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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
Friday, April 3, 2020
11:00 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 24, 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 (L. Anderson, M. Antes, T. Fay, and D. Levine participated remotely by teleconferencing; C. Karlson participated by teleconferencing and was also present at Town Building.)

Also Present: Town Administrator, Louise Miller; IT Director, Mike McCann; Town Engineer Paul Brinkman; Management Analyst, Jason Adams

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 11:13 a.m. when a quorum was available, and noted that the meeting would be broadcast live and recorded for later broadcast by WayCAM. C. Karlson announced that members of the Board would participate remotely to maintain social distance, and gave 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 for the public.

A2. Announcements M. Antes reminded residents that they should respond to the 2020 US Census form. L. Anderson announced that Sunday April 5, at 4:00 p.m. the Wayland Interfaith Leadership Association would hold a town wide vigil on Zoom and were looking for a two minute statement from a member of the Board. L. Anderson volunteered to deliver the statement, and the Board agreed. C. Karlson expressed her appreciation for Town staff who had been working hard throughout the state of emergency. M Antes thanked C. Karlson for her efforts.

A5. Proposed Resolution: Discuss and Potential vote to approve resolution recognizing resident health care workers

T. Fay read a draft of the resolution to honor and recognize the tireless efforts of health care workers who are Wayland residents. The Board discussed some edits to the draft, and added the term first-responders to recognize Police and Fire as well.

M. Antes moved, seconded by L. Anderson, that the Board of Selectmen support and adopt the draft resolution as amended. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A3. COVID-19: Town Administrator Update and Review of Response Plan; vote as necessary, including but not limited to: Extension of Governor's Stay-At-Home order; Food Safety and Food Pantry Guidance; Update on Annual Town Meeting, including designation of Public Safety Official

L. Miller reported that the Town sent out an update through the website alerting residents of all the town services being offered. She reminded all residents that if they have symptoms or are diagnosed or self-quarantining, they need to contact the Health Department.

L. Miller reported that the Town was taking requests for help with food, prescriptions or other essential needs. The Town was providing pick-up and delivery. Not all prescriptions, by law, can be delivered; the Town is providing that service.

L. Miller reported that the School Superintendent planned to expand the student food services for those in need. The Town would continue to provide help with groceries for seniors and others who need meal delivery, and in some cases where residents just need help being connected to food delivery.

L. Miller reported that the Town had increased Youth & Family Services offerings, and increased the number of hours for staff, in a coordinated effort with the Superintendent of Schools.

L. Miller announced that the Town may be calling on volunteers to help next week to assist with services supplementing existing food pantry services.

L. Miller reported that Governor Baker extended the Stay-At-Home order and closure of non-essential businesses until May 4, which coincided with school closures. Town continues to provide essential services.

L. Miller informed the Board to expect more updates soon, that would include information on closure of the beach and additional guidelines on safe-food handling for groceries and take out, and social distancing.

L. Miller reported that the Moderator made a declaration of recess and continuance to postpone Town Meeting on April 2; legislation was still pending at the state level to reschedule further than 30 days.

T. Fay commended Town staff for the updated website with comprehensive resources for residents. T. Fay asked L. Miller's opinion on advice for residents cooped up for several weeks. L. Miller answered that it is extremely difficult to follow stay-at-home guidance, and the Town found that the order is not being uniformly followed. Police have been enforcing prohibitions on congregating and issued reminders on social distancing. L. Miller expressed concern for residents who are well-intentioned by supporting neighbors - but all residents need to ensure that they are following guidelines to not put others at risk.

L. Miller informed the Board that the Board of Health (BOH) voted to highly recommend that everyone in Wayland who must go in public to cover their face, with a scarf, bandana or mask; but to preserve n95 masks and surgical masks for front line workers. The BOH also recommended to continue practices of handwashing and social distancing. L. Miller stressed the strong recommendation to contact one's health provider and the Wayland Health Department if someone is symptomatic. L. Miller noted it was critical for the Health Department to know about all symptomatic residents to trace all potential contacts. L. Miller noted that the BOH was using the term "clinical diagnosis" for people who had been instructed to self-quarantine by a physician without a confirmed lab-test; clinically diagnosed cases are being treated as positive cases.

L. Miller reported the total number of COVID-19 cases was sixteen (16) where nine (9) were active cases, five (5) had been resolved, three (3) clinically diagnosed cases, and one (1) death of a Wayland resident due to COVID-19, the first. The death occurred outside of Wayland, but the person resided in Wayland. Health Department-trained Public Health Nurses would conduct the contact investigation following state guidelines.

L. Miller recommended that the Board designate the Chief of Police, Patrick Swanick, as the Public Safety Official for the purposes of postponing Annual Town Meeting.

D. Levine moved, seconded by T. Fay, that the Board of Selectmen designate the Chief of Police, Patrick Swanick, pursuant to Chapter 39 Section 10A(d) to serve as the Public Safety Official for the purposes of postponing Annual Town Meeting. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

D. Levine updated the Board that the state legislation intended to help municipalities postpone Town Meetings had passed, and Governor Baker was expected to sign it that day.

A8. Wastewater: Discussion with Town Engineer, Paul Brinkman on River's Edge project

wastewater requirements L. Miller reported that the Town was investigating the opportunity to expand the

Wastewater Treatment Facility (WWTF) services based on the capacity of the WWTF. P. Brinkman reviewed his memo regarding the ability to increase the capacity for the WWTF to serve more customers.

C. Karlson became disconnected from the meeting at 12:04 p.m.

M. Antes asked how changes in the WWTF capacity would affect River's Edge. P. Brinkman answered that the WWTF could take on that capacity without changing the permit.

C. Karlson re-connected to the meeting by phone at 12:08 p.m. and opened the meeting for Public Comment.

A6. Financial Borrowing: Discussion and potential vote of short-term financing (BAN) for \$525,000, one year maturity, issued on April 2, 2020 for the purpose of financing River's Edge soil disposal; a. Designate signing authority for all related documents to Louise Miller, Town Administrator L. Miller reported that the bond anticipation note expired in April 2020 and that there was a need to rollover the BAN for River's Edge soil removal, because the closing date was moved. A notice to extend the closing date by 30 business days was approved last week. L. Miller reported that the bond for \$525,000 was put out to bid, and the Town received four bids ranging from 1.72% to 2.74% for the twelve (12) months ending April 2021. L. Miller noted that this would allow for enough time to close on the purchase and sale of land for the River's Edge Project. The lowest qualified bid was Newburyport Bank. L. Miller also reported that Town received guidance from the Department of Revenue (DOR), that a quorum of the Board would need to physically sign the documents, and the signing authority cannot be designated to the Town Administrator as was listed on the agenda. The topic was tabled for Public Comment.

A4. Public Comment (Public phone line 508-358-6812)

R. Turner, Nob Hill Road, asked the Board where the public could obtain masks as recommended by the BOH. L. Miller noted masks, scarves, bandanas or any face covering could be used, in the absence of personal protective equipment (PPE), to meet the Board of Health's recommendation.

A7. Open Meeting Law (OML) Complaint: discussion and potential vote to approve response to the OML complaint dated March 3, 2020 from resident George Harris pertaining to the Board of Selectmen's meeting held February 3, 2020

D. Levine moved, seconded by L. Anderson, that the Board of Selectmen vote to approve, sign and send to the Division of Open Government the written response to an OML complaint dated March 3, 2020 from resident George Harris pertaining to the Board of Selectmen's meeting held on February 3, 2020, as amended. In discussion, D. Levine and L. Anderson recommended edits. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A12. Selectmen's reports and concerns D. Levine informed the Board that there was a grassroots group calling themselves Neighbors4Seniors assisting seniors, and an advisement was made to the group to make sure the volunteers do not seek private or confidential information, and that any information should also be transmitted to the Town. L. Miller reminded the public that neighbors who are running errands for others, need to maintain social distancing guidelines, and both parties need to clean groceries, wear gloves and masks. C. Karlson reminded the public that a good strategy would be to act as if you and the recipient both have the coronavirus. The Health Department has learned that the coronavirus is being spread through well-intentioned volunteers.

A6. (Revisited) Financial Borrowing: Discussion and potential vote of short-term financing (BAN) for \$525,000, one year maturity, issued on April 2, 2020 for the purpose of financing River's Edge soil disposal; a. Designate signing authority for all related documents to Louise Miller, Town Administrator

M. Antes moved, seconded by L. Anderson, that the Board of Selectmen vote to authorize the issuance of a BAN in the amount of \$525,000 with a one year maturity, to Newburyport Bank at the rate of 1.72%. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A9. Minutes: Review and vote to approve minutes of March 27, 2020

L. Anderson moved, seconded by M. Antes, that the Board of Selectmen vote to approve the meeting minutes of March 27, 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.

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

1. Vote the question of designating and approving signing authority to Louise Miller, Town Administrator on items listed below.
2. Vote the question of approving and signing the weekly payroll and expense warrants.
3. Vote the question of approving and signing Contract #20-2031 with Ti-SALES, Inc. for Supply of Water Meters at a cost of \$313,948.37
4. Vote the question of approving and signing Contract #20-2035 with Markings, Inc. for Roadway and Parking Lot Line Painting Services at a cost not to exceed \$40,335.95 for one (1) year with two (2) 1-year options to renew

M. Antes moved, seconded by L. Anderson, that the Board of Selectmen vote to approve the Consent Calendar and delegate the signing authority to Town Administrator Louise Miller for the items listed in the Board Packet. In discussion, C. Karlson noted a corrected version of Consent Item 3. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A11. Correspondence Review. The Board reviewed correspondence included in the Board Packet.

A13. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any. There were none.

A14. Adjourn D. Levine moved, seconded by M. Antes, to adjourn the meeting at 12:30 p.m. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of April 3, 2020

1. Updated version of Consent Item 3: Contract #20-2031 with Ti-SALES, Inc. for Supply of Water Meters at a cost of \$313,948.37

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

1. US Census Information for Residents, dated April 2, 2020
2. COVID-19 Notice: Date: March 26, 2020 at 1:30 p.m.: Re: Transfer Station– Immediate Changes
3. COVID-10 Notice: Date: March 27, 2020 at 4:30 p.m. Re: COVID-19 Testing and Reporting
4. COVID-10 Notice: Date: March 27, 2020 at 4:30 p.m. Attachment: COVID-19 Testing Facilities
5. COVID-19 Notice: Date: March 27, 2020 at 3:00 p.m. Re: Town Services for Residents' Needs
6. COVID-19 Notice: Date: April 1, 2020 at 1:45 p.m. Re: Update on Governor's Orders: Stay-At-Home, Closures and Essential Services
7. COVID-19 Notice: Date: April 2, 2020 at 2:00 p.m. Re: Annual Town Meeting - postponed
8. Annual Town Meeting Declaration of Recess and Continuance of April 5, 2020 Annual Town Meeting, from Moderator Dennis J. Berry, dated April 2, 2020
9. Proposed Draft of Resolution Recognizing Resident Health Care Workers
10. Open Meeting Law complaint filed by resident George Harris for the Board of Selectmen meeting held on February 3, 2020, dated March 3, 2020 Attachments: Exhibit 1 Meeting Agenda February 3, 2020; Exhibit 2 February 3, 2020 Meeting Minutes
11. DRAFT of response from Cherry Karlson, Board of Selectmen Chair to George Harris re: Open Meeting Law complaint
12. DPW Memo from Paul Brinkman, Town Engineer, to Fred Knight, Chair of Wastewater Management District Commission on Wastewater Treatment Plant Capacity dated October 30, 2017.
13. Schematic of District Route 20 Assigned Capacities Publication dated October 2019

14. Wayland Town Center Master List of Design Flow Allocation, dated January 8, 2020 Andrews Avenue - Lillian Way
15. Draft of Board of Selectmen Meeting Minutes held on 03-27-2020

CORRESPONDENCE

1. Correspondence from Michael McCann, IT Director, to the Chairs of the Town Boards and Committees dated March 30, 2020 Re: Production Suggestions from WayCAM for Meetings Held via Zoom