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TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

Meeting Minutes
BOARD OF SELECTMEN
Monday, September 14, 2020
5:00 p.m.
Wayland Town Building
41 Cochituate Road, Wayland, MA

BOARD OF SELECTMEN
LEA T. ANDERSON
MARY M. ANTES
THOMAS J. FAY
CHERRY C. KARLSON
DAVID V. WATKINS

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, David V. Watkins. The Board participated remotely by tele-videoconferencing via Zoom and WayCAM. C. Karlson participated by tele-videoconferencing and was also present at Town Building.

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

A1. Call to Order by Chair, Review the Agenda for the Public At 5:02 p.m., C. Karlson called the meeting of the Board of Selectmen to order when a quorum was available by teleconference. C. Karlson announced each Board member who was participating remotely by full name. C. Karlson noted that in compliance with revised Open Meeting Law requirements the meeting would be broadcast live and recorded for later broadcast by WayCAM. 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 C. Karlson officially welcomed D. Watkins to the Board. L. Anderson announced that the Health Department would be holding free Flu Clinics for seniors on September 17, 22, and 30 and Community Flu Clinics for residents 6 months and older on October 14, 21, and 28.

Richard Turner, Nob Hill Road, joined the meeting and commented that the logistics of ATM were very well done; the audio and video were well done by WayCAM. R. Turner suggested streamlining the Flu Clinic registration as he had difficulty enrolling online. He suggested the Town better manage the flag poles in Town.

A3. Organization of the Board: a. Vote to elect officers b. Board Liaison Assignments: review, discuss and assign c. Governance Guidelines: review and revise, if needed d. Responsibility for minutes – regular and executive sessions

A3.a. Vote to elect officers T. Fay moved, seconded by M. Antes, that L. Anderson serve as Chair of the Board of Selectmen. In discussion, T. Fay indicated that it was healthy practice for municipalities to have a new chair annually and also a member who is experienced to serve as chair. The Board discussed ways to balance the workload for the members. L. Anderson suggested C. Karlson continue to serve as chair until the next Town Meeting, which is less than a year away. C. Karlson noted that this would be the second year of her chairmanship. L. Anderson noted that she had served two years as chair prior to C. Karlson. M. Antes concurred with L. Anderson and withdrew her second, T. Fay concurred and withdrew his motion. L. Anderson suggested T. Fay as vice-chair.

D. Watkins moved, seconded by M. Antes, to vote to elect C. Karlson as Chair of the Board of Selectmen and T. Fay as Vice Chair through the 2021 Annual Town Meeting. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Watkins. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A3.b. Board Liaison Assignments: review, discuss and assign The Board reviewed and discussed reassigning Board, Committee and Commission liaisons. D. Watkins offered to take on D. Levine's list. T. Fay expressed an interest in being liaison to committees and boards working on Rte. 20 corridor issues, such as

Planning Board and Economic Development Committee. D. Watkins expressed willingness to take on Board of Health and Board of Library Trustees. C. Karlson suggested that the Board think more about the liaison list, which will be brought back at the next meeting.

A3.c. Governance Guidelines: review and revise, if needed The Board reviewed the guidelines and tabled any revisions on the topic until next meeting.

A3.d. Responsibility for minutes – regular and executive sessions The Board agreed that C. Karlson, as Chair of the Board of Selectmen, would be responsible for Executive Session minutes and that L. Anderson would be responsible for the regular session minutes. T. Fay will serve as Clerk in his role as Vice Chair.

A4. 2020 Annual and Special Town Meeting follow up C. Karlson reported that the meeting was well run and finished in four and half hours. L. Anderson thanked L. Miller, the staff, and the volunteers who helped make the meeting go smoothly. The Board collectively thanked Fire, Police, Town Clerk, Recreation, Facilities, and DPW departments as well as the Electronic Voting Implementation Subcommittee (ELVIS), the Town Moderator, the voters, and student volunteers. The Board discussed follow-up for many articles. L. Anderson suggested areas where the Board could do a better job of communicating on issues raised during Town Meeting. Specifically, she suggested that the roles of the Permanent Municipal Building Committee and BoS on the CoA/CC project need to be better communicated. She also asked for clarifying information on the Stonebridge Rd. bridge project. L. Miller reported that information on the Stonebridge Rd. bridge will be presented at a future meeting. M. Antes reminded the Board that it is important for the Town to move quickly on hiring the consultant for the Housing Production Plan to meet the due date of October, 2021.

A5. Town Administrator update: a. COVID-19: Update b. Board of Health COVID-19 Update c. School Reopening d. MassWorks grant application e. Shared Streets grant applications f. Staffing update

A5a. COVID-19: Update L. Miller reported that Governor Baker issued order No. 50 which extends outdoor dining 60 days beyond the date that the state of emergency is lifted. L. Miller noted that staff would be in contact with the businesses with outdoor dining permits and those who do not have outdoor dining yet. L. Miller noted that Boston Sports Clubs has filed for re-organization and/or bankruptcy.

A5e. Shared Streets grant applications L. Miller reported that one of two grants that the Town applied for has been approved. It is for work at the Rte. 20 Wayland House of Pizza plaza.

A5.c. School Reopening L. Miller noted that the School and Facilities Departments have been busy working to re-open the schools. L. Miller reported that the ventilation system work has been accelerated, and that every component of the ventilation systems has been cleaned. The Town is waiting for new filters for some sites, and anticipated that all schools would be ready by October 19.

A5.f. Staffing update L. Miller reported that she was working on hiring to fill an Assistant Town Administrator vacancy. L. Miller noted that the Director of Assessing position has been posted for several weeks and that there are many other municipalities with posted vacant Assessor positions. L. Miller also announced that Police Chief Swanick will be retiring on November 30, 2020.

A6. Minutes: Review and vote to approve minutes of September 8, 2020 and September 12, 2020 L. Anderson moved, seconded by M. Antes, that the Board of Selectmen approve the meeting minutes of September 12, 2020, as amended. The meeting minutes of September 8, 2020 were tabled until the next meeting. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Watkins. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A7. Consent: Review and vote to approve There was none.

A8. Correspondence Review There was none.

A9. Selectmen's reports and concerns D. Watkins raised two topics for the Board to consider: the provision of childcare and remote voting options for Annual Town Meeting. C. Karlson noted that there is a group in Town who provided childcare at previous meetings, but it was not feasible during the pandemic. C. Karlson and M. Antes noted that ELVIS and the Moderator continue to investigate remote voting options. C. Karlson suggested that the Town Moderator and Chair of ELVIS be invited to a future meeting to discuss some of the topics raised. She reminded the Board of the need to set a date for 2021 ATM.

L. Anderson announced that the Department of Energy Resources had confirmed that the Town will receive a Green Communities grant in the amount of \$150,827 to be expended on WHS retro-commissioning, a hybrid Police vehicle, LED lighting, certification training and administrative assistance. L. Anderson thanked Ben Keefe and the Energy and Climate Committee for their work on the grant. T. Fay voiced his preference for the adjusted time limits for speakers at ATM. M. Antes reported that the 495 MetroWest region newsletter featured a two page demographic description on Wayland. C. Karlson reviewed items for the next meeting agenda.

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

A11. Adjourn At 6:33 p.m. T. Fay moved, seconded by L. Anderson, that the Board adjourn the meeting. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Watkins. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of September 14, 2020

1. There were none.

Items included as part of the Agenda Packet for discussion during the Board of Selectmen Meeting of September 14, 2020

1. Board of Selectmen Liaison Assignments for May 2019 through April 2020
2. Page six (6) of Board of Selectmen Policy and Procedures re: Officers and Meetings
3. Governance Guidelines for the Board of Selectmen and Appointed Boards, Committees, Commissions Revised June 11, 2018
4. Governor's COVID-19 Executive Order No. 50
5. Approval Letter for Shared Streets Grant for 336 Boston Post Rd dated 09-08-2020
6. Wayland COVID 19 Board of Health Update 09-11-2020
7. Draft of Board of Selectmen Meeting Minutes held on 09-12-2020

CORRESPONDENCE

1. There was none.