exceed **\$26,820.00 (Twenty-Six Thousand Eight Hundred Twenty Dollars and no cents)**. **The Work shall be completed by June 30, 2021.**

All other particulars will remain the same and in accordance with the original contract dated July 27, 2017.

Town of WAYLAND, Massachusetts (Owner)

Town of Wayland, by its Board of Selectmen

ENGINEER: TEC, Inc.

_____ Date: _____
Cherry C. Karlson, Chair

By  Date: 6/11/2020

_____ Date: _____
Lea T. Anderson

RICK FREIBERG
(Name)
PRINCIPAL

_____ Date: _____
Mary M. Antes

(Title)
146 DASCOMB RD
(Address)

_____ Date: _____
Thomas J. Fay

ANDOVER MA 01810
(City and State)


_____ Date: _____
Douglas A. Levine

R.FREIBERG@THEENGINEERINGCORP.COM
(email address)

Approved as Chief Procurement Officer:

Approved as Project Manager:

By _____ Date: _____
Louise L. E. Miller, Town Administrator

By  Date: 6-11-2020
Thomas Holder, DPW Director

Approved as to Form:

By _____ Date: _____
KP Law, P.C., Town Counsel

In accordance with M.G.L. C.44, Section 31C, this is to certify that an appropriation in the amount of this contract is available therefor and that the Town Administrator has been authorized to execute the contract and approve all requisitions and change orders.

Brian Keveny, Director of Finance

Date: _____

Appropriation No.: _____

Purchase Order No.: _____



146 Dascomb Road
 Andover, MA 01810
 978.794.1792
 TheEngineeringCorp.com
 Create | Design | Innovate

CLIENT AUTHORIZATION

New Contract

Project No.: _____

Amendment No.:

Date: May 18, 2020

Project Name: Maguire Road Drainage Improvements; Wayland, MA

Client:	Town of Wayland Department of Public Works 66 River Road Wayland, MA 01778	Fee Proposal	
		Task 1	\$6,700.00
		Task 2	\$10,800.00
		Task 3	\$9,320.00
		TOTAL	\$26,820.00

Requested by: Client

Lump Sum Time & Expenses
 Cost + Fixed Fee Other
 Estimated Date of Completion: As directed

Scope of Services:

The Town of Wayland (Client) has retained TEC, Inc. (TEC) to provide engineering services for drainage improvements to Maguire Road in Wayland, MA. Maguire Road is a dead-end roadway with an existing drainage outfall which discharges to Lake Cochituate (controlled by Massachusetts Department of Conservation & Recreation (DCR)). During a site visit in April 2020, the water level of the lake was touching the existing drainage pipes, which were showing signs of failure. The purpose of the project is to replace the existing infrastructure in kind, and to repair the existing bank area around the outfall which has become eroded. Re-design of the stormwater system, including the addition of new best management practices, would result in extensive permitting with state agencies and therefore has not been included in this proposal. Services to be performed are as outlined in the tasks below:

Task 1 – Existing Conditions Survey \$6,700.00

- Engage a Professional Wetland Scientist to perform a resource area delineation locating all resource areas within 100-feet of the project that are subject to jurisdiction under the Massachusetts Wetlands Protection Act (WPA) and Town of Wayland Wetlands and Water Resources Protection Bylaw.
- Provide a Wetland Resource Area Delineation Report describing the resource areas and how they were delineated, including field data forms.
- Perform an Existing Conditions Survey of the project area, as shown in Appendix A.
- Provide partial boundary information including right-of-way lines associated with Maguire Road and property lines of private parcels within the project area shown in Appendix A.
- Provide topographic and planimetric features, utilities, stormwater infrastructure, building location, curbing, sidewalks, edge of pavement, driveways, surface utilities, isolated trees, landscaping, guardrails, walls, fences, and other above grade improvements.
- Survey data will be processed in AutoCAD Civil 3D 2018, and a CAD surface will be developed with 1-foot contours.

Task 2 – Design Development \$10,800.00

- Perform a site visit to confirm existing conditions information and get acclimated to the site.
- Prepare a Construction Plan showing proposed drainage improvements including layout, grading, erosion control, and construction details.
- Prepare a hydraulic analysis of the existing drainage system to identify if adequate capacity exists, or if increased pipe size is warranted.

Engineering Tomorrow's Solutions Today.

P:\P2020\Wayland\Maguire
 Road Drainage Improvements\TEC
 proposal_Maguire Rd.docx

Task 3 – Permitting

\$9,320.00

- Prepare a Notice of Intent to be filed with the Town of Wayland Conservation Commission and Massachusetts Department of Environmental Protection.
- Prepare a Chapter 194 Application to be filed with the Town of Wayland Conservation Commission.
- Notify project abutters of the public hearing associated with the project.
- Prepare a Permit Application for Construction Access to be filed with the Massachusetts DCR.
- Attend an on-site meeting with Massachusetts DCR to review field conditions.
- Prepare a letter to notify the Massachusetts Department of Environmental Protection of the Town's intent to replace the existing drainage outfall.
- Filing fees associated with the permitting task shall be provided by the Client.

Additional services not listed above may be performed at the request of the Client and will be considered an amendment to this agreement. Article 97 permitting, Chapter 91 licensing, and preparation of a stormwater report are not included in this proposal. TEC assumes that attendance at Wayland Conservation Commission site walks and public hearings will not be required.

Services will begin upon signed authorization of this agreement. TEC will invoice the Client monthly on a percent complete basis for the services performed.

This proposal is valid for a period of 45 days.

Project PM: Peter F. Ellison

Please execute this Client Authorization for TEC, Inc. to proceed with the above scope of services at the stated estimated costs. No services will be provided until it is signed and returned to TEC.

Subject to attached terms & conditions

Subject to terms & conditions in our original agreement
(Town on-call MSA Contract 18-2003)

TEC, Inc. Authorization
By

Client Authorization *(Please sign original & return)*
By

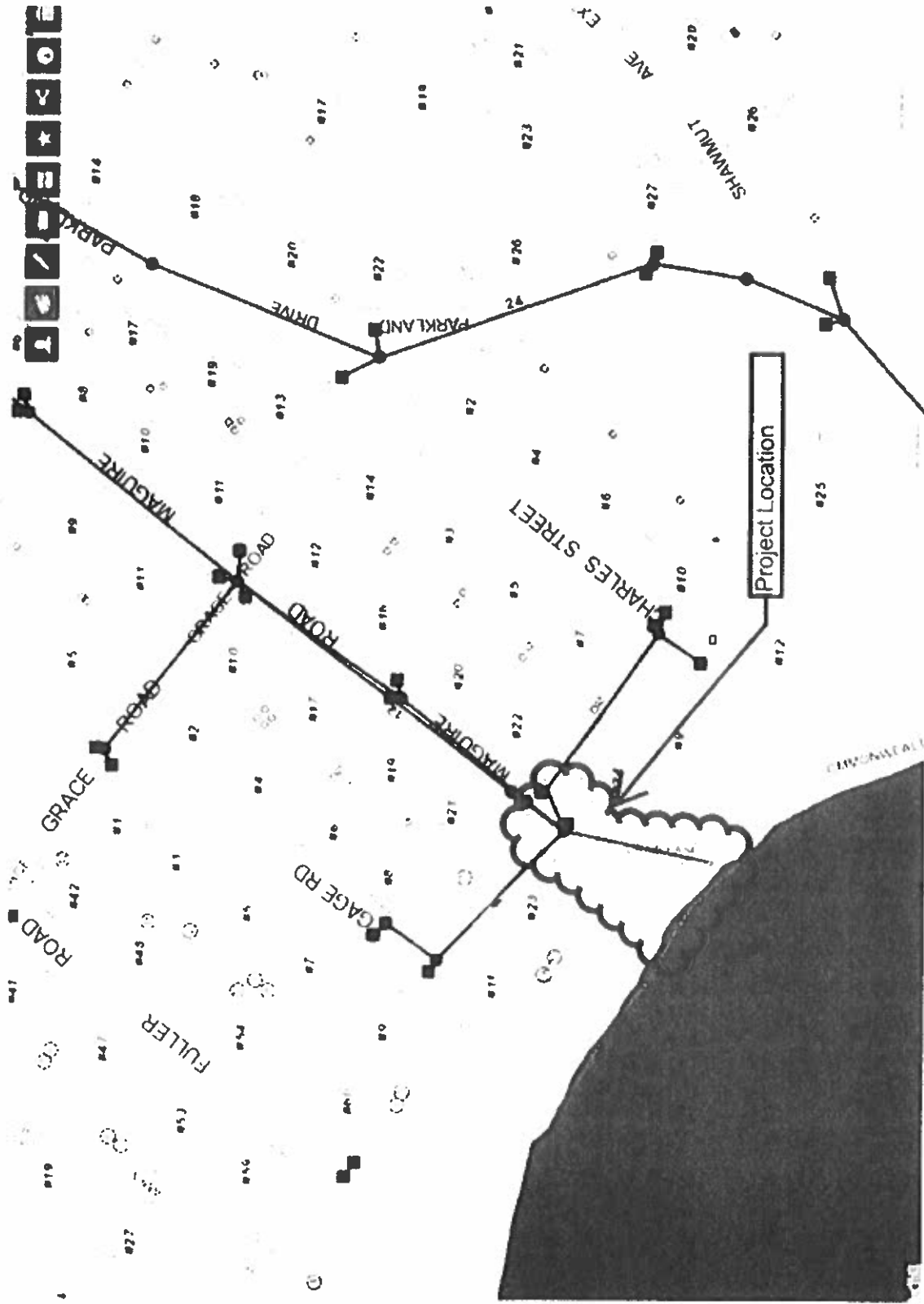
Title Principal

Title

Date 5/18/20

Date

TEC CONTRACT
APPENDIX A



Crandall, Seath

From: Jennifer Dennis <dennisjenn8@gmail.com>
Sent: Monday, June 8, 2020 8:24 PM
To: Crandall, Seath
Subject: Re: Sandwich Board Request Troop 1 Boy Scouts

[**NOTICE:** This message originated outside of the **Town of Wayland Email System -- DO NOT CLICK on links or open attachments** unless you are sure the content is safe.]

Yes, 126/27. Same size sandwich board. Thank you! Stay well...

Jennifer Dennis

On Mon, Jun 8, 2020 at 5:03 PM Crandall, Seath <scrandall@wayland.ma.us> wrote:

Hi Jennifer,

Will you be requesting the same 1 location for this request?

We can go ahead and get this request on the BoS's agenda for next week

Best,

Seath Crandall (He/Him/His)

Management Analyst

Town of Wayland

41 Cochituate Road

Wayland, MA 01778

Phone: 508-358-3621

From: Hegarty, Teri <thegarty@wayland.ma.us>
Sent: Monday, June 8, 2020 10:42 AM
To: Crandall, Seath <scrandall@wayland.ma.us>
Subject: FW: Sandwich Board Request Troop 1 Boy Scouts

Hi Seath,

Just got this.

Teri

From: Jennifer Dennis [<mailto:dennisjenn8@gmail.com>]
Sent: Monday, June 8, 2020 10:00 AM
To: Hegarty, Teri <thegarty@wayland.ma.us>
Subject: Fwd: Sandwich Board Request Troop 1 Boy Scouts

[**NOTICE:** This message originated outside of the **Town of Wayland Email System -- DO NOT CLICK on links or open attachments** unless you are sure the content is safe.]

Hi Teri,

Since the Troop 1 Pancake breakfast didn't happen this Memorial Day, we've rescheduled it for 10/31. Could I please resubmit this to display the sign from 10/24-10/31? Thanks in advance...

Jennifer

----- Forwarded message -----

From: **Crandall, Seath** <scrandall@wayland.ma.us>
Date: Tue, Feb 25, 2020 at 9:31 AM
Subject: Sandwich Board Request Troop 1 Boy Scouts
To: Jennifer Dennis <dennisjenn8@gmail.com>
Cc: Hegarty, Teri <thegarty@wayland.ma.us>, Miller, Louise <lmiller@wayland.ma.us>, Doucette, Elizabeth <edoucette@wayland.ma.us>, Swanick, Patrick <pswanick@wayland.ma.us>, Hughes, Gay <ghughes@wayland.ma.us>, Larsen, Geoffrey <glarsen@wayland.ma.us>, Doucette, Joe <jdoucette@wayland.ma.us>, Lowery, Michael <mlowery@wayland.ma.us>

Dear Jennifer,

The Board of Selectmen met on February 24, 2020 and reviewed your sandwich board request. Signs promoting the Troop 1 Memorial Day Pancake Breakfast on May 25, 2020 may be placed at the following one (1) location from May 18th to May 25th 2020:

- Old Connecticut Path & Cochituate Road (Five Paths)

Please keep in mind the following guidelines when displaying temporary signs. The sandwich boards/signs must be secured firmly. High winds have a tendency to displace temporary signs causing a hazard to public safety. The temporary signs shall not obstruct any others signs or create any public safety hazard. We assume no liability for any damage to the signs.

The board wishes you every success with your event.

Best,

Seath Crandall (He/Him/His)

Management Analyst

Town of Wayland

41 Cochituate Road

Wayland, MA 01778

Phone: 508-358-3621

Crandall, Seath

From: Crandall, Seath
Sent: Tuesday, May 5, 2020 9:57 AM
To: Mary Antes
Subject: Re: Consent Calendar Item

Thanks Mary. I will put the request on the consent starting May 11th for one week and will keep it on the calendar for all following meetings.

From: Mary Antes <mantes2@verizon.net>
Sent: Tuesday, May 5, 2020 9:49 AM
To: Crandall, Seath <scrandall@wayland.ma.us>
Subject: RE: Consent Calendar Item

[**NOTICE:** This message originated outside of the **Town of Wayland Email System -- DO NOT CLICK on links or open attachments** unless you are sure the content is safe.]

ASAP. Since this a once in ten year event and full participation is extremely important, and the request has to be made weekly, can the request be on every consent calendar until, say, September?

Thanks,

Mary

From: Crandall, Seath [mailto:scrandall@wayland.ma.us]
Sent: Tuesday, May 5, 2020 8:55 AM
To: Mary Antes
Cc: Karlson, Cherry
Subject: Re: Consent Calendar Item

Hi Mary,

I got confirmation that requests are only for 1 week increments but you can continue to repeat your requests. Which week do you wish to start?

best,

Seath

From: Mary Antes <mantes2@verizon.net>
Sent: Tuesday, May 5, 2020 8:46 AM
To: Crandall, Seath <scrandall@wayland.ma.us>
Subject: RE: Consent Calendar Item

[**NOTICE:** This message originated outside of the **Town of Wayland Email System -- DO NOT CLICK on links or open attachments** unless you are sure the content is safe.]

I'm thinking ongoing because the census is ongoing. The Concord League I considering a second and better sign to replace these at some point.

Mary

From: Crandall, Seath [mailto:scrandall@wayland.ma.us]
Sent: Tuesday, May 5, 2020 8:20 AM
To: Mary Antes
Subject: RE: Consent Calendar Item

Hi Mary,

Thank you for your request. What dates are you thinking of having the signs up? We usually only allow residents to have them up in 1 week increments but I am asking some clarification on that.

I'll be sure to add it to the calendar once you get me the dates.

Best

Seath Crandall (He/Him/His)
Management Analyst
Town of Wayland
41 Cochituate Road
Wayland, MA 01778
Phone: 508-358-3621

From: Mary Antes <mantes2@verizon.net>
Sent: Monday, May 4, 2020 7:28 PM
To: Crandall, Seath <scrandall@wayland.ma.us>
Subject: Consent Calendar Item

[NOTICE: This message originated outside of the **Town of Wayland Email System -- DO NOT CLICK on links or open attachments** unless you are sure the content is safe.]

Hi Seath,

Cherry asked me to forward this request to you for the consent calendar for Friday's meeting. I am requesting permission to put up lawn signs urging people to complete the 2020Census at three of the town's four sign locations: Five Paths, Station 2, and across from Coach Grill. I have received permission from Chief Swanick to place one at the public safety building and from Tom Holder to put one on the island at Waltham Road. I have not yet heard from Allyson Mizoguchi about placing a sign at the high school.

Thanks,

Mary

From: Mary Antes [mailto:mantes2@verizon.net]
Sent: Wednesday, April 22, 2020 6:21 PM
To: Karlson, Cherry (ckarlson@wayland.ma.us)
Subject: FW: Consent Calendar Item

From: Mary Antes [<mailto:mantes2@verizon.net>]

Sent: Tuesday, April 7, 2020 10:54 AM

To: Miller, Louise (lmiller@wayland.ma.us)

Subject: Consent Calendar Item

Hi Louise,

The League of Women Voters of Concord-Carlisle's Complete Count Committee has asked the Wayland League to put up lawn signs on major roads urging people to complete the census. I have six signs that I would like to place at the following locations: at the town sign locations at Five Paths, Station 2, and across from Coach Grill, at the Public Safety Building (in place of the sign board at the Town Center), on the island at Waltham Road and Concord Road, and at the high school. Cherry thought this could be a consent calendar item.

Thanks very much.

Mary



LOUISE L. E. MILLER
TOWN ADMINISTRATOR
TEL. (508) 358-3620
www.wayland.ma.us

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN

LEA T. ANDERSON
MARY M. ANTES
THOMAS J. FAY
CHERRY C. KARLSON
DOUGLAS A. LEVIN

March __, 2020

Ms. Alana Murphy
Deputy Associate Director
Local Initiative Program
Department of Housing & Community Development
100 Cambridge Street, Suite 300
Boston, MA 02114

Re: 11 Hammond Road, Wayland, MA, LIP Project Application

Dear Ms. Murphy:

I am writing on behalf of the Town of Wayland Board of Selectmen ("BOS") to express our support for the above-referenced Local Initiative Program (LIP) Application.

The BOS' stated goals and objectives include a number of items related to housing, including:

- 1) Reach the 10% affordable housing target under Chapter 40B;
- 2) Work with developers of 40B projects to avoid conflicts; and
- 3) Determine roles of various housing groups and develop a unified approach to affordable housing.

In 2014, the BOS worked with the Planning Board, Housing Partnership, Wayland Housing Authority ("WHA") and interested residents to secure the approval of Town Meeting for the establishment of an affordable housing trust fund pursuant to Chapter 491 of the Massachusetts Acts of 2004, as amended by Sections 1 through 6 of Chapter 109, i.e., M.G.L. c. 44 §55C, i.e., the Town of Wayland Municipal Affordable Housing Trust Fund ("MAHTF").

Over the past six years, the BOS has supported Town Meeting action approving the annual transfer of funds from the Town of Wayland's ("Town") community preservation fund, otherwise earmarked for community housing, to the MAHTF. These funds are intended for use by the MAHTF in advancing its mission of creating and preserving affordable housing for the benefit of low- and moderate-income households in Town.

The BOS understands that the MAHTF has endeavored to identify property acquisitions, such as 11 Hammond Road, that have sufficient land area to develop one or more additional affordable units, thereby leveraging the MAHTF's financial resources. This strategy seems particularly appropriate given the high cost of land in Town and increased development costs resulting from the MAHTF's required compliance with the prevailing wage law.

In August 2018, the BOS submitted the Town's application for Local Action Unit status for the existing 4-bedroom house at 11 Hammond Road, which status was granted by DHCD in June 2019.

The proposed development of a single, three-bedroom house at 11 Hammond Road is the second part of the MAHTF's plans for this 0.41-acre site, is consistent with the MAHTF's mission and is permitted by the MAHTF's declaration of trust without further approval by the BOS, Planning Board or Town Meeting. The proposed development does require, however, the BOS to agree to execute the LIP application on behalf of the Town.

On March __, 2020, at a regularly scheduled meeting, a motion to issue a letter of support for inclusion in the LIP application and authorize me, as Chair, to sign the application on behalf of the Town was unanimously approved.

The BOS relied, in part, on input it received from the Housing Partnership which is charged to evaluate proposed 40B developments in Town. Based on that input, the BOS enthusiastically supports the proposed project at 11 Hammond Road. We have confidence in the volunteers who serve as Trustees of the MAHTF, particularly those with the development and financial experience required to successfully to complete this project, and believe this project will further the MAHTF's important mission.

The Town looks forward to working with you on this important project and thank you for your consideration of this application.

Respectfully submitted,

Cherry C. Karlson, Chair
Board of Selectmen

Secord, Julie

From: Levine, Shawna
Sent: Tuesday, June 23, 2020 3:32 PM
To: Secord, Julie; Gordon, Ann; Hatton, Susan; Greenwood, Nancy
Subject: Fw: Notice of Grant Award
Attachments: Fillable_Contract-MAPC-and-Grantee-2020.06.16.pdf; TaxiGrantReporting.xlsx

We got the grant!

Shawna

From: Holland, Marah <MHolland@mapc.org>
Sent: Tuesday, June 23, 2020 3:16 PM
To: Levine, Shawna <slevine@wayland.ma.us>
Cc: Pollack, Travis <TPollack@mapc.org>; Weinberger, Marjorie <mweinberger@mapc.org>; Bourassa, Eric <EBourassa@mapc.org>
Subject: Notice of Grant Award

[NOTICE: This message originated outside of the Town of Wayland Email System -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Hi Shawna,

Thank you for your application for the COVID-19 Taxi, Livery, and Hackney Transportation Partnership Grants Application. We are pleased to share that Wayland's application has been approved for funding pursuant to execution of a final contract by MAPC. You have been approved for \$18,060. Funds will be sent to your organization via mailed check within the next two weeks.

We're in the process of executing the contract with your organization. In order to complete this process, we need a signed contract (attached) and the correct address to send your grant check. Please email these items to Travis Pollack (tpollack@mapc.org) and Marah Holland (mholland@mapc.org) at your earliest convenience.

Attached is a copy of MAPC's basic reporting form that MAPC requires you to use when submitting records for quarterly reporting. Pursuant to the Mass Dev. Grant, all funds granted under this program must be expended prior to December 31, 2020. The obligation for reporting information to MAPC will continue to remain in effect until December 31, 2021. If you have any questions, please feel free to reach out to either Travis or myself.

Congratulations and we look forward to working with you!

Marah



Marah Holland
Transportation Planner
mholland@mapc.org | 617-933-0748
Pronouns: she, her, hers



Metropolitan Area Planning Council
60 Temple Place, Boston, MA 02111
www.mapc.org

Please be advised that the Massachusetts Secretary of State considers e-mail to be a public record, and therefore subject to the Massachusetts Public Records Law, M.G.L. c. 66 § 10.



**AGREEMENT BETWEEN THE METROPOLITAN AREA PLANNING COUNCIL
AND**

**FOR THE DISBURSEMENT AND USE OF
EMERGENCY COVID-19 TAXICAB, LIVERY, AND HACKNEY PARTNERSHIP GRANT FUNDS**

This Agreement is made and entered into by and between the METROPOLITAN AREA PLANNING COUNCIL ["MAPC"], a public body politic and corporate established by Chapter 40B, Sections 24 through 29, of the Massachusetts General Laws with its principal office located at 60 Temple Place, Boston, Massachusetts, 02111, and _____ with its principal office located at _____ ("Grantee").

Recitals

WHEREAS, MAPC through its partnership with Massachusetts Development Finance Agency ("MassDevelopment"), conducted a Notice of Funding Opportunity seeking applications from city and towns, regional transit authorities and others who would develop and operationalize a program with taxi, livery and hackney companies ("Service Providers") to provide transportation and delivery services to Commonwealth vulnerable populations during the COVID-19 emergency; and

WHEREAS, Grantee submitted a Grant Application in response to MAPC's Notice of Funding Opportunity that met the criteria therein; and

WHEREAS, Grantee has agreed to comply with the terms and conditions set forth herein; and

WHEREAS, Grantee shall incorporate this Agreement, with all Exhibits identified herein, in all contracts with Service Provider,

NOW THEREFORE, MAPC and the Grantee (alternatively referred to as "the Parties") in consideration of the mutual covenants set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

Terms and Conditions

- 1. Payment:** MAPC will disburse a single payment of \$ _____ to the Grantee in accordance with the services identified and described in the Grantee's Grant Application, which terms are annexed and incorporated herein. Payment shall be effectuated by via check or by electronic funds transfer, as may be agreed upon between the parties, as soon as possible after the execution of this Agreement and pending the receipt of funds to MAPC from MassDevelopment.
- 2. Term:** The Term of this Agreement shall be from the date of execution of the Agreement by MAPC, up and until December 31, 2021.
- 3. Reporting Requirements:** Grantee is wholly responsible for documenting the use of said funds and keeping accurate and detailed records as to how the funding is deployed. Grantee is also wholly responsible for reporting on the use of said funds to any authorized party seeking such information and it shall hold MAPC harmless from any such obligations. Grantee will retain such records in accordance with the Massachusetts State Records Law, MGL c. 66. MAPC retains the right at any time to seek and obtain information on the use of said funding from Grantee, but at no time will MAPC be responsible for the accuracy or completeness of the records it obtains.

4. Grantee will ensure that grants funds will not be awarded to any Service Provider that is currently debarred from receiving Commonwealth of Massachusetts funds or from working in the Commonwealth of Massachusetts.
5. **Release and Indemnification:** The Grantee hereby agrees that it shall indemnify, defend and hold harmless MAPC and MassDevelopment and all of their officers, agents and employees, against all suits, claims, demands and liabilities of every name and nature, both at law and in equity, based upon or arising out of any action taken by the Grantee in its performance of this agreement or upon the Grantee's failure to comply with the terms of this Agreement in the performance of its work, whether by it, its employees, or its sub- contractors.
6. **Assignment:** This Agreement is non-assignable by either party.
7. **Severability:** In the event any provision of this Agreement is found by a court of appropriate jurisdiction to be unlawful or invalid, the remainder of the Agreement shall remain and continue in full force and effect.
8. **Termination of Agreement:** MAPC or the Grantee may terminate this Agreement upon immediate written notice should the other party fail to perform substantially in accordance with the terms of the Agreement with no fault attributable to the other. In the event of a failure to materially perform by Grantee, MAPC shall immediately deliver notice of such breach, which notice shall be accompanied by a description of the nature of the failure, and MAPC shall set a date not less than 7 business days by which Grantee shall cure the failure. If Grantee fails to cure within the time as may be required by the notice, MAPC may at its option, terminate the Agreement. Notwithstanding any language to the contrary within this Agreement, MAPC may terminate this agreement without cause at any time, effective 7 days beyond a termination date stated in a written notice of termination. In the event of termination, Grantee shall be responsible to return any unexpended funds to MAPC within 7 business days.
9. **Compliance with Conflict of Interest Laws:** Grantee warrants and represents to MAPC that, to the best of its knowledge, no officer or employee of Grantee who participated in the preparation of the Grant Application or this Agreement, or who will participate in the execution of this Agreement, nor such employee's spouse, parents, children, brothers or sisters, partner, any business organization in which he or she is serving as officer, director, trustee, partner or employee, nor any person with whom he or she is negotiating or has any arrangement concerning prospective employment, has a financial interest in this Agreement, except as permitted under Massachusetts General Laws, Chapter Two Hundred Sixty-Eight A, Section Six. Grantee further warrants and represents to MAPC that, to the best of its knowledge, no employee of Grantee has a financial interest, either directly or indirectly, in the Agreement except as permitted under Massachusetts General Laws, Chapter Two Hundred Sixty-Eight A, Section Seven.
10. **Governing Law and Jurisdiction:** This Agreement shall be governed by, construed, and enforced in accordance with the laws of the Commonwealth of Massachusetts. Both parties agree to submit their respective jurisdiction and venue to the state and federal courts in the Commonwealth of Massachusetts to resolve any disputes or disagreements that may arise under any provision of this Agreement.



11. COVID-19 Safety Guidelines: Grantee shall require all Service Providers to follow and keep current with COVID-19 safety guidelines as they may be amended from time to time.

12. Complete Agreement: This Agreement, and Grant Application and the Grantee's completed application, provided as Exhibits A and B hereto, constitute the total agreement of the parties and supersede all prior agreements and understandings between the parties and may not be changed unless agreed upon in writing by both parties. Any and all amendments to these terms shall only be effective upon the written agreement of MAPC and Grantee.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officers on the date written below.

For: **THE METROPOLITAN AREA PLANNING COUNCIL**

Name: _____
(Print)

Date: _____, 2020

Title: _____

Signature: _____

For: _____

Name: _____
(Print)

Date: _____, 2020

Title: _____

Signature: _____

BOARD OF SELECTMEN
Thursday, June 25, 2020
5:00 p.m.
Wayland Town Building
Selectmen's Meeting Room
41 Cochituate Road, Wayland, MA

CORRESPONDENCE

1. Correspondence from Mike Lowery, Board of Public Works, to Board of Selectmen dated June 16, 2020 re: Concern regarding Yard Sign Request from Wayland League of Women Voters for the 2020 Census.
2. Correspondence from Mike Lowery, Board of Public Works, to Board of Selectmen dated June 16, 2020 re: Comment regarding discussion during last meeting regarding the Yard Sign Request from Wayland League of Women Voters for the 2020 Census.
3. Correspondence from Pamela Goldstein, Associate General Counsel for Verizon New England Inc to Board of Selectmen, dated June 9, 2020 re: Cable Television License Renewal Notice Requesting Commencement of Formal Renewal Proceedings.
4. Correspondence from Gregg Franks, Senior Manager Xfinity to Board of Selectmen, dated June 15, 2020 re: Changes to Channel Lineups and Packages.
5. Correspondence from John Cappellucci, Wayland resident to Board of Selectmen, dated June 11, 2020 re: Concerns regarding certain individual residing in the woods on the north side of Lake Cochituate.
6. Correspondence from Roger Horine, Wayland resident to board of Selectmen and Recreation Commission dated June 16, 2020 re: Request to the Town to make the Wayland Town Beach more affordable for residents.
7. Correspondence from Rebecca Leonard, Wayland resident to Board of Selectmen and Recreation Commission dated June 16, 2020 re: Request to the Town to make the Wayland Town Beach more affordable for residents.
8. Correspondence from Tonya Largy, Wayland Historical Commissioner, to Board of Selectmen dated June 19, 2020 re: Letter of support for the reappointment of Amanda Ciaccio to the Wayland Historical Commission.
9. Correspondence from Rosamond Geller, Wayland resident to Board of Selectmen dated June 23, 2020 re: Concern regarding Local Town Election and the timing of elected officials taking office.

10. Correspondence from Tonya Cunningham, Wayland Resident to Board of Selectmen dated June 24, 2020 re: Oxbow Meadows update and request to consider ADA compliance issues as well.

11. Correspondence from Wayland residents list below to Board of Selectmen re: Support of Opening Dudley Chateau for outdoor dining

- 1) Kristin Verdiani Row dated June 15, 2020
- 2) Adrienne and Greg Deranian dated June 15, 2020
- 3) Scot and Beth Furlong dated June 15, 2020
- 4) Lena Conti dated June 15, 2020
- 5) Jessica G dated June 15, 2020
- 6) Quinn Farinha dated June 15, 2020
- 7) Denise Frias dated June 15, 2020
- 8) David Hartley dated June 15, 2020
- 9) Adam Naymick dated June 15, 2020
- 10) Raul Lopez dated June 15, 2020
- 11) David Saviano dated June 15, 2020
- 12) Andrew Ferguson dated June 15, 2020
- 13) David Bressler dated June 15, 2020
- 14) Quinn Farinha dated June 15, 2020
- 15) Catherine Lopez dated June 15, 2020
- 16) Tracy Bogan dated June 16, 2020
- 17) Jessica Schindler dated June 15, 2020
- 18) Chris and Gina Fay dated June 16, 2020
- 19) Dave Schindler dated June 15, 2020
- 20) Barry Snyder dated June 15, 2020
- 21) Kellie LaPierre dated June 15, 2020
- 22) Mike Parrinello dated June 15, 2020
- 23) Marisa Sebastianelli dated June 16, 2020
- 24) Aimee Parker dated June 15, 2020
- 25) Chris and Jen Ryan dated June 15, 2020
- 26) Tricia Maier dated June 16, 2020
- 27) Mike Spelman dated June 15, 2020
- 28) Inessa Shur dated June 15, 2020
- 29) Mike Margossian dated June 15, 2020
- 30) Cass Friedman dated June 15, 2020
- 31) Rob Fox dated June 15, 2020
- 32) Doug Alongi dated June 16, 2020
- 33) Roger Wiegand dated June 15, 2020
- 34) Katelynn Lopez dated June 15, 2020
- 35) Bernice LeLievre dated June 15, 2020