



LOUISE L. E. MILLER  
TOWN ADMINISTRATOR  
TEL. (508) 358-3620  
[www.wayland.ma.us](http://www.wayland.ma.us)

# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

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

**Meeting Minutes**  
**BOARD OF SELECTMEN**  
**Monday, March 20, 2020**  
**10:00 a.m.**  
**Wayland Town Building**  
**Council Aging Room**  
**41 Cochituate Road, Wayland, MA**

**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, the March 20, 2020 Board of Selectmen meeting was livestreamed on local broadcast on WayCAM. Public Comment was accessible by telephone during the time designated for Public Comment.**

**Attendance:** Lea T. Anderson, Mary M. Antes, Thomas J. Fay, Cherry C. Karlson, Douglas A. Levine (D. Levine participated remotely by telephone)

**Also Present:** Town Administrator Louise Miller, Assistant Town Administrator Elizabeth Doucette

**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 10:00 a.m. in the Wayland Town Building Council on Aging Room when a quorum was present, and noted that the meeting would be broadcast live and recorded for later broadcast by WayCAM. C. Karlson announced D. Levine would participate remotely to maintain social distance, and a phone number (508-358-6812) for the public to call to offer comments during the Public Comment agenda item. C. Karlson reviewed the agenda and for the public.

**A2. Announcements and Public Comment (included in item A3)** C. Karlson read a statement thanking Town employees responding to the COVID-19 situation. C. Karlson announced that COVID-19 updates are posted to [www.wayland.ma.us](http://www.wayland.ma.us), and residents are encouraged to subscribe to alerts, at the bottom right of [wayland.ma.us](http://wayland.ma.us). C. Karlson announced the Wayland Health Department Coronavirus Hotline (508-358-6805) for medical questions, and a general help line (508-358-7701) for residents who may need assistance obtaining basic and important life necessities, such as food or medications. C. Karlson also announced that residents should expect the 2020 US Census forms.

**A3. COVID-19: Town Administrator Update and Review of Response Plan** L. Miller reported an update on Town Departments and Town Buildings. Non-essential departments that would not report physically to worksites are Recreation, Conservation, Building, Planning, Youth & Family Services, Library, and Veterans. L. Miller reported departments that would report on a limited basis were the Assessor, Finance, Treasurer and Council on Aging. Though Council on Aging is limited, Town staff, would replace the volunteers to continue to provide Meals on Wheels. L. Miller reported the Town issued and would continue to issue an accounts payable warrant and payroll. The Town Administrator's office was reduced to three personnel.

L. Miller reported that the essential departments of Police, Fire, Facilities and DPW would operate with an essential personnel rotation schedule and segregated into workgroups. Information Technology would continue to operate at full staff, some remotely. All essential personnel were on call. Health Department was fully staffed, and school nurses were called in as public health nurses to help with investigations and health related phone calls. All departments are instructed to maintain two months of supplies.

L. Miller reported that the School Department was closed, and only two staff members would report to Town Building. The Facilities Department was fully staffed. L. Miller reported that the end of Mar. 20 every vacant public building would be cleaned and fogged with disinfectant, and then locked until further notice; this

included all school buildings, except for some portions of the high school building and the public library. The WHS Cafeteria was being used to provide meals. L. Miller reported that all public buildings were closed and locked; except Town Building by appointment for essential business only, and the vestibule of the Public Safety Building (38 Cochituate Road).

L. Miller noted the Board of Assessors would meet to vote excise tax commitments on Mar. 24 and send last quarter tax bills. L. Miller reported a communication regarding Board and Committee meetings has been distributed to all chairs.

L. Miller reported two businesses located in Wayland were closed due to presumptive positive COVID-19 test results in employees or employee families at Starbucks (44 Main Street), and Liberty Pizza (116 Main Street). Health Department was conducting a health contact investigation.

L. Miller provided an update on proposed state legislation regarding elections and Town Meeting, the Board could expect state action or response by Mar. 23 to allow postponement of the election and Town Meeting.

## **1. Discussion on the following topics**

**a. Local State Of Emergency** C. Karlson noted that Wayland bylaw Chapter 58 Section 3 terminates a declaration of local emergency five days from the day it takes effect, and would require the Board to convene every five days to re-declare a local state of emergency. C. Karlson recommends the Board declare a local state of emergency to continue from Mar. 20 until the Board chooses to lift it. T. Fay asked for the authority for the declaration. L. Miller noted M.G.L. Chapter 111 Section 95-105. L. Miller noted Police, Fire, Facilities and Health Department had the potential to experience deficit spending to certain lines, and sought authorization, if necessary, to facilitate and expedite the use of resources to meet the needs of responding to the public health emergency with written notice to the Board.

L. Miller read a declaration of local state of emergency:

“Whereas, on March 10, 2020, the Governor of the Commonwealth of Massachusetts issued a declaration of a state of emergency to respond to COVID-19;

Whereas, on March 13, 2020 the President of the United States announced a national declaration of emergency;

Whereas, on March 16, 2020 the Board of Selectmen of the Town of Wayland declared a local state of emergency;

Whereas, the state and federal governments have taken various actions to respond to the evolving COVID-19 public health emergency impacting the nation, the commonwealth and Wayland;

Whereas, the Board of Selectmen have determined that COVID-19 is a public health emergency that poses an immediate threat to the public safety and general welfare of the people residing both within and outside of the Town of Wayland;

Whereas, it is critical to take all steps necessary to prepare for, respond to, and mitigate the spread of COVID-19 to protect the health and welfare of the people of Wayland, which steps may be additional to steps that are taken by the state and federal governments; and

Whereas, declaring a state of emergency will facilitate and expedite the use of resources to protect persons from the impacts of COVID-19 including but not limited to emergency expenditures pursuant to M.G.L Chapter 44 Section 31;

Now, Therefore, We, the Board of Selectmen of the Town of Wayland, Massachusetts hereby declare that a state of emergency exists in the Town of Wayland. This declaration of emergency shall remain in effect until further notice is given pursuant to our judgement that the conditions leading to this declaration no longer exist.”

**b. Town Election and Town Meeting Postponement** C. Karlson reminded the Board that it acted at the last meeting to authorize L. Miller to pursue avenues to postpone the town events, but the Board had not acted to postpone the election or Town Meeting.

**c. Other Topics not reasonably anticipated**

**2. Open for Public Comment \*by telephone** There was none.

### **3. Potential vote to extend Local State Of Emergency**

T. Fay moved, seconded by M. Antes, that the Board of Selectmen extend the declaration of a local state of emergency made by the Board on Mar. 16 indefinitely until the Board votes to terminate the state of emergency. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

T. Fay moved, seconded by L. Anderson, that the Board of Selectmen postpone the Annual Town Election and Annual Town Meeting indefinitely until the Board votes a date certain for each event. Roll Call Vote: 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 T. Fay, that the Board of Selectmen authorize Town Administrator to deficit spend on Town line items within the General Fund Budget with written notification to the Board. Roll Call Vote: 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 support and sign the declaration of emergency as read by Town Administrator L. Miller. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

### **A4. Minutes: Review and vote to approve minutes of March 9, March 12, and March 16, 2020**

L. Anderson moved, seconded by M. Antes, the Board of Selectmen vote to approve the meeting minutes of March 9, 2020, March 12, 2020 as amended, and March 16, 2020 as amended. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

### **A5. 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 two (2) sandwich boards to be displayed from April 4, 2020 to April 11, 2020 at the following locations: Old Connecticut Path and Cochituate Road (Five Paths) and Route 20/Old Connecticut Path by the Coach Grill promoting the Wayland High School Scholarship for 2020 graduating seniors.
3. Vote the question of approving the invoice for KP Law, dated March 14, 2020, Invoice No. 125011, for legal services rendered through February 29, 2020: \$10,504.18

M. Antes moved, seconded by L. Anderson, that the Board of Selectmen vote to approve the Consent Calendar in 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.

**A6. Correspondence Review.** The Board reviewed correspondence included in the Board Packet.

**A7. Selectmen's reports and concerns.** L. Anderson read a letter to the editor published in the Town Crier written by M. Antes. M. Antes reported that a pilot check from the Housing Authority has been received.

**A8. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any.** There were none.

**A9. Adjourn** T. Fay moved, seconded by L. Anderson, to adjourn the meeting at 11:25 a.m. Roll Call Vote: 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 March 20, 2020**

1. None.

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

1. Draft of Board of Selectmen Meeting Minutes held on 03-09-2020

2. Draft of Board of Selectmen Meeting Minutes held on 03-12-2020
3. Draft of Board of Selectmen Meeting Minutes held on 03-16-2020
4. Town of Wayland, MA eCode360, Section § 58-3 States of emergency.
5. COVID-19 Release Date: March 17, 2020 at 11:00 am; To: All Residents From: Town Administrator  
Re: Message from Eversource
6. COVID-19 Release Date: March 17, 2020 at 11:00 am; To: All Residents and Staff From: Town  
Administrator and Board of Selectmen Re: Board of Selectmen: Actions to Declare a Local State of  
Emergency, Postpone Town Election, and Postpone Town Meeting
7. COVID-19 Statement March 17, 2020 at 11:45 am; From: Board of Selectmen read at March 16,  
2020 meeting Statement of Support and Thanks
8. COVID-19 Release Date: March 19, 2020 at 3:00 pm; To: All Residents From: Town Administrator  
and Health Director Re: Closing of 2 Local Wayland Food Businesses: Liberty Pizza and Starbucks

### **CORRESPONDENCE**

1. Correspondence from Scott Bosworth, Undersecretary and Chief Strategic Officer of Massachusetts  
Department of Transportation to Board of Selectmen dated March 11, 2020 re: Notice of  
Nonrenewal regarding parking of school buses and a trailer on certain land known as 105 Boston  
Post Road, Sudbury, Massachusetts
2. Correspondence from Michael Babineau, Transmission Arborist, Vegetation Management,  
Eversource, to Louise Miller, Town Administrator, dated March 6, 2020, re: routine vegetation  
maintenance.