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TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

Meeting Minutes
BOARD OF SELECTMEN
Monday, August 24, 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
L. Anderson, M. Antes and T. Fay participated remotely by tele-videoconferencing via Zoom and WayCAM; C. Karlson participated by tele-videoconferencing and was also present at Town Building.

Absent Douglas A. Levine

Remote participation by tele-videoconferencing: Selectman Elect Dave Watkins

Also Present: Town Administrator Louise Miller, Management Analyst Seath Crandall, Information Technology 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 5:01 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 also open for the public to view and participate via Zoom. C. Karlson reviewed the agenda and announced a phone number (508-358-6812) for the public to call to offer comments.

A2. Announcements and Public Comment M. Antes announced that in-person early voting polls were open until Friday, August 28 for the September 1, 2020 State Primary Election. M. Antes also announced that there would be two events to commemorate the 100th anniversary of the passage of the 19th amendment on August 26 at 9:30 a.m. in the North Cemetery at the gravesite of Lydia Maria Child, and a virtual event at 4:00 p.m. held online.

Michael Wegerbauer, Chair of the Board of Public Works, requested that traffic mitigation language be added to the Land Disposition Agreement (LDA) for the River's Edge Project.

A3. IT Department update: Question and answer with IT Director and Town Administrator IT Director Mike McCann joined the meeting and fielded questions from the Board in regard to the slide presentation he delivered at the last meeting. The Board thanked M. McCann for his thorough presentation and indicated that there was a need for analysis of the current state of the department and a plan that would focus on the future.

A4. Special Town Meeting: a. Article 1: River's Edge Easement – update and FAQs; b. Next steps L. Miller reported that TEC, Inc. conducted a recent traffic study related to the transfer station access road usage on a Saturday and made recommendations for turning lanes. L. Miller also noted the recommendation that future traffic mitigation be managed through an LDA. L. Miller suggested that the Town would have to specify a time certain for mitigation. T. Fay inquired whether the Massachusetts Department of Transportation (MassDOT) would determine if a traffic signal was necessary on Route 20. L. Miller reported that the STM Warrant Article language was being reviewed by Town Counsel.

A5. 2020 Annual Town Meeting: a. Discuss logistics; b. Article 11: CoA/CC Funding Reallocation – update and FAQs; c. Next Steps L. Miller noted the special instructions for voters will be printed in the STM Warrant, posted on the website, and handed-out at ATM. Voters can expect a Town Meeting similar to typical indoor meetings. L. Miller reported that the plan for Town Meeting logistics was going well, and the Wayland Buzz would broadcast a program to help inform voters on what to expect at Town Meeting. T. Fay offered to prepare an article for the Board to review on Friday; the article will aim to help inform voters about the recent developments related to Article 11, the Request for Proposal (RFP), and the responses received. C. Karlson noted that the motion language was being reviewed.

A6. Board of Health request for COVID-19 testing evaluation committee: a. Discussion and potential vote on charge for advisory group to the Town Administrator L. Miller reported that there was no new information on setting up a committee. She also reported that Massachusetts Department of Elementary & Secondary Education (DESE) does not currently recommend that school districts provide testing centers, and that the Massachusetts Department of Public Health (MDPH) would soon provide School Departments new guidelines for rapid testing and for response plans to COVID-19 positive cases.

A7. Town Administrators Update: a. COVID-19: Update; b. Board of Health COVID-19 Update; c. Election Update; d. Route 20 South Landfill; e. FY2019 Audit Management Letter; f. School Reopening – Facilities; g. Racial Justice Advisory Committee h. MassWorks grant application; i. Shared Streets grant applications; j. Staffing update

A7.a. COVID-19: Update, b. Board of Health COVID-19 Update L. Miller reported that the Town is experiencing its normal workload related to Town business and a significant additional workload related to COVID-19 response, which complicates re-opening the schools and the upcoming elections. The Town is also working to meet new state requirements for flu vaccine administration. L. Miller suggested narrowing departmental focus to only essential tasks, as the local, state, and federal state of emergency is still in effect.

A7.c. Election Update L. Miller reported that the Town is working on the State Primary Election, which is more labor intensive with mail-in and early voting options. The Town Clerk's Office will soon begin to prepare for the State and Federal Election on November 3.

A7.f. School Reopening – Facilities L. Miller reported that the Town is also dedicating a significant amount of resources to support the School Department's re-opening plans and preparation of school buildings.

A7.h. MassWorks grant application L. Miller reported that the grant application would be submitted by the end of the week. The grant request is \$2,500,000 for wastewater piping to the wastewater treatment plant.

A7.i. Shared Streets grant applications L. Miller reported that two grant applications were submitted.

A7.g. Racial Justice Advisory Committee L. Miller noted that there were a lot of good applications and all candidates would be placed on one of two subcommittees.

A7.j. Staffing update L. Miller reported that the Town is seeing an uptick in the number of employees taking FMLA (Family and Medical Leave Act) and FFCRA (Families First Coronavirus Response Act) and employees choosing retirement. T. Fay and D. Watkins suggested exploring the temporary employment and outsourcing some of the workload. L. Miller indicated that she was planning to work with the Personnel Board to seek flexibility to hire 'floaters' to help with general administrative tasks and allow staff to take vacation days. L. Miller reported that the Assistant Town Administrator vacancy was posted and the Town received over forty applications. L. Miller requested that one Board member sit on the interview panel. L. Anderson and T. Fay both volunteered, supported by M. Antes. The Board selected L. Anderson for the panel.

A7.d. Route 20 South Landfill L. Miller reported that work was ongoing and there was no new update. The Board expressed interest in establishing a visioning committee and drafting a charge. C. Karlson suggested that the initiative could wait until after Town Meeting. T. Fay offered to work on the proposed language of the committee charge.

A8. 2020 Annual Report: final review and vote on draft of Board of Selectmen's submission The Board reviewed a draft of the 2020 Annual Report. M. Antes moved, seconded by T. Fay, to approve the 2020 Annual Report. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson NAY: none. ABSENT: D. Levine. ABSTAIN: none. Adopted 4-0.

A9. Cable Advisory Committee TV Survey: discuss and potential vote to approve survey and allow the Cable Advisory Committee to utilize the Town listserv to email survey The Board reviewed the survey and the Cable Advisory Committee's request for permission to use the Town listserv. T. Fay moved, seconded by M. Antes, to approve the proposed survey as provided to the Board, as amended, and allow the Cable Advisory Committee to utilize the Town listserv. In discussion, D. Watkins suggested that the Cable Advisory Committee test the survey, because some questions were not clear. T. Fay withdrew his motion.

T. Fay moved, seconded by M. Antes, that the Board vote to approve the fundamental survey provided to the Board, and permit Town Counsel and the Town Administrator to give final approval for any changes to the survey, and allow the Cable Advisory Committee to utilize the Town listserv. In discussion, C. Karlson thanked the Cable Advisory Committee. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson NAY: none. ABSENT: D. Levine. ABSTAIN: none. Adopted 4-0.

A10. Minutes: Review and vote to approve minutes of August 10, 2020 and August 17, 2020 L. Anderson moved, seconded by T. Fay, that the Selectmen vote to approve the meeting minutes of August 10, 2020, as presented. In discussion, the approval of the meeting minutes for the August 17, 2020 was tabled to the next meeting. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson NAY: none. ABSENT: D. Levine. ABSTAIN: none. Adopted 4-0.

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.
3. Vote the question of approving the list of expenditures from Police Department on use of \$10,000 gift from Middlesex Charitable Foundation to the Wayland Police Department.
4. Vote the question of approving one (1) sign to be displayed from August 24, 2020 until September 16th, 2020 (or until Route 27 bridge construction completion) at the intersection of Route 27 and Glezen Lane by The Wayland Country Club indicating that they are open.

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 NAY: none. ABSENT: D. Levine. ABSTAIN: none. Adopted 4-0.

A12. Correspondence Review The Board reviewed the correspondence in the Board Packet. L. Miller responded to some correspondence regarding the re-opening of public buildings. L. Miller reported that the buildings were open by appointment only, all visitors were subject to answering a health questionnaire, and much Town business was being conducted outdoors. The Public Safety Building dispatch area remained open to the public. The Council on Aging, Recreation Department, and the Library were still assessing methods for safe public access and in-person programming.

A13. Selectmen's reports and concerns D. Watkins suggested developing a policy in regard to the use of the listserv. L. Miller reported that residents can go to wayland.ma.us to subscribe and unsubscribe to Town email alerts.

A14. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any There were none.

A15. 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: The New England Police Benevolent Association (NEPBA)/Wayland Police Officers Union (WPOU) Local 176; II. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (2), (3), and (6), to review and approve the executive session minutes of August 17, 2020. APPROVE AND HOLD: Executive Session minutes of August 17, 2020

At 6:49 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 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 August 17, 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 NAY: none. ABSENT: D. Levine. ABSTAIN: none. Adopted 4-0.

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

A16. Adjourn At 7:05 p.m. the Board adjourned from Executive Session and did not reconvene in open public session.

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of August 24, 2020

1. There were none.

Items included as part of the Agenda Packet for discussion during the Board of Selectmen Meeting of August 24, 2020

1. Presentation: Wayland IT Status and Strategic Plan Review, August 17, 2020
2. 2020 STM Article List
3. 2020 STM Article 1: River's Edge Easement
4. River's Edge Development Easement Plan
5. River's Edge Development Traffic Analysis – 490 Boston Post Rd Saturday
6. 2020 ATM Article List
7. 2020 Fall ATM Article Worksheet
8. COVID-19 Board of Health Weekly Update August 20, 2020
9. Fiscal Year 2020 Board of Selection's Annual Report final draft
10. Cable Advisory Committee TV Survey
11. Draft of Board of Selectmen Meeting Minutes held on 08-10-2020

CORRESPONDENCE

1. Correspondence from Thomas Turner, Wayland Resident, to Board of Selectmen dated August 15, 2020 re: Re-opening of Marlborough City Hall and inquiring whether the Town has explored a similar option.
2. Correspondence from Greg Franks, Xfinity Comcast, to Board of Selectmen dated August 14, 2020 re: Updated changes to Xfinity TV services that will occur August 25, 2020 and a reminder that Comcast provides Internet Essential services for low-income families.