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TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

Meeting Minutes
BOARD OF SELECTMEN
Wednesday, July 1, 2020
12:00 p.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, Cherry C. Karlson. L. Anderson and M. Antes participated remotely by tele-videoconferencing; C. Karlson participated by tele-videoconferencing and was also present at Town Building.

Absent: Thomas J. Fay and Douglas A. Levine

Also Present: Town Administrator, Louise Miller; Elizabeth Doucette, Assistant Town Administrator; Seath Crandall, Management Analyst; Mike McCann, IT Director;

Remote participation by tele-videoconferencing: Selectman Elect/Finance Committee Member, David Watkins

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 12:01 p.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 announced 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 Wayland Public Library was hosting a reading of a speech given by Fredrick Douglass; the reading would be conducted over Zoom on July 2 at 7:00 p.m. C. Karlson announced that the Public Comment phone line was open.

Rachel Sideman Kurtz, 59 Plain Road, called by telephone and voiced her opinion that the statement issued by the Town Administrator and Police Department was problematic, missed the mark, and failed to address the issues.

Carole Plumb, Bald Rock Road, called by telephone and offered comment regarding the Permitting Software. She has several questions about the details of the contract with the software provider and the ownership and portability of the data.

3. Restaurants: review, discuss and potential vote to approve outdoor service application(s) for the following restaurant(s): 1. China Rose Cuisine & Bar, 15 E Plain St 2. X-Golf Wayland, 60 Andrew Ave L. Miller reported that China Rose had not previously permitted outdoor seating, but proposes 20 new outdoor seats. The application was reviewed and the reviewers suggested a more robust barrier between the tables and the parking area. L. Miller reported that X-Golf had outdoor service now and sought to expand the area to allow eight more seats.

L. Anderson moved, seconded by M. Antes, that the Board vote to approve the outdoor service application for China Rose Cuisine & Bar, 15 East Plain Street with the recommended suggestion of more robust separation. Roll Call Vote: YEA: L. Anderson, M. Antes, C. Karlson. NAY: none. ABSENT: T. Fay, D. Levine. ABSTAIN: none. Adopted 3-0.

L. Anderson moved, seconded by M. Antes, that the Board vote to approve the outdoor service application for X-Golf Wayland, 60 Andrew Avenue including the recommendation to allow sidewalk access. Roll Call Vote: YEA: L. Anderson, M. Antes, C. Karlson. NAY: none. ABSENT: T. Fay, D. Levine. ABSTAIN: none. Adopted 3-0.

A2. Public Comment (continued)

Richard Turner, Nob Hill Road, voiced his support of the police. R. Turner asked for a solution to keep people from standing in the heat for swearing in ceremonies. C. Karlson noted tents have been installed in the Town Building courtyard.

A4. Permitting System Software and Implementation Services: discussion and potential vote to award contract to OpenGov, Inc. for Phase 1 Permitting System Software and Implementation Services in the amount of \$92,000. L. Miller reported that the Town had budgeted for multiple sources of funding for the project. She reviewed the funding sources: a Community Compact Grant of \$38,000; an earmark in the state legislature budget for FY 2020 for \$50,000; \$40,000 in the 2019 ATM capital appropriation; and an additional \$70,000 funding in the 2020 ATM warrant. L. Miller reported that with all the sources of funding the Town was ready to award Phase I of implementation in the total of \$92,000. The \$50,000 earmark for the FY2020 budget from the state required that the Town expend the funds as soon as practicable. L. Miller noted that the Town would enter a Purchase Order now to encumber the funds.

L. Miller reported that the Town had hired a consultant with Community Compact Grant funds to assess current processes and establish goals, which resulted in the issuance of a request for proposal (RFP). The RFP was issued in the spring of 2020 and had five respondents. Three of the five were deemed responsive by the evaluation committee. Those three vendors presented their proposals and held demonstrations of their software. Two vendors were selected for a second hands-on demonstration with both staff and end users. The evaluation committee determined that both products would be suitable, but OpenGov, Inc. was ranked higher by the evaluation committee, because it was more user-friendly and had more long-term capabilities. When the price proposals were reviewed OpenGov, Inc. was less expensive over a ten year period, and included an implementation schedule that included immediate implementation.

C. Karlson asked M. McCann, IT Director, to address the questions raised in public comment. L. Miller noted that not all information included in applications and permits is public information, and that some information would need to be redacted. M. McCann noted that back-up copies of data can be pulled down to systems in Town control, so the Town would own the data. In regard to data privacy, the software would only collect information that qualified as public record to lessen concerns of data privacy. D. Watkins asked about integration with existing systems. L. Miller reported that one of the software advantages was that it was able to integrate with the Town's current MUNIS system. D. Watkins asked about fees in the out years that would be funded by the General Fund. E. Doucette reported that recurring costs are \$61,000 in the first year and then estimated to be approximately the same annually to host the software service.

L. Anderson moved, seconded by M. Antes, that the Board vote to award the contract to OpenGov, Inc. for Phase 1 Permitting System Software and Implementation Services in the amount of \$92,000. Roll Call Vote: YEA: L. Anderson, M. Antes, C. Karlson. NAY: none. ABSENT: T. Fay, D. Levine. ABSTAIN: none. Adopted 3-0.

A5. Correspondence Review The Board reviewed the correspondence included in the Board Packet.

A6. Selectmen's reports and concerns C. Karlson reported that the Annual Report is posted online, and hard copies are available at the Public Library and Town Building vestibule. C. Karlson noted that the Board would meet weekly in July on Mondays at 5:00 p.m. C. Karlson noted that the list of most recent appointments to Boards and Committees was included in the packet. C. Karlson reported that the Town Clerk requested that the Board be cognizant of elections when selecting a Town Meeting date.

A7. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any There were none.

A8. Adjourn At 12:48 p.m., M. Antes moved, seconded by L. Anderson, that the Board adjourn the meeting. Roll Call Vote: YEA: L. Anderson, M. Antes, C. Karlson. NAY: none. ABSENT: T. Fay, D. Levine. ABSTAIN: none. Adopted 3-0.

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of July 1, 2020

1. There were none.

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

1. Memorandum from Louise Miller, Town Administrator, to Board of Selectmen re: Application for Outdoor Seating – X-Golf of Wayland and China Rose Cuisine and Bar dated July 1, 2020
2. Outdoor Seating Application for China Rose Cuisine & Bar
3. Memorandum from Patrick Swanick, Chief of Police, to Louise Miller, Town Administrator re: China Rose Cuisine and Bar Application for Outdoor Seating dated June 30, 2020
4. Memorandum from Patrick Swanick, Chief of Police, to Louise Miller, Town Administrator re: X-Golf Wayland Application for Outdoor Seating dated June 30, 2020
5. Outdoor Seating Application for X-Golf of Wayland
6. Contract with OpenGov, Inc. to provide Phase 1 Permitting System Software and Implementation Services to the Town
7. Board and Committee Vacancies as of June 30, 2020

CORRESPONDENCE

1. Correspondence from George Harris, Wayland Resident to Mira Netsky, Massachusetts Office of the Attorney General dated June 25, 2020 re: Open Meeting Law complaint filed with the Wayland Board of Selectmen on April 13, 2020.
2. Correspondence from Carrie Benedon, Massachusetts Office of the Attorney General, to George Harris dated June 26, 2020 re: Open Meeting Law complaint filed with the Wayland Board of Selectmen on April 13, 2020
3. Correspondence Gretchen Schuler, Wayland Resident to Board of Selectmen, dated June 28, 2020 re: Timing of the 2020 Annual Town Meeting.