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BOARD OF SELECTMEN
LEA T. ANDERSON
MARY M. ANTES
THOMAS J. FAY
CHERRY C. KARLSON
DAVID V. WATKINS

**Meeting Minutes
BOARD OF SELECTMEN
Monday, November 23, 2020
5:00 p.m.
Wayland Town Building
Council on Aging Room
41 Cochituate Road, Wayland, MA**

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 live streamed 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, David V. Watkins
The Board participated remotely by tele-videoconferencing via Zoom and WayCAM. C. Karlson participated by tele-videoconferencing and was also present at Town Building.

Also Present: Town Administrator Louise Miller, Assistant Town Administrator John Bugbee, Management Analyst Seath Crandall, Police Chief Pat Swanick, Lieutenant Sean Gibbons

A1. Call to Order by Chair, Review the Agenda for the Public At 5:02 p.m., C. Karlson called the meeting of the Board of Selectmen to order when a quorum was available by teleconference. C. Karlson announced by full name each Board member who was participating remotely and noted that in compliance with revised Open Meeting Law requirements the meeting would be broadcast and recorded for later broadcast by WayCAM. C. Karlson announced that no in person attendance of members of the public was permitted and gave a phone number for the public to call to offer comments and reviewed how to participate via a virtual 'hand-raise' in Zoom. C. Karlson reviewed the agenda for the public.

A2. Announcements and Public Comment There were no announcements from the Board.

Jean Milburn, Concord Road, connected by teleconference to thank the Selectmen for their work and offered her help to move the Council on Aging/Community Center project forward.

A3. Interim Police Chief: recommendation by Town Administrator; discussion and potential vote to ratify appointment of Lt. Sean Gibbons as Interim Police Chief, effective November 30, 2020 C. Karlson reminded the Board that L. Miller made a recommendation to appoint Lieutenant Sean Gibbons as Interim Police Chief at the last meeting. L. Miller indicated that the interim period would likely be four to five months. M. Antes and L. Anderson expressed support for the appointment. D. Watkins expressed support for this provisional appointment and expressed interest in the opportunity to review Lt. Gibbons and other candidates for the permanent Police Chief position. Lt. Gibbons reviewed for the Board the instances that he has already served as acting-Chief when the Chief was absent, on vacation or away at seminars.

T. Fay moved, seconded by L. Anderson, that the Board vote to ratify the appointment of Lieutenant Gibbons to serve as Interim Police Chief effective November 30, 2020. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Watkins. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A4. Energy and Climate Committee: Committee update including potential 2021 ATM article requests and upcoming projects; associate member request; next steps Co-Chairs of the Energy & Climate Committee (E&CC) Anne Harris and Ellen Tohn joined the meeting via teleconference. E. Tohn gave a general update from the committee, reviewed two potential 2021 Annual Town Meeting (ATM) Warrant Article submissions, requested a sustainability coordinator, and offered to draft feedback to the state stretch code policy. E. Tohn reported that the

Town was the recipient of another Green Communities Grant for \$150,000. E. Tohn described two warrant articles, which the E&CC would submit for 2021 ATM: the Community Choice Aggregation article tabled at the last ATM and the intent to install solar panels on the Loker School Roof. E. Tohn reported that the Loker solar panels would not cost Wayland taxpayers money, but would require Town Meeting approval to enter into a contract with the provider. L. Miller suggested that before we get too far down the road on procurement, the TA's office needs to carefully review the tax exempt bonds for the roof. E. Tohn suggested that we might want to separate the solar panels project from the roof project. L. Miller suggested that Town ownership of the solar panels should be explored.

E. Tohn requested a part-time Sustainability Coordinator position to help manage the workload. E. Tohn also informed the Board that the state is looking for feedback on a proposal to amend the building stretch code. The E&CC will submit a draft of comments to the Board at a future meeting. C. Karlson requested that the E&CC provide a summary sheet regarding the Green Communities grants for staff, review the concerns raised for the CCA article, and review information about Sustainability Coordinator roles in other Towns.

The Board thanked the E&CC for their work.

A5. 2021 Annual Town Meeting: a. Review and approve schedule b. Review and approve board and petitioner article submissions forms c. Discuss and review standard Board of Selectmen articles for submission

C. Karlson reported that the draft of the ATM schedule in the Board packet still needed to be reviewed by the Town Clerk and the Finance Committee. M. Antes will get the dates for League of Women Voters' events. C. Karlson reviewed the article submission forms that were also posted online, and reported that she did not anticipate any changes to last year's forms apart from deadlines. C. Karlson tabled the discussion on standard Board articles to a future meeting where the draft articles could be reviewed.

A6. Liaison Roles: continue discussion of Board of Selectmen's policy and role; potential vote to approve updated policy

D. Watkins reviewed the updated Liaison Policy draft. The updates were intended to create some formality around the communication of priorities by requesting and documenting the goals of the boards, committees and commissions. D. Watkins described the advantages of documenting goals to help prioritize, communicate plans and allocate resources. L. Anderson expressed that it would be interesting to ask committees to post goals on the website and that the goals of the chair of a committee alone may not be representative of the goals of the entire committee. T. Fay advised not to rush any changes to the policy and that the current policy is a good one. T. Fay requested that he would like to have the committees give feedback on the policy and the liaison relationship before making changes. M. Antes expressed that committees may have a specific charge and the goal setting should be initiated within the committee independent of the Board. C. Karlson concurred. D. Watkins stated that to request the goals in writing rather than mandate the goals be submitted would foster communication. T. Fay noted that some goals for committees are set by statute, by-laws, in its mission or in the charge. C. Karlson noted that a consistent approach to the liaison role by each Board member was preferred, but D. Watkins could take this new approach without making changes to the policy.

A7. Update on Sign Policy M. Antes reported that the original sign policy was based primarily on the four sign boards in Town, and since then there had been discussion on updating the sign policy to include other types of signs, like electronic signboards, A-frame signs as well as temporary lawn signs. M. Antes indicated that this would require some level of legal review to determine the process for public sign hearings. M. Antes requested the topic be added to a future agenda for discussion.

A8. Committee Appointments: Vote to appoint

Committee	Potential Appointee	Representing	Term End Date
Economic Development Committee	Dan Crossman		June 30, 2021
Energy & Climate Committee	Michael Kanarek	Associate member	None Specified
Route 20 South Landfill Advisory	David Pearlman	Recreation Commission	November 1, 2023
Route 20 South Landfill Advisory	Kathie Steinberg	School Committee	November 1, 2023
Route 20 South Landfill Advisory	Kathy Schreiber	Conservation Commission	November 1, 2023
Route 20 South Landfill Advisory	Seth Roman	Economic Development	November 1, 2023
Route 20 South Landfill Advisory	Clifford Lewis	Board of Public Works	November 1, 2023
Wayland Housing Partnership	Joanne Barnett	Conservation Commission	June 30, 2023

M. Antes moved, seconded by T. Fay, that the Board approve the appointees as listed to the terms as listed. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Watkins. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A9. Town Administrator update: a. COVID-19 Update • Contact tracing • Rapid response testing b. River's Edge c. Cable Advisory Committee: update on negotiations; potential vote on Board of Selectmen letter of support for WayCAM

A9.a. COVID-19 Update • Contact tracing • Rapid response testing L. Miller indicated that the forecasts for COVID-19 over the next few weeks were grim, and that experts predicted that the total number of daily positive cases and total number of daily deaths would surpass the levels from the peak in the spring. L. Miller noted that the state lacks the number of trained staff needed for contract tracing across the state, but in Wayland the staff is currently caught up on contract tracing. L. Miller reported that contract tracers are struggling with getting accurate and complete information from the close contacts of a confirmed case of COVID-19. L. Miller reported that Wayland's contract tracers are all trained nurses and soon trained Medical Reserve Corps (MRC) volunteers will support this work. L. Miller reported that because the schools are already implementing a health attestation prior to arrival at a town building, the rapid response testing kits would not be requested. The Town will remain on the list to receive kits.

A9.b. River's Edge L. Miller reported that the Town had received \$2.2 million from MassWorks grants for pumping stations, upgrades to the wastewater mains and treatment plants. L. Miller reported that the Town has a permit from the Conservation Commission that was recently amended to also include wastewater. C. Karlson noted that Wood Partners, Inc. needs to submit an application for a permit from the Wastewater Management District Commission. T. Fay commended L. Miller and the staff for their work on the grants.

A9.c. Cable Advisory Committee: update on negotiations; potential vote on Board of Selectmen letter of support for WayCAM C. Karlson indicated that the Cable Advisory Committee will be holding a hearing on Dec. 3. M. Antes noted that WayCAM has been instrumental in allowing the Board to meet and for the public to participate during the pandemic.

L. Anderson moved, seconded by M. Antes, that the Board authorize T. Fay to draft a letter of support for WayCAM. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Watkins. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

L. Miller outlined the priorities of the Town Administrator's Office over the next few weeks, which included the River's Edge project, the capital and operating budget proposals, continued COVID-19 response, personnel issues, opening the ATM Warrant, the Comprehensive Annual Financial Report (CAFR) and audit letter, and the tax recap that will occur on Nov 30. L. Miller reported that a soft rollout of permitting software was ongoing in the Building Department.

A10. Minutes - November 16, 2020 review and vote to approve C. Karlson tabled the approval of the November 16, 2020 minutes to a future meeting.

A11. Consent: review and vote to approve

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 lease agreement with Pitney Bowes for postal machine services for Town Building for a term of 36 months.
4. Vote the question of approving and signing lease agreement with Pitney Bowes postal machine services for the Wayland Free Public Library for a term of 36 months.
5. Vote the question of approving and signing Amendment no. 1 to Contract No. 20-1012 with Tower Construction Corporation for Improvements for Wayland High School Athletic Facilities
6. Vote the question of approving and signing Amendment no. 2 to contract No. 20-1012 with Tower Construction Corporation for Wayland High School Athletic Facilities
7. Vote the question of approving and ratifying contract no. 18-2005 Task Order no. 13 with Tata & Howard for Advanced Metering Infrastructure (AMI) engineering assistance.
8. Vote the question of approving and ratifying contract no. 20-1062-4 with Rotti McGroddy Design Collaborative (RMD), LLC for On Call Architectural & Engineering Services.

9. Vote the question of approving and ratifying contract no. 20-1062-4 Task Order no. 1 with Rotti McGroddy Design Collaborative (RMD), LLC for On Call Architectural & Engineering Services pertaining to design and construction services for Fire Station no. 2.
10. Vote the question of approving and ratifying agreement with BETA Group, Inc. for Professional Consulting Services to assist the Conservation Department.

T. Fay moved, seconded by M. Antes, the approval of the Consent Calendar. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Watkins. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

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

A13. Selectmen's reports and concerns L. Anderson reported that the Surface Water Quality Committee (SWQC) had expressed interest in the purchase of equipment and wanted to submit the request into the capital plan. T. Fay acknowledged J. Milburn's public comment. C. Karlson acknowledged the tragic death of Cheryl Kane, who was a Wayland resident, former Town employee and member of the Board of Assessors.

A14. Topics Not Reasonably Anticipated by the Chair 48 Hours in advance of the Meeting, if any There were no topics not reasonably anticipated by the Chair.

A15. COVID-19 Testing update: discussion on COVID-19 testing and funding with members of the school committee; potential vote to establish gift account At 7:51 p.m., members of the School Committee, Chair Jeanne Downs and Ellen Grieco, connected remotely to the meeting by video-teleconference. E. Grieco reviewed a plan to establish a COVID-19 voluntary surveillance testing program for students and staff to stop the spread of the disease. E. Grieco referred to a ten-page memo to the Board from the School Committee, which outlined the estimated fee structures. The cost per student would be about \$175 for a ten week program, and the proposal estimated the need for an additional \$260,000. E. Grieco indicated that a gift account to cover costs of families unable to afford the fee would be needed in order to fund raise. C. Karlson noted that the Board's role was only to vote to establish a gift account to receive funds raised for the COVID-19 testing. L. Miller noted that it was more complicated, because two accounts were needed, one activity fee account and one gift account. L. Miller indicated that the Town could not make an upfront payment and that the program would require a Request for Proposal (RFP) and other standard procurement procedures. There was a discussion regarding the administrative costs associated with the gift account. The Board voiced support for the concept and tabled any action until Town Counsel could provide further opinion.

A16. Executive Session I. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to litigation Stephen Cass v. Robert Irving II. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to litigation Stephen Cass v. Augusto Saviatto III. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to litigation Ordway v. Town of Wayland pending with the Massachusetts Commission Against Discrimination; IV. 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 twelfth amendment to the Land Disposition Agreement pertaining to the Rivers Edge Project at 484-490 Boston Post Road; V. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to collective bargaining with Wayland DPW Association, Teamsters Local 170; and VI. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (2), (3), and (6), to review and approve the executive session minutes of November 9, 2020 Approve and Hold: Executive Session minutes of November 9, 2020

At 8:47 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 litigation Stephen Cass v. Robert Irving, pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to litigation Stephen Cass v. Augusto Saviatto, pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to litigation Ordway v. Town of Wayland pending with the Massachusetts Commission Against Discrimination, 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 twelfth amendment to the Land Disposition Agreement pertaining to the Rivers Edge Project at 484-490 Boston Post Road, pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to collective bargaining with Wayland DPW Association, Teamsters Local 170, 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 9, 2020 with the anticipation 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. Watkins. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

C. Karlson invited attendance by Town Administrator Louise Miller, Assistant Town Administrator John Bugbee and Management Analyst Seath Crandall.

C. Karlson announced that the Board would adjourn from executive session and no other public business would be discussed in open session.

A.17. 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 Board of Selectmen at the Meeting of November 23, 2020

1. There were none.

Items included in the Agenda Packet for discussion during the Board of Selectmen Meeting of November 23, 2020

1. Resume of Lt. Sean Gibbons
2. Annual Town Meeting 2021 Schedule Draft as of November 20, 2020
3. Annual Town Meeting Article 24: Community Choice Aggregation
4. Standard Article List ATM 2021 DRAFT
5. Board of Selectmen Liaison Policy
6. Suggested edits to Liaison Policy from Selectman Dave Watkins
7. Board of Selectmen Sign Policy
8. Board and Committee Vacancies as of October 26, 2020
9. Resume of Dan Crossman
10. Resignation letter of Bill Steinberg from Economic Development Committee
11. Correspondence from Ellen Tohn of Energy & Climate Committee
12. Resume of Mike Kanarek
13. Recreation Commission Appointment notification to Route 20 South Landfill Committee
14. School Committee Appointment notification to Route 20 South Landfill Committee
15. Economic Development Committee Appointment notification to Route 20 South Landfill Committee

Supplemental Packet

16. Board of Health COVID-19 Case update as of November 20, 2020
17. Press Release: Town of Wayland Awarded MassWorks Infrastructure Grant
18. Memorandum from Wayland School Committee to Board of Selectmen & Town Administrator re: COVID-19 Surveillance Testing Proposal
19. Memorandum dated November 9, 2020 from Town Administrator to Board of Selectmen re: COVID-19 testing in Schools
20. Board of Selectmen Motion for Town of Wayland Testing for COVID-19 in the Wayland Schools Fund

CORRESPONDENCE

1. Correspondence from George Harris to Board of Selectmen dated November 10, 2020 re: Open Meeting Law letter to Boards and suggestions
2. Correspondence from Hope Podell to Board of Selectmen dated November 10, 2020 re: Commonwealth's Vaccine Database
3. Correspondence from Niall Connors, Verizon Fios to Board of Selectmen dated November 13, 2020 re: change to Fios TV Programming
4. Summary of 2020 Cafeteria Amendment signed November 17, 2020
5. Correspondence from Greg Franks, Xfinity Comcast to Board of Selectmen dated November 18, 2020 re: Price Changes for Xfinity Comcast Customers
6. Correspondence from Town Clerk to Board of Selectmen dated November 18, 2020 re: Resignation of Miriam Andres from Wayland Housing Authority
7. Correspondence from Thomas Turner to Board of Selectmen dated November 18, 2020 re: Passing of Cheryl Kane, Former Wayland Treasurer-Collector and former Board of Assessors Member