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TOWN OF WAYLAND

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WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN

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

**Meeting Minutes
BOARD OF SELECTMEN
Monday, February 3, 2020
7:00 p.m.
Wayland Town Building
Selectmen's Meeting Room
41 Cochituate Road, Wayland, MA**

Attendance: Lea T. Anderson, Mary M. Antes, Thomas J. Fay, Cherry C. Karlson, Douglas A. Levine (arrived 7:05 p.m.)

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 7:01 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 recorded for later broadcast by WayCAM, and reviewed the agenda for the public.

A2. Announcements and Public Comment M. Antes announced that there will be an exhibit commemorating the 100th anniversary of the passage of the 19th Amendment on Monday, February 10, located outside the Selectmen's Meeting Room, and there will be a reception from 6:15 p.m. to 7:00 p.m. related to that exhibit. M. Antes thanked Town Clerk A. Ludwig for her work on the exhibit.

D. Levine entered the meeting at 7:05 p.m.

Bill Sterling, Morse Road, appeared before the Board, as a member of the Council on Aging/Community Center Committee (CoA/CC), to respond to a public comment at the last meeting. The comment suggested the Community/Senior Center project should have considered the former DPW site as a possible site for a Community Center. B. Sterling reminded the Board that the CoA/CC engaged Tighe & Bond to do a comparative site analysis report in 2016, and the former DPW was one of nine sites examined. The decision was driven by seven different factors and ten criteria, a thirty-three page long report concluding that the former DPW site was not the first choice. B. Sterling also recommended, when the RFP comes back, for the Town to revisit the criteria and potentially conduct another analysis.

A3. Appointments; Municipal Affordable Housing Trust Fund Board C. Karlson reported that the candidate for the Municipal Affordable Housing Trust Fund Board asked to reschedule the interview to a future meeting.

Appointments; Audit Committee. The Board reviewed Brian O'Herlihy's résumé and interest in joining the Audit Committee. Brian O'Herlihy was not present because he was attending the Audit Committee meeting that occurred simultaneously. C. Karlson suggested the Board could consider his appointment without an interview after reviewing his materials and well-qualified background.

M. Antes moved, seconded by D. Levine, that the Board of Selectmen appoint Brian O'Herlihy to the Audit Committee for a term ending June 30, 2020. In discussion, L. Anderson acknowledged that B. O'Herlihy had been a huge contributor to the Town, had previously served on the Board of Selectmen as well as other committees, and his background was well-suited to serve on the Audit Committee. D. Levine concurred. YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A8. Minutes: Review and vote to approve minutes of January 21, 2020, January 22, 2020, January 27, 2020

M. Antes moved, seconded by L. Anderson, that the Board of Selectmen approve the minutes of January 21, 2020 as amended, January 22, 2020, and January 27, 2020 as amended. YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A9. Consent: 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 and signing invoice #124426 from KP Law, dated January 24, 2020, for professional services rendered through December 31, 2019, in the amount of \$13,194.07
3. Vote the question of approving and signing invoice #124427 from KP Law, dated January 24, 2020, for professional services rendered through December 31, 2019, in the amount of \$44.50
4. Vote the question of approving and signing Contract Amendment No. 1 for Contract No. 19-2004, for Weston & Sampson Engineers, Inc., at a cost of \$24,980, with the revised contract amount of \$128,380, to cover an increase in the amount of oversight performed as part of the construction project and specialized professionals to meet the long-term monitoring and submittal requirements under the Conservation Commission permit.

M. Antes moved, seconded by L. Anderson, to approve the Consent Calendar in the Board Packet. In discussion, L. Miller reported to the Board there was a revision to Contract Amendment No. 1 for Contract No. 19-2004, an edit to an amendment that corrected the amounts to read \$24,980, with the revised contract amount of \$128,380. L. Miller would provide a corrected amendment for the Board to sign. YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A4. Annual Town Meeting (ATM) Articles: Review and discussion; potential votes to insert in Warrant and vote Board position, including

Article (DD) Limit the Carrying of Weapons in Town Building and to Town Events D. Levine reported that after two attempts, he had not heard a response from the petitioner for the article to limit the carrying of weapons in Town Building and to Town events.

Article (X) Community Choice Aggregation C. Karlson invited Anne Harris, Co-chair of the Energy & Climate Committee to participate in the discussion on the CCA article sponsored by the Board of Selectmen. Tom Sciacca, E&CC member, also appeared before the Board.

L. Anderson provided an update on the process: the article was submitted by the Energy and Climate Committee; the liaison on the Finance Committee is drafting the Finance Committee comments, which are not yet completed. L. Anderson asked if there were any concerns from the Board or from the Town.

L. Miller recommended broadening the language of the article to allow more flexibility to reach the goals, such as allowing for the Town to not just enter into a Community Choice Aggregation (CCA) for residents, but also to allow the Town to enter into a regionalized CCA or join with another community if it is found to be desirable in the future. T. Sciacca voiced concern of that option being mandatory. L. Miller indicated the current language is limited to residents only. Ultimately residents would have choices to include renewable energy. C. Karlson suggested the Board work with the Finance Committee to ensure the write up included the designation that the vote at Town Meeting is to initiate the process, rather than address the questions that would be answered through the process.

T. Fay asked if there would be a need for further vote by the Town. A. Harris explained there would not be any further vote by Town Meeting. She explained that the Town and Massachusetts Department of Energy Resources (DOER) would develop a plan, develop a possible rate structure, then the Board of Selectmen would have to authorize that the resulting plan be submitted to the Department of Public Utilities (DPU). T. Sciacca asked for the Board's advice on how to include the public and suggested surveys. T. Fay mentioned Wayland would not be the first Town to do this.

Article (Z) Loker Turf Field C. Karlson invited Brud Wright and Asa Foster, co-chairs of the Recreation Commission, to join the discussion. C. Karlson asked B. Wright and A. Foster if there was anything new and different about the article from last time the Board discussed the project in early December. B. Wright reported that the Recreation Commission had completed the research and made the decision to use artificial turf with the specifications that no PFAS are present in the turf fibers, and also to use a virgin crumb rubber infill in the project. B. Wright added that since December, the Recreation Commission also had met with the Zoning Board of Appeals (ZBA) after several continuances, and the ZBA planned to contact L. Miller and/or Town Counsel for advice. B. Wright indicated the ZBA referenced a letter written by Dan Hill of the Planning Board that was not vetted, which is an issue that needed to be addressed. B. Wright requested to receive answers from the LSP conducting the environmental file review. C. Karlson shared that on Monday, February 10, 2020 the LSP hired to conduct the file review would attend the Board of Selectmen meeting to answer some of the outstanding questions.

A. Foster mentioned the need for a public forum, which was first suggested by M. Antes, potentially sponsored by the Board, and suggested a date of Wednesday, March 18, 2020. B. Wright suggested core members of the Permanent Municipal Building Committee, LeftField, Inc., Weston & Sampson, who designed the project, the Town Project Manager, and the contractor. M. Antes voiced her concern about how this project fits into other field plans, and that the League of Women Voters issues meeting is scheduled the next night. T. Fay agreed that a public forum would be helpful.

D. Levine stated he respected the Recreation Commission's perseverance on the project over many years. He noted the article submitted is an identical article, and understood the Commissioners' point that they felt they brought the best article in 2019, and therefore would bring it back again in 2020. It was a close vote at last Town Meeting. He stated as a duly-elected board the Recreation Commission has the right to bring an identical article to Town meeting, and the Board of Selectmen also has the right to vote to insert articles. D. Levine felt that, because the vote was so close at last Town Meeting, the project deserved a second chance at Town Meeting; but it may not be appropriate, if the project failed in 2020, for the Board to insert it a third time.

B. Wright requested a follow up to the letter that Doug Harris had written to the Town regarding Native American history on the site. L. Miller reported that this would be written into the bid documents. C. Karlson asked about the project cost of \$3.4M. B. Wright answered that the project cost estimates had been reviewed and included escalation. L. Miller requested a letter from the PMBC regarding the project costs.

C. Karlson shared a written public comment from K. Sanicki, a request to consider alternative infills. A. Foster stated the Recreation Commission looked at the alternative infills that were requested. C. Karlson reported that she received public comment from J. Sax with questions and concerns about the project; the questions would be shared with the LSP at the Feb. 10 meeting. There was a discussion about the mechanics of a public forum, including questions regarding who would host and moderate the forum. M. Antes felt the forum should not be hosted by the Recreation Commission to maintain neutrality. L. Miller will re-write the article paragraph b) under financing section. D. Levine asked if the project had re-filed an NOI with the Conservation Commission. B. Wright answered that they had not, but planned to file.

Article (A) Recognize Citizens and Employees for Particular Service to the Town C. Karlson reported that the names listed have been updated by the Town Clerk and Donna Lemoyne. The Board discussed other grammatical and language revisions.

Article (D) Other Post-Employment Benefits (OPEB) Funding L. Miller reported that there has not been another actuarial analysis. L. Miller and Finance Director B. Keveny recommended to level fund at \$500,000. L. Miller shared that Moody's identified that the Town's net OPEB liability is currently funded at 38 percent, well ahead of most local governments. L. Miller is still waiting for the FTE counts from the School Revolving Accounts. C. Karlson reported that the School Committee voted tonight to support the funding presented by B. Keveny. C. Karlson asked if the Board was comfortable with C. Karlson working directly with L. Miller and B. Keveny to confirm the amounts for the article. All were in agreement.

Article (H) Fiscal Year 2021 Revolving Fund Expenditure Limits L. Miller reported that the limits are not all identical to FY20. There is a \$25,000 increase in the Transfer Station Revolving Fund. The Recreation Revolving Fund increased the limit for one year in FY21 to contribute funds to the Loker field project. L. Miller suggested looking more closely at the Recreation revenues in the revolving fund after town meeting.

Article (K) Sell or Trade Vehicles and Equipment. L. Miller reported that a certain number of vehicles would be replaced if the Capital Improvement Plan is approved. DPW and Fire have vehicles that will be sold or traded if new vehicles are approved.

Article (M) Capital Stabilization Fund. L. Miller reported that she and B. Keveny had originally recommended that the Finance Committee fund the Capital Stabilization Fund; that it should be used to smooth the debt service within the levy; and that any surplus in one year could be used in another year.

C. Karlson reported she attended the Finance Committee meeting where the \$313,000 line item to fund the Capital Stabilization Fund was proposed to be cut by \$300,000; but that later the Finance Committee issued a memo to indicate they would be willing to discuss other sources.

L. Miller reported that the options for the Capital Financing Plan would rely on three sources: cash capital within the levy, free cash not within the levy, and the debt service. The problem with free cash would be that the bulk of smaller projects are financed through the Capital Plan. The Board of Assessors (BOA) voted to release some overlay surplus, which had not been anticipated. The surplus would go back to the undesignated fund balance and serve to increase the reserves as a percent the tax levy, which is an item that Moody's continues to look at for the Town to increase. L. Miller stated she would not recommend \$300,000 from the overlay surplus that was released. L.

Anderson asked if Moody's opined on the Capital Stabilization Fund. L. Miller answered that Moody's was less concerned about the specifics of the plan, but more that there is a plan in place. L. Anderson asked if the Finance Committee did not want to raise it through taxation. C. Karlson asked if the article language could be changed to not only establish, but also fund Capital Stabilization. L. Miller deferred to Town Counsel.

Article (BB) Roof Replacement – Loker Elementary School C. Karlson announced she had informed the School Committee that they need not be present for the discussion, due to a schedule conflict. Both Article (BB) and (AA) will inform the Board on a later agenda item to vote regarding a debt exclusion question on the ballot.

C. Karlson reported that the Board would need to consider the total cost. L. Miller referenced the agreed upon project budget developed by the Owner's Project Manager (OPM), architect, Massachusetts School Building Authority (MSBA), L. Miller, and Facilities Director Ben Keefe. The MSBA would then present the budget to its Board of Directors for grant approval for \$1.234 million. The total \$3.8 million project budget includes the design funds that had been appropriated previously, with a net to the Town of approximately \$2.55 million. T. Fay asked if the amount in the warrant article would need to be edited. C. Karlson clarified further that while the net is \$2.55 million, the total may go up because the Finance Committee was supportive of including the cost of the replacement of the roof over the gymnasium. The Finance Committee recommended funding the project with a debt exclusion.

Article (AA) High School Athletic Complex Renovation – Part 3. C. Karlson reported the School Committee had voted to withdraw the request for a debt exclusion on this article, but not withdraw the article itself. The School Committee voted not to move forward with the project this year, but wanted to make certain they have design funds. The decision to move forward with the article is contingent on the Finance Committee finalizing the Capital Plan. D. Levine asked if there was a minimum threshold of voters that needs to be reached on a ballot to make a vote valid. L. Miller answered there is no minimum threshold. C. Karlson recommended that the Board not take any action on the article.

L. Anderson moved, seconded by D. Levine, that the Board of Selectmen vote to insert and support the four articles: Recognize Citizens and Employees for Particular Service to the Town; Other Post-Employment Benefits (OPEB) Funding; Fiscal 2021 Revolving Fund Expenditure Limits; Sell or Trade Vehicles and Equipment. 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, to vote to insert and recommend approval of Article (X) Community Choice Aggregation. In discussion, T. Fay recommended it would be prudent to wait a week to vote approval if the Board anticipates changes to the language. L. Anderson withdrew the motion without prejudice.

T. Fay stated that while he supported the article, it would be prudent to wait for more information about the cost on Article (BB) Roof Replacement - Loker Elementary School. C. Karlson stated the Board did not have to take a position on the article, but could vote to insert the article. She voiced concern about timing relative to the associated request for a ballot question. The delay on specific funding sources was internal given the Finance Committee had not voted on a Capital Budget yet. L. Anderson suggested that it would be safer to vote to insert now, and take a position later. T. Fay questioned the \$3.8 million or \$4.3 million. C. Karlson answered that the vote is not for the cost; the total cost is \$4.3M, but it was not clear on the funding sources for all the components. At a minimum the debt-exclusion would be for \$3.8 million and the \$500,000 differential depended on the air-handlers and the roof over the gymnasium, and whether the Finance Committee would bundle that together or separate the funding sources.

L. Anderson moved, seconded by M. Antes to vote to insert Article (BB) Roof Replacement - Loker Elementary School. YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

M. Antes moved, seconded by L. Anderson to support Article (BB) Roof Replacement - Loker Elementary School. YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

C. Karlson recommended that the Board not to take action on Article (AA) High School Athletic Complex Renovation – Part 3

D. Levine recommended that the Board table action on Article (Z) Loker Turf Field until after the discussion planned for Feb. 10 with the LSP.

C. Karlson asked for an update on other articles. M. Antes reported that the Community Preservation Act (CPA) Articles write-ups were in progress, as well as the Article (AA) High School Athletic Complex – Part 3. D. Levine reported the article for Article (O) Contracts Up to 5 Years is in progress. Regarding Article (P) Reallocate Previously Appropriated Funds for Community Center Article, T. Fay is waiting on write-up from FinCom member

S. Correia. C. Karlson updated the Board on several articles that will be ready for the next meeting: Article (B) Pay Previous Fiscal Year Unpaid Bills, with identification of two previous bills, Article (C) Current Year Transfers and Article (E) Personnel By-Laws and Wage & Classification Plan, Article (F) Compensation for Town Clerk. Article (I) Choose Town Officers had not started yet. L. Miller and B. Keveny are working on Article (L) Rescind Authorized but Unissued Debt.

L. Miller asked the Board what happens if the article needs edits after the Finance Committee votes. L. Anderson answered that the Finance Committee would have to re-open it. Article (Y) Spencer Circle Street Acceptance is moving forward, as the affected residents provided proposed easement language; the Planning Board meets Feb. 4 on the topic.

C. Karlson has not seen a write up on (CC) Finance Committee Participation in Collective Bargaining or (DD) Limit the Carrying of Weapons in Town Building and to Town Events; T. Fay reported he is working with A. Gutbezahl and the petitioner on Article (EE) Change Election Date. L. Anderson reported she had been working with petitioners on (FF) Finance Committee Appointed by the Moderator and expects a title change on the article to incorporate the intent of the article. T. Fay reported FinCom member G. Uveges Finance was waiting for the latest version of the Conservation regulations in reference to Article (GG) Repeal the Chapter 193 of the Code of the Town of Wayland. L. Miller reported the regulations will not occur before warrant deadline.

A5. Debt Exclusion: Discussion and vote on putting a debt exclusion question on the March 2020 ballot for the Loker School Roof Replacement and High School Athletic Complex Renovation – Part 3.

C. Karlson explained that it is Selectmen policy, after receipt of a request to place a question for a debt exclusion on the ballot, to discuss and vote whether to put the question on the ballot. The request came from the School Committee and the recommendation to fund the article with excluded debt came from the Finance Committee. If the Board voted to put a question on the ballot, the Finance Committee would then come to the Feb. 10 Board meeting to discuss the question. C. Karlson reminded the Board that the School Committee withdrew the request for the Athletic Complex, but the Roof Replacement Loker School Roof request remained.

T. Fay moved, seconded by M. Antes that the Board vote to put a debt exclusion question on the March 2020 ballot for the Loker School roof replacement. In discussion, C. Karlson stated the motion follows the recommendation of the Finance Committee and is a much needed project. 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 and Updates

1. **Council on Aging/Community Center RFP** L. Miller reported that the deadline would be extended another week. Proposal opening date is now February 10.
2. **Department of Housing and Community Development Safe Harbor Application** L. Miller reported that the application is complete, signed and would be submitted by Wood Partners tomorrow. D. Levine asked if there would be a formal response.
3. **Rail Trail Update** L. Miller reported that the Federal Government declared that the Rail Trail project extending and connecting to Sudbury would be eligible for a federal grant for FY24. The Town Planner will work with DOT.
4. **Complete Streets** L. Miller reported that the Planning Board and Board of Public Works (BoPW) have expressed interest in the Complete Streets program, a state program that provides funding to make streets friendly to more than just cars. Program grants up to \$400,000 of construction costs. When a street is made into a complete street the law requires that the highest elected board in a community vote a Complete Streets policy, prior to becoming eligible for funding. There are two parts to the program: a town can apply for a grant up to \$50,000 to put together a plan and then follow through with the plan. A possible candidate would be the Route 20 corridor. D. Levine asked if grants can be received in successive year. L. Miller responded affirmatively.
5. **Resale of 40B Affordable Unit** L. Miller reported that all of the housing groups in Town were provided with a copy of a letter informing of the owner's intent to sell an affordable unit in Wayland Gardens. This letter is also included in the Board of Selectmen meeting packet.
6. **Proposed Playground Accessibility Project Update** L. Miller reported there have been some questions about the poured-in-place surface proposed to make the playgrounds accessible. L. Miller had conducted research and consulted with the Massachusetts Office of Disability discussing the options for surfacing. They have confirmed that wood fiber and engineered wood fiber are not compliant in access routes. D. Levine clarified that they are not compliant no matter the level of maintenance. They have strict

requirements on what types of materials can be used: the three accepted are poured-in-place rubber, rubber tiles and artificial turf. The Town would have to demonstrate any other material is suitable with an application to and approval of the Massachusetts Architectural Access Board (MAAB).

7. **FY2021 Capital and Operating Budgets Update** L. Miller reported that the Finance Committee issued a letter last Friday, which the Board received as a handout. The letter requested that the Town reduce the budget by \$50,000 and distribute the reductions across the Town budgets. Last week the Board had discussed a letter to the Finance Committee that outlined up to \$76,000 of potential reductions to the budget. L. Miller suggested a response to the Finance Committee to reallocate the \$50,000 reduction as follows: \$15,000 from Fire Department Salary, \$6,000 from the Town legal budget, \$22,500 from Youth & Family Services expenses. Director J. Verhoosky reported that the Friends group could supplement expenses in Year 1, and roll the additional costs into Year 2. L. Miller recommended the balance of \$6,500 come from the Town Administrator/Board of Selectmen budget, which will reduce the amount for consultants. L. Anderson asked for more information on the salary line of the Fire Department. L. Miller reported this year there was an unexpected large turn back, the overtime values were estimated, and the reduction would not change the services offered. T. Fay asked if the reduction in the Town Administrator's office would impact staffing. L. Miller replied it would not impact staffing.

T. Fay moved, seconded by M. Antes, that the Board vote to permit the Town Administrator to relay the message about prioritized reductions as described to the Finance Committee. The Board anticipates room in these budgets to make the reductions without impacting services next year. YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

For FY2021 Capital, L. Miller reported that she had a conversation with the chair of the Finance Committee regarding cash capital and how the items within the capital budget that the Finance Committee had voted should be funded. After the discussion rather than limiting free cash to \$1.5 million, free cash can be spent up to \$1.7 million without any detriment to the Town. She expects a vote tonight from the Finance Committee.

A7. Board of Selectmen Goal Setting: Review goals and determine next steps The Board reviewed the goals as provided in the packet. L. Anderson suggested minor corrections. Under communications, she suggested including correspondence as part of the public packet to alleviate the volume of records requests. T. Fay expressed approval for the focus of the economic development of the Town as an important goal.

A10. Correspondence Review. The Board reviewed correspondence included in the Board Packet.

A11. Selectmen's reports and concerns. C. Karlson reminded the Board that the FAQs for the Select Board/Town Manager Act are due next week.

A12. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any There were none.

A13. 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; 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) (2), (3), and (6), to review and approve the executive session minutes of November 25, 2019; December 9, 2019; December 16, 2019; January 6, 2020; and January 13, 2020; APPROVE AND HOLD: Executive Session minutes of November 25, 2019; December 9, 2019; December 16, 2019; January 6, 2020; and January 13, 2020

At 9:18 p.m., Chair C. Karlson moved, seconded by M. Antes, 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; 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) (2), (3), and (6), to review and approve the executive session minutes of November 25; December 9; December 16, 2019; January 6 and January 13, 2020 with the intent to approving and holding said minutes.

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 L. Miller,

Town Administrator; Elizabeth Doucette, Assistant Town Administrator. The Board would reconvene in approximately 20 minutes solely for the purpose of adjourning.

The Board returned to open session at 10:03 p.m.

A14. Adjourn L. Anderson moved, seconded by M. Antes, to adjourn the meeting at 10:04 p.m. YEA: L. Anderson, M. Antes, T. Fay, D. Levine, 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 February 3, 2020

1. Town of Wayland Loker School Total Project Budget (spreadsheet)
2. Draft of article to see if the Town will vote to appropriate, borrow or transfer from available funds the amount of \$4,300,684 to be expended under the direction of the Town Administrator and the Permanent Municipal Building Committee for the roof replacement at Loker Elementary School, at 47 Loker Street, Wayland, MA.
3. Correspondence from the Finance Committee to L. Miller, Town Administrator, and A. Unobskey, Superintendent of Schools, dated January 31, 2020, re: Responses to Request for FY2021 Operating Budget Adjustments
4. Copy of Article “High School Athletic Complex Renovation – Part 3” with comments/suggestions from resident K. Sanicki
5. Copy of Article “Loker Turf Field” with comments/suggestions from resident K. Sanicki
6. Copy of Article “Accessibility Improvements for two Town Playgrounds” with comments/suggestions from resident K. Sanicki

Items included as part of the Agenda Packet for discussion during the February 3, 2020 Board of Selectmen Meeting

1. List of committee vacancies as of January 27, 2020
2. CV of Luke Legere
3. Letter of interest from Brian O’Herlihy
4. Annual Town Meeting Article Listing
5. Submitted articles: Repeal Chapter 193 of the Code of the Town of Wayland; Limit Carrying of Weapons in Town Buildings and to Town Events; Recognize Citizens and Employees for Particular Service to the Town; and Recognize Citizens and Employees for Particular Service to the Town Rev 1; OPEB Funding; Fiscal Year 2021 Revolving Fund Expenditure Limits; Sell or Trade Vehicles and Equipment; Capital Stabilization Fund; Loker Turf Field; Roof Replacement –Loker Elementary School; Community Choice Aggregation; High School Athletic Complex Renovation – Part 3
6. Draft of Board of Selectmen meeting minutes of January 21, 2020
7. Draft of Board of Selectmen meeting minutes of January 22, 2020
8. Draft of Board of Selectmen meeting minutes of January 27, 2020
9. Correspondence from Barry Lorion, District 3 Highway Director, to Paul Jahnige, Director DCR Greenways and Trails Program, Massachusetts Department of Transportation, dated January 17, 2020, re: MassDOT Highway Division Project 610660—Sudbury Wayland Mass Central Rail Trail-Project Eligibility Notification
10. Correspondence from David Grasser, Program Manager, Citizens’ Housing and Planning Association, to L. Miller, Town Administrator, dated January 27, 2020 re: owner’s intent to sell her affordable unit
11. “MMA Policy Committee on Municipal and Regional Administration Best Practice Recommendation: Economic Development Factors Within Municipal Control,” *Massachusetts Municipal Association Best Practices Series*, January 2020, Volume 5, Number 6.
12. “MMA Policy Committee on Municipal and Regional Administration Best Practice Recommendation: Strategies for Boosting Community Engagement,” *Massachusetts Municipal Association Best Practices Series*, January 2020, Volume 5, Number 7.
13. Draft Board of Selectmen Goals FY2020-FY2021

CORRESPONDENCE

1. Correspondence from L. Miller, Town Administrator, to Ralph Willmer, technical Assistance Planning Council, dated January 29, 2020 re: MAPC Technical Assistance Program Proposal: Comprehensive Planning and Economic Development Action Plan (includes attachments map of study area; “Development at Corner of Main Street and East Plain Street” -- report with images and maps dated August 30, 2018; and a copy of the

2009 Special Town Meeting Article 28: Amend Town Code Section 198-Establish Cochituate Village Overlay District)

2. Correspondence from Greg Franks, Sr. Manager, Government Affairs, Xfinity, to the Board of Selectmen, dated January 23, 2020 re: Xfinity TV Updates
3. Correspondence from Niall Connors, Franchise Service Manager, Verizon, to Municipal Official, dated January 24, 2020, re: Verizon Fios TV – LFA Notification – Content Change
4. Correspondence from Niall Connors, Franchise Service Manager, Verizon, to the Board of Selectmen, dated January 31, 2020, re: Annual Complaint Filing