



LOUISE L. E. MILLER  
TOWN ADMINISTRATOR  
TEL. (508) 358-3620  
www.wayland.ma.us

# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

## **Meeting Minutes BOARD OF SELECTMEN Wednesday, June 10, 2020 11:00 a.m.**

**Wayland Town Building  
Council on Aging Room  
41 Cochituate Road, Wayland, MA**

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

**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  
All members participated remotely by tele-videoconferencing.

**Also Present:** Town Administrator, Louise Miller; Management Analyst, Jason Adams; Selectman Elect, David Watkins (remotely by tele-videoconferencing)

**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. C. Karlson reviewed the agenda for the public.

**A2. Announcements and Public Comment** M. Antes announced that the Vokes Theatre is holding a nonperishable drive-thru food drive to support the Parmenter Food Pantry on June 27 from 11:00 a.m. to 1 p.m. C. Karlson thanked the Town Clerk and Town Staff for helping to make the Town Election a success during the pandemic.

C. Karlson opened the meeting for public comment. There was no public comment.

**A6. Minutes: Review and vote to approve minutes of June 5, 2020** L. Anderson moved, seconded by D. Levine, that the Board vote to approve the meeting minutes of Friday, June 5, 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.

**A3. Restaurants: review, discuss and potential vote on outdoor service applications for the following restaurants: 1. Giacomo's Ristorante, 14 Elissa Avenue, Wayland 2. The Local Wayland, 400 Boston Post Rd, Wayland 3. Dudley Chateau, 20 Crest Rd, Wayland** L. Miller reported that after the Governor issued COVID-19 Executive Orders No. 35 and No. 37 Town officials determined that there are two local regulations that cannot be waived for the approval of outdoor service applications. The two regulations are the building code and regulations of ADA accessibility. L. Miller noted that the applications were reviewed by Police Chief Swanick, Fire Chief McPherson, Building Commissioner Larsen, and Health Director Junghanns. In addition, Sarkis Sarkisian, Town Planner, and L. Miller visited all three restaurants and viewed the proposed outdoor seating for compliance with the Governor's Orders. D. Levine confirmed that the Building Department and Health Department would inspect the property before outdoor service commences.

**A3.2. The Local Wayland, 400 Boston Post Rd, Wayland** L. Miller reported that The Local restaurant was allowed to open the existing 18 seat outdoor area as of right and they have applied to add an additional area of outdoor seating to increase the total of outdoor capacity to 38 seats. L. Miller noted that the application was reviewed by Town officials and complied with both regulations and she recommended approval.

M. Antes moved, seconded by D. Levine, that the Board approve the application for outdoor service through November 1, 2020 or when the order is lifted, whichever is sooner. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

**A3.1. Giacomo's Ristorante, 14 Elissa Avenue, Wayland** L. Miller noted that the restaurant was already licensed for outdoor patio seating and was currently using the area for take-out service. The restaurant requested to move outdoor seating to the Elissa Avenue side. L. Miller noted that the application was reviewed by Town officials and complied with regulations and she recommended approval with the modification to restrict parking in the two adjacent parking spaces.

D. Levine moved, seconded by M. Antes, that the Board approve the application for temporary outdoor service for the Testa Restaurant Group dba as Giacomo's of Wayland. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

**A3.3. Dudley Chateau, 20 Crest Rd, Wayland** L. Miller reported that the Dudley Chateau was in a residential area and recommended that the Board review the hours of operation of the outdoor seating area. C. Karlson reported that she had received an email expressing concern for the neighbors about potential noise. L. Miller noted that clarifications were needed on the matters of handicap accessibility and size of the proposed temporary outdoor seating area. L. Miller recommended that the Board table the review of the application to a future meeting to allow time to get the information. The Board agreed.

**A4. Committee Appointments: Discussion and potential vote to appoint the following positions and term end dates: Audit Committee Klaus Shigley June 30, 2023; Surface Water Quality Norm Marowitz June 30, 2023; Wayland Housing Partnership Mary Antes June 30, 2023; Youth Advisory Committee Tyler Castagno June 30, 2023; Youth Advisory Committee Rabbi Louis Polisson June 30, 2023; C.**

Karlson noted that the vacancies were posted on the Town website and other public online and news platforms.

L. Anderson moved, seconded by D. Levine, that the Board of Selectmen vote to appoint Klaus Shigley to the Audit Committee for a term ending June 30, 2023; to appoint Norm Marowitz to the Surface Water Quality Committee for a term ending June 30, 2023; to appoint M. Antes to the Wayland Housing Partnership for a term ending June 30, 2023; to appoint Tyler Castagno to the Youth Advisory Committee for a term ending June 30, 2023; and to appoint Rabbi Louis Polisson to the Youth Advisory Committee for a term ending June 30, 2023. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

**A5. COVID-19: Town Administrator update and review of Response Plan; vote any necessary actions, including but not limited to: 1. State re-opening plan Phase II a. Recreation; b. Council on Aging; 2. Annual Town Meeting – materials from MMA Webinar** L. Miller reported that there were no new COVID-19 cases confirmed in Wayland this week.

#### **A5.1. State re-opening plan Phase II**

**A5.1.b. Council on Aging** L. Miller reported that the Council on Aging (COA) had already begun to conduct outdoor programming. L. Miller reported that the Wayland COA safety policies and procedures to conduct tax preparation during COVID would be used by the AARP as a model for other cities and towns.

**A5.1.a. Recreation** L. Miller reported that the Recreation Department was working hard to offer some summer programming and day camps for this summer. L. Miller stated that some activities will not be able to occur, but some could operate with modifications. There will be an update for the Board next week.

**A5.2 Annual Town Meeting Update - MMA Conference** C. Karlson noted that she, T. Fay and M. Antes had participated in a meeting with the Massachusetts Municipal Association (MMA) and received helpful documents from other towns for the Town Meeting planning process.

#### **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 amendment, effective July 1, 2020, to the agreement by and between the Towns of Acton, Bedford, Concord, Lexington, Sudbury, Wayland and Weston, Dated

June 1, 2017 and amended July 1, 2018 and July 1, 2019, and the Town of Concord and Lincoln, dated August 28, 2019, to share services of a Regional Housing Services Office. Amendment to extend Agreements from June 30, 2020 to September 30, 2020 and replacement of Exhibit B with new Membership Fee Schedule Chart for FY2021.

3. Vote the question of approving and signing the one-day liquor license for the sale of bottled wine (to be consumed off-site only) at the Russell's Summer Farmer's Market, 397 Boston Post Road, Wayland Massachusetts for the following days for the following wineries, contingent upon receipt of all necessary paperwork and payment and the review and approval of Russell's Summer Farmer's Market safety and precautions plan by the Town Administrator and the Health Director:
  - 1) Aaronap Cellars, 28 Carlisle Road, Westford, MA 01886: July 22, August 19 and September 16, 2020 from 12:00 pm to 4:00 pm.
  - 2) Stoneybrook Cider, 284 Morgan Street, South Hadley, MA 01075: July 29, September 2, and October 7, 2020 from 12:00 pm to 4:00 pm.
  - 3) Mill River Winery, 41 Railroad Avenue, Rowley, MA 01969: July 1, August 26, and September 23, 2020 from 12:00 pm to 4:00 pm.
  - 4) House Bear Brewing, 3 Graf Road, Unit #15, Newburyport, MA 01950: July 15, August 12, September 9, 2020 from 12:00 pm to 4:00 pm.
4. Vote the question of approving three (3) yard signs to be displayed from June 13, 2020 to June 20, 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.

M. Antes moved, seconded by L. Anderson, to approve the Consent Calendar included 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.** There were no items for review included in the Board Packet.

**A9. Selectmen's reports and concerns** D. Levine reported that he had attended the peaceful demonstration/vigil at Route 20/27 that involved several hundred people.

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

**A11. Adjourn** D. Levine moved, seconded by L. Anderson, to adjourn the meeting at 11:51 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 June 10, 2020**

1. There were none.

**Items included as part of the Agenda Packet for discussion during the Board of Selectmen Meeting of June 10, 2020**

1. Letter from Louise Miller, Town Administrator dated June 8, 2020 to all holders of Victualler's License and On-Premise Alcohol License re. Outdoor Table Service.
2. Template Application for Temporary Outdoor Table Seating
3. Massachusetts Mandatory Safety Standards for Restaurants
4. Massachusetts COVID-19 Checklist for Restaurants
5. Giacomo's of Wayland Application for Outdoor Seating
6. The Local of Wayland Application for Outdoor Seating
7. Dudley Chateau Application for Outdoor Seating
8. Board and Committee Vacancies Status as of June 10, 2020
9. Appointment Letter of Tyler Castagno to the Youth Advisory Committee from Chief Patrick Swanick to Anna Ludwig, Town Clerk May 19, 2020.

10. Letter of Recommendation of Rabbi Louis Polisson for continued service on the Wayland Youth Advisory Committee from Wayland Interfaith Leaders Association to Jason Verhoosky, Director of Youth and Family Services
11. Notice on COVID-19 Wayland update of COVID-19 cases June 2, 2020
12. Press Release from Town of Sandwich May 15, 2020 re: COVID-19 guidelines for Election Day.
13. PowerPoint from Lauren Goldberg, Esq. June 2020 re: Holding Municipal Elections During the Pandemic: Planning, Timing, and Considerations.
14. PowerPoint from Lauren Goldberg, Esq. June 2020 re: Holding Town Meetings During the Pandemic: Planning, Timing, and Considerations.
15. PowerPoint Re Lexington Virtual Town Meeting
16. Town Meeting Ariel Map Logistics Example
17. Checklist handout from KP Law on Town Meeting Planning During Pandemic
18. Draft of Board of Selectmen Meeting Minutes held on 06-05-2020

### **CORRESPONDENCE**

1. None.