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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, May 1, 2020
11:00 a.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 Governors' Order Suspending Certain Provisions of the Open Meeting Law M.G.L. Chapter 30A, Section 20, this meeting of the Board of Selectmen was livestreamed on local broadcast on WayCAM. Public Comment was received 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 tele-videoconferencing; and C. Karlson participated by tele-videoconferencing and was also present at Town Building.)

Also Present: Town Administrator, Louise Miller; Business Analyst, Jason Adams; IT Director, Mike McCann; Assistant Town Administrator, Elizabeth Doucette; Town Clerk, Anna Ludwig

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 11:03 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 encouraged residents to respond to the 2020 US Census. C. Karlson read a statement written by Richard Turner, Chair of the Public Ceremonies Committee, announcing the cancellation of the Memorial Day parade and ceremonies.

A3. COVID-19: Town Administrator update and review of Response Plan; vote as necessary actions, including but not limited to: 1. Health Department Update; 2. Update on Governor's actions; 3. Memorial Day Activities; 4. Extension of Annual Town Meeting; 5. Town Meeting: discussion of decision points for scheduling Annual Town Meeting or a possible Special Town Meeting; 6. Election: discussion of potential plan for June 9, 2020 election; 7. Procedures for Committee Meetings; 8. Masks; 9. Congregating

A3.1. Health Department Update L. Miller reported that the Board of Health had confirmed 48 total cases in Wayland as of Apr. 24, and the state reported 50 cases. L. Miller reminded the Board of the reasons there continued to be a discrepancy in the case counts.

A3.2. Update on Governor's actions L. Miller reported that the Governor extended the order prohibiting gatherings, the stay-at-home advisory and the closure of non-essential businesses for two more weeks to May 18. L. Miller reported that the Board could expect to receive more guidance from the Governor in the coming week in regard to a phased re-opening plan. L. Miller reported that she met with the Town department managers, and each department will develop a phased plan to prepare for the physical return to work and re-opening of Town business. L. Miller noted that the Town would potentially continue to keep the buildings closed to the public.

A3.3. Memorial Day Activities C. Karlson reiterated the statement from the Public Ceremonies Committee announcing the cancellation of Memorial Day ceremonies; Wayland Scouts would help place American flags on gravesites in the cemeteries to honor veterans.

A3.4. Extension of Annual Town Meeting L. Miller reported that the Town Moderator amended and renewed the continuance of Annual Town Meeting (ATM) from the date of April 30 to May 30; ATM can only be extended in thirty (30) day increments. The First Amendment and Renewal will be posted online. L. Miller recommended that the Board discuss the logistics and consequences of having a Town Meeting, and not having a Town Meeting. L. Miller noted that there is pending special legislation that might allow some municipalities to hold a Town Meeting virtually, but it is only applicable to representative town meeting format, not open town meeting format.

A3.5. Town Meeting: discussion of decision points for scheduling Annual Town Meeting or a possible Special Town Meeting L. Miller noted that the Board may want to consider a reduction in the warrant and postpone articles that can wait. L. Miller also discussed examples of election challenges that need to be managed, such as the logistics of facilities, equipment, how to maintain fairness for high-risk individuals, and the potential need for multiple venues which would add considerations for parking and transportation. L. Miller noted that at some point the Town will have to vote the FY2021 budget. C. Karlson noted that many people are working on creative logistics of Town Meeting, including the Town Moderator and Town Clerk. L. Miller noted that there are some capital projects that need to be prioritized, such as the Rte. 27 bridge project, accessibility improvements in schools, and the repairs to the Loker School roof.

A3.6. Election: discussion of potential plan for June 9, 2020 election L. Miller noted that there was special legislation that authorized the postponement of the election to June 9, but required the election to occur before June 30, 2020. L. Miller reported that there were three potential ways for voters to vote: absentee ballots, mail-in early voting ballots, and in-person voting at polling locations on the designated Election Day. L. Miller reported that the Town Clerk, Anna Ludwig, had been working on the logistics of how to hold state and local elections safely. L. Miller noted that the polling locations and hours would likely remain the same, but the Town was exploring the possibility of polling outdoors.

A. Ludwig joined the meeting and encouraged Wayland registered voters to vote by mail either through absentee ballot or early-voting by mail which can both be returned to Town Building. The Town Clerk's preferred method of voting is through absentee ballot. L. Miller reported that there would be more information forthcoming regarding in-person absentee voting and voter registration that can be conducted during business hours at the Town Clerk's Office by appointment. There are designated dates where residents could conduct the business with the Town Clerk outdoors. T. Fay asked A. Ludwig to describe the difference between absentee voting and early-voting by mail. A. Ludwig described that both types of ballots are not opened until Election Day, but only absentee voters may have an opportunity to change a vote up until Election Day. A. Ludwig reported that due to the pandemic the state is allowing early voting by mail only for the Town Election on June 9; typically early-voting is not conducted for municipal elections.

T. Fay recommended using young adults to work the polls who may be at less risk. D. Levine suggested better ways to communicate the FAQs (Frequently Asked Questions) regarding the election.

A3.7. Procedures for Committee Meetings L. Miller recommended that the Town continue to facilitate public meetings only during business hours while the security, accessibility and integrity of meetings are under review for two more weeks. L. Miller reported that all meetings are broadcast live on WayCAM, even if there is no video feed; public comment is available by phone. L. Miller noted that public hearings have different challenges and participation requirements. D. Levine reported that several other nearby towns were utilizing Zoom to hold meetings and hearings both in daytime and evening hours. IT Director, M. McCann joined the meeting and added that other municipalities may host meetings in webinar mode, which gives strong controls to the meeting moderator. M. McCann stressed that security and the simplicity of participation was a priority. C. Karlson noted that currently only essential business was allowed. T. Fay recommended that the topic be added to a future agenda.

A3.8. Masks C. Karlson noted that the Board of Health would meet later in the day on May 1 to vote on the topic of elevating the existing advisory to an order to wear face coverings.

A3.9. Congregating L. Miller reported that the Conservation Department, DPW and Police have been patrolling public properties for several weeks. The number of complaints regarding group gatherings has decreased. The complaints regarding dogs continue. L. Miller reported that residents organized a schedule of celebratory car parades for graduating Wayland High School seniors, and the Police Department assisted. The Police Department indicated it would be able to help facilitate such celebratory events with advance notice. The Town would issue some guidance soon. L. Anderson thanked the Wayland Police.

A4. Public Comment C. Karlson opened the meeting to the public for comment.

A5. Health Insurance Waiver Policy: discussion and potential vote to waive three year waiting period

L. Miller reported that the Health Insurance Waiver Policy document was on the Town website, and was shared with the Board. The policy appears on page 2 of Town of Wayland Health Insurance Incentive Waiver Program Guidelines and there has been a request to waive the three year waiting period. L. Miller reported that the Board typically voted on the package once every three years. L. Miller explained if an employee has health insurance with the Town and later opts out of the health insurance plan, the Town makes a payment to the employee for waiving the health insurance. The current agreement requires employees to wait three years before being re-enrolling in the Town sponsored health insurance plan, and there is a request to waive the three-year waiting period.

T. Fay moved, seconded by M. Antes, that the Board of Selectmen approve to waive the three-year waiting period of the Health Insurance Waiver Policy, 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.

A4. Public Comment (revisited)

Richard Turner, Nob Hill Road, asked the Board if there were any questions regarding the Public Ceremonies Committees statement. There were none. R. Turner reported that he would send the statement to the Town Crier.

A6. Minutes: Review and vote to approve minutes of April 24, 2020

L. Anderson moved, seconded by M. Antes, that the Board of Selectmen vote to approve the meeting minutes of April 24, 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.

A7. 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 authorizing for the Town of Wayland COVID-19 Relief Fund expenditures to be made by Louise Miller, Town Administrator and Elizabeth Doucette, Assistant Town Administrator.
4. Vote the question of approving and signing invoice #125550 from KP Law, dated April 24, 2020, for professional services rendered through March 31, 2020, in the amount of \$179.00.
5. Vote the question of approving and signing invoice #125520 from KP Law, dated April 23, 2020, for professional services rendered through March 31, 2020, in the amount of \$72.50.
6. Vote the question of approving and signing invoice #125548 from KP Law, dated April 24, 2020, for professional services rendered through March 31, 2020, in the amount of \$12,316.73.
7. Vote the Question of approving and designating the Chair to sign the Inquiries of Those Charged with Governance form for the annual audit.

M. Antes moved, seconded by L. Anderson, to approve the 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.

A8. Correspondence Review. The Board reviewed correspondence included in the Board Packet.

A9. Selectmen's reports and concerns D. Levine reported that he received an email from Anette Lewis regarding meetings of Boards and Committees held remotely in the City of Newton. T. Fay asked if

accommodations are in place for residents who may not be in a position to pay property taxes. L. Miller answered that the Treasurer is working with residents who need more time to make payments. L. Anderson reported that the Energy & Climate Committee co-chair asked about grant applications for programs such as Climate Action Plans and Energy Resiliency programs, and requested that the Board add the topic to a future agenda. M. Antes reminded the Board that the 495 Newsletter reported that Municipal Vulnerability Action grants are due on June 11, 2020 at 2:00 p.m. C. Karlson asked that the Town Clerk or Town Administrator make announcements publically to remind the candidates that the election has moved to June 9. L. Anderson reported that the Board of Selectmen would deliver more masks to the essential businesses that are open in Wayland.

A10. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any There were none.

A4. Public Comment (revisited) Deb Harrison, of Cochituate, noted that she was a high-risk resident of over 60 years old, and encouraged all the public to wear masks. C. Karlson shared with D. Harrison that the Board had voted support of the Board of Health's order to wear face coverings in public, and the BOH would act on it later in the day.

A11. Adjourn D. Levine moved, seconded by M. Antes, to adjourn the meeting at 12:45 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 May 1, 2020

1. Memorandum from Louise Miller, Town Administrator to Board of Selectmen re: 2020 Annual Town Meeting Discussion Outline April 30, 2020
2. Memorandum from Louise Miller, Town Administrator to Board of Selectmen re: Annual Town Election – June 9, 2020 Update May 1, 2020
3. Town Health Insurance Incentive Waiver Program Guidelines July 1, 2019 – June 30, 2022
4. Statement from Public Ceremonies Committee re: the cancelation of Memorial Day ceremonies.

Items included as part of the Agenda Packet for discussion during the Board of Selectmen Meeting of May 1, 2020

1. Notice on COVID-19 Wayland update of COVID-19 cases April 21, 2020
2. Notice on COVID-19 Wayland update of COVID-19 cases April 29, 2020
3. Notice on COVID-19 update on Governor's Orders Extended to May 18, 2020 on April 30, 2020
4. Town of Wayland Declaration of Recess and Continuance of April 5, 2020 Annual Town Meeting dated April 30, 2020
5. Draft of Board of Selectmen Meeting Minutes held on 04-24-2020

CORRESPONDENCE

1. Correspondence from George Harris, Wayland Resident to Cherry Karlson, Board of Selectmen Chair dated April 27, 2020 Re: Open Meeting Law complaint filed April 13, 2020 for Board of Selectmen meeting held March 27, 2020.
2. Correspondence from Cherry Karlson, Board of Selectmen Chair to George Harris, Wayland Resident dated April 27, 2020 Re: Open Meeting Law complaint filed April 13, 2020 for Board of Selectmen meeting held March 27, 2020
3. Correspondence from Board of Selectmen to Wenhui Zhou, dated April 13, 2020 re: Thank you for donation of 2000 flat paper surgical-type masks for use by employees and residents of the Town.