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# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

## BOARD OF SELECTMEN

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

**Board of Selectmen  
Meeting Minutes  
November 25, 2019  
6:00 p.m.  
Wayland Town Building  
Selectmen's Meeting Room  
41 Cochituate Road, Wayland**

**Attendance:** Lea T. Anderson, Mary M. Antes, Cherry C. Karlson, Thomas J. Fay, Douglas A. Levine  
**Also Present:** Town Administrator Louise Miller, Assistant Town Administrator Elizabeth Doucette

**A1. Call to Order by Chair** C. Karlson called the meeting of the Board of Selectmen to order at 6:01 p.m. in the Selectmen's Meeting Room in the Wayland Town Building when a quorum was present, noted that the meeting will likely be broadcast and videotaped for later broadcast by WayCAM, and reviewed the agenda for the public.

**A2. Announcements and Public Comment** M. Antes wished everyone a Happy Thanksgiving.

Dennis Berry, Town Moderator, invited everyone to the ELVIS Committee meeting on Dec. 12, when the 2040 Town Meeting of the Future Working Group report will be discussed.

Paul Dale, 12 Grace Rd., spoke in favor of the Green Community Choice Aggregation Article.

John Sax, Willow Brook Dr., discussed the CMG Report on the proposed site for the Loker Field and asked that questions raised in Dan Hill's letter of May 20, 2019 be answered.

Sabine von Mering, 6 Melville Place, spoke in support of the proposed Green Community Choice Aggregation Article.

George Harris, 8 Holiday Rd., discussed the FinCom's Budget guideline 3-2-1 vote that is in question. He said that the vote passed and asked the Board to resolve the issue.

Cliff Lewis, Claypit Hill Rd., discussed the next steps in a Recreation sculling program that includes a shed for boats (shells) on Lake Cochituate.

**A3. Community Preservation Committee applications: review and vote to submit – Housing (2), Library (1), Playground (2), Real Property (1)**

C. Karlson introduced the CPC applications. There were two applications in the packet on housing related matters. L. Miller and the Board briefly went over potential articles for the Library, Playground, and Real Property. C. Karlson asked the Board to consider a vote on the Housing applications since it is under their jurisdiction. L. Miller said the Library application would fall under Facilities so the Board can vote on that one as well.

L. Anderson moved, seconded by M. Antes, that the Board of Selectmen submit 3 CPC applications, one having to do with the housing charette, second having to do with the Housing Consultant, and the third having to do with the Library ADA compliance. YEA: L. Anderson, M. Antes, T. Fay, C. Karlson. D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

The Board noted their support for the two CPC playground applications.

**A4. ATM 2020: review and vote to approve article submission documents; review list of potential articles** C. Karlson updated the Board on all the article document revisions, including FinCom's edits.

M. Antes moved, seconded by L. Anderson, that the Board of Selectmen vote to approve the Town Meeting forms for petitioners and boards. YEA: L. Anderson, M. Antes, T. Fay, C. Karlson. D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

The Board reviewed the list of potential articles for the 2020 Annual Town Meeting.

**A5. TA Review: Transmit Board Member's individual reviews; instruct HR Manager or Chair to compile final evaluation for December 9** C. Karlson reported that the next step in the Town Administrator's review is for the Chair to receive hard copies of the Board's evaluations. Board

members submitted their individual reviews to C. Karlson who said she will give them to the HR Manager for the file. She asked the Board to authorize her or the HR Manager to consolidate all submissions into an evaluation that will be made public on Dec. 9.

D. Levine moved, seconded by L. Anderson, that the Board of Selectman authorize the HR Manager or the BoS Chair to consolidate the different pieces from the various members of the Board for the Town Administrator's evaluation to create a single product. YEA: L. Anderson, M. Antes, T. Fay, C. Karlson. D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

#### **A6. Town Administrator's Report**

**1. Holiday Hours – Town Building Schedule** L. Miller discussed proposed Holiday hours for the Town Building.

**2. Council on Aging/Community Center Building** L. Miller reported that the CoA/CC project has been advertised. She noted that in addition to CoA space, the RFP includes certain Recreation Department activities, office space for the Veterans Agent and Historical Commission. She would like to add office space for Youth Services to the potential new COA/CC building. RFP includes three options: purchase of land, purchase of a building with parking, and lease of a building with parking.

**3. Loker Field** L. Miller referred to the memo in the packet reviewing the documentation with the DEP and answering the question on the use of the property as soccer fields. The Board asked whether the questions from Dan Hill's personal letter were asked in the review. L. Miller reported that the request from the BoS was to review the documents regarding the site and present an independent conclusion on use of the property as a playing field. The Licensed Site Professional (LSP) who wrote the conclusion is someone who has worked with Wayland for many years and is highly regarded.

**4. River's Edge** L. Miller reported that the Planning Board is meeting tonight to review its recommendation letter to the ZBA with conditions. Discussion is ongoing regarding including some mitigation funds for pedestrian and bike improvements along Rte. 20. The DPW requested an improved gate to the transfer station and a signboard. L. Miller reported that an application to the DHCD (Department of Housing and Community Development) is underway so that the Town is able to count the units towards the affordable housing total. The Board briefly discussed the old landfill in relation to the River's Edge project and agreed to put this on a future agenda. T. Fay expressed interest in getting a discussion started among interested committees about different options.

**5. Capital Improvement Plan (CIP)** The Board discussed a memo from both the Police and Fire Chiefs regarding a notification that the public safety record management software needs to be replaced. The Town will start researching alternatives for new software, which will need to be added to the CIP. L. Miller said she will draft a memo to the FinCom regarding the addition and estimated cost. She discussed the process ahead, which will involve IT.

**6. Operating Budget Update** (This item was reported out of order at 7:24 p.m.) L. Miller distributed the Fiscal 2021 Operating Budget Requests and reported on the memo sent to the Finance Committee on Nov. 18.

**7. Police Department Accreditation** L. Miller announced that the Police Department received their accreditation. The Board commented on this significant achievement.

**8. Fire Station #2 Design Update** L. Miller reported that the cost estimates for the project will be coming in soon. Additional funding may be needed due to new public safety building regulations.

**9. Financial Update: FY19 Year End; FY20 YTD** L. Miller reported that the Town ended the year well. All departments closed within a 1-2% range of budget, which falls right into line with projections that would be available to fund CIP items.

**10. Permitting Software Update** The Town now has multiple sources of funding. L. Miller said she is expecting to issue the RFP before Town Meeting. She noted Wastewater will be added to the online permitting program.

**11. Tenant-based Rental Assistance Program** E. Docuette reported on a program that could assist 3-4 households. The assistance would be organized to go towards their security deposit or first months' rent. A future timeline will be on the next agenda. Both E. Doucette and C. Karlson said the need is high.

**A7. Swear in Fire Lieutenant Alexiss Wheeler** Fire Chief N. McPherson introduced Fire Fighter Alexiss Wheeler and stated she will be the first female Fire Lieutenant in Wayland. Town Clerk A. Ludwig conducted the swearing in ceremony. The Board congratulated Lieutenant A. Wheeler.

**A8. Glezen Lane Fence Viewing: Update and vote on next steps**

D. Levine and T. Fay discussed their experience during the fence-viewing event. The materials and location of the fence were described. T. Fay said the Board is not at a place to issue an opinion without checking with Town Counsel. The issue is that it is not clear the fence meets the statutory definition of fence. The Board asked L. Miller to ask Town Counsel three questions: does this issue fall under the Board's jurisdiction regarding the definition of fence; does it fall under another department or board as a nuisance; or is it simply a neighbor dispute not covered by any law.

**A9. Minutes: Review and vote to approve minutes of October 28, November 4 and November 8, 2019**

T. Fay moved, seconded by M. Antes, that the Board of Selectmen approve the regular session minutes of October 28, 2019, November 4, 2019, and November 8, 2019. YEA: L. Anderson, M. Antes, T. Fay, C. Karlson. D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

**A10. Consent Calendar: Review and vote to approve (see separate sheet)**

1. Vote the question of approving and signing the weekly payroll and expense warrants.
2. Vote the question of approving four (4) sandwich boards promoting the "State of the Town," to be displayed at the following locations from December 3, 2019 – December 10, 2019: Fire Station Two in Cochituate; Old Connecticut Path and Cochituate Road (Five Paths); Route 20/Old Connecticut Path by the Coach Grill; and Town Center (corner of Routes 20 and 27)
3. Vote the question of approving three (3) sandwich boards promoting Wayland Dads Dad & Kid Drop-in Play at the following locations: Fire Station Two in Cochituate; Old Connecticut Path and Cochituate Road (Five Paths); and Route 20/Old Connecticut Path by the Coach Grill as follows:
  - November 25 – November 30, 2019 for the November 30, 2019 Drop-in session
  - December 9 – December 14, 2019 for the December 14, 2019 Drop-in session
  - January 6, 2020 – January 11, 2020 for the January 11, 2020 Drop-in session
  - January 20, 2020 – January 25, 2020 for the January 25, 2020 Drop-in session
  - February 3, 2020 – February 8, 2020 for the February 8, 2020 Drop-in session
  - February 24, 2020 – February 29, 2020 for the February 29, 2020 Drop-in session

4. Vote the question of retroactively approving two (2) sandwich boards that promoted the Wayland High School Scholarship Committee event at the following locations: Old Connecticut Path and Cochituate Road (Five Paths) and Route 20/Old Connecticut Path by the Coach Grill for the time period of November 23, 2019 – November 30, 2019.
5. Vote the question of approving Town Administrator correspondence to Old Wayland Restaurant, Inc. d/b/a Prime 131 Grill (also known as Primebar Grill), located at 131 Boston Post Road, Wayland, MA, requesting that they transfer their liquor license or return their liquor license without renewing for 2020
6. Vote the question of approving and signing invoice # 19 from Valerio, Dominello & Hillman, dated November 4, 2019, for legal services rendered through October 31, 2019, in the amount of \$391.80.
7. Vote the question of approving an extension of bar hours for Dudley Chateau, LLC, 20 Crest Road, Wayland, MA for one (1) hour from midnight on Tuesday, December 31, 2019 to 1:00am on Wednesday, January 1, 2020.
8. Vote the question of approving three (3) defense and indemnification deductible payments to MIIA: \$24,133 for Claimant Kenneth Nelson; \$4,924 for Claimant Jennifer Ordway; \$20,635 for Claimant Jane Doe.
9. Vote the question of approving holiday hours for the Town Building as follows:
  - Wednesday, November 27, 2019, offices closing at 12:30 pm
  - Thursday, November 28, 2019, offices are closed for the Thanksgiving holiday
  - Friday, November 29, 2019 offices are closed for the day after Thanksgiving holiday
  - Tuesday, December 24, 2019 and Tuesday, December 31, 2019, offices closing at 12:30 pm
  - Wednesday, December 25, 2019 and Wednesday, January 1, 2020, offices are closed for the Christmas and New Year's Day holidays, respectively

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

**A11. Public Hearing on Tax Classification and Tax Recapitulation and votes to adopt FY2020 tax rate policy** C. Karlson opened up the hearing at 7:30 p.m. She reviewed the hearing procedure and invited Board of Assessors Chair J. Brodie to present the FY2020 Tax Classification document and Finance Director Brian Keveny to walk through the tax recap sheet. The Board of Assessors (BoA) and Director of Assessing were also in attendance.

J. Brodie went through the presentation page by page. He reported that it was an interim year for the Assessing Department for the Division of Local Services. The average residential single-family assessment increased 6.6% from \$750,500 to \$800,300. Commercial was unchanged and personal property total valuation was unchanged. New growth for FY20 was \$29,705,790 in assessed value. Most of it was from single-family property additions and renovations. Personal property growth was 24% less than last year. The proposed tax rate would be \$17.76 per \$1,000. J. Brodie went over the Board's options tonight to adopt: a single or uniform tax rate, split tax rate, small commercial exemption, and residential exemption. J. Brodie went into details of potential outcomes with each of the options. The Board thanked J. Brodie and BOA members for their work and in-depth explanations. C. Karlson noted the one time the Town has considered a split rate that she can remember was when the Town Center was being developed. C. Karlson asked if there were questions from the attendees. FinCom Chair C. Martin stated she has been authorized by FinCom to review the BOA's presentation and to submit a recommendation of a single uniform tax rate. A brief discussion ensued on whether the FinCom should be making a recommendation each year. It was suggested to include the Economic Development Committee (EDC) next year.

Kerry Gustufson, Oak St., asked why the CIP values haven't increased at the same rate (slide 5). C. Karlson said it is driven by the value of Wayland's residential property.

L. Anderson moved, seconded by M. Antes, that the Board of Selectmen vote to establish the residential tax factor of 1. YEA: L. Anderson, M. Antes, T. Fay, C. Karlson. D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

L. Anderson moved, seconded by D. Levine, that the Board of Selectmen vote not to adopt a small commercial exemption. YEA: L. Anderson, M. Antes, T. Fay, C. Karlson. D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

L. Anderson moved, seconded by M. Antes, that the Board of Selectmen vote not to adopt a residential exemption. YEA: L. Anderson, M. Antes, T. Fay, C. Karlson. D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

Finance Director B. Keveny appeared before the Board to discuss the FY20 tax recap reports presented in the Board's packet. He reviewed the document while highlighting a few points regarding the rate change. He said the 4.38% increase in the FY2020 appropriation over FY2019 is roughly the same as the previous year's increase. He noted that the Town Meeting General Fund Budget was a big driver of the change. State assessments, cherry sheet and state aid, and free cash were discussed. The result of a 17.76 tax rate for FY2020 compared with 18.28 for FY2019 is driven by a lower number estimated in total assessments at Town Meeting. The actual growth in assessments is almost 6%. B. Keveny said this was good news. The Board thanked B. Keveny for his work.

#### **A12. Energy and Climate Advisory Committee: Discuss Green Energy Aggregation potential**

**ATM article** Energy & Climate Committee Co-Chairs Anne Harris and Ellen Tohn appeared before the Board to discuss Green Energy Aggregation. They said the goal is to potentially have an article at Annual Town Meeting. E. Tohn said that we are in a climate emergency, that the proposed program is one of the few big levers the Town has to make an impact, and that the article at ATM authorizes the Town to explore an option for green energy. She described what the process would be with a potential consultant. L. Miller confirmed that the process will be similar to municipal purchasing. Board members asked various questions regarding timelines and staff time.

C. Martin asked if there are any costs to this article. C. Karlson said there is no cost to this article.

C. Karlson said that the article submission forms will be available on line. The Board thanked E. Tohn and A. Harris.

#### **A13. Appointments:**

- **Finance Committee: interview and vote to appoint to a 3-year term ending June 30, 2022. Candidates: Victoria Mints, Pamela Roman.**

Victoria Mints and Pamela Roman appeared before the Board and briefly introduced themselves. They explained why they were interested in joining the Finance Committee. Board members asked questions regarding the time commitment, reaching consensus, and being open minded to opposing views. The Board thanked V. Mints and P. Roman for coming in tonight and volunteering.

D. Levine moved, seconded by T. Fay, that the Board of Selectmen nominate Pamela Roman to a 3-year term on the Finance Committee ending on June 30, 2022. YEA: L. Anderson, M. Antes, T. Fay, C. Karlson. D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

- **Senior Tax Relief Committee: Vote to appoint Anne Gilbert, representing the Finance Committee, to a 3-year term ending June 30, 2022.**

L. Anderson moved, seconded by M. Antes, that the board of Selectmen reappoint Anne Gilbert to the Senior Tax Relief Committee representing the Finance Committee to a 3-year term ending June 30, 2022. YEA: L. Anderson, M. Antes, T. Fay, C. Karlson. D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

- **Review updated vacancy list** C. Karlson said she will update the list and ask T. Hegarty to post it online.

**A14. FY2021 Capital Requests: Fields: Discuss HS Phase 2 with School Committee**

**representative** School Committee member K. Steinberg appeared before the Board to discuss the High School Phase 3 project. Phases 1 and 2 are in process and are coming along. Phase 3 is the baseball field to the north of the stadium. The field has become compacted and is also too close to the repositioned stadium and multi-purpose field. The cost for design and construction is \$2M. It is anticipated that the funding source would be a debt exclusion.

**A15. Correspondence Review.** D. Levine said he had a conversation with T. Holder about item #1 regarding plowing a private driveway and will make sure the resident has been notified. Regarding item #3 the Board agreed that this type of anonymous correspondence should not be included in the packet, but there are times to consider anonymous information under the right circumstances. L. Anderson noted item #4 regarding the resignation of a Surface Water Quality Committee member. The Board noted item # 6, the memo on Limo Service.

**A16. Selectmen's reports and concerns** T. Fay asked about the process of pursuing property for a cell tower to collect revenue. He recognized John Dyer and thanked him for his service. He also thanked L. Miller for her work getting the CoA/CC RFP together and thanked everyone who worked on the Veterans Day ceremony. M. Antes said she went to the MPO election meeting and Framingham was selected. She discussed some of the traffic and transportation issues that were raised. L. Anderson reported that there was a public forum for the Select Board/Town Manager Act last week and there were many good suggestions. The Board asked L. Anderson to talk with Town Counsel to see what suggestions could be applicable. C. Karlson reminded Board members that licensing is coming up.

**A17. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any:** None.

**A18. Enter into Executive Session Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to litigation – Stephen Cass v. Town of Wayland; and 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) (3) to discuss strategy with respect to collective bargaining with the New England Police Benevolent Association (NEPBA)/Wayland Police Officers Union (WPOU) Local 176**

At 9:37 p.m., 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 litigation – Stephen Cass v. Town of Wayland; and 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) (3) to discuss strategy with respect to collective bargaining with the New England Police Benevolent Association (NEPBA)/Wayland Police Officers Union (WPOU) Local 176

The Chair declares that a public discussion of these matters may have a detrimental effect on the litigating, negotiating or bargaining position of the Town. Roll call vote: YEA: T. Fay, M. Antes, C. Karlson, D. Levine, L. Anderson. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0. The Chair invites attendance by Louise Miller, Town Administrator, and Elizabeth Doucette, Assistant Town Administrator. The Board will reconvene in approximately 30 minutes for the purpose of adjourning.

The Board returned to open session at 10:16 p.m.



**A18. Adjourn** T. Fay moved, seconded by M. Antes, to adjourn the meeting at 10:16 p.m. YEA: L. Anderson, M. Antes, D. Levine, T. Fay, C. Karlson. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

**Items Distributed for Information and Use by the Board of Selectmen at the Meeting of November 25, 2019.**

1. Wayland Energy and Climate Committee – Additional Background on Consumer Choice Aggregation
2. Town of Wayland Fiscal 2020 Total Budget
3. Documents for Public Hearing by the Wayland Board of Selectmen re: Tax Classification and Tax Rate Recap process with the Mass. DOR Division of Local Services
4. Fiscal 2021 Operating Budget Requests Town Departments and Unclassified Expenses submitted by Town Administrator and Finance Director

**Items Included as Part of Agenda Packet for Discussion During the November 25, 2019 Board of Selectmen's Meeting**

1. Board/Committee vacancies as of November 25, 2019
2. CV of Pamela Bronson Roman
3. CV of Vika Mints
4. Draft ATM Warrant Opening Announcement
5. Draft of Proposed Board Article Submission Form
6. Draft Petitioners Article Process
7. Draft Petitioners Article Petitioners Article Submission Form
8. Draft of BoS meeting minutes for October 28, 2019; November 4, 2019; and November 8, 2019
9. "Start a Community Choice Aggregation Program," by Metropolitan Area Planning
10. Correspondence from Louise Miller, Town Administrator, to Chief Patrick Swanick and Chief Neil McPherson, dated November 14, 2019, re: Public Safety RMS-Replacement
11. Correspondence from Chief Patrick Swanick, to Louise Miller, Town Administrator, dated October 31, 2019, re: Police Department "Re-Certification"
12. Draft of Wayland Community Preservation Act Project Application for Wayland Housing Community Workshop/Charette
13. Draft of Wayland Community Preservation Act Project Application for Affordable Housing Consultant Services
14. "Community Choice Aggregation for Wayland, MA," Wayland Energy and Climate Committee and Town of Wayland board of Selectmen, November 25, 2019 (ppt)
15. Correspondence from Louise Miller, Town Administrator and Brian Keveny, Finance Director, to the Finance Committee, dated November 18, 2019, re: Transmittal of FY21 Town Departmental and Unclassified Budget Requests
16. 2020 ATM Potential Articles as of November 25, 2019
17. Presentation for Fiscal 2020 Tax Classification Hearing
18. Draft Tax Rate Recapitulation for Fiscal 2020
19. Correspondence from Benson Gould, Principal, CMG Environmental, Inc., to the Board of Selectmen, dated October 29, 2019, re: Initial review of publicly-available documentation on the former Dow Chemical property

**CORRESPONDENCE**

1. Correspondence from Eddylka Rodriguez (office temp), to Teri Hegarty, Executive Assistant, dated November 4, 2019, re: call from resident Phillis Kilpatrick re: plowing of street

2. Correspondence from Carolyn Murray, KP Law, to resident Duane Galbi, dated November 7, 2019, re: Public Records Request to the Town of Wayland, Supplemental Response, SPR19-2089
3. Correspondence from Anonymous, to Wayland Board of Selectmen, Wayland School Committee, Wayland School Principals, Wayland Town Administrator, The Boston Globe, the Boston Herald, Boston Magazine, Wayland Patch, Wayland eNews, Wayland Voters Network and select broadcast news outlets, dated November 11, 2019, re: Town of Wayland promotes racism in schools?
4. Correspondence from Charles “Toni” Moores, to Lea Anderson and the Board of Selectmen, dated November 14, 2019, re: resignation from Surface Water Quality Committee
5. Correspondence from Louise Miller, Town Administrator, to Massachusetts Port Authority, Attn: Ground Transportation, dated November 14, 2019, re: Town of Wayland does not have private limousine/livery requirements
6. Correspondence from Timothy Kelly, Vice President, Government & Regulatory Affairs, Internet Essentials from Comcast, to Board of Selectmen, dated October 28, 2019, re: latest news about Internet Essentials from Comcast
7. Correspondence from Jeffrey Roelofs, Law Offices of Jeffrey Roelofs, Environmental and Land Use Law, dated October 25, 2019, re: Bernstein, et al. v Wayland Planning Board, et al. Civil Action No. 2008-0552 (Middlesex Superior Court)
8. Wayland Police Department Monthly Report for October 2019 from Patrick Swanick, Chief of Police
9. Correspondence from resident Lance Lichtor, to the Board of Selectmen, dated October 27, 2019, re: suggestion to use app seeclickfix.com
10. Flyer re: Open Meeting Law Regional Training Workshop, Wednesday, November 20, 2019, in Southborough
11. Correspondence from Greg Franks, Sr. Manager, Government Affairs, Comcast, to Board of Selectmen, dated November 19, 2019, re: Important Information—Price Changes