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TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

Meeting Minutes
BOARD OF SELECTMEN
Wednesday, July 1, 2020
12:00 p.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, Cherry C. Karlson. L. Anderson and M. Antes participated remotely by tele-videoconferencing; C. Karlson participated by tele-videoconferencing and was also present at Town Building.

Absent: Thomas J. Fay and Douglas A. Levine

Also Present: Town Administrator, Louise Miller; Elizabeth Doucette, Assistant Town Administrator; Seath Crandall, Management Analyst; Mike McCann, IT Director;

Remote participation by tele-videoconferencing: Selectman Elect/Finance Committee Member, 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 12:01 p.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 announced 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 Wayland Public Library was hosting a reading of a speech given by Fredrick Douglass; the reading would be conducted over Zoom on July 2 at 7:00 p.m. C. Karlson announced that the Public Comment phone line was open.

Rachel Sideman Kurtz, 59 Plain Road, called by telephone and voiced her opinion that the statement issued by the Town Administrator and Police Department was problematic, missed the mark, and failed to address the issues.

Carole Plumb, Bald Rock Road, called by telephone and offered comment regarding the Permitting Software. She has several questions about the details of the contract with the software provider and the ownership and portability of the data.

3. Restaurants: review, discuss and potential vote to approve outdoor service application(s) for the following restaurant(s): 1. China Rose Cuisine & Bar, 15 E Plain St 2. X-Golf Wayland, 60 Andrew Ave L. Miller reported that China Rose had not previously permitted outdoor seating, but proposes 20 new outdoor seats. The application was reviewed and the reviewers suggested a more robust barrier between the tables and the parking area. L. Miller reported that X-Golf had outdoor service now and sought to expand the area to allow eight more seats.

L. Anderson moved, seconded by M. Antes, that the Board vote to approve the outdoor service application for China Rose Cuisine & Bar, 15 East Plain Street with the recommended suggestion of more robust separation. Roll Call Vote: YEA: L. Anderson, M. Antes, C. Karlson. NAY: none. ABSENT: T. Fay, D. Levine. ABSTAIN: none. Adopted 3-0.

L. Anderson moved, seconded by M. Antes, that the Board vote to approve the outdoor service application for X-Golf Wayland, 60 Andrew Avenue including the recommendation to allow sidewalk access. Roll Call Vote: YEA: L. Anderson, M. Antes, C. Karlson. NAY: none. ABSENT: T. Fay, D. Levine. ABSTAIN: none. Adopted 3-0.

A2. Public Comment (continued)

Richard Turner, Nob Hill Road, voiced his support of the police. R. Turner asked for a solution to keep people from standing in the heat for swearing in ceremonies. C. Karlson noted tents have been installed in the Town Building courtyard.

A4. Permitting System Software and Implementation Services: discussion and potential vote to award contract to OpenGov, Inc. for Phase 1 Permitting System Software and Implementation Services in the amount of \$92,000. L. Miller reported that the Town had budgeted for multiple sources of funding for the project. She reviewed the funding sources: a Community Compact Grant of \$38,000; an earmark in the state legislature budget for FY 2020 for \$50,000; \$40,000 in the 2019 ATM capital appropriation; and an additional \$70,000 funding in the 2020 ATM warrant. L. Miller reported that with all the sources of funding the Town was ready to award Phase I of implementation in the total of \$92,000. The \$50,000 earmark for the FY2020 budget from the state required that the Town expend the funds as soon as practicable. L. Miller noted that the Town would enter a Purchase Order now to encumber the funds.

L. Miller reported that the Town had hired a consultant with Community Compact Grant funds to assess current processes and establish goals, which resulted in the issuance of a request for proposal (RFP). The RFP was issued in the spring of 2020 and had five respondents. Three of the five were deemed responsive by the evaluation committee. Those three vendors presented their proposals and held demonstrations of their software. Two vendors were selected for a second hands-on demonstration with both staff and end users. The evaluation committee determined that both products would be suitable, but OpenGov, Inc. was ranked higher by the evaluation committee, because it was more user-friendly and had more long-term capabilities. When the price proposals were reviewed OpenGov, Inc. was less expensive over a ten year period, and included an implementation schedule that included immediate implementation.

C. Karlson asked M. McCann, IT Director, to address the questions raised in public comment. L. Miller noted that not all information included in applications and permits is public information, and that some information would need to be redacted. M. McCann noted that back-up copies of data can be pulled down to systems in Town control, so the Town would own the data. In regard to data privacy, the software would only collect information that qualified as public record to lessen concerns of data privacy. D. Watkins asked about integration with existing systems. L. Miller reported that one of the software advantages was that it was able to integrate with the Town's current MUNIS system. D. Watkins asked about fees in the out years that would be funded by the General Fund. E. Doucette reported that recurring costs are \$61,000 in the first year and then estimated to be approximately the same annually to host the software service.

L. Anderson moved, seconded by M. Antes, that the Board vote to award the contract to OpenGov, Inc. for Phase 1 Permitting System Software and Implementation Services in the amount of \$92,000. Roll Call Vote: YEA: L. Anderson, M. Antes, C. Karlson. NAY: none. ABSENT: T. Fay, D. Levine. ABSTAIN: none. Adopted 3-0.

A5. Correspondence Review The Board reviewed the correspondence included in the Board Packet.

A6. Selectmen's reports and concerns C. Karlson reported that the Annual Report is posted online, and hard copies are available at the Public Library and Town Building vestibule. C. Karlson noted that the Board would meet weekly in July on Mondays at 5:00 p.m. C. Karlson noted that the list of most recent appointments to Boards and Committees was included in the packet. C. Karlson reported that the Town Clerk requested that the Board be cognizant of elections when selecting a Town Meeting date.

A7. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any There were none.

A8. Adjourn At 12:48 p.m., M. Antes moved, seconded by L. Anderson, that the Board adjourn the meeting. Roll Call Vote: YEA: L. Anderson, M. Antes, C. Karlson. NAY: none. ABSENT: T. Fay, D. Levine. ABSTAIN: none. Adopted 3-0.

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of July 1, 2020

1. There were none.

Items included as part of the Agenda Packet for discussion during the Board of Selectmen Meeting of July 1, 2020

1. Memorandum from Louise Miller, Town Administrator, to Board of Selectmen re: Application for Outdoor Seating – X-Golf of Wayland and China Rose Cuisine and Bar dated July 1, 2020
2. Outdoor Seating Application for China Rose Cuisine & Bar
3. Memorandum from Patrick Swanick, Chief of Police, to Louise Miller, Town Administrator re: China Rose Cuisine and Bar Application for Outdoor Seating dated June 30, 2020
4. Memorandum from Patrick Swanick, Chief of Police, to Louise Miller, Town Administrator re: X-Golf Wayland Application for Outdoor Seating dated June 30, 2020
5. Outdoor Seating Application for X-Golf of Wayland
6. Contract with OpenGov, Inc. to provide Phase 1 Permitting System Software and Implementation Services to the Town
7. Board and Committee Vacancies as of June 30, 2020

CORRESPONDENCE

1. Correspondence from George Harris, Wayland Resident to Mira Netsky, Massachusetts Office of the Attorney General dated June 25, 2020 re: Open Meeting Law complaint filed with the Wayland Board of Selectmen on April 13, 2020.
2. Correspondence from Carrie Benedon, Massachusetts Office of the Attorney General, to George Harris dated June 26, 2020 re: Open Meeting Law complaint filed with the Wayland Board of Selectmen on April 13, 2020
3. Correspondence Gretchen Schuler, Wayland Resident to Board of Selectmen, dated June 28, 2020 re: Timing of the 2020 Annual Town Meeting.



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Meeting Minutes BOARD OF SELECTMEN

Tuesday, July 7, 2020

5:00 p.m.

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

BOARD OF SELECTMEN
LEA T. ANDERSON
MARY M. ANTES
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Note: In compliance with the March 12, 2020 Massachusetts Office of the Governor's 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 the WayCAM Government channel and available for public teleconference participation via Zoom. Public Comment was received by telephone and Zoom during the time designated for Public Comment.

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

Also Present: Town Administrator, Louise Miller; Assistant Town Administrator, Elizabeth Doucette; Management Analyst, Seath Crandall; Finance Director, Brian Keveny; IT Director, Michael McCann; Public Buildings Director, Kenneth (Ben) Keefe

Remote participation by tele-videoconferencing: Selectman Elect/Finance Committee Member, David Watkins; Board of Public Works member, Mike Wegerbauer; Town Moderator, Dennis J. Berry; Electronic Voting Implementation Subcommittee (ELVIS) Chair, David Bernstein; Eversource Energy representative, Christine Crosby

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 5:09 p.m. when a quorum was available and noted that the meeting would be broadcast live and recorded for later broadcast by WayCAM and open on Zoom. C. Karlson announced that members of the Board would participate remotely to maintain social distance. C. Karlson announced a phone number (508-358-6812) for the public to call to offer comments and reviewed for the public how to participate via Zoom. C. Karlson reviewed the agenda for the public. T. Fay joined the meeting at 5:12 p.m.

A2. Announcements and Public Comment C. Karlson announced that Public Comment was open.

Stan Robinson, Wheelock Road, commented by telephone on the agenda item regarding Automated Meter Reading (AMR). He recommended that the Board question the contract; he informed the Board that it is not legally required to sign the contract today. S. Robinson requested that the Board postpone the decision until he reviews all the proposals submitted to the Town. S. Robinson suggested that the Board deliberate about the Town's slow response to public records requests and uncorrected defects in the Annual Town Meeting (ATM) procedures.

Margaret Patton, Plain Road, telephoned to comment regarding Article 12 in the 2019 ATM Warrant (Automatic Water Meter Reading) and noted that there was no mention of privacy. She asked if a hard-wired option would be investigated.

Margo Melnicove, Lakeshore Drive, participated via Zoom. She commented as a high-risk resident and recommended that the Board hold ATM outside on a Sunday afternoon. She reported that she would feel disenfranchised if the meeting were held indoors.

George Harris, Holiday Road, offered two comments by telephone; the first regarded transparency concerning the draft of the Governor's bill to seat the newly elected Selectman, Dave Watkins. G. Harris felt strongly that the information should be in the packet. C. Karlson clarified that the information was on page 8 of the packet. G. Harris echoed previous comments made by S. Robinson requesting access to the winning proposal for AMR.

A3. Restaurants: review, discuss outdoor service license for the following restaurant(s): 1. The Dudley Chateau, 20 Crest Road, Wayland L. Miller reported that the Police Department had confirmed that there had been no reports of complaints with respect to the Dudley Chateau restaurant and on several occasions the restaurant closed prior to the scheduled closing time.

A4. Town Administrator Update: 1. COVID-19 update and review of Response Plan; 2. Board of Health Update; 3. Open Meeting Law Guidance; 4. Signs; 5. Project Updates: a. Oxbow Field, b. Route 27 Bridge; 6. School Bus Parking

A4.1. COVID-19 update and review of Response Plan There was no additional information.

A4.2. Board of Health Update L. Miller reported that the next Board of Health Update will be released July 8.

A4.3. Open Meeting Law Guidance L. Miller reported that the state had issued updated guidance regarding outdoor meetings. L. Miller reported that the Town has established an area outside Town Building that is handicap accessible and could be used to hold outdoor public meetings. L. Miller added that it is unclear if outdoor meetings would be broadcast or recorded by WayCAM, but added that they would be open for the public to physically attend.

A4.4. Signs L. Miller wanted to start a discussion with the Board regarding the sign policy and recommended that the Board review and update the existing policy. L. Miller noted that the Town had received a number of complaints in recent months of the size of signs, the length of time they remain in place, and where the authority to remove signs that are placed in the right-of-way rests. The Board discussed the history of the previous discussion, the scope of the policies, and agreed to revive the discussion.

A4.5. Projects Update:

a. Oxbow Field L. Miller reported that the Town was meeting with the contractor July 8 and that the site conditions have improved. L. Miller noted that the field was projected to be ready for use in September. L. Miller noted that she had received some communication from the neighbors in regard to the settlement agreement and would be working through some of the issues.

b. Route 27 Bridge L. Miller reported that the Route 27 bridge work is projected to be completed this year and the project is currently before the Conservation Commission for permitting. Massachusetts Department of Transportation (DOT) should complete their portion of the work regardless of the status of the Town's portion of the work.

A4.6. School Bus Parking L. Miller reported that the DOT had previously selected three properties located in Weston, Natick, and Lincoln that could serve as locations to park Wayland school buses. L. Miller and Town Planner Sarkis Sarkisian visited the three sites. The property that was closest and most accessible in Weston is not ready for bus parking and would require paving. The Natick and Lincoln properties could be pursued. The Town has received comments previously that the buses should not be parked on Wayland school properties. The Town's preference is to have a property in Wayland to park school buses, potentially the Town Building or the old Whole Foods parking lot. T. Fay recommended that the Town consider using multiple smaller locations which may be easier to locate. The School Department Transportation Coordinator and Town Planner will continue to work to select the location.

A5. Seating of Elected Officials: review language from town counsel for a potential Governor's Bill; discuss and vote intent to fill School Committee vacancy, set date for joint meeting with School Committee; discuss and vote of intent to fill Board of Public Works vacancy, set date for joint meeting with Board of Public Works

C. Karlson updated the Board on two recent resignations from seats on the School Committee and Board of Public Works (BoPW). The School Committee vacancy was posted on July 2, 2020 and the School Committee voted on July 6, 2020 the intent to fill the vacancy. C. Karlson noted that there was one applicant for the vacant seat and the Board intended to meet jointly with the School Committee on July 13, 2020. The Board of Public Works received a resignation on July 7, 2020 and the vacancy was posted on the same day. The Board could meet jointly with the BoPW on Monday, July 13, 2020 to appoint an applicant to the seat.

L. Anderson moved, seconded by D. Levine that the Board vote the intent to fill the School Committee vacancy and set a date for a joint meeting with the School Committee on July 13, 2020. Roll Call Vote: YEA: L.

Anderson, M. Antes, T. Fay, D. Levine, C. Karlson. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

D. Levine moved, seconded by M. Antes, that the Board vote to follow the appropriate process to fill the current vacancy on the Board of Public Works and set a date for a joint meeting with the Board of Public Works for July 13, 2020. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, D. Levine, C. Karlson. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

C. Karlson asked the Board to review the draft language from Town Counsel for a potential Governor's Bill. The draft includes three proposed approaches to the issue. The first refers only to the 2020 election, has no specific date for a delayed ATM, and does not refer to a state of emergency. The second option refers to a state of emergency in 2020 and any other Annual Town Election that delays the date of ATM past June 30. The third option refers to ATM held after June 15. The Board discussed the advantages and disadvantages of each of the approaches. D. Levine suggested that the proposed option two was most practical; T. Fay concurred. L. Anderson felt that option two could also have higher probability to pass the state legislature. D. Watkins expressed preference for option 3.

M. Antes moved, seconded by L. Anderson, that the Board vote to request Town Counsel submit the option two proposal as a potential Governor's Bill as presented in the packet. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, D. Levine, C. Karlson. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A6. Automated Meter Reading: discuss and potential vote to award the Advanced Metering

Infrastructure contract to Everett J. Prescott, Inc. for \$669,533.50 C. Karlson invited Board of Public Works member Mike Wegerbauer to the discussion regarding the Automated Meter Reading contract. M. Wegerbauer, Assistant Town Administrator E. Doucette, and Information Technology Director M. McCann were all part of the evaluation team and present to answer the Board's questions. C. Karlson reviewed the previous public comments with M. Wegerbauer. L. Miller summarized the process for the selection of the vendor; the process started with an RFP pursuant to M.G.L. Chapter 30B, which had five (5) responses. An evaluation committee met several times, reviewed and ranked the technical proposals without price information. The highest ranked technical proposal also had the lowest price proposal and met the Town's requirements. There was a subgroup of the evaluation committee that reviewed the cybersecurity requirements. The evaluation team decided that Everett J. Prescott was the most advantageous contract for the Town and recommended the Board vote to award the contract.

T. Fay asked L. Miller to opine on the public comments made by S. Robinson regarding the Freedom of Information Act, 5 U.S.C. § 552 (FOIA) requests. L. Miller confirmed that the Town Administrator's office received four separate requests by S. Robinson for copies of the proposals. L. Miller noted that pursuant to 30B Section 6 the proposals are to be kept confidential until the contract is awarded. E. Doucette worked with the Supervisor of Records at the Secretary of State's office and confirmed that the Town was not required to release the proposals in the evaluation stage. Proposals could be released to the requestor as soon as practicable after the contract was awarded. L. Anderson asked L. Miller to make the distinction between public information and confidential information. L. Anderson gave the example that the evaluation committee that was formed is not subject to Open Meeting Law regulations and therefore may not be required to keep meeting minutes in the same way required by other boards and committees. L. Miller concurred.

C. Karlson asked M. Wegerbauer to opine on the concern for privacy by residents. M. Wegerbauer noted that one proposal did not meet the technical specifications and one did not meet the security specification. They were not evaluated further. The three remaining proposals were evaluated for security. The proposal that was selected was one-hundred percent compliant with all the security requirements in the Town Meeting vote. The Town received a third-party certification, subject to NDA (non-disclosure agreement), from the selected vendor testifying to the security. D. Watkins and M. McCann discussed the privacy of information and how it is managed.

L. Anderson revisited a previous public comment about any health concerns that residents have. She asked if this type of system would ever be pulled back by regulators. M. Wegerbauer had reviewed the concerns about these types of transmission and compared the transmission to the sending of a text message outside the home. He said that there is no evidence that it is harmful. He noted that the signal is less powerful than residential Wi-Fi and mobile phone cell service. There is an opt-out choice for residents who can choose to keep the data collection as it is now. M. McCann noted that one of the specifications called for the battery to have a twenty

year warranty, which may help residents understand the energy required to transmit compared to a cell phone battery, which will last on average one day.

T. Fay moved, seconded by D. Levine, that the Board vote to award the Advanced Metering Infrastructure contract to Everett J. Prescott, Inc. for \$669,533.50. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, D. Levine, C. Karlson. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A7. Easements for Rivers Edge Development: Discussion and next steps L. Miller reported that the Rivers Edge developer, Wood Partners, submitted a proposal to DOT that included an entrance onto Boston Post Road (Route 20). DOT contacted the Town and required the developers to change the proposed entrance and egress from the property. DOT saw that the Town already had an access road to the Transfer Station adjacent to the Rivers Edge project and requested that the Town consent to grant the developers access rights from Route 20 using the Town's existing access road. The easement would need to be voted at Town Meeting. The property is under the jurisdiction of the Board of Public Works. C. Karlson noted that the information was last discussed by the Board on February 24 before the pandemic. This item will be discussed jointly with the Board of Public Works at the July 13, 2020 meeting.

A8. 2020 Annual Town Meeting: discuss potential dates and logistics with Public Buildings Director, potential vote to set date 1. Report of Liaisons on Articles 2. Town administrator update re: FY 21 Budget 3. Process to pass over articles

C. Karlson noted that two potential dates for ATM were under consideration, in August and September. The Board received public comment previously to avoid Saturdays to observe Jewish Sabbath. L. Anderson connected with the Wayland Interfaith Leaders Association (WILA) who had voiced that Sunday mornings would be problematic. L. Miller noted that ATM requires four days of set-up and breakdown. The Town Clerk also voiced preference for a date further from elections, but if needed the August dates were preferable.

L. Miller noted the concern for EEE to be a serious issue that would direct the time of an outdoor meeting. L. Miller noted that several locations are possible. The WHS Stadium would not be able to accommodate tents, but could accommodate chairs and stage set-up; a sound system exists at the Stadium. The Middle School and Town Building fields lack sound systems, which would incur rental costs, but would be able to accommodate tents. Restrooms, accessibility, parking and bus access issues would need to be addressed. L. Miller recommended the Field House as the only suitable indoor location, but capacity is restricted by social distancing. L. Miller noted that the expenses associated with this ATM are not budgeted in the FY 2021 budget. D. Levine suggested that the Board first determine indoor or outdoor location to help narrow down the locations. C. Karlson suggested that the Board determine the number of articles that drive the length of the meeting. D. Bernstein confirmed that the voting handsets would work outdoors and would be waterproofed. T. Fay asked about the budget for voting handsets. B. Keefe noted that the budget for handsets is dependent upon the attendance. Last Town Meeting spent \$63,000 for handsets. E. Doucette confirmed that the handset expense for a one-day meeting in 2018 was \$41,000. D. Bernstein noted that there would be costs to cover the check-in stations with tents and to supply power.

A8.1. Report of Liaisons on Articles C. Karlson reviewed the warrant articles that had been scheduled for the 2020 ATM and identified the specific articles that she would still recommend be heard at the postponed ATM. The Board confirmed eleven warrant articles (Articles 2, 4, 5, 6, 7, 8, 12, 25, 29, 30, and 31) which could be heard and proposed using the Abbreviated Presentation Procedure. CPA Articles 13, 14 and 15 should be heard, as they pertain to compliance issues. M. Antes noted that Article 13 could be controversial and should be separate from Article 15. L. Anderson reported that the School Committee chair recommended that Article 19 to replace the Loker School Roof be heard. T. Fay voiced the need to decide on Article 11. C. Karlson reported that Article 3 no longer needed to be voted at ATM. The Board indicated that eight articles (Articles: 10, 16, 17, 20, 21, 23, 24, and 26) could be tabled to a future 2021 Town Meeting. The Board identified five other articles (Articles 14, 18, 22, 27, 28) that still need to be decided by the Board or petitioners to be heard if time permits. T. Fay noted that Article 18, a petitioner's article should plan for a 25 minute debate.

T. Fay, moved, seconded by D. Levine, that the Town of Wayland hold the 2020 Annual Town Meeting on September 12, 2020 and September 13, 2020 from 12:30 p.m. to 5:00 p.m. located outdoors at the Wayland High School. In discussion, Moderator D. Berry confirmed his availability. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, D. Levine, C. Karlson. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

Article # and Name (Proposed Status)	Sponsor	BoS Assignee	ATM 2020?	ATM 2021?	PENDING DECISION
Article 1 Recognize Citizens and Employees for Service to the Town	BoS	Karlson	X		
* Article 2 Pay Previous Fiscal Year Unpaid Bills	BoS	Karlson	X		
* Article 3 Current Year Transfers	BoS	Karlson			n/a
* Article 4 OPEB Funding	BoS	Karlson	X		
* Article 5 Fiscal Year 2021 Revolving Fund Expenditure Limits	BoS	Karlson	X		
* Article 6 Compensation for Town Clerk	BoS	Karlson	X		
* Article 7 Personnel Bylaws and Wage & Classification Plan	BoS	Karlson	X		
* Article 8 Surface Water Quality Committee Budget	BoS	Anderson	X		
Article 9 Fiscal Year 2021 Omnibus Budget	FinCom	Karlson	X		
* Article 10 Capital Stabilization Fund	BoS	Karlson		X	
Article 11 Reallocate Previously Appropriated Funds for Comm Cent	BoS	Fay			X
* Article 12 CPA – Set Asides and Transfers	CPC	Antes	X		
Article 13 CPA – Accessibility Improvements for Playgrounds	CPC	Antes	X		
Article 14 CPA – Funding for Housing Consultants and Production Plan	CPC	Antes			X
Article 15 CPA – ADA Improvements at Free Public Library	CPC	Antes	X		
Article 16 CPA – Funds to Preserve Open Spaces’ Plants and Pollinator	CPC	Antes		X	
* Article 17 Allow Certain Contracts up to 5 Years	BoS	Levine		X	
Article 18 Change Election Date	Petitioner	Fay			X
Article 19 Roof Replacement – Loker Elementary School	SC	Anderson	X		
Article 20 Select Board/Town Manager Act	BoS	Anderson		X	
Article 21 Selectmen to Prepare Budget; Moderator Appointed by FinCom	Petitioner	Anderson		X	
Article 22 Finance Committee Participation in Collective Bargaining	Petitioner	Karlson			X
Article 23 Loker Turf Field	Rec	Fay		X	
Article 24 Community Choice Aggregation	BoS	Anderson		X	
* Article 25 Accept Massachusetts General Laws Chapter 200A, Sec 9A	BoS	Karlson	X		
Article 26 High School Athletic Field Complex Renovation – Part 3	SC	Antes		X	
Article 27 Repeal Chapter 193 of the Code of the Town of Wayland	Petitioner	Fay			X
Article 28 Spencer Circle Street Acceptance	BoPW	Levine			X
* Article 29 Choose Town Officers	BoS	Karlson	X		
* Article 30 Hear Reports	BoS	Karlson	X		
* Article 31 Sell or Trade Vehicles and Equipment	BoS	Karlson	X		

A8.2 Town administrator update re: FY 2021 Budget L. Miller noted that the FY 2021 budget may need to be amended for two reasons: revenue projections could be adjusted before September and there may be a new need for funds to re-open the school buildings. Finance Director, B. Keveny reviewed the FY 2021 budgets. He summarized the revenue, which includes \$86.1 million omnibus budget and other unappropriated budgets for a combined total of \$87.6 million. B. Keveny described the four revenue categories that fund that budget: taxation, state aid, local receipts, and transfers from other funds. FY 2021 taxation from real estate is budgeted for \$74.1 million that includes a \$3.2 million increase in taxation over last year. Within that \$3.2 million is \$1.0 million in brand new exempt taxation. The unused levy is projected to be \$5.8 million. He noted there was no risk to fund the taxation to support the \$74.1 million. B. Keveny also noted that there was \$6.5 million in state aid for FY 2020 and projected that the FY 2021 budget remains unchanged from FY 2020. The Town received all expected state aid in FY 2020. B. Keveny reviewed the third revenue category of local receipts and reported an estimated \$5.0 million in FY 2020. The Department of Revenue permits only a small increase year to year. In the current year, \$4.4 million in local aid was lower than projected due to lower meals tax as a consequence of COVID-19 and lower auto excise tax for reasons still to be analyzed. B. Keveny noted that when ATM occurs, the amount in the motion may need to be amended on ATM floor; however, he does not see any reason to reduce expected revenues at this point. L. Miller noted the concern about the shortfall related to re-opening the schools. C. Karlson noted this will be revisited at a future meeting.

A8.3. Process to pass over articles There was no discussion.

A9. Special Town Meeting: Potential vote to set date and open warrant 1. Discussion of potential Board articles C. Karlson noted that a Special Town Meeting would be required to address the Rivers Edge easement and also intended to enact a resolution toward anti-racism in Wayland. T. Fay noted he supported a Special Town Meeting.

A10. Eversource Grant of Location Hearing: Old Connecticut Path, Northwesterly side approximately 746± feet southwest of Nolan Farm Road; Install one (1) new pole # 19/104A a) Petitioners request permission to erect or construct of a new pole, to be owned and used in common by them, and for such other fixtures including anchors and guys as may be necessary to sustain or protect the wires to be located, substantially as shown on the plans made by A. Debenedictis dated November 21, 2018 and filled herewith upon, along and across the above or intersecting public ways, and b) Petitioners also request permission to lay and maintain underground laterals, cables and wires in the above or intersecting public ways for making connections with such poles and buildings as each of said petitioners may desire for distributing purposes. Your petitioners agree to reserve space for one Cross-arm at a suitable point upon each of said poles for the telephone, fire and police signal wires owned by the town and used for municipal purposes. 1. Open Hearing and Read Announcement 2. Presentation and Recommendation 3. Public Comment 4. Board Discussion and Vote 5. Close Hearing

A10.1. Open Hearing and Read Announcement At 8:07 p.m., C. Karlson declared the hearing open for the purpose of considering the request from Eversource Energy for a grant of location for a utility pole in the Town right-of-way on Old Connecticut Path near the WHS tennis courts, approximately 746± feet southwest of Nolan Farm Road. C. Karlson read the legal notice that appeared in the Thursday June 25, 2020 issue of the Town Crier.

A10.2. Presentation and Recommendation Christine Crosby, representative from Eversource Energy, joined the meeting to present the application before the Board. C. Crosby summarized the purpose of the new pole at the location on Old Connecticut Path was to support lighting the new tennis courts at WHS, but the pole was physically located closer to the basketball courts. The request is to install one (1) new pole # 19/104A.

A10.3. Public Comment There was none.

A10.4. Board Discussion and Vote T. Fay asked if there were any underground alternatives. C. Crosby answered that the additional pole would support two adjacent above ground poles. D. Watkins asked if the intent of the application would be to extend permission to other locations on Old Connecticut Path. C. Crosby noted the intention for the underground lateral connections was only to reach the underground service to the control box as specified in the work order for this project and not any other purpose. L. Miller noted that members of the Historical Commission may contact C. Crosby with questions regarding the location of the pole. T. Fay

noted that the language of the motion would be specific to the application and the project, and not applicable to other locations on Old Connecticut Path.

A10.5. Close Hearing At 8:20 p.m., C. Karlson closed the hearing.

A10.4. Board Discussion and Vote (revisited) L. Anderson moved, seconded by M. Antes, that the Board of Selectmen approve the request from Eversource Energy for a grant of location for a utility pole in the Town right-of-way on Old Connecticut Path near the WHS tennis courts, approximately 746± feet southwest of Nolan Farm Road. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, D. Levine, C. Karlson. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A11. FY 2020 Year-end line item transfers: Discussion on year end line item transfers; vote to approve line item transfer below: 1. Treasurers Expense a. Amount: \$30,000 b. Funding Sources: Employee Mitigation

T. Fay moved, seconded by L. Anderson that the Board vote to approve a line item transfer of \$30,000 from funding source Employee Mitigation line. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, D. Levine, C. Karlson. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A12. Planning for FY22: Budget process and 2021 Annual Town Meeting; discuss next steps D. Watkins summarized the progress to identify dates that are optimal for Annual Town Meeting for 2021. The Board will continue this discussion at future meetings.

A13. Shared Streets Grant: discussion and next steps with Town Planner This item was tabled to a future meeting because the Town Planner was unavailable.

A14. Board of Selectmen Statement on Racism: discuss draft statement, community-wide discussion forum and next steps; potential vote C. Karlson proposed tabling this item to a future meeting to give it the proper amount of time needed to discuss the issue. C. Karlson noted that the Board had a draft statement for review and some comments and revisions had already been recommended. M. Antes will revise and provide the updated draft at the next meeting.

A15. Committee Appointments: Discussion and potential vote to appoint the following position:

<u>Committee</u>	<u>Appointee</u>	<u>Term End Date</u>
Community Preservation Committee	Maureen Cavanaugh	June 30, 2023

M. Antes moved, seconded by T. Fay, that the Board appoint Maureen Cavanaugh to the Community Preservation 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.

A16. Minutes: Review and vote to approve minutes of June 25, 2020 and July 1, 2020

L. Anderson moved, seconded by T. Fay, that the Board approve the Board of Selectmen meeting minutes of June 25, 2020 as amended and the minutes of July 1, 2020 as written. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A17. Consent: Review and vote to approve (see separate sheet)

1. Vote the question of designating and approving signing authority to Cherry Karlson, Chair, Board of Selectmen, on all items related to the Eversource Grant of Location, Old Connecticut Path, Northwesternly side approximately 746± feet southwest of Nolan Farm Road to install one (1) new pole # 19/104A
2. Vote the question of designating and approving signing authority to Louise Miller, Town Administrator on items listed below.
3. Vote the question of accepting with thanks two (2) donations totaling \$150.00 to the Wayland COVID-19 Relief Fund.

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

A18. Correspondence Review There was no correspondence in the Board Packet.

A19. Selectmen's reports and concerns M. Antes thanked the Vokes Theatre players and the contributors who donated and delivered 100 bags of food to the Parmenter Food Pantry. M. Antes also reported that the Wayland Public Library hosted a reading of a speech given by Fredrick Douglass and that it was a success. T. Fay announced that the proposer of a new scull storage project at the Town Beach requested the initiative be discussed at a future meeting. D. Watkins asked if there could be an opportunity for the Board to discuss the topic of a petition to Superior Court, submitted by himself as an individual, for action that would allow him to be seated earlier than ATM.

A20. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any There were none.

A21. 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 the New England Police Benevolent Association (NEPBA)/Wayland Police Officers Union (WPOU) Local 176; II. 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; and; III. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (2), (3), and (6), to review and approve the executive session minutes of June 25, 2020. APPROVE AND HOLD: Executive Session minutes of June 25, 2020.

At 8:52 p.m. Chair C. Karlson moved, seconded by D. Levine, that the Board of Selectmen Enter into Executive Session pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to collective bargaining with the New England Police Benevolent Association (NEPBA)/Wayland Police Officers Union (WPOU) Local 176; 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; and pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (2), (3), and (6), to review and approve the executive session minutes of June 25, 2020 with the intent of approving and holding said executive session minutes.

C. Karlson declared that a public discussion of these matters may have a detrimental effect on the litigating, negotiating, or bargaining position of the Town. Roll call vote. YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

C. Karlson invited attendance by Louise Miller, Town Administrator; School Committee member Kathy Steinberg; School Committee member Ellen Grieco; and Management Analyst Seath Crandall.

A22. Adjourn At 9:45 p.m. the Board adjourned from Executive Session and did not reconvene in open session.

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of July 7, 2020

There were none.

Items included as part of the Agenda Packet for discussion during the Board of Selectmen Meeting of July 7, 2020

1. Guidance Spotlight: In-Person Meeting – This Month in the Division of Open Government, June 2020
2. Massachusetts Legislature, General Laws, Part 1, Title VII, Chapter 41 Section 11
3. Correspondence from Anna Ludwig, Town Clerk; to Louise Miller, Town Administrator, Cherry Karlson, Chair, Board of Selectmen; Jeanne Downs, Chair, School Committee; Nate Buffum, School Committee, dated July 2, 2020, re: Resignation of Nate Buffum (includes attachments of letter sent to Board of Selectmen by Town Clerk and Resignation of letter from Nate Buffum)
4. Board and Committee Vacancies as of July 2, 2020
5. An Act Related to Swearing In of Elected Officials in the Town of Wayland (Options 1, 2 and 3)
6. AMI Draft Contract 20-2030
7. Rivers Edge Access Road Permission
8. Board of Selectmen Policy on Annual Budget Process
9. FY 2021 Operating Budget Request Guideline
10. Correspondence from Richard Schifone, Rights and Permits Supervisor, Eversource Energy, to the Wayland Board of Selectmen, dated July 6, 2020, re: Hearing Required
11. Order for Locations for Poles, Town of Wayland, Massachusetts, WO#2295490

12. Correspondence from the Board of Public Works, to the Board of Selectmen, dated June 30, 2020, re: Eversource Energy Request – Grant of Location for Utility Pole (19/104A)
13. Fiscal 2020 Year End Transfers
14. Draft Board of Selectmen Statement on Racism
15. Draft of July 1, 2020 Board of Selectmen Minutes
16. Draft of June 25, 2020 Board of Selectmen Minutes
17. FY 2021 Budget Schedule and Process
18. Wayland Access Sign-off from Abutter – Plan
19. Draft dates of ATM
20. AMI Contract Award Memo to Board of Selectmen
21. Draft of Board of Selectmen Meeting Minutes held on 06-25-2020
22. Draft of Board of Selectmen Meeting Minutes held on 07-01-2020

CORRESPONDENCE

1. There was none.



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TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

Meeting Minutes
BOARD OF SELECTMEN
Monday, July 13, 2020
5:00 p.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 Governor's 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 the WayCAM Government Channel and open to the public to view and participate via Zoom. No in-person attendance of members of the public was permitted. Public Comment was available by both telephone and Zoom during the time designated for Public Comment.

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

Also Present: Town Administrator Louise Miller; Management Analyst Seath Crandall; DPW Director Tom Holder; Town Planner Sarkis Sarkisian

Remote participation by tele-videoconferencing: Selectman Elect/Finance Committee Member 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 5:00 p.m. when a quorum was available and noted that the meeting would be broadcast live and recorded for later broadcast by WayCAM. The meeting was open for the public to view and participate on Zoom. C. Karlson announced a phone number (508-358-6812) for the public to call to offer comments and reviewed for the public how to participate via Zoom. C. Karlson reviewed the agenda for the public.

A2. Swearing in of Police Officer DaLonn Pearson – Held outside in the Town Building Courtyard C. Karlson, L. Anderson and the live broadcast moved to the Town Building Courtyard to attend the swearing-in ceremony of new Officer DaLonn Pearson. C. Karlson, L. Miller and Lt. Sean Gibbons all gave remarks welcoming L. Pearson. Town Clerk, Anna Ludwig administered the Oath of Office to L. Pearson. Following administration of the oath and pinning his badge, the Board congratulated Officer Pearson. C. Karlson and L. Anderson returned to the Council on Aging Room.

A3. Announcements and Public Comment M. Antes announced that the Council on Aging would host a concert on July 16 and reservations were required. C. Karlson announced that Public Comment was open.

A13. 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 weekly payroll and expense warrants.
3. Vote the question of approving the inclusion of the proposed language to the Health Insurance Incentive Waiver Program.

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

A3. Announcements and Public Comment (continued)

Steve Correia, Glezen Lane, commented on the Board's statement on racism that he felt discussion was important, but wanted to see action.

A4. Joint Meeting with School Committee to interview candidate(s) and vote to appoint to fill vacancy a. Christopher M. Ryan At 5:20 p.m., Chair, Jeanne Downs called the School Committee (SC) meeting to order. School Committee members Kim Reichelt and Ellen Grieco were also present. J. Downs introduced C. Ryan, School Committee member elect. E. Grieco noted that C. Ryan was elected by voters at the June 9, 2020 election.

C. Karlson announced that the intent of the Board was to meet jointly with the School Committee to fill a recently vacated seat on the SC as prescribed in Chapter 41 Section 11. The seat could be filled following a resignation, a vote of the SC to request the Board jointly fill the seat, the Board's announcement of intent to fill the seat on the SC, and the public posting of the vacancy for seven days. The Board received one application, C. Ryan.

L. Anderson moved, seconded by D. Levine, that the Board of Selectmen and School Committee appoint Christopher M. Ryan to fill the remainder of the term of office for the seat vacated by Nate Buffum, unless Christopher M. Ryan can sooner assume the term of office to which he was elected at the 2020 Town Election. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine, J. Downs, E. Grieco, K. Reichelt NAY: none. ABSENT: Kathie Steinberg. ABSTAIN: none. Adopted 8-0. The School Committee voted to adjourn the meeting of the SC at 5:25 p.m.

A14. Correspondence Review The Board reviewed the correspondence in the Board Packet.

A8. Town Administrators Update: a. COVID-19: Update; b. Board of Health COVID-19 Update; c. Cascade 40B Project; d. Oxbow Field Project; e. School Bus Parking; f. Wayland Community Rowing: Sculling Shed at Town Beach; g. Update on Governor's Bill & Declaratory Judgment for seating of Elected Officials

A8.a. COVID-19: Update L. Miller noted that the incidence of new COVID-19 cases was slowing down, and that residents should continue to be vigilant and follow the mask order. There was still concern of spread because the number of new cases nationally was surging.

A8.b. Board of Health COVID-19 Update L. Miller reported that the Board of Health and Health Department are working with the School Committee and School Department on the school re-opening plans.

A8.c. Cascade 40B Project L. Miller reported that the Town had been contacted by the Department of Environmental Protection (DEP) because the developer for the Cascade 40B project had filed an application for intent to change the scope of work of the project. The change included a proposed on-site wastewater treatment plant to serve the facility. L. Miller noted that a comment letter sent to DEP was in the Board packet and had been reviewed by Town Counsel. L. Miller reminded the Board that the state-ordered mediation remains confidential and has not concluded. L. Miller reported that the developer had not changed the scope of work with the Housing Commission in Boston. L. Miller reminded the Board that the Zoning Board of Appeals (ZBA) decision was appealed and an on-site wastewater treatment plant was suggested by the ZBA. M. Antes voiced concern over the age of the wastewater treatment regulations from 1988 and suggested an update.

C. Karlson closed the Public Comment period.

A5. Joint Meeting with Board of Public Works to interview candidate(s) and vote to appoint to fill vacancy a. Robert L. Goldsmith At 5:37 p.m. C. Karlson called a joint meeting of the Board of Selectmen and the Board of Public Works (BoPW) to order. C. Karlson announced the intent of the Board was to meet jointly with the BoPW to fill a recently vacated seat on the BoPW as prescribed in Chapter 41 Section 11. The seat could be filled following a resignation that was confirmed by the Town Clerk, a vote of the BoPW to request the Board meet jointly to fill the seat, the Board's announcement of intent to fill the seat, and the public posting of the vacancy for seven days. The Board received one application, R. Goldsmith. Chair, Mike Lowery, and BoPW members Clifford Lewis, and Jonathan Mishara were also present. M. Lowery also introduced R. Goldsmith, BoPW member elect. M. Lowery noted that R. Goldsmith was elected by voters at the June 9, 2020 election.

L. Anderson moved, seconded by M. Lowery, that the Board of Selectmen and BoPW appoint Robert L. Goldsmith to fill the remainder of the term of office for the seat vacated by Patrick Murphy, unless Robert L.

Goldsmith can sooner assume the term of office to which he was elected at the 2020 Town Election. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine, M. Lowery, C. Lewis, J. Mishara. NAY: none. ABSENT: M. Wegerbauer. ABSTAIN: none. Adopted 8-0. The Board congratulated R. Goldsmith.

A6. Special Town Meeting: Discussion of potential article for easements for the River's Edge development with Board of Public Works Potential vote to insert article(s), confirm schedule, etc. L.

Miller reported that the River's Edge developer, Wood Partners, submitted a proposal to DOT; DOT required the developer to change the proposed entrance and egress from the property and to use the access road to the Transfer Station adjacent to the River's Edge project. DOT requested that the Town consent to grant the developer access rights from Route 20. To consent, the Town has to act to transfer the interest in real estate to Wood Partners and that transfer would need to be voted at Town Meeting; and second, the property is under multiple jurisdictions including the Board of Selectmen and the Board of Public Works. Jurisdiction needs to be resolved.

T. Holder reviewed the two easements that would be necessary and noted they are consistent with proper roadway design and the conditions proposed. There was a discussion about the specifications and conditions of the access routes. T. Holder stated two conditions: relocation of a gate and allowing Transfer Station traffic to use the easement to turn around if access to the Transfer Station is closed. BoPW members recommended a traffic study. S. Sarkisian reported several traffic studies have been conducted and posted. D. Watkins suggested considering licensing instead of an easement to avoid needing to call a Special Town Meeting for this issue. BoPW members requested to see the language of the easement before approval. Other issues raised included the need to correct GIS maps, and a desire to include multiple groups to propose best uses of Town land. C. Karlson summarized the unresolved aspects that need clarification before approval: issues regarding the Conservation Commission and drainage, the Planning Board and traffic, and the ownership of the land. The BoPW left the meeting at 6:20 p.m.

A7. Shared Streets Grant: discussion and next steps with Town Planner Town Planner Sarkis Sarkisian joined the discussion and presented the Massachusetts Department of Transportation's Shared Streets and Spaces grant program. The Shared Streets and Spaces grant program is aimed to provide grants as small as \$5,000 and as large as \$300,000 for cities and towns to quickly implement or expand improvements to sidewalks, curbs, streets, on-street parking spaces and off-street parking lots in support of public health, safe mobility, and outdoor connectivity with sidewalks and bikeways. S. Sarkisian reviewed three proposals. First is Cochituate area improvements at the 114 Main Street property, a 1.5 mile bikeway from 27/30 to the Cochituate Rail Trail with pavement markings and barricades, and upgrades to the Hannah Williams Playground gazebo. S. Sarkisian described a second project connecting 236 Boston Post Road to the Rail Trail. Both projects would require a license or easement. S. Sarkisian reviewed a third proposal at Elissa Avenue, involving the closure of the road to traffic to create a plaza with outdoor seating. The Board discussed the timeline.

M. Antes, moved, seconded by D. Levine, to encourage the Town to proceed working with internal Boards and Committees to prepare an application for the grant. In discussion, T. Fay noted that the grant was a step toward meeting the Board's goals. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, D. Levine, C. Karlson. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A10. Board of Selectmen Statement on Racism: open forum, discussion and potential vote C. Karlson reviewed a revised draft of a statement from the Board. M. Antes indicated that she made some changes to the document as suggested by the Board members and a call for action from the public. D. Levine stressed the importance of listening, understanding, and the call to action. T. Fay voiced the need for action and a public forum.

M. Antes became disconnected from the meeting for 8 minutes from 6:47 p.m. to 6:55 p.m.

L. Anderson noted that this was an important moment in history and Board members are looked to as leaders who need to take action. D. Watkins suggested an actionable item, by implementing a zero tolerance policy for certain behaviors both as an employer and an appointing authority. M. Antes reconnected to the meeting.

C. Karlson noted that the Town has been proactive with structural changes as an employer and an appointing authority, and encouraged action as a community through a public forum. L. Anderson referred to a public comment letter and echoed the significance of collecting data. L. Miller reported that the Town does have an existing zero tolerance policy for harassment and discrimination that is implemented through employee training

and backed by the Personnel Board. L. Miller noted the importance of bringing people together as a community. L. Miller suggested establishing an Advisory Group to support diversity and accessibility. The Board discussed approaches by other neighboring towns. D. Watkins requested the topic be added to the Board's list of goals. C. Karlson noted that diversity has been listed as one of the Board's goals established in January. T. Fay recommended that the Board commit to a public forum and encourage the public discussion. C. Karlson suggested the topic be put on the next agenda.

A6. Special Town Meeting: Discussion of potential article for easements for the River's Edge development with Board of Public Works Potential vote to insert article(s), confirm schedule, etc. (continued)

L. Miller noted that the grant of easements were an important part of the process for the developers to be able to submit a building permit, and if delayed it could extend up to ten months. T. Fay noted his preference to not delay the project to allow the Town to benefit from the revenue. L. Miller voiced concern with additional traffic studies. D. Watkins reiterated the option to pursue a license as an alternative to an easement and expressed disagreement with a Special Town Meeting.

A8. Town Administrators Update (continued)

A8.d. Oxbow Field Project L. Miller reported that the Town met with the contractor and identified some problem areas and a plan to rectify them. The Town received confirmation from the designer that the plantings were implemented correctly. L. Miller noted that she would follow up with the neighbors in regard to the settlement agreement.

A8.e. School Bus Parking There was no new update.

A8.f. Wayland Community Rowing: Sculling Shed at Town Beach L. Miller reported that a proposal was submitted by Cliff Lewis last December. L. Miller noted that the Massachusetts Department of Conservation and Recreation (DCR) had not been able to provide a copy of the lease of the property, which extends through 2024. C. Karlson noted that the use of the Town Beach is currently restricted by the state's re-opening guidelines and expressed concern for introducing something new in this environment. L. Anderson voiced that this may need to be tabled for another year given the current priorities.

A8.g. Update on Governor's Bill & Declaratory Judgment for seating of Elected Officials L. Miller reported that Town Council prepared a Governor's bill that is ready for signature by the Chair of the Board of Selectmen and Congressional delegation and once signed would be submitted. Town Counsel indicated it may take a month to make its way through the legislature once the Governor decides to file the bill. D. Watkins indicated that through his personal lawyer, he would file an emergency motion seeking injunctive relief to be heard by a Superior Court immediately, different from the Town's approach. D. Watkins requested the Board support his initiative. T. Fay indicated it would be unusual for a Superior Court judge to overturn a state statute as D. Watkins requested and would not be supportive of using taxpayer money on a legal issue different from the advice of Town Counsel. T. Fay indicated that even injunctive relief can take some time. L. Anderson concurred that it may be fruitless but expressed empathy to D. Watkins and his delay to take office.

A9. Annual Town Meeting: discuss logistics, review current articles and potential vote to identify articles to pass over C. Karlson noted that the Finance Committee agreed to pass over Article 10 Capital Stabilization Fund. The Board discussed the preference to keep Article 11 Reallocate Previously Appropriated Funds for Community Center. C. Karlson noted that there are eight articles requiring full discussion and estimated discussion could take up to four hours. C. Karlson noted that the Board voted a new date, but there was a need for the Town Moderator to declare two more ATM continuances, first to a date in August and again to the agreed upon September 12, 2020 date. L. Miller would have an update on logistics at the next meeting.

A11. Planning for FY22: Budget process and 2021 Annual Town Meeting; discuss next steps L. Miller reported that she had reviewed the budget schedule and process with the Chair of the Finance Committee and would report back to the Board next week. L. Miller reported that the Finance Committee proposed to separate the capital from the operating budget processes for clarity. L. Miller discussed the summit and reviewed the timelines for the capital and school budget. C. Karlson indicated the Board and Finance Committee would review the final version at the respective meetings next week. D. Watkins reviewed the process for date selection for ATM 2021 and proposed four dates March 30, April 6, April 27, or May 4.

A12. Minutes: Review and vote to approve minutes of July 7, 2020 There were no minutes ready for approval.

A15. Selectmen's reports and concerns T. Fay congratulated Officer Pearson on his swearing in. T. Fay also commended L. Miller for her organization of the Town Beach. C. Karlson and L. Anderson echoed the remarks. D. Watkins indicated interest in working toward two of the Board's goals: the Long Range Operating and Capital Finance Planning and Communications plan.

A16. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any There were none.

A17. Enter into Executive Session I. 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; and; II. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (2), (3), and (6), to review and approve the executive session minutes of July 7, 2020. APPROVE AND HOLD: Executive Session minutes of July 7, 2020.

At 8:31 p.m. Chair C. Karlson moved, seconded by L. Anderson, that the Board of Selectmen Enter into Executive Session 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; and pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (2), (3), and (6), to review and approve the executive session minutes of July 7, 2020 expecting to approve and hold said executive session minutes.

C. Karlson declared that a public discussion of these matters may have a detrimental effect on the litigating, negotiating, or bargaining position of the Town. Roll call vote. YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

C. Karlson invited attendance by Louise Miller, Town Administrator; Seath Crandall, Management Analyst.

A22. Adjourn At 8:57 p.m. the Board adjourned from Executive Session and did not reconvene in open session.

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of July 13, 2020

1. Updated Shared Streets Grant PowerPoint Presentation provided by Town Planner
2. Correspondence from Town Counsel Carolyn Murray dated Friday July 10, 2020 re: Declaratory Judgement relative to Annual Town Election
3. Board of Selectmen Statement on Racism Draft 2 July 13, 2020
4. Draft dates and Redline Draft dates for Annual Town Meeting July 12, 2020

Items included as part of the Agenda Packet for discussion during the Board of Selectmen Meeting of July 13, 2020

1. Guidance Massachusetts General Law Chapter 41 Section 11: Appointment to Fill Vacancy in Town Office
2. Board and Committee Vacancies as of July 7, 2020
3. Screenshot of Town of Wayland webpage where vacancies are posted
4. Application and Resume of Christopher Ryan for School Committee vacancy
5. Application and Resume of Robert Goldsmith for Board of Public Works vacancy
6. Wayland Access Sign-off from Abutter Plan - River's Edge Development Easement
7. River's Edge Development Layout & Materials Plan
8. River's Edge Development Concept Plan with Easements from Department of Public Works
9. River's Edge Development Access Road Permission to MassDOT
10. Transfer Station Access Road – Easements map
11. Proposing Board Article Submission Form Special Town Meeting 2020
12. Petitioners Article Submission Form Special Town Meeting 2020
13. Shared Streets Grant PowerPoint Presentation provided by Town Planner
14. COVID-19 Board of Health update Case data July 7, 2020
15. Memorandum from Director of Public Health to Kevin Brander, Section Chief DEP/NERO re: Comments on Revised SOW for Hydrogeo 115 Boston Post Rd
16. Regulations for the Design, Operation and Maintenance of Small Wastewater Treatment Facilities from Wayland Board of Health

17. Annual Town Meeting Article Worksheet for Postponed Annual Town Meeting
18. Board of Selectmen Statement on Racism Draft 2020
19. Notice of Revised Draft to be posted Monday, July 13, 2020
20. Draft dates for Annual Town Meeting
21. Board of Selectmen Policy on Annual Budget Process
22. Fiscal Year 2021 Budget Schedule and Process
23. Correspondence from Town Counsel Carolyn Murray dated Friday July 10, 2020 re: Declaratory Judgement relative to Annual Town Election
24. Revised Board of Selectmen Statement on Racism Draft 2.7.13.2020
25. Revised Draft dates for Annual Town Meeting 7.12.2020
26. Redline Draft dates from Annual Town Meeting 7.12.2020

CORRESPONDENCE

1. Correspondence from Phil and Arlene Martino, Town Residents, to Board of Selectmen received July 7, 2020 re: Objection to the LIP application for 11 Hammond Rd.
2. Correspondence from Shonda D. Green, Secretary of Department of Telecommunications and Cable to Board of Selectmen dated July 3, 2020 re: License expiration notice between the Town and Verizon New England, Inc.
3. Correspondence from Thomas Turner, Wayland Resident, to Board of Selectmen dated July 7, 2020 re: Town Meeting ideas being used by the Town of Milford.
4. Correspondence from Teri Hegarty, Management Analyst, to Board of Selectmen dated July 9, 2020 re: Town of Maynard method of holding Annual Town Meeting.
5. Correspondence from Karen Blumenfeld, Wayland Resident, to Louise Miller, Town Administrator, dated July 7, 2020 re: reflections on the Joint statement from Town Administrator and Wayland Police on Race.



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TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

Meeting Minutes
BOARD OF SELECTMEN
Monday, July 20, 2020
5:00 p.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 Governor's 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 the WayCAM Government Channel and open to the public to view and participate via Zoom. No in-person attendance of members of the public was permitted. Public Comment was available by both telephone and Zoom during the time designated for Public Comment.

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

Also Present: Town Administrator Louise Miller; Management Analyst Seath Crandall

Remote participation by tele-videoconferencing: Selectman Elect/Finance Committee Member, 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 5:01 p.m. when a quorum was available and noted that the meeting would be broadcast live and recorded for later broadcast by WayCAM. The meeting was open for the public to view and participate on Zoom. C. Karlson announced a phone number (508-358-6812) for the public to call to offer comments, limited to two minutes, and reviewed for the public how to participate via Zoom. C. Karlson reviewed the agenda for the public. D. Levine joined the meeting at 5:02 p.m., and T. Fay joined the meeting at 5:04 p.m.

A2. Swearing in of Firefighters: Richard Ripley, Assistant Fire Chief; Caitlyn Kulakowski; Edward Moussouris – Held outside in the Town Building Courtyard C. Karlson, L. Anderson and the live broadcast moved to the Town Building Courtyard to attend the swearing-in ceremony of new Wayland Fire Department employees Richard Ripley, Caitlyn Kulakowski, and Edward Moussouris. C. Karlson, L. Miller and Chief McPherson all gave remarks welcoming the new employees. Town Clerk Anna Ludwig administered the Oath of Office to R. Ripley, C. Kulakowski, and E. Moussouris. Following administration of the oath and pinning of badges, the Board congratulated the firefighters. C. Karlson and L. Anderson returned to the Council on Aging Room at 5:27 p.m.

A3. Announcements and Public Comment M. Antes announced that residents should expect to receive a Massachusetts Official Vote by Mail Application in the mail. L. Miller announced that Assistant Town Administrator Elizabeth Doucette will be retiring on July 27, 2020 and Director of Assessing Bruce Morgan will be retiring on July 31. C. Karlson announced that the Public Comment line was open and noted a comment submitted by Judy Ling regarding the statement on racism has been posted on line. C. Karlson clarified that the Board of Selectmen is issuing its own statement, not reworking the joint statement of the Police Department and Town Administrator.

Bill Sterling, Morse Road, thanked the Board members for their dedication, energy and self-sacrifice during the pandemic, and encouraged the Board to keep Article 11 for the Community Center on the warrant for the 2020 ATM.

Richard Turner, Nob Hill Road, commented regarding the outdoor swearing in ceremony that was not available to viewers on Zoom, and that it was only available on the WayCAM broadcast. R. Turner recommended that the

Town Clerk put a drop box in the Town Building vestibule. R. Turner also recommended that the Town establish cooling stations in the heat wave.

Cliff Lewis, Claypit Hill Road, commented that an adult rowing program should be able to be implemented at the Town Beach independent of the Recreation Department.

Anette Lewis, Claypit Hill Road, urged the Board not to call a Special Town Meeting.

A4. Fiscal Year 2021 1/12th budget: Review and vote to approve submission of FY2021 1/12 budget for the months of August and September C. Karlson noted the need to re-vote the budget for August and September. L. Miller reiterated that the Department of Revenue (DOR) approved the July 2020 budget, and that the DOR requested the total amounts be adjusted for the months of August and September according to a new formula. L. Miller noted that the approval was necessary to continue business in the month of August. C. Karlson noted that the budget submitted previously was more conservative than the updated recommendation from the DOR. In response to T. Fay's question about funding for schools reopening, L. Miller explained that 1/12 budgets do not include funding for COVID related expenditures.

L. Anderson moved, seconded by M. Antes, that the Board of Selectmen authorize the Town Administrator to submit the August and September budgets to the DOR in the following amounts: Municipal (Town, Unclassified and State Assessments) for August \$5,351,473 and September \$3,924,153; School Budget for August \$2,386,891 and for September \$3,604,686; Water Fund for August \$77,600 and for September \$264,028; and Wastewater Fund for August \$6,703 and for September \$29,800; for a total budget for August \$7,822,667 and for September \$7,822,667. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A5. 2020 Annual Town Meeting: a. Discuss logistics and budget; b. Potential vote to pass over articles: 3. Current Year Transfers; 10. Capital Stabilization Fund; 17. Allow Certain Contracts up to 5 Years; 20. Select Board/Town Manager Act; 24. Community Choice Aggregation; c. Review remaining articles

A5.a. 2020 Annual Town Meeting: Discuss logistics and budget L. Miller reported that the Town Administrator's Office was coordinating with the Facilities staff, Town Moderator, and Chair of the Electronic Voting Implementation Subcommittee (ELVIS) to discuss the logistics of the Annual Town Meeting. L. Miller noted that the FY 2021 budget does not account for the 2020 ATM. The costs are approximately \$50,000 per day. There are many fixed costs, but there are some variable costs based on attendance. There was discussion about a tent, the value of the electronic handsets, the need for audio visual equipment, and providing information online ahead of ATM. The Board agreed to direct the Town Administrator to plan on \$65,000 to fund the logistics of 2020 ATM.

D. Watkins left the meeting at 6:15 p.m.

A5.b. Potential vote to pass over articles

T. Fay moved, seconded by M. Antes, that the Board vote to pass over Article 3 Current Year Transfers; Article 10 Capital Stabilization Fund; Article 17 Allow Certain Contracts up to 5 Years; Article 20 Select Board/Town Manager Act; and Article 24 Community Choice Aggregation. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A5.c. Review remaining articles T. Fay expressed his preference to keep Article 11 CoA/CC Reallocation on the warrant. D. Levine noted the project would experience a setback by delaying it; he recommended proceeding with the article. M. Antes, L. Anderson, and C. Karlson concurred. C. Karlson will work with the sponsor of Article 28 Spencer Circle on passing over the article. Article 16 CPA: Conservation was still pending. T. Fay reported that he had communicated with the lead petitioners and anticipated that the petitioners would be amenable to making a motion to pass over Article 18 Change Election Date and Article 27 Repeal Chapter 193, but had not received express intent.

A6. Planning for FY22: Budget process and 2021 Annual Town Meeting; discuss next steps a. Financial Summit; b. Board of Selectmen policy on the Annual Budget process: review and potential vote; c. Red lined FY 2022 budget schedule and process C. Karlson referred to the Annual Budget Policy in the Board packet, which includes a Budget Summit. L. Anderson noted it was a preference of the Town Administrator and Finance Director to have a simplified version of the summit. C. Karlson suggested that the summit could present an overview of the financial health of the Town and include a review of the performance compared to

the prior year actual financials. L. Miller suggested that it will be too early to forecast a 2022 budget and guideline until department budget requests are developed, but a 5-year forecast in general terms would be helpful.

A9.b Committee Appointments: b. Interview and potential vote to appoint

<u>Committee</u>	<u>Appointee</u>	<u>Term End Date</u>
Cultural Council	Jane Purser	June 30, 2023

The Board reviewed J. Purser’s application submitted for a three year term on the Cultural Council. She discussed her qualifications for the seat with the Board.

M. Antes moved, seconded by D. Levine, that the Board of Selectmen vote to appoint Jane Purser to the Cultural Council 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.

A9.a Committee Appointments: Update in vacancies a. Discussion and potential vote to appoint the following positions to corrected term end dates: b. Interview and potential vote to appoint C. Karlson

noted that the vacancies were posted on the Town website and other public online news platforms. Members of the Youth Advisory Committee were being re-voted to correct the term end dates from the June 11 vote.

<u>Committee</u>	<u>Appointee</u>	<u>Term End Date</u>
Youth Advisory Committee	Brenda Ross	June 30, 2022
Youth Advisory Committee	Tyler Castagno	June 30, 2022
Youth Advisory Committee	Rabbi Louis Polisson	June 30, 2022

D. Levine moved, seconded by M. Antes, that the Board of Selectmen vote to amend the term end dates for the appointments as listed: to appoint Brenda Ross; to appoint Tyler Castagno; and to appoint Rabbi Louis Polisson to the Youth Advisory Committee for terms ending June 30, 2022. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A7. Special Town Meeting: a. Discussion of potential article for easements for the River’s Edge development; b. Review draft schedule for 2020 Annual Town Meeting

A7.a Discussion of potential article for easements for the River’s Edge development L. Miller reported that the River’s Edge developers, Wood Partners, submitted a proposal to the Massachusetts Department of Transportation (DOT) to change the proposed entrance and egress to use the access road to the Transfer Station adjacent to the River’s Edge project. DOT requested that the Town consent to grant the developers access rights from Route 20. To consent, the Town has to act to transfer the interest in real estate to Wood Partners and that transfer would need to be voted at Town Meeting. Additionally, the property is under multiple jurisdictions including the Board of Selectmen, Conservation Commission, and the Board of Public Works. L. Miller reviewed the history of the transfer of lands and demonstrated that the easement crossed all three jurisdictions. T. Fay noted his preference to not delay the project to allow the Town to benefit from the revenue. L. Anderson noted that this is an important step forward in diversifying the housing stock, and the article would be more of a housekeeping matter and not one for a long debate. M. Antes and C. Karlson concurred. L. Miller will draft a warrant article for the next meeting.

A7.b Review draft schedule for 2020 Annual Town Meeting C. Karlson noted that the schedule had been shared with the Finance Committee.

A8. Health Insurance Waiver Policy: discussion and potential vote to clarify payment of waiver incentive

L. Anderson moved, seconded by M. Antes, that the Board vote to approve the change to the Health Insurance Waiver Policy to clarify payment of waiver incentive. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A10. Board of Selectmen Statement on Racism: open forum, discussion and potential vote

C. Karlson reviewed a revised draft of the BoS statement that incorporates the suggestions from the Board. C. Karlson noted the challenges of preparing a statement. The Board made some grammatical changes. D. Levine made substantive changes in the first two paragraphs and noted the immensity of the issue. The draft would be edited and be added to next week’s agenda. D. Levine reported that there are residents in Town who can offer value by making a space to carry the conversation forward. He expressed the importance of an open forum.

A11. Minutes: Review and vote to approve minutes of July 7, 2020 and July 13, 2020 T. Fay moved, seconded by L. Anderson, that the Board approve the meeting minutes of July 7, 2020, as presented. In discussion, the approval of the meeting minutes for July 13, 2020 was tabled to the next meeting. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0

A12. 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 weekly payroll and expense warrants.
3. Vote the question of approving and signing invoice #126914 from KP Law, dated June 30, 2020 for professional services rendered through June 30, 2020 in the amount of \$9,903.00
4. Vote the question of approving and signing General Activities Special Use Permit from Great Meadows National Wildlife Refuge for the term July 1, 2020 to August 31, 2020 for the purpose of accessing Heard Pond for invasive species removal and for dewatering invasive species prior to removal
5. Vote the question of approving and signing contract # 21-1005 with Aquatic Vision, LLC, for Tapegrass Harvesting in Dudley Pond at a cost of \$12,500.00

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

A13. Correspondence Review The Board reviewed the correspondence in the Board Packet.

A14. Selectmen's reports and concerns T. Fay congratulated Wayland Firefighters on their swearing in. C. Karlson noted that the Town would plan to take action to reinstate the use of reusable bags at grocery stores.

A15. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any There were none.

A16. 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: Local 690 Wayland-1 American Federation of State, County and Municipal Employees (AFSCME 690 Wayland -1); Local 690 Wayland – 2 American Federation of State, County, and Municipal Employees (AFSCME 690 – 2); Wayland DPW Association, Teamsters Local 170; International Association of Firefighters, AFL-CIO Local 178; The Wayland Library Staff Association MFT, AFT, AFL-CIO; The New England Police Benevolent Association (NEPBA)/Wayland Police Officers Union (WPOU) Local 176; and; II. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (2), (3), and (6), to review and approve the executive session minutes of July 13, 2020. APPROVE AND HOLD: Executive Session minutes of July 13, 2020.

At 7:35 p.m. Chair C. Karlson moved, seconded by L. Anderson, that the Board of Selectmen Enter into Executive Session pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to collective bargaining with: Local 690 Wayland-1 American Federation of State, County and Municipal Employees (AFSCME 690 Wayland -1); Local 690 Wayland – 2 American Federation of State, County, and Municipal Employees (AFSCME 690 – 2); Wayland DPW Association, Teamsters Local 170; International Association of Firefighters, AFL-CIO Local 178; The Wayland Library Staff Association MFT, AFT, AFL-CIO; The New England Police Benevolent Association (NEPBA)/Wayland Police Officers Union (WPOU) Local 176; and pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (2), (3), and (6), to review and approve the executive session minutes of July 13, 2020 with the intent to approve and hold said executive session minutes.

C. Karlson declared that a public discussion of these matters may have a detrimental effect on the litigating, negotiating, or bargaining position of the Town. Roll call vote. YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

C. Karlson invited attendance by Town Administrator Louise Miller; Management Analyst Seath Crandall.

A17. Adjourn At 7:51 p.m. the Board adjourned from Executive Session and did not reconvene in open session.

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of July 20, 2020

1. Written public comment from William Sterling, Wayland Resident, dated July 20, 2020 re: the COA/Community Center Article in the 2020 Annual Town Meeting Warrant.
2. Correspondence from Judy Ling, Wayland resident to Board of Selectmen, dated July 20, 2020 re: letter signed by 17 Town residents to Board of Selectmen regarding Town Administrator and Police Joint Statement.

Items included as part of the Agenda Packet for discussion during the Board of Selectmen Meeting of July 20, 2020

1. Memorandum from Louise Miller, Town Administrator to School Committee dated July 15, 2020 re: Assessment of Ventilation Systems in School Buildings
2. Memorandum from Louise Miller, Town Administrator to Board of Selectmen dated July 16, 2020 re: 1/12th Budget – August 2020, September 2020
3. 1/12th Budget totals presented to Board of Selectmen on June 5, 2020
4. 1/12th budget total summary presented to Board of Selectmen on June 5, 2020
5. Updated 1/12th budget total for the months of August 2020 and September 2020
6. Memorandum from Elizabeth Doucette, Assistant Town Administrator to Board of Selectmen dated July 7, 2020 re: 2018 Special Town Meeting and 2019 Annual Town Meeting Expenses
7. Annual Town Meeting Article Worksheet for Postponed 2020 Annual Town Meeting
8. Highlighted Board of Selectmen's Policy on the Annual Budget Process
9. No Redline - Fiscal Year 2021 Budget Schedule and Process
10. Redlined draft of Fiscal Year 2021 Budget Schedule and Process
11. Information on Land Transfers: 2013 ATM vote & map and 2014 ATM vote & map
12. River's Edge Advisory Committee 2019 Annual Report
13. RFP #16-28 River's Edge pages 16-19
14. Planning Board recommendation to the ZBA, November 5, 2019
15. ZBA decision of December 17, 2019
16. Transfer Station Access Road supporting documents: 2014 Annual Town Meeting Article 16
17. Annual Town Meeting 2020 Schedule
18. 2020 Special Town Meeting Announcement
19. Warrant Opening Notice and Instructions for Special Town Meeting 2020
20. Proposing Board Article Submission for Special Town Meeting 2020
21. Petitioner's Article Process Special Town Meeting 2020
22. Petitioner's Article Submission Form Special Town Meeting 2020
23. Health Insurance Waiver Program Guidelines with proposed language
24. Board and Committee Vacancies as of July 14, 2020
25. Statement and Resume of Jane Purser for Wayland Cultural Council
26. 2011 Annual Town Meeting Vote Certificate for Article 24: Amend Youth Advisory Committee Membership and Length and Effective Dates of Terms
27. Board of Selectmen's Statement on Race Third Draft
28. Draft of Board of Selectmen Meeting Minutes held on 07-07-2020

CORRESPONDENCE

1. Correspondence from Mike Lowery, Board of Public Works Chair to Linda Hansen, Conservation Director dated July 14, 2020 re: Natural Heritage & Endangered Species areas near old dump site on Route 20.
2. Flyer and application from MCO Housing Services sent July 16, 2020 re: Michael Road Subdivision housing opportunity and lottery notice.



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41 COCHITUATE ROAD
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Meeting Minutes
BOARD OF SELECTMEN
Monday, July 27, 2020
5:00 p.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 Governor's 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 the WayCAM Government Channel and open to the public to view and participate via Zoom. No in-person attendance of members of the public was permitted. Public Comment was available by both telephone and Zoom during the time designated for Public Comment.

Attendance: Lea T. Anderson, Mary M. Antes, Thomas J. Fay, Cherry C. Karlson, Douglas A. Levine. M. Antes, T. Fay and D. Levine participated remotely by tele-videoconferencing via Zoom and WayCAM; C. Karlson and L. Anderson participated by tele-videoconferencing and were also present at Town Building.

Also Present: Town Administrator Louise Miller, Management Analyst Seath Crandall, Town Planner Sarkis Sarkisian

Remote participation by tele-videoconferencing: Selectman Elect/Finance Committee Member, David Watkins; Chair of the River's Edge Advisory Committee, Rebecca Stanizzi; Chair of the Conservation Commission, Sean Fair; Chair of the Board of Public Works, Mike Lowery; Vice Chair of the Board of Public Works, Clifford Lewis; and member of the Planning Board and River's Edge Advisory Committee, Dan Hill.

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 5:03 p.m. when a quorum was available by teleconference and noted that the meeting would be broadcast live and recorded for later broadcast by WayCAM. The meeting was open for the public to view and participate on Zoom. C. Karlson announced a phone number (508-358-6812) for the public to call to offer comments and reviewed for the public how to participate via Zoom. C. Karlson reviewed the agenda for the public.

A2. Announcements and Public Comment M. Antes announced that residents should expect to receive a Massachusetts Official Vote by Mail Application in the mail. C. Karlson announced that the Public Comment line was open.

Gretchen Schuler, Old Connecticut Path, as chair of the Community Preservation Committee asked the Board not to vote to pass over Article 12 as it is essential to make the Mainstone Farm payments.

Richard Turner, Nob Hill Road, commented that his brother sent an email with a list of cooling stations that were open in other towns. He also noted that the Town of Whitman was hosting a Town Meeting outdoors. He listed other cities and towns that offer cooling stations in public spaces. He expressed concern with flooding in the proposed bus parking area.

C. Karlson closed the Public Comment period.

A3. Board of Selectmen Statement on Racism: open forum, discussion and potential vote a. Discussion on Town Administrator creating an Advisory Committee on Race C. Karlson reviewed a revised draft of a statement from the Board that incorporates the suggestions from the Board. The Board made some grammatical changes and expressed the opinion that the revisions had improved that statement. D. Watkins suggested that the Board think about broadening the scope of the statement. M. Antes felt that broadening the scope may not be well received by folks who wish for this statement to be specific to the present issue. T. Fay noted that while

no discrimination should be tolerated, the current focus is Black, Indigenous, and Other People of Color. C. Karlson indicated there were challenges preparing this statement by committee.

T. Fay moved, seconded by D. Levine, to adopt the statement that has been prepared on racism in the packet, 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.a. Discussion on Town Administrator creating an Advisory Committee on Race L. Miller reported that she and D. Levine had drafted a charge to focus on community conversations on race and explore the concept of a human rights committee. The advisory committee is proposed to be nine members with the Town Administrator as an ex officio member. The Board suggested some changes to the draft and discussed how to communicate the need for volunteers on the Town website and social media.

A4. Review and Discussion of Town policies on anti-discrimination and anti-harassment C. Karlson noted that the current Town policies drafted in 2005 were in the Board packet. L. Miller noted that the personnel policies would be under review and that the policies apply to Board, Committee and Commission members as well as employees.

A5. Special Town Meeting: a. Discussion of potential vote to call Special Town Meeting and open Warrant; b. Discussion and review language of potential article for easements for the River's Edge development; Discussion and potential vote to insert article for easements for the River's Edge development; d. Petitioners' STM Workshop C. Karlson invited members of various boards to join the conversation, including: Chair of the River's Edge Advisory Committee, Rebecca Stanizzi; Chair of the Conservation Commission, Sean Fair; Chair of the Board of Public Works, Mike Lowery; Vice Chair of the Board of Public Works, Clifford Lewis; and member of the Planning Board and River's Edge Advisory Committee, Dan Hill.

A5.b. Discussion and review language of potential article for easements for the River's Edge development. C. Karlson noted that the language of the potential article for the easement was included on page 37 of the packet and the corresponding plan was on page 46. L. Miller noted that Town Counsel had recently added language for drainage. L. Miller reviewed her discussion with Town Counsel and the developer regarding a license versus an easement, as previously suggested by Selectman elect Dave Watkins. Town Counsel and the developer both indicated a preference for an easement rather than a license. The developer expressed concern that financing could be at risk without an easement.

A5.a. Discussion of potential vote to call Special Town Meeting and open Warrant C. Karlson noted that there was a potential need for a Special Town Meeting (STM). D. Levine and T. Fay expressed support for calling a STM. T. Fay mentioned the importance of added tax revenue to the Town. L. Anderson indicated it was an important project that needed to move forward to help address affordable housing; M. Antes concurred. D. Watkins expressed concern with anything that would elongate the 2020 ATM. Others noted that the easement language was part of the RFP, and that the ZBA approved the project with conditions that address the BoPW's concerns. D. Hill noted that there was a need to move forward with the project to meet the 40B requirements for Safe Harbor, which will expire in January 2021 if a building permit is not issued. There is a potential for all the units to come off the affordable housing inventory and open the Town up for more 40B development. D. Hill also reported on the Planning Board's site plan review regarding the drainage issue related to storm water. C. Lewis requested a surveyed layout of the property. C. Karlson requested that the representatives who were present discuss the topic with their respective Boards and Committees. D. Levine requested that an update on the old south landfill be included on a future agenda.

M. Antes moved, seconded by D. Levine, that the Board of Selectmen vote to open the Warrant for a Special Town Meeting to begin on Saturday, September 12, 2020 at 1:00 p.m. at the Wayland High School. The warrant for said Special Town Meeting will be open from Tuesday, July 28, 2020, at 8:30 a.m., through Tuesday, August 4, 2020, at 4:30 p.m. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A5.c. Discussion and potential vote to insert article for easements for the River's Edge development

L. Anderson moved, seconded by M. Antes, to authorize Chair C. Karlson to submit an article for STM substantially similar to the article on pages 37-39 of the Board Packet. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A5.d. Petitioners' STM Workshop C. Karlson reviewed the schedule and the protocol for submitting a Petitioner's article for a STM.

A6. 2020 Annual Town Meeting: a. Discuss logistics and budget; b. Potential vote to pass over articles: 12-16. CPA, 18. Change Election Date, 27 Repeal Chapter 193; c. Article 28: Spencer Circle: discussion and potential vote to request Board of Public Works to pass over; d. Review remaining articles; e. Discuss submitting 2020 Annual Town Meeting Petitioners' articles for 2021 ATM; potential vote

A6.a. Discuss logistics and budget L. Miller reported that the Town Administrator's Office was coordinating with Town staff, the Town Moderator and the Chair of the Electronic Voting Implementation Subcommittee (ELVIS) to discuss the logistics of hosting the Annual Town Meeting outdoors and indoors on September 12, 2020. L. Miller recommended that the ATM be held outdoors at the WHS Stadium and reviewed the details that supported that recommendation. She reported that the expectation is for 300-400 citizens to attend Town Meeting. The consensus of the Board was to move forward with the field location.

A6.b. Potential vote to pass over articles: 12-16. CPA; 18. Change Election Date; 27. Repeal Chapter 193 C. Karlson reviewed the current list of articles for Annual Town Meeting. She and M. Antes will speak with the chair of the Community Preservation Committee regarding articles 13 (CPA: Playgrounds), 14 (CPA: Housing), 15 (CPA: Library ADA), and 16 (CPA: Conservation). Petitioners' articles 18 (Change Election Date), 22 (FinCom in Negotiations), and 27 (Repeal Chp. 193) are still in play for full discussion. Petitioners agreed to pass over article 21 (FinCom appointed by Moderator).

A6.c. Article 28. Spencer Circle: discussion and potential vote to request Board of Public Works to pass over C. Karlson indicated that easement language would not be ready for ATM and requested that the Board share that point with the BoPW. The Board concurred.

A6.d. Review remaining articles There was no further discussion.

A6.e. Discuss submitting 2020 Annual Town Meeting Petitioners' articles for 2021 ATM; potential vote There was a discussion regarding the procedure for the Board to submit the Petitioners' articles passed over for 2020 ATM in the warrant for 2021 ATM. D. Levine asked if they are submitted by the BoS does that imply support for the article. C. Karlson said that the Board would still take a vote. T. Fay said that it does not sit well that the BoS would submit articles if it does not agree with the intent of the article. D. Watkins agreed.

A7. Planning for FY22: Budget process; a. Board of Selectmen policy on the Annual Budget process: review and potential vote; b. Red lined FY 2022 budget schedule and process The Board discussed the budget process policy and the budget schedule with attention to the budget guideline and Financial Summit. C. Karlson asked about the budget guideline wording in the policy. L. Miller explained that there are two steps to producing a guideline. First, instructions go to department heads as to what their budget request should look like and how it should be structured. The second part is where the Town is trying to get to in budget dollars. Some departments will be lower than this guideline; others will be over. In Sept. we will have the first part. Later in the process the total dollar amount will be determined.

L. Miller said that the Finance Director has asked for a change to the budget schedule regarding the Financial Summit this year due to the schedule adjustments caused by the pandemic. He is requesting that he produce a budget report and not conduct a summit presentation this year.

L. Anderson moved, seconded by T. Fay, that the Board of Selectmen vote to approve the policy on the Annual Budget process, as amended in discussion. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

It was the consensus of the Board that L. Miller will make edits to the budget schedule as a working document.

A8. 2021 Annual Town Meeting: a. Discussion and potential vote to set date The Board discussed the proposed dates for ATM 2021 with D. Watkins. T. Fay noted that there may be a need to have the meeting outdoors in 2021 and that later dates and weekend dates were preferable. T. Fay suggested the Board get the Moderator's input before taking action.

A9. Town Administrators Update: a. COVID-19: Update; b. Board of Health COVID-19 Update; c. Route 27 Bridge; d. Route 20 South Landfill; e. School Bus Parking; f. FY2019 Audit Management Letter

A9.a. COVID-19: Update L. Miller reported that the state is holding steady, but the numbers have ticked up slightly. Last week, the Governor issued a new order that requires a negative test or quarantine if travelling from certain states.

A9.b. Board of Health COVID-19 Update L. Miller reported that the Board of Health and Health Department had confirmed four new cases in Wayland due to community spread; there is a concern for a second surge.

A9.c. Route 27 Bridge L. Miller reported that the project is moving forward and the project will take three to four weeks.

A9.d. Route 20 South Landfill L. Miller reported that the work has started with Town officials, and the project will be discussed on August 5 at an internal land use meeting.

A9.e. School Bus Parking L. Miller noted that there was a map of a proposed layout for parking at Town Building in the Board packet. L. Miller reported that after assessment of the three Massachusetts Department of Transportation (MassDOT) locations it was determined that parking the buses in Wayland was the best option. The Board agreed to pursue this option for school bus parking.

A9.f. FY2019 Audit Management Letter C. Karlson reported that there was a draft of the Audit Management Letter that would be reviewed by the Audit Committee.

A10. Minutes: Review and vote to approve minutes of July 13, 2020 and July 20, 2020 M. Antes moved, seconded by L. Anderson, that the Board approve the meeting minutes of July 13, 2020, as amended. In discussion, the approval of the meeting minutes for the July 20, 2020 was tabled to the next meeting. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A11. 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 weekly payroll and expense warrants.

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

A12. Correspondence Review The Board reviewed the correspondence in the Board Packet.

A13. Selectmen's reports and concerns M. Antes reported that she attended the meeting of Metro West Growth Management and discussed the topic of cooling centers during heat waves. T. Fay acknowledged the challenges of providing cooling stations with the COVID-19 guidelines. C. Karlson noted that the Town would plan to take action to reinstate the use of reusable bags at grocery stores.

A14. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any There were none.

A16. Enter into Executive Session I. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (2), (3), and (6), to review and approve the executive session minutes of July 7, 2020- Revised and July 20, 2020. APPROVE AND HOLD: Executive Session minutes of July 7, 2020- Revised and July 20, 2020.

C. Karlson announced that there would not be an Executive Session and the topic would be tabled to a future agenda.

A17. Adjourn At 7:54 p.m., T. Fay moved, seconded by D. Levine, that the Board adjourn the meeting. 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 July 27, 2020

There were none.

Items included as part of the Agenda Packet for discussion during the Board of Selectmen Meeting of July 27, 2020

1. Board of Selectmen's Statement on Race Fourth Draft
2. Town of Wayland's Employee Policies on anti-discrimination and anti-harassment
3. Annual Town Meeting 2020 Schedule
4. 2020 Special Town Meeting Announcement
5. Warrant Opening Notice and Instructions for Special Town Meeting 2020
6. Proposing Board Article Submission for Special Town Meeting 2020
7. Petitioner's Article Process Special Town Meeting 2020
8. Petitioner's Article Submission Form Special Town Meeting 2020
9. Special Town Meeting Article: River's edge Development: Access and Drainage Easements Draft
10. Wayland and River's Edge development Access Easement Agreement Draft
11. River's Edge development Easement Plan
12. Fall 2018 Special Town Meeting & Spring 2019 Annual Town Meeting Expenditures
13. Annual Town Meeting Article Worksheet for Postponed 2020 Annual Town Meeting
14. Board of Selectmen's Policy on the Annual Budget Process
15. Redlined Board of Selectmen's Policy on the Annual Budget Process
16. No Redline – Draft Fiscal Year 2021 Budget Schedule and Process
17. Redlined draft of Fiscal Year 2021 Budget Schedule and Process
18. Draft dates for 2021 Annual Town Meeting 7.12.2020
19. COVID-19 Board of Health Case Update 7.23.2020
20. Town Hall Parking Lot Model
21. Town Hall Parking Lot
22. Draft of Board of Selectmen Meeting Minutes held on 07-13-2020
23. Charge for Advisory Group to the TA on Action Steps Involving Issues Around Racial Justice
24. Draft of Grant of Easements for Access and Drainage for River's Edge development

CORRESPONDENCE

1. Correspondence from Mike Lowery, Wayland Resident, to Board of Selectmen dated July 23, 2020 re: Inclusion of Article 11. COA/Community Center in the September Annual Town Meeting.
2. Correspondence from Alcoholic Beverages Control Commission to municipalities dated July 20, 2020 re: Advisory regarding on-premises licensees selling mixed drinks for off-premises consumption.