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TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

Meeting Minutes
BOARD OF SELECTMEN
Monday, July 20, 2020
5:00 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 Governor's 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 the WayCAM Government Channel and open to the public to view and participate via Zoom. No in-person attendance of members of the public was permitted. Public Comment was available by both telephone and Zoom during the time designated for Public Comment.

Attendance: Lea T. Anderson, Mary M. Antes, Thomas J. Fay, Cherry C. Karlson, Douglas A. Levine (M. Antes, T. Fay and D. Levine participated remotely by tele-videoconferencing; C. Karlson and L. Anderson participated by tele-videoconferencing and were also present at Town Building.)

Also Present: Town Administrator Louise Miller; Management Analyst Seath Crandall

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 5:01 p.m. when a quorum was available and noted that the meeting would be broadcast live and recorded for later broadcast by WayCAM. The meeting was open for the public to view and participate on Zoom. C. Karlson announced a phone number (508-358-6812) for the public to call to offer comments, limited to two minutes, and reviewed for the public how to participate via Zoom. C. Karlson reviewed the agenda for the public. D. Levine joined the meeting at 5:02 p.m., and T. Fay joined the meeting at 5:04 p.m.

A2. Swearing in of Firefighters: Richard Ripley, Assistant Fire Chief; Caitlyn Kulakowski; Edward Moussouris – Held outside in the Town Building Courtyard C. Karlson, L. Anderson and the live broadcast moved to the Town Building Courtyard to attend the swearing-in ceremony of new Wayland Fire Department employees Richard Ripley, Caitlyn Kulakowski, and Edward Moussouris. C. Karlson, L. Miller and Chief McPherson all gave remarks welcoming the new employees. Town Clerk Anna Ludwig administered the Oath of Office to R. Ripley, C. Kulakowski, and E. Moussouris. Following administration of the oath and pinning of badges, the Board congratulated the firefighters. C. Karlson and L. Anderson returned to the Council on Aging Room at 5:27 p.m.

A3. Announcements and Public Comment M. Antes announced that residents should expect to receive a Massachusetts Official Vote by Mail Application in the mail. L. Miller announced that Assistant Town Administrator Elizabeth Doucette will be retiring on July 27, 2020 and Director of Assessing Bruce Morgan will be retiring on July 31. C. Karlson announced that the Public Comment line was open and noted a comment submitted by Judy Ling regarding the statement on racism has been posted on line. C. Karlson clarified that the Board of Selectmen is issuing its own statement, not reworking the joint statement of the Police Department and Town Administrator.

Bill Sterling, Morse Road, thanked the Board members for their dedication, energy and self-sacrifice during the pandemic, and encouraged the Board to keep Article 11 for the Community Center on the warrant for the 2020 ATM.

Richard Turner, Nob Hill Road, commented regarding the outdoor swearing in ceremony that was not available to viewers on Zoom, and that it was only available on the WayCAM broadcast. R. Turner recommended that the

Town Clerk put a drop box in the Town Building vestibule. R. Turner also recommended that the Town establish cooling stations in the heat wave.

Cliff Lewis, Claypit Hill Road, commented that an adult rowing program should be able to be implemented at the Town Beach independent of the Recreation Department.

Anette Lewis, Claypit Hill Road, urged the Board not to call a Special Town Meeting.

A4. Fiscal Year 2021 1/12th budget: Review and vote to approve submission of FY2021 1/12 budget for the months of August and September C. Karlson noted the need to re-vote the budget for August and September. L. Miller reiterated that the Department of Revenue (DOR) approved the July 2020 budget, and that the DOR requested the total amounts be adjusted for the months of August and September according to a new formula. L. Miller noted that the approval was necessary to continue business in the month of August. C. Karlson noted that the budget submitted previously was more conservative than the updated recommendation from the DOR. In response to T. Fay's question about funding for schools reopening, L. Miller explained that 1/12 budgets do not include funding for COVID related expenditures.

L. Anderson moved, seconded by M. Antes, that the Board of Selectmen authorize the Town Administrator to submit the August and September budgets to the DOR in the following amounts: Municipal (Town, Unclassified and State Assessments) for August \$5,351,473 and September \$3,924,153; School Budget for August \$2,386,891 and for September \$3,604,686; Water Fund for August \$77,600 and for September \$264,028; and Wastewater Fund for August \$6,703 and for September \$29,800; for a total budget for August \$7,822,667 and for September \$7,822,667. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A5. 2020 Annual Town Meeting: a. Discuss logistics and budget; b. Potential vote to pass over articles: 3. Current Year Transfers; 10. Capital Stabilization Fund; 17. Allow Certain Contracts up to 5 Years; 20. Select Board/Town Manager Act; 24. Community Choice Aggregation; c. Review remaining articles

A5.a. 2020 Annual Town Meeting: Discuss logistics and budget L. Miller reported that the Town Administrator's Office was coordinating with the Facilities staff, Town Moderator, and Chair of the Electronic Voting Implementation Subcommittee (ELVIS) to discuss the logistics of the Annual Town Meeting. L. Miller noted that the FY 2021 budget does not account for the 2020 ATM. The costs are approximately \$50,000 per day. There are many fixed costs, but there are some variable costs based on attendance. There was discussion about a tent, the value of the electronic handsets, the need for audio visual equipment, and providing information online ahead of ATM. The Board agreed to direct the Town Administrator to plan on \$65,000 to fund the logistics of 2020 ATM.

D. Watkins left the meeting at 6:15 p.m.

A5.b. Potential vote to pass over articles

T. Fay moved, seconded by M. Antes, that the Board vote to pass over Article 3 Current Year Transfers; Article 10 Capital Stabilization Fund; Article 17 Allow Certain Contracts up to 5 Years; Article 20 Select Board/Town Manager Act; and Article 24 Community Choice Aggregation. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A5.c. Review remaining articles T. Fay expressed his preference to keep Article 11 CoA/CC Reallocation on the warrant. D. Levine noted the project would experience a setback by delaying it; he recommended proceeding with the article. M. Antes, L. Anderson, and C. Karlson concurred. C. Karlson will work with the sponsor of Article 28 Spencer Circle on passing over the article. Article 16 CPA: Conservation was still pending. T. Fay reported that he had communicated with the lead petitioners and anticipated that the petitioners would be amenable to making a motion to pass over Article 18 Change Election Date and Article 27 Repeal Chapter 193, but had not received express intent.

A6. Planning for FY22: Budget process and 2021 Annual Town Meeting; discuss next steps a. Financial Summit; b. Board of Selectmen policy on the Annual Budget process: review and potential vote; c. Red lined FY 2022 budget schedule and process C. Karlson referred to the Annual Budget Policy in the Board packet, which includes a Budget Summit. L. Anderson noted it was a preference of the Town Administrator and Finance Director to have a simplified version of the summit. C. Karlson suggested that the summit could present an overview of the financial health of the Town and include a review of the performance compared to

the prior year actual financials. L. Miller suggested that it will be too early to forecast a 2022 budget and guideline until department budget requests are developed, but a 5-year forecast in general terms would be helpful.

A9.b Committee Appointments: b. Interview and potential vote to appoint

<u>Committee</u>	<u>Appointee</u>	<u>Term End Date</u>
Cultural Council	Jane Purser	June 30, 2023

The Board reviewed J. Purser’s application submitted for a three year term on the Cultural Council. She discussed her qualifications for the seat with the Board.

M. Antes moved, seconded by D. Levine, that the Board of Selectmen vote to appoint Jane Purser to the Cultural Council 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.

A9.a Committee Appointments: Update in vacancies a. Discussion and potential vote to appoint the following positions to corrected term end dates: b. Interview and potential vote to appoint C. Karlson noted that the vacancies were posted on the Town website and other public online news platforms. Members of the Youth Advisory Committee were being re-voted to correct the term end dates from the June 11 vote.

<u>Committee</u>	<u>Appointee</u>	<u>Term End Date</u>
Youth Advisory Committee	Brenda Ross	June 30, 2022
Youth Advisory Committee	Tyler Castagno	June 30, 2022
Youth Advisory Committee	Rabbi Louis Polisson	June 30, 2022

D. Levine moved, seconded by M. Antes, that the Board of Selectmen vote to amend the term end dates for the appointments as listed: to appoint Brenda Ross; to appoint Tyler Castagno; and to appoint Rabbi Louis Polisson to the Youth Advisory Committee for terms ending June 30, 2022. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A7. Special Town Meeting: a. Discussion of potential article for easements for the River’s Edge development; b. Review draft schedule for 2020 Annual Town Meeting

A7.a Discussion of potential article for easements for the River’s Edge development L. Miller reported that the River’s Edge developers, Wood Partners, submitted a proposal to the Massachusetts Department of Transportation (DOT) to change the proposed entrance and egress to use the access road to the Transfer Station adjacent to the River’s Edge project. DOT requested that the Town consent to grant the developers access rights from Route 20. To consent, the Town has to act to transfer the interest in real estate to Wood Partners and that transfer would need to be voted at Town Meeting. Additionally, the property is under multiple jurisdictions including the Board of Selectmen, Conservation Commission, and the Board of Public Works. L. Miller reviewed the history of the transfer of lands and demonstrated that the easement crossed all three jurisdictions. T. Fay noted his preference to not delay the project to allow the Town to benefit from the revenue. L. Anderson noted that this is an important step forward in diversifying the housing stock, and the article would be more of a housekeeping matter and not one for a long debate. M. Antes and C. Karlson concurred. L. Miller will draft a warrant article for the next meeting.

A7.b Review draft schedule for 2020 Annual Town Meeting C. Karlson noted that the schedule had been shared with the Finance Committee.

A8. Health Insurance Waiver Policy: discussion and potential vote to clarify payment of waiver incentive L. Anderson moved, seconded by M. Antes, that the Board vote to approve the change to the Health Insurance Waiver Policy to clarify payment of waiver incentive. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A10. Board of Selectmen Statement on Racism: open forum, discussion and potential vote C. Karlson reviewed a revised draft of the BoS statement that incorporates the suggestions from the Board. C. Karlson noted the challenges of preparing a statement. The Board made some grammatical changes. D. Levine made substantive changes in the first two paragraphs and noted the immensity of the issue. The draft would be edited and be added to next week’s agenda. D. Levine reported that there are residents in Town who can offer value by making a space to carry the conversation forward. He expressed the importance of an open forum.

A11. Minutes: Review and vote to approve minutes of July 7, 2020 and July 13, 2020 T. Fay moved, seconded by L. Anderson, that the Board approve the meeting minutes of July 7, 2020, as presented. In discussion, the approval of the meeting minutes for July 13, 2020 was tabled to the next meeting. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0

A12. 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 invoice #126914 from KP Law, dated June 30, 2020 for professional services rendered through June 30, 2020 in the amount of \$9,903.00
4. Vote the question of approving and signing General Activities Special Use Permit from Great Meadows National Wildlife Refuge for the term July 1, 2020 to August 31, 2020 for the purpose of accessing Heard Pond for invasive species removal and for dewatering invasive species prior to removal
5. Vote the question of approving and signing contract # 21-1005 with Aquatic Vision, LLC, for Tapegrass Harvesting in Dudley Pond at a cost of \$12,500.00

M. Antes moved, seconded by L. Anderson, that the Board vote to approve the Consent Calendar. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A13. Correspondence Review The Board reviewed the correspondence in the Board Packet.

A14. Selectmen's reports and concerns T. Fay congratulated Wayland Firefighters on their swearing in. C. Karlson noted that the Town would plan to take action to reinstate the use of reusable bags at grocery stores.

A15. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any There were none.

A16. Enter into Executive Session I. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to collective bargaining with: Local 690 Wayland-1 American Federation of State, County and Municipal Employees (AFSCME 690 Wayland -1); Local 690 Wayland – 2 American Federation of State, County, and Municipal Employees (AFSCME 690 – 2); Wayland DPW Association, Teamsters Local 170; International Association of Firefighters, AFL-CIO Local 178; The Wayland Library Staff Association MFT, AFT, AFL-CIO; The New England Police Benevolent Association (NEPBA)/Wayland Police Officers Union (WPOU) Local 176; and; II. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (2), (3), and (6), to review and approve the executive session minutes of July 13, 2020. APPROVE AND HOLD: Executive Session minutes of July 13, 2020.

At 7:35 p.m. Chair C. Karlson moved, seconded by L. Anderson, that the Board of Selectmen Enter into Executive Session pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to collective bargaining with: Local 690 Wayland-1 American Federation of State, County and Municipal Employees (AFSCME 690 Wayland -1); Local 690 Wayland – 2 American Federation of State, County, and Municipal Employees (AFSCME 690 – 2); Wayland DPW Association, Teamsters Local 170; International Association of Firefighters, AFL-CIO Local 178; The Wayland Library Staff Association MFT, AFT, AFL-CIO; The New England Police Benevolent Association (NEPBA)/Wayland Police Officers Union (WPOU) Local 176; and pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (2), (3), and (6), to review and approve the executive session minutes of July 13, 2020 with the intent to approve and hold said executive session minutes.

C. Karlson declared that a public discussion of these matters may have a detrimental effect on the litigating, negotiating, or bargaining position of the Town. Roll call vote. YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

C. Karlson invited attendance by Town Administrator Louise Miller; Management Analyst Seath Crandall.

A17. Adjourn At 7:51 p.m. the Board adjourned from Executive Session and did not reconvene in open session.

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of July 20, 2020

1. Written public comment from William Sterling, Wayland Resident, dated July 20, 2020 re: the COA/Community Center Article in the 2020 Annual Town Meeting Warrant.
2. Correspondence from Judy Ling, Wayland resident to Board of Selectmen, dated July 20, 2020 re: letter signed by 17 Town residents to Board of Selectmen regarding Town Administrator and Police Joint Statement.

Items included as part of the Agenda Packet for discussion during the Board of Selectmen Meeting of July 20, 2020

1. Memorandum from Louise Miller, Town Administrator to School Committee dated July 15, 2020 re: Assessment of Ventilation Systems in School Buildings
2. Memorandum from Louise Miller, Town Administrator to Board of Selectmen dated July 16, 2020 re: 1/12th Budget – August 2020, September 2020
3. 1/12th Budget totals presented to Board of Selectmen on June 5, 2020
4. 1/12th budget total summary presented to Board of Selectmen on June 5, 2020
5. Updated 1/12th budget total for the months of August 2020 and September 2020
6. Memorandum from Elizabeth Doucette, Assistant Town Administrator to Board of Selectmen dated July 7, 2020 re: 2018 Special Town Meeting and 2019 Annual Town Meeting Expenses
7. Annual Town Meeting Article Worksheet for Postponed 2020 Annual Town Meeting
8. Highlighted Board of Selectmen's Policy on the Annual Budget Process
9. No Redline - Fiscal Year 2021 Budget Schedule and Process
10. Redlined draft of Fiscal Year 2021 Budget Schedule and Process
11. Information on Land Transfers: 2013 ATM vote & map and 2014 ATM vote & map
12. River's Edge Advisory Committee 2019 Annual Report
13. RFP #16-28 River's Edge pages 16-19
14. Planning Board recommendation to the ZBA, November 5, 2019
15. ZBA decision of December 17, 2019
16. Transfer Station Access Road supporting documents: 2014 Annual Town Meeting Article 16
17. Annual Town Meeting 2020 Schedule
18. 2020 Special Town Meeting Announcement
19. Warrant Opening Notice and Instructions for Special Town Meeting 2020
20. Proposing Board Article Submission for Special Town Meeting 2020
21. Petitioner's Article Process Special Town Meeting 2020
22. Petitioner's Article Submission Form Special Town Meeting 2020
23. Health Insurance Waiver Program Guidelines with proposed language
24. Board and Committee Vacancies as of July 14, 2020
25. Statement and Resume of Jane Purser for Wayland Cultural Council
26. 2011 Annual Town Meeting Vote Certificate for Article 24: Amend Youth Advisory Committee Membership and Length and Effective Dates of Terms
27. Board of Selectmen's Statement on Race Third Draft
28. Draft of Board of Selectmen Meeting Minutes held on 07-07-2020

CORRESPONDENCE

1. Correspondence from Mike Lowery, Board of Public Works Chair to Linda Hansen, Conservation Director dated July 14, 2020 re: Natural Heritage & Endangered Species areas near old dump site on Route 20.
2. Flyer and application from MCO Housing Services sent July 16, 2020 re: Michael Road Subdivision housing opportunity and lottery notice.