



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**  
**Monday, July 27, 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 via Zoom and WayCAM; 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, Town Planner Sarkis Sarkisian

**Remote participation by tele-videoconferencing:** Selectman Elect/Finance Committee Member, David Watkins; Chair of the River's Edge Advisory Committee, Rebecca Stanizzi; Chair of the Conservation Commission, Sean Fair; Chair of the Board of Public Works, Mike Lowery; Vice Chair of the Board of Public Works, Clifford Lewis; and member of the Planning Board and River's Edge Advisory Committee, Dan Hill.

**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 5:03 p.m. when a quorum was available by teleconference 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 and reviewed for the public how to participate via Zoom. C. Karlson reviewed the agenda for the public.

**A2. Announcements and Public Comment** M. Antes announced that residents should expect to receive a Massachusetts Official Vote by Mail Application in the mail. C. Karlson announced that the Public Comment line was open.

Gretchen Schuler, Old Connecticut Path, as chair of the Community Preservation Committee asked the Board not to vote to pass over Article 12 as it is essential to make the Mainstone Farm payments.

Richard Turner, Nob Hill Road, commented that his brother sent an email with a list of cooling stations that were open in other towns. He also noted that the Town of Whitman was hosting a Town Meeting outdoors. He listed other cities and towns that offer cooling stations in public spaces. He expressed concern with flooding in the proposed bus parking area.

C. Karlson closed the Public Comment period.

**A3. Board of Selectmen Statement on Racism: open forum, discussion and potential vote a. Discussion on Town Administrator creating an Advisory Committee on Race** C. Karlson reviewed a revised draft of a statement from the Board that incorporates the suggestions from the Board. The Board made some grammatical changes and expressed the opinion that the revisions had improved that statement. D. Watkins suggested that the Board think about broadening the scope of the statement. M. Antes felt that broadening the scope may not be well received by folks who wish for this statement to be specific to the present issue. T. Fay noted that while

no discrimination should be tolerated, the current focus is Black, Indigenous, and Other People of Color. C. Karlson indicated there were challenges preparing this statement by committee.

T. Fay moved, seconded by D. Levine, to adopt the statement that has been prepared on racism in the packet, 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.a. Discussion on Town Administrator creating an Advisory Committee on Race** L. Miller reported that she and D. Levine had drafted a charge to focus on community conversations on race and explore the concept of a human rights committee. The advisory committee is proposed to be nine members with the Town Administrator as an ex officio member. The Board suggested some changes to the draft and discussed how to communicate the need for volunteers on the Town website and social media.

**A4. Review and Discussion of Town policies on anti-discrimination and anti-harassment** C. Karlson noted that the current Town policies drafted in 2005 were in the Board packet. L. Miller noted that the personnel policies would be under review and that the policies apply to Board, Committee and Commission members as well as employees.

**A5. Special Town Meeting: a. Discussion of potential vote to call Special Town Meeting and open Warrant; b. Discussion and review language of potential article for easements for the River's Edge development; Discussion and potential vote to insert article for easements for the River's Edge development; d. Petitioners' STM Workshop** C. Karlson invited members of various boards to join the conversation, including: Chair of the River's Edge Advisory Committee, Rebecca Stanizzi; Chair of the Conservation Commission, Sean Fair; Chair of the Board of Public Works, Mike Lowery; Vice Chair of the Board of Public Works, Clifford Lewis; and member of the Planning Board and River's Edge Advisory Committee, Dan Hill.

**A5.b. Discussion and review language of potential article for easements for the River's Edge development.** C. Karlson noted that the language of the potential article for the easement was included on page 37 of the packet and the corresponding plan was on page 46. L. Miller noted that Town Counsel had recently added language for drainage. L. Miller reviewed her discussion with Town Counsel and the developer regarding a license versus an easement, as previously suggested by Selectman elect Dave Watkins. Town Counsel and the developer both indicated a preference for an easement rather than a license. The developer expressed concern that financing could be at risk without an easement.

**A5.a. Discussion of potential vote to call Special Town Meeting and open Warrant** C. Karlson noted that there was a potential need for a Special Town Meeting (STM). D. Levine and T. Fay expressed support for calling a STM. T. Fay mentioned the importance of added tax revenue to the Town. L. Anderson indicated it was an important project that needed to move forward to help address affordable housing; M. Antes concurred. D. Watkins expressed concern with anything that would elongate the 2020 ATM. Others noted that the easement language was part of the RFP, and that the ZBA approved the project with conditions that address the BoPW's concerns. D. Hill noted that there was a need to move forward with the project to meet the 40B requirements for Safe Harbor, which will expire in January 2021 if a building permit is not issued. There is a potential for all the units to come off the affordable housing inventory and open the Town up for more 40B development. D. Hill also reported on the Planning Board's site plan review regarding the drainage issue related to storm water. C. Lewis requested a surveyed layout of the property. C. Karlson requested that the representatives who were present discuss the topic with their respective Boards and Committees. D. Levine requested that an update on the old south landfill be included on a future agenda.

M. Antes moved, seconded by D. Levine, that the Board of Selectmen vote to open the Warrant for a Special Town Meeting to begin on Saturday, September 12, 2020 at 1:00 p.m. at the Wayland High School. The warrant for said Special Town Meeting will be open from Tuesday, July 28, 2020, at 8:30 a.m., through Tuesday, August 4, 2020, at 4:30 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.

**A5.c. Discussion and potential vote to insert article for easements for the River's Edge development**

L. Anderson moved, seconded by M. Antes, to authorize Chair C. Karlson to submit an article for STM substantially similar to the article on pages 37-39 of the Board Packet. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

**A5.d. Petitioners' STM Workshop** C. Karlson reviewed the schedule and the protocol for submitting a Petitioner's article for a STM.

**A6. 2020 Annual Town Meeting: a. Discuss logistics and budget; b. Potential vote to pass over articles: 12-16. CPA, 18. Change Election Date, 27 Repeal Chapter 193; c. Article 28: Spencer Circle: discussion and potential vote to request Board of Public Works to pass over; d. Review remaining articles; e. Discuss submitting 2020 Annual Town Meeting Petitioners' articles for 2021 ATM; potential vote**

**A6.a. Discuss logistics and budget** L. Miller reported that the Town Administrator's Office was coordinating with Town staff, the Town Moderator and the Chair of the Electronic Voting Implementation Subcommittee (ELVIS) to discuss the logistics of hosting the Annual Town Meeting outdoors and indoors on September 12, 2020. L. Miller recommended that the ATM be held outdoors at the WHS Stadium and reviewed the details that supported that recommendation. She reported that the expectation is for 300-400 citizens to attend Town Meeting. The consensus of the Board was to move forward with the field location.

**A6.b. Potential vote to pass over articles: 12-16. CPA; 18. Change Election Date; 27. Repeal Chapter 193** C. Karlson reviewed the current list of articles for Annual Town Meeting. She and M. Antes will speak with the chair of the Community Preservation Committee regarding articles 13 (CPA: Playgrounds), 14 (CPA: Housing), 15 (CPA: Library ADA), and 16 (CPA: Conservation). Petitioners' articles 18 (Change Election Date), 22 (FinCom in Negotiations), and 27 (Repeal Chp. 193) are still in play for full discussion. Petitioners agreed to pass over article 21 (FinCom appointed by Moderator).

**A6.c. Article 28. Spencer Circle: discussion and potential vote to request Board of Public Works to pass over** C. Karlson indicated that easement language would not be ready for ATM and requested that the Board share that point with the BoPW. The Board concurred.

**A6.d. Review remaining articles** There was no further discussion.

**A6.e. Discuss submitting 2020 Annual Town Meeting Petitioners' articles for 2021 ATM; potential vote** There was a discussion regarding the procedure for the Board to submit the Petitioners' articles passed over for 2020 ATM in the warrant for 2021 ATM. D. Levine asked if they are submitted by the BoS does that imply support for the article. C. Karlson said that the Board would still take a vote. T. Fay said that it does not sit well that the BoS would submit articles if it does not agree with the intent of the article. D. Watkins agreed.

**A7. Planning for FY22: Budget process; a. Board of Selectmen policy on the Annual Budget process: review and potential vote; b. Red lined FY 2022 budget schedule and process** The Board discussed the budget process policy and the budget schedule with attention to the budget guideline and Financial Summit. C. Karlson asked about the budget guideline wording in the policy. L. Miller explained that there are two steps to producing a guideline. First, instructions go to department heads as to what their budget request should look like and how it should be structured. The second part is where the Town is trying to get to in budget dollars. Some departments will be lower than this guideline; others will be over. In Sept. we will have the first part. Later in the process the total dollar amount will be determined.

L. Miller said that the Finance Director has asked for a change to the budget schedule regarding the Financial Summit this year due to the schedule adjustments caused by the pandemic. He is requesting that he produce a budget report and not conduct a summit presentation this year.

L. Anderson moved, seconded by T. Fay, that the Board of Selectmen vote to approve the policy on the Annual Budget process, as amended in discussion. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

It was the consensus of the Board that L. Miller will make edits to the budget schedule as a working document.

**A8. 2021 Annual Town Meeting: a. Discussion and potential vote to set date** The Board discussed the proposed dates for ATM 2021 with D. Watkins. T. Fay noted that there may be a need to have the meeting outdoors in 2021 and that later dates and weekend dates were preferable. T. Fay suggested the Board get the Moderator's input before taking action.

**A9. Town Administrators Update: a. COVID-19: Update; b. Board of Health COVID-19 Update; c. Route 27 Bridge; d. Route 20 South Landfill; e. School Bus Parking; f. FY2019 Audit Management Letter**

**A9.a. COVID-19: Update** L. Miller reported that the state is holding steady, but the numbers have ticked up slightly. Last week, the Governor issued a new order that requires a negative test or quarantine if travelling from certain states.

**A9.b. Board of Health COVID-19 Update** L. Miller reported that the Board of Health and Health Department had confirmed four new cases in Wayland due to community spread; there is a concern for a second surge.

**A9.c. Route 27 Bridge** L. Miller reported that the project is moving forward and the project will take three to four weeks.

**A9.d. Route 20 South Landfill** L. Miller reported that the work has started with Town officials, and the project will be discussed on August 5 at an internal land use meeting.

**A9.e. School Bus Parking** L. Miller noted that there was a map of a proposed layout for parking at Town Building in the Board packet. L. Miller reported that after assessment of the three Massachusetts Department of Transportation (MassDOT) locations it was determined that parking the buses in Wayland was the best option. The Board agreed to pursue this option for school bus parking.

**A9.f. FY2019 Audit Management Letter** C. Karlson reported that there was a draft of the Audit Management Letter that would be reviewed by the Audit Committee.

**A10. Minutes: Review and vote to approve minutes of July 13, 2020 and July 20, 2020** M. Antes moved, seconded by L. Anderson, that the Board approve the meeting minutes of July 13, 2020, as amended. In discussion, the approval of the meeting minutes for the July 20, 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.

**A11. 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.

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.

**A12. Correspondence Review** The Board reviewed the correspondence in the Board Packet.

**A13. Selectmen's reports and concerns** M. Antes reported that she attended the meeting of Metro West Growth Management and discussed the topic of cooling centers during heat waves. T. Fay acknowledged the challenges of providing cooling stations with the COVID-19 guidelines. C. Karlson noted that the Town would plan to take action to reinstate the use of reusable bags at grocery stores.

**A14. 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) (2), (3), and (6), to review and approve the executive session minutes of July 7, 2020- Revised and July 20, 2020. APPROVE AND HOLD: Executive Session minutes of July 7, 2020- Revised and July 20, 2020.**

C. Karlson announced that there would not be an Executive Session and the topic would be tabled to a future agenda.

**A17. Adjourn** At 7:54 p.m., T. Fay moved, seconded by D. Levine, that the Board adjourn the meeting. 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 July 27, 2020**

There were none.

**Items included as part of the Agenda Packet for discussion during the Board of Selectmen Meeting of July 27, 2020**

1. Board of Selectmen's Statement on Race Fourth Draft
2. Town of Wayland's Employee Policies on anti-discrimination and anti-harassment
3. Annual Town Meeting 2020 Schedule
4. 2020 Special Town Meeting Announcement
5. Warrant Opening Notice and Instructions for Special Town Meeting 2020
6. Proposing Board Article Submission for Special Town Meeting 2020
7. Petitioner's Article Process Special Town Meeting 2020
8. Petitioner's Article Submission Form Special Town Meeting 2020
9. Special Town Meeting Article: River's edge Development: Access and Drainage Easements Draft
10. Wayland and River's Edge development Access Easement Agreement Draft
11. River's Edge development Easement Plan
12. Fall 2018 Special Town Meeting & Spring 2019 Annual Town Meeting Expenditures
13. Annual Town Meeting Article Worksheet for Postponed 2020 Annual Town Meeting
14. Board of Selectmen's Policy on the Annual Budget Process
15. Redlined Board of Selectmen's Policy on the Annual Budget Process
16. No Redline – Draft Fiscal Year 2021 Budget Schedule and Process
17. Redlined draft of Fiscal Year 2021 Budget Schedule and Process
18. Draft dates for 2021 Annual Town Meeting 7.12.2020
19. COVID-19 Board of Health Case Update 7.23.2020
20. Town Hall Parking Lot Model
21. Town Hall Parking Lot
22. Draft of Board of Selectmen Meeting Minutes held on 07-13-2020
23. Charge for Advisory Group to the TA on Action Steps Involving Issues Around Racial Justice
24. Draft of Grant of Easements for Access and Drainage for River's Edge development

**CORRESPONDENCE**

1. Correspondence from Mike Lowery, Wayland Resident, to Board of Selectmen dated July 23, 2020 re: Inclusion of Article 11. COA/Community Center in the September Annual Town Meeting.
2. Correspondence from Alcoholic Beverages Control Commission to municipalities dated July 20, 2020 re: Advisory regarding on-premises licensees selling mixed drinks for off-premises consumption.