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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 15, 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; C. Karlson participated by tele-videoconferencing and was also present at Town Building.)

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

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 11:01 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; only 75.7% have responded to date.

A3. COVID-19: Town Administrator update and review of Response Plan; vote any necessary actions, including but not limited to: 1. Health Department Update; 2. Update on Governor's Actions; 3. Update on Town's Finances; 4. Update on Town Meeting; 5. Update on Town Election

A3.2. Update on Governor's Actions L. Miller reported that the Governor is expected to announce mandatory guidance toward a measured re-opening of businesses on Monday, May 18. The Town is working on plans to re-introduce Town employees to the Town Building, re-opening restaurants, and services.

Doug Levine joined the meeting at 11:06 a.m.

A3.1. Health Department Update L. Miller reported that Wayland is doing well compared to nearby towns in terms of the spread of COVID-19. L. Miller noted that the state will delegate enforcement of new mandatory orders and guidelines for businesses, services and gatherings. The Wayland Police and the Health Department will begin supporting the re-opening of businesses and restaurants once the guidance is issued.

A3.3. Update on Town's Finances L. Miller reported that the Board will be updated at the May 27 meeting on FY2021 one-twelfth budgets for the first quarter, and end of year projections for FY2020. There will be a FY2020 revenue shortfall as expected. L. Miller reported that 75% of the expenses incurred in response to COVID-19 will be covered by various federal programs. For the FY2021 one-twelfth budget will show the expected expenses for July, August and September which will then be approved by the Board and submitted to the Department of Revenue (DOR).

A3.4. Update on Town Meeting L. Miller referred the Board to a document included in the Board packet to guide discussion on options regarding Annual Town Meeting (ATM). ATM was previously slated for June 15, because the Board's intent was to hold the ATM within 7 days of the Town Election, as required by Town Code. The Town Election will be held on June 9, 2020. Special state legislation now relieves towns from tying the dates for the Town Election and ATM. L. Miller noted that some other communities that have Open Town Meeting have chosen to postpone the meetings until September, which could be an option for Wayland. Another option could be to have a drive-in style Open Town Meeting. The Board discussed pending legislation that allows municipalities to reduce a quorum to 10% of the requirement; in Wayland a quorum would be a minimum of 10 voters. There is also a public health restriction that limits public gatherings to 10 persons. L. Miller reported that Rep. Carmine Gentile said the purpose of the proposed law is for towns to be able to make decisions on budgets and budgetary articles. Other articles are not included.

L. Miller reported that the state is anticipating a four billion dollar reduction in revenue for FY2020, which translates to more than ten percent; this would affect state aid to the Town in FY2021. L. Miller reported that the Loker School roof project and the two playground projects may be pushed to the fall. L. Miller reported that the Finance Committee will act on a request for a reserve fund transfer to fund the school kitchen project. There was a discussion on the timeline of the approval of the projects and the execution of the projects if approved. L. Anderson noted the timeline to call a Special Town Meeting was closing soon.

A3.5. Update on Town Election L. Miller reported that the Town Clerk was receiving requests for absentee ballots and actively conducting outdoor absentee in-person voting. D. Levine suggested creating awareness of the options for voters to cast ballots. L. Miller noted there would be a mailing, a reverse 911 call, as well as sign boards in Town, and website updates and emails. L. Miller reported the need for polling station workers.

A4. Public Comment C. Karlson opened the meeting to the public for comment. There was none.

A5. Minutes: Review and vote to approve minutes of May 1, 2020 and May 8, 2020 L. Anderson moved, seconded by D. Levine, that the Board of Selectmen approve the meeting minutes of May 1, 2020, and May 8, 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.

A6. 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 20-2038 with Mayer Tree Service, Inc. for wood and wood waste grinding at a cost of \$7,300.
4. Vote the question of approving and signing Contract 20-1074 with Girard & Associates, LLC for emergency medical quality control services for a term of three (3) years at a cost of \$53,900.
5. Vote the question of approving three (3) yard signs to be displayed from May 18, 2020 to May 25, 2020 at the following locations: Old Connecticut Path and Cochituate Road (Five Paths), Route 20/Old Connecticut Path by the Coach Grill and Fire Station Two in Cochituate by League of Women Voters of Wayland to promote residents to complete the 2020 Census.
6. Vote the question of approving two (2) sandwich boards to be displayed from May 16, 2020 to May 23, 2020 at the following locations: Old Connecticut Path & Cochituate Rd (Five Paths) and Town Center (Corner of Routes 20 and 27) by Wayland-Weston Youth Football and Cheer organization to promote registration.
7. Vote the question of accepting with thanks 51 donations totaling \$10,280.00 to the Wayland COVID-19 Relief Fund.

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.

A7. Correspondence Review. The Board reviewed correspondence included in the Board Packet.

A8. Selectmen's reports and concerns D. Levine asked for a progress update on the protocols to allow Boards and Committees to meet in the evenings. L. Miller noted an update would be sent out to the chairs of Boards and Committees soon. M. Antes noted that there was a discussion about the Route 27 Bridge project at the Board of Public Works meeting earlier in the week. L. Miller reported that the Town has submitted a Chapter 90 funding request for the project to the Department of Transportation, which would allow the project to continue despite the lack of an Annual Town Meeting. The Board of Public Works voted in favor of the plan to use Chapter 90 funding to bridge the funding gap.

A9. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any There were none.

A10. Adjourn D. Levine moved, seconded by M. Antes, to adjourn the meeting at 11:58 a.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 15, 2020

1. There were none

Items included as part of the Agenda Packet for discussion during the Board of Selectmen Meeting of May 15, 2020

1. Notice on COVID-19 Wayland update of COVID-19 cases May 8, 2020
2. Notice on COVID-19 Wayland update on FAQs re Facemasks in public May 8, 2020
3. Board of Selectmen Annual Town Meeting Discussion of options May 15, 2020
4. Draft of Board of Selectmen Meeting Minutes held on 05-01-2020
5. Draft of Board of Selectmen Meeting Minutes held on 05-08-2020

CORRESPONDENCE

1. Correspondence from Molly Upton, Town of Wayland Resident to Board of Selectmen dated May 8, 2020 re: Suggestion on other ways public comment can be received during public meetings.
2. Correspondence from Rosamond Geller, Town of Wayland Resident to Board of Selectmen dated May 3, 2020 re: Suggestion to Address Wayland Residents' Plight during COVID-19 Pandemic.
3. Correspondence from Teresa Bean, Town of Wayland Resident to Board of Selectmen dated May 11, 2020 re: Comment on the logistics of Annual Town Meeting during the COVID-19 Pandemic.
4. Correspondence from Mike Lowery, Town of Wayland Resident to Board of Selectmen dated May 11, 2020 re: Concern regarding the temporary signs placed by the League of Women Voters promoting the 2020 census.
5. Correspondence from Mira Netsky, Office of the Attorney General Division of Open Government to George Harris, Town of Wayland resident May 11, 2020 re: notice on receipt of Open Meeting Law complaint filed with the Wayland Board of Selectmen on or about March 3, 2020.
6. Correspondence from George Harris, Town of Wayland Resident to Carrie Benedon, Office of the Attorney General Division of Open Government May 11 re: Open Meeting Law Complaint Dated March 3, 2020 – Wayland Board of Selectmen
7. Correspondence from George Harris, Town of Wayland Resident to Carrie Benedon, Office of the Attorney General Division of Open Government May 13 re: Open Meeting Law Complaint Dated March 4, 2020 – Wayland Board of Selectmen
8. Correspondence from Mira Netsky, Office of the Attorney General Division of Open Government to George Harris, Town of Wayland resident May 13, 2020 re: notice on receipt of Open Meeting Law complaint filed with the Wayland Board of Selectmen on or about March 4, 2020.
9. Correspondence from Mira Netsky, Office of the Attorney General Division of Open Government to George Harris, Town of Wayland resident May 14, 2020 re: notice on receipt of Open Meeting Law complaint filed with the Wayland Board of Selectmen on or about April 13, 2020.