



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, October 5, 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, Thomas J. Fay, Cherry C. Karlson, David V. Watkins 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.

Absent: Mary M. Antes

Also Present: Town Administrator Louise Miller, Management Analyst Jason Adams, DPW Director Tom Holder, Police Chief Patrick Swanick, Police Lieutenant Sean Gibbons and by teleconference IT Director Mike McCann, Finance Director Brian Keveny, Chair of the Board of Public Works (BoPW) Michael Wegerbauer

A1. Call to Order by Chair, Review the Agenda for the Public At 5:06 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 for the public to call to offer comments and reviewed for the public how to participate via a virtual 'hand-raise' in Zoom. C. Karlson reviewed the agenda for the public.

A2. Announcements and Public Comment L. Anderson announced that the Health Department would be hosting Community Flu Clinics on Oct 14, 21 and 28 and online registration opens on Oct 7.

Tom Sciacca, Rolling Lane, joined by teleconference to comment as a resident. T. Sciacca commented that the Town should not pay Framingham's expenses as it pertains to the bridge located at Stonebridge Road /Potter Road, if the bridge is located fully in Framingham.

Clifford Lewis, Claypit Hill Road, joined by teleconference to comment as a resident. C. Lewis commented that he would like to be able to resolve and address any concerns raised by the Board regarding the proposal he had submitted for a new rowing program and storage shed at the Town Beach.

Carole Plumb, Bald Rock Road, joined by teleconference and indicated that she had previously made information requests to the Planning Department, and more recently made a service request to the Building Department to mow the overgrown area at 24 School Street. She had not heard back. She asked how the Board measured customer service. C. Plumb recommended that the Board establish a project champion to be able to answer questions quickly about projects and also establish a better way for the general public to weigh in on projects.

C. Karlson noted that she received correspondence from Cathie Davies, in the form of a petition for a crosswalk at the intersection of Route 27 and Route 126/Old Connecticut Path following an accident. The petition and a list of its signatories were included in the packet.

A3. Traffic Commissioners, topics to include but not limited to: a. Discussion of citizens petition regarding intersection of Rtes. 27 & 126 at Five Paths, discussion with Police Chief and Lieutenant,

DPW Director and chair of the Board of Public Works, potential vote b. Discussion with Police Chief on Wayland intersection safety c. Change to signage at Waltham and Concord Roads

C. Karlson noted that the Board serves as the Traffic Commission, and introduced DPW Director Tom Holder, Police Chief Patrick Swanick and Police Lieutenant Sean Gibbons who joined the meeting and were also present at Town Building. Chair of the Board of Public Works (BoPW) Michael Wegerbauer joined by teleconference.

A3.a. Discussion of citizens petition regarding intersection of Rtes. 27 & 126 at Five Paths, discussion with Police Chief and Lieutenant, DPW Director and chair of the Board of Public Works, potential vote

Police Chief Swanick reviewed the details of an accident involving a motor vehicle and a bicycle that had occurred in the crosswalk on September 1. Chief Swanick shared a diagram of the accident and noted the crosswalk currently exists about 50 yards ahead of the intersection. He recommended some immediate enhancements to increase safety at the site, such as painting new stripes in the crosswalk, which had been completed in the days after the accident.

Chief Swanick reviewed two proposals to increase safety. Option 1 would relocate the existing crosswalk to the intersection and include crossing activation that was integrated into the timing of the traffic lights. Chief Swanick indicated this was the safest option to have all pedestrian traffic cross in front of all stopped traffic.

Option 2 proposes to keep the crosswalk in the current location and add LED flashing lights to the existing dual signage; the lights could be activated by the crosser. Option 1 would be a more involved, expensive and long-term project, and Option 2 the more immediate and less expensive option.

T. Holder explained that the Town already has similar crosser-activated lighting systems to the one Chief Swanick proposed in Option 2. Examples are located at the Middle School and Cochituate Ball park entrances. The lighting systems are robust and sophisticated systems that could be implemented quickly, but would work independent of the intersection light system. The systems are programmable and help raise awareness.

T. Holder noted Option 1 was a more involved and expensive project that called for retaining walls, sidewalk extensions and integrating the crossing lights into the intersection's traffic lights. T. Holder felt that Option 2 would meet the immediate need. M. Wegerbauer noted that the BoPW voted in favor of purchasing activated LED lights as a traffic calming measure and authorized T. Holder to purchase the lighting system.

The group discussed the preference for a programmable lighting system which would allow for the adjustment of the length of the stoppage. The system currently available is not programmable at 60 seconds, which Chief Swanick and T. Holder indicated felt was too long. A 20 second stoppage would be more practical. The latter system would be available in late October.

T. Fay recommended consultation with a traffic engineer. D. Watkins recommended the Board define the scope for the traffic engineer, to also include consideration for early right turns or cut-throughs in the corners. L. Anderson recommended the Town proceed with the short-term improvements discussed and also pursue a traffic study to consider a more extensive traffic project.

T. Fay moved, seconded by L. Anderson, that the Board vote to approve the expenditure of monies to hire a Traffic Consultant, directed by the Town Administrator, to provide an opinion relative to potential changes to the intersection and the crosswalk located 50 yards south of said intersection. In discussion, L. Miller clarified that the motion would authorize the Town Administrator to procure a study and determine the scope of work, and the Board would later have an opportunity to approve the contract and expenditure. Roll Call Vote: YEA: L. Anderson, T. Fay, C. Karlson, D. Watkins. NAY: none. ABSENT: M. Antes. ABSTAIN: none. Adopted 4-0.

A3.b. Discussion with Police Chief on Wayland intersection safety Lt. Gibbons presented a slideshow to summarize the motor vehicle accident data in Wayland since 2017. L. Miller recommended the data be used to prioritize Public Safety issues when developing the Capital Improvement Plan. D. Watkins suggested considering new signage to mitigate some traffic safety concerns.

A3.c. Change to signage at Waltham and Concord Roads C. Swanick reported that a resident raised a concern with the signage at the intersection of Waltham and Concord. Chief Swanick described the layout of the intersection and his proposal to add Do Not Enter signage on the reverse side of the existing Stop signs.

A4. Potter Road/Stonebridge Road bridge capital project update, potential vote on next steps L. Miller shared some history of the inter-municipal agreement with Framingham in regard to the bridge at Potter Road

and Stonebridge Road. L. Miller reported that a Special Act of 1956 directed that both Framingham and Wayland would split the costs of a new bridge after a storm had damaged the old bridge. There was no mention of the location of the bridge in that agreement, only that the bridge would span the river and connect Wayland and Framingham. In 1956, it was stated that the two towns would split the costs, and the state would not contribute funds. In 2018, Wayland and Framingham reached another inter-municipal agreement, which indicated the costs of the bridge would be split between the two towns.

L. Miller consulted Town Counsel to determine if the Town could enter into an agreement to split the cost of the bridge if the bridge was now entirely located in Framingham. Town Counsel indicated that the answer depended on where the bridge is located, as towns do not typically appropriate funding for projects located entirely in another town; however, if it was determined that the repair work would be beneficial to Wayland, it would not be contrary to law for the two towns to split the costs. Town Counsel indicated the need to determine if there was a benefit; if there was a Wayland public road that connected to the bridge, it could be found that there is benefit to Wayland.

L. Miller noted that when determining a benefit to Wayland, the location of the town border was less important, but still suggested a survey be done to determine exactly where the border is located. If the border is anywhere on the bridge or anywhere the bridge connects to a public road in Wayland, then beneficial use would be proven and costs could be split.

L. Miller noted that the question if Wayland should spend funds to repair the bridge, which was posed by a Town Meeting voter, is a different question from whether or not the Town legally may spend the money. She noted this may be a matter of public opinion.

L. Miller consulted with Town Counsel to learn if the agreement was voidable in the event it was determined there was question of fact. Town Counsel noted that a third-party could not void the contract; only one or both of the two parties could void the contract. In regard to the public comment on the Town's relationship with Framingham, L. Miller raised the concern of risking breach of contract if the Town does not now split the cost as agreed to in 2018.

L. Miller reported that Town Counsel's recommendation was to hire a surveyor and determine the town border. T. Holder confirmed that this could be done at minimal cost, and quickly. T. Fay recommended the Town inform Framingham of the research that is needed. L. Miller indicated that the Town would contact the mayor and DPW Director in Framingham.

T. Fay moved, seconded by D. Watkins, that the Board authorize the Town Administrator to secure the services of an engineer to determine the property line at Potter Road / Stonebridge Road Bridge concerning Wayland and Framingham. Roll Call Vote: YEA: L. Anderson, T. Fay, C. Karlson, D. Watkins. NAY: none. ABSENT: M. Antes. ABSTAIN: none. Adopted 4-0.

A5. MS4 (Municipal Separate Storm Sewer System) Stormwater update with DPW director T. Holder provided an annual update on the Municipal Separate Storm Sewer System (MS4) permit, and reviewed the documentation that was submitted to the Environmental Protection Agency (EPA), which was also included in the packet. T. Holder noted Wayland was in the third year of a twenty year permit, where the first five years are focused on evaluation and study, and subsequent years focus on infrastructure. T. Holder highlighted the year's accomplishments, such as the completion of Phase 1 of system mapping updates, updated outfall inventory, enhancements to the catch basins cleaning program and employee training. T. Holder summarized the public outreach efforts in the last year and indicated that there were areas with known deficiencies that needed repairs that would be the focus of the third year. Other areas of focus would be inventory, screening and inspecting the Town's Stormwater outfalls. T. Holder noted that compliance with the MS4 permit was a significant endeavor, and reported that the Town was in compliance and on pace to stay in compliance.

A6. Financial Review with Finance Director and Town Administrator a. FY20 4th Quarter results b. Bond Issuance Plan c. Moody's call/rating d. CARES Act and FEMA COVID-19 filings e. COVID-19 expense update Finance Director Brian Keveny joined the meeting by teleconference and presented the FY 2020 Q4 results for the General Fund, Enterprise Funds, Revolving Funds, Health Insurance, Free Cash, Reserve Fund, COVID-19 Expenses and Appropriation turn backs as of June 30, 2020.

A6.a. FY20 4th Quarter results B. Keveny reported that the General Fund had an \$85.4 million dollar budget, which included the use of \$1.4 million in free cash. At the end of FY 2020 the Town collected approximately

98% of the budgeted property tax (net overlay), and 100% of the budgeted \$6.4 million in state-aid. Both were normal collection rates. B. Keveny reported that the Local Receipts category achieved 88% of budget, while some areas exceeded the budget. Motor vehicles excise, meals tax, and license & permits were less than budgeted and closed the year short \$572,000. He explained that some of the shortfall was due to timing, while some was due to the pandemic.

B. Keveny summarized that the recap budget for FY 2020 was \$5 million. He planned to seek \$5.1 million on the FY 2021 recap, and felt it was attainable. The transfers to the General Fund from other funds, such as enterprise and revolving funds, were collected at 100%, as expected. He reported that the total revenue collected was 98% of the budgeted revenue for FY 2020, and was short \$1 million. B. Keveny reported that \$674,000 of unbudgeted revenue was collected, and the Town used \$1.4 million in free cash, for a grand total of revenue shortfall to be \$1.9 million. There was a planned use of free cash of \$1.4 million, resulting in \$422,000 unbudgeted balance.

B. Keveny reviewed the expenses, which finished at 96% of the General Fund budget. B. Keveny reported that there was an atypical \$2.7 million in turn backs; typically the fund would have a turn back of 2% to 3% of the budget, or \$1.0 to \$1.5 million. B. Keveny indicated that the higher than normal turn back was due to reduction in spending on non-essential governmental services during the state mandated shutdown due to COVID-19 in the fourth quarter. The largest departmental turn back amounts were in Public Safety, Public Works, and Unclassified. C. Karlson noted that there was a concerted effort by the staff to reduce expenditures in the fourth quarter.

B. Keveny noted that the Free Cash number was submitted to the Department of Revenue for certification on September 30. He reported that the total free cash budget for FY 2020 was \$7.6 million, compared to FY 2019's \$7.1 million, but the end of year balance was \$10.9 million, a \$3.3 million increase in free cash over the last year. C. Karlson noted that \$1.9 million of those funds was a timing issue due to the postponed 2020 Annual Town meeting, which was postponed to FY 2021.

B. Keveny reported that the Water Fund collected 92% of budgeted revenue or \$3.7 million, and showed a \$400,000 variance, with \$80,000 in unbudgeted revenue. The Water Fund expended 82% of the budgeted expenditures or \$3.2 million. In FY 2020, \$1.3 million and \$50,000 in fund balance was transferred to the Water Capital Fund to support the Water Meter Reader Project. B. Keveny reported that the expenditures exceeded total revenue by \$916,084, which was less than what was budgeted, resulting in a positive performance by the Water Department.

The Wastewater Enterprise Fund collected 82% of budgeted revenue or \$754,000, including \$100,000 in unbudgeted revenue. B. Keveny reported that this fund had a stable or flat performance, and at year end the fund balance was \$ 1.37 million compared to \$1.34 million the year prior.

A6.b. Bond Issuance Plan and A6.c. Moody's call/rating B. Keveny reported that the Town had a phone call with financial advisors from Hilltop Securities, Inc. and Moody's credit rating agency, which went well. B. Keveny reported that the Town planned to issue the bonds for sale on Oct. 20 and expected the Board to review and approve documents thereafter on Oct. 26. B. Keveny reviewed the strategy to refund the 2011 High School project bond, and issue bonds for the most recent projects. B. Keveny reported that Moody's was favorable to this strategy. Moody's cautioned the Town on liabilities, such as OPEB and Middlesex Retirement pension plans and would issue the Town's rating on Oct 6.

A18. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any

L. Anderson moved, seconded by D. Watkins, that the Board of Selectmen vote to apply surplus bond proceeds to debt service voted in accordance with the provisions of M.G.L. Chapter 44 Section 20 the sum of \$49,575 representing the aggregate amount of surplus funds borrowed for the High School project in 2011, which project is complete and for which no further financial liability remains, is hereby transferred to the debt service account to pay principal of and interest on indebtedness of the Town. We confirm that the total amount of remaining unexpended for the High School project is not in excess of \$50,000 as required by M.G.L Chapter 44 Section 20. Roll Call Vote: YEA: L. Anderson, T. Fay, C. Karlson, D. Watkins. NAY: none. ABSENT: M. Antes. ABSTAIN: none. Adopted 4-0.

A6.d. CARES Act and FEMA COVID-19 filings L. Miller reported that the Town filed a reimbursement request from the Coronavirus Aid, Relief, and Economic Security (CARES) Act in the amount of \$375,000 for

expenses related to COVID-19 including \$142,000 in unemployment expenses through June 30, 2020. A second phase of reimbursement requests will be filed for expenditures through December 30, 2020, mostly building related expenses and related to reopening the schools. L. Miller reported that the CARES Act expanded some definitions of reimbursable expenses to include expenses related to holding elections and Annual Town Meeting during the state of emergency. L. Miller reported that the Town would also file for reimbursement from the Federal Emergency Management Agency (FEMA). This reimbursement is more limited and specific to Public Safety and Public Health expenditures, and also requires two stages of filings of reimbursement requests. The first request would be due in the next few weeks, and was for reimbursement of expenses through September 27, 2020.

A6.e. COVID-19 expense update L. Miller reported that the Town continues to receive unemployment claims and are backfilling positions for employees who are out for a variety of reasons. L. Miller expected about \$500,000 in unbudgeted COVID-19 related expenses January through June.

A8. Committee Appointments: Interview and potential vote to appoint:

<u>Committee</u>	<u>Potential Appointee</u>	<u>Term End Date</u>
3 Residents for 2 Vacancies		
Economic Development Committee	Dan Crossman	June 30, 2023
Economic Development Committee	Jesse Lopez	June 30, 2023
Economic Development Committee	Seth Roman	June 30, 2023

Three potential appointees, Dan Crossman, Jesse Lopez and S. Roman joined the meeting and discussed their relevant backgrounds and interest in joining the Economic Development Committee (EDC). The Board thanked the applicants and interviewed the potential appointees.

T. Fay moved, seconded by D. Watkins, that the Board approve J. Lopez and S. Roman to fill the two vacancies on the Economic Development Committee to terms ending June 30, 2023. In discussion, T. Fay voiced support for the appointment of D. Crossman for his experience with small business, J. Lopez for his building background, and supported the reappointment for S. Roman to continue to serve on the EDC. Roll Call Vote: YEA: L. Anderson, T. Fay, C. Karlson, D. Watkins. NAY: none. ABSENT: M. Antes. ABSTAIN: none. Adopted 4-0.

<u>Committee</u>	<u>Potential Appointee</u>	<u>Term End Date</u>
3 Residents for 1 Vacancy		
Historical Commission	Amanda Ciaccio	June 30, 2023
Historical Commission	Andrea Fuller	June 30, 2023
Historical Commission	Joseph Berkowitz	June 30, 2023

Two potential appointees, A. Ciaccio and J. Berkowitz joined the meeting and discussed their relevant backgrounds and interest in joining the Historical Commission. The Board thanked the applicants and interviewed the potential appointees.

L. Anderson moved, seconded by D. Watkins, that the Board approve A. Ciaccio to fill the vacancy on the Historical Commission to a three-year term ending June 30, 2023. In discussion, T. Fay voiced support for the appointment of both A. Ciaccio and J. Berkowitz and it was tough to choose one. D. Watkins voiced support for selecting A. Ciaccio as she was the incumbent. L. Anderson concurred with the reappointment. Roll Call Vote: YEA: L. Anderson, T. Fay, C. Karlson, D. Watkins. NAY: none. ABSENT: M. Antes. ABSTAIN: none. Adopted 4-0.

<u>Committee</u>	<u>Potential Appointee</u>	<u>Term End Date</u>
Cable Advisory Committee	David Watkins	Upon completion of charge

L. Anderson moved, seconded by T. Fay, that the Board appoint D. Watkins to the Cable Advisory Committee for a term ending upon completion of the charge. Roll Call Vote: YEA: L. Anderson, T. Fay, C. Karlson, D. Watkins. NAY: none. ABSENT: M. Antes. ABSTAIN: none. Adopted 4-0.

A7. Restaurants: Vote to automatically extend dates for all previously approved outdoor seating applicants for any period up to and until sixty (60) days after the end of the state of emergency; update on restaurants requesting extension

L. Miller reported that the Town had contacted all Wayland restaurants regarding Governor Baker's order No. 50, which extended outdoor dining approvals for 60 days beyond the date that the state of emergency ends; the order also expanded some indoor service guidelines. L. Miller reported three restaurants, (Coach Grill, The Local and Dudley Chateau) had responded in the affirmative to extend outdoor service, while two (Giacomo's and X-Golf) chose not to extend. L. Miller reported that all others had not yet responded.

T. Fay moved, seconded by L. Anderson, that the Board vote to automatically extend dates for all previously approved outdoor seating applicants for any period up to and including sixty (60) days after the end of the state of emergency. Roll Call Vote: YEA: L. Anderson, T. Fay, C. Karlson, D. Watkins. NAY: none. ABSENT: M. Antes. ABSTAIN: none. Adopted 4-0.

A9. Route 20 South Landfill: Discussion and potential vote to approve charge for Route 20 South

Landfill Visioning Committee T. Fay reviewed the draft charge for a visioning committee regarding the land across from the current Route 20 Landfill, on the south side. The committee to be established would be an eight person committee, chaired by a member of the Board, charged to determine potential uses of that land. T. Fay suggested some grammatical and typographical edits. L. Miller recommended that the Board make a distinction between staff tasks and committee tasks. D. Watkins suggested expanding the scope to include partnerships between public and/or private entities. The Board concurred and tabled the vote to the next meeting.

A10.a. COVID-19 update: a. Board of Health update b. MA numbers c. Governor's orders d. State of Emergency e. Prioritization of Work

A10.a. Board of Health update L. Miller reported that the Board of Health had reported an increased number of COVID-19 cases both statewide and locally.

A10.b. MA numbers L. Miller reviewed the state data included in the packet, and noted that Wayland's Daily Incidence Rate had increased one level, from the color code grey to green, an indicator that cases are increasing.

A10.c. Governor's orders L. Miller reported that Governor Baker had recently issued Executive order no. 52. Of the 52 orders only 8 have lapsed or rescinded, leaving 44 executive orders active and imposing new guidelines for which to comply. No. 51 allowed low-risk communities to move to Phase III- Step 2, which mostly involved minor expansion to outdoor and recreation activities. If the community moved into an increased risk level category, operations would need to revert back Phase III-Step 1 guidelines. The Health Director and L. Miller recommend that the Town remain in Phase III-Step 1 for a few more weeks to avoid the potential to revert back from Step 2 to Step 1. L. Miller and the Health Director were not seeing an increased public demand for advancing to Phase III-Step 2.

A10.d. State of Emergency (vote to affirm) C. Karlson reviewed the Board's votes in March 2020 to declare a local state of emergency. L. Miller noted that there are budgetary implications that allow the Town to deficit spend in a state of emergency. T. Fay and L. Anderson indicated the need for public communication. D. Watkins noted the need for a resource plan to help prioritize planned and unplanned tasks. L. Miller reviewed the challenges departments were facing with reduced staff and restrictive guidelines.

T. Fay moved, seconded by D. Watkins, that the Board reaffirm the March 16, 2020 vote declaring a local state of emergency in the Town of Wayland, T. Fay amended the motion, seconded by D. Watkins, to reaffirm the March 20, 2020 vote declaring a local state of emergency in the Town of Wayland. Roll Call Vote: YEA: L. Anderson, T. Fay, C. Karlson, D. Watkins. NAY: none. ABSENT: M. Antes. ABSTAIN: none. Adopted 4-0.

A10.e. Prioritization of Work L. Miller recommended that there were four items that needed to be prioritized in October, in addition to reopening of the schools, and they were:

- continued response to COVID-19 including filings for the FEMA and CARES reimbursements
- management of the 2020 Presidential Election
- FY 2022 Budget process
- River's Edge Project

The Board concurred with these priorities.

A11. Town Administrator update: a. School Reopening b. Unemployment Update c. Wayfinding Grant Update d. Staffing update e. Use of parking lots during COVID-19 (vote on policy) f. MUNIS security update g. Elections

A11.a. School Reopening L. Miller reported that the ventilation system work in the schools is nearly complete, and expected another report on the interior rooms that had no installed ventilation from the architect and engineer. The report would be provided to the School Committee on Oct 7.

A11.f. MUNIS security update L. Miller reported that there was a security breach at Tyler Technologies, Inc. which publishes the Town's MUNIS software, which is used for core financial functions, general ledger, payroll, and Human Resource functions. IT Director Mike McCann joined the meeting by teleconference and reported that the Chief Information Office at Tyler Technologies, Inc. had notified the Town of a breach on Sept 23. It was believed to be a ransomware attack. The breach involved unauthorized access by an unknown third-party, which was believed to have been limited to the internal systems at Tyler Technologies, Inc. The Town's instance of MUNIS is hosted in a separate environment that was not believed to be impacted or compromised. IT continues to examine the firewall logs to look for unusual traffic.

A11.g. Elections L. Anderson noted some of the public had expressed confusion about the difference between voting early by mail, absentee voting, and voting early in-person. L. Miller noted that early voting and absentee voting are different. The Town Clerk encourages in-person early voting in the Town Building Gym as the preferred method of voting.

A12. Discussion of resident proposal for sculling shed at Lake Cochituate: discussion of capital process and project timeline; potential vote on Board position T. Fay reviewed the proposal and some of the logistics of erecting a structure at the Town Beach. T. Fay voiced his support for the proposal and any program that supports the tradition of rowing in Wayland. L. Anderson felt, given the Town's current workload and the resources available, that the program should be tabled until at least the summer of 2022. C. Karlson reminded the Board that a proposal like this should be prioritized and submitted through the Capital Improvement Plan process at the department level. D. Watkins had questions about the project regarding insurance, meeting COVID-19 guidelines, and how it would be coordinated with the Recreation Commission. T. Fay recommended that D. Watkins work with Recreation to determine next steps.

A13. Cow Common land management plan: discussion and potential vote to release funds for expenditure of \$23,000 from the Conservation Gift Account

T. Fay moved, seconded by L. Anderson, that the Board vote to release funds for expenditure of \$23,000 from the Conservation Gift Account for the purpose of Cow Common Land Management. Roll Call Vote: YEA: L. Anderson, T. Fay, C. Karlson, D. Watkins. NAY: none. ABSENT: M. Antes. ABSTAIN: none. Adopted 4-0.

A14. Minutes: Review and vote to approve minutes of September 21, 2020 T. Fay moved, seconded by L. Anderson, that the Board of Selectmen approve the meeting minutes of September 21, 2020, as written. Roll Call Vote: YEA: L. Anderson, T. Fay, C. Karlson, D. Watkins. NAY: none. ABSENT: M. Antes. ABSTAIN: none. Adopted 4-0.

A15. 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 the Warrant for the 2020 State Election to be held Tuesday, November 3, 2020.
4. Vote the question of approving and signing invoice #127916 from KP Law, dated September 24, 2020 for Professional Services through August 31, 2020 in the amount of \$8,865.41.
5. Vote the question of approving and ratifying the agreement between the Towns of Acton, Bedford, Concord, Lexington, Lincoln, Maynard, Sudbury, Wayland, and Weston for services and costs of a common Regional Housing Services Office commencing for a term of 3 years for a Fiscal Year 2021 total cost of \$12,870.
6. Vote the question of approving two (2) sandwich boards to be displayed from November 21, 2020 to November 28, 2020 at the following locations: Old Connecticut Path and Cochituate Road (Five Paths)

and Route 20/Old Connecticut Path by the Coach Grill; for board promoting the Wayland High School Scholarship Program.

7. Vote the question of approving three (3) sandwich boards at the following locations: Fire Station Two in Cochituate; Old Connecticut Path and Cochituate Road (Five Paths); and Town Center (corner of Routes 20 and 27) for a time period of October 24, 2020 to October 31, 2020 to promote Wayland PTO's Gift Your Child event.

T. Fay moved, seconded by L. Anderson, that the Board approve the Consent Calendar. Roll Call Vote: YEA: L. Anderson, T. Fay, C. Karlson, D. Watkins. NAY: none. ABSENT: M. Antes. ABSTAIN: none. Adopted 4-0.

A16. Correspondence Review C. Karlson acknowledged the kindergarten issue in item #9 had been resolved by the School Committee. L. Anderson acknowledged the correspondence on item #3 regarding the hiring of new Chief of Police. L. Miller reported the process of hiring a new Chief of Police had not yet started. D. Watkins commented on the student letters in item #7 and expressed interest in preparing a response.

A17. Selectmen's reports and concerns L. Anderson noted that October is Domestic Violence Awareness month and the Wayland Interfaith Leaders Association (WILA) planned a virtual vigil on Oct 14 and sought participation by a Selectmen. L. Anderson agreed to attend. T. Fay read a letter to Katherine Provost at the Housing Authority, from a local participant and graduate of the Family Self-Sufficiency (FSS) program through the Department of Housing and Urban Development (HUD). T. Fay expressed interest in seeing progress with the Advisory Committee on Racial Justice. C. Karlson received a request to revisit the temporary order requiring dog leashes on Conservation land. C. Karlson noted the need for the Board to conduct an annual evaluation for the Town Administrator, and would put the item on a future agenda.

A18. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any There were no further topics not reasonably anticipated by the Chair.

A.19. Adjourn. At 9:52 p.m. T. Fay moved, seconded by D. Watkins, that the Board adjourn the meeting. Roll Call Vote: YEA: L. Anderson, T. Fay, C. Karlson, D. Watkins. NAY: none. ABSENT: M. Antes. ABSTAIN: none. Adopted 4-0.

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of October 5, 2020

1. Cliff Lewis and Cherry Karlson reference the 'red folder' proposal Cliff Lewis had submitted re: Community Rowing Program and scull storage shed.
2. Lt Gibbons slideshow re: motor vehicle accident data in Wayland 2017-2020

Items included as part of the Agenda Packet for discussion during the Board of Selectmen Meeting of October 5, 2020

1. Draft Charge for Route 20 South Landfill Visioning Committee, dated, October 1, 2020
2. Petition from Catherine Davies, with 455 signatures gathered on Change.org to Cherry Karlson re: Improve Crosswalk Safety for Pedestrians at Intersection of Routes 27/126, Wayland, MA, dated September 21, 2020 at 4:00pm
3. Memorandum From: Chief Patrick Swanick To: Louise Miller, Town Administrator RE: Cochituate Road Crosswalk near 5-Paths, dated September 25, 2020 with diagrams
4. Inter-municipal Agreement By and Between The City of Framingham and The Town of Wayland Regarding Potter Road Bridge and supporting documentation, dated October 15, 2018
5. Massachusetts Small MS4 General Permit, Annual Report Year 2, Wayland MS4 dated 9-21-2020
6. FY 20 Q-4 Final Year-end Report
7. Memo From: Brian Keveny, Finance Director To: Louise Miller, Town Administrator Date: September 25, 2020 Subject: Fiscal 2020 Budget Report with attachments
8. COVID-19 Governors Order no. 50 Order Making Certain Phase III Adjustments
9. Approved Restaurant Applicants for Outdoor Seating
10. List of Board/Committee Vacancies as of September 28, 2020
11. Letter of Intent and Resume from Amanda Ciaccio, to Board of Selectmen, re: Reappointment of to the Wayland Historical Commission
12. Correspondence from Elisa Scola, to Board of Selectmen, dated August 25, 2020 re: Reappointment of Amanda Ciaccio to the Wayland Historical Commission

13. Correspondence from Tonya Largy, to Board of Selectmen cc Katherine Gardner-Westcott, dated June 19, 2020 re: Historical Commission Opening
14. Correspondence from Bradford R. Carver, to Cherry Karlson, dated September 30, 2020 re: Letter of Recommendation Amanda Ciacio
15. Correspondence from Gretchen Schuler, to Board of Selectmen cc: Louise Miller, dated October 1, 2020 re: Historical Commission Member
16. Correspondence from Katherine Gardner-Westcott, to Cherry Karlson, dated October 2, 2020 re: Wayland Historical Commission
17. Excerpt from Board of Selectmen Meeting Minutes held on 03-20-2020
18. Updated guidelines for when planning and setting a meeting for committee or boards
19. Memo from Linda Hansen, Conservation Department Director to Board of Selectman; Louise Miller re: Conservation Gift Account spending, dated February 19, 2020 with Update
20. Memo from Elizabeth Doucette, Assistant Town Administrator to Board of Selectman; re: Conservation Department request to Expend \$23,000 Gift funds, dated February 24, 2020
21. Memo from Linda Hansen, Conservation Department Director to Board of Selectman; Louise Miller re: Conservation Gift Account spending, dated February 19, 2020 with exhibits
22. Highlighted version of the Board of Selectmen Meeting Minutes dated Monday, March 9, 2020 re: Cow Common Land Management Plan
23. Draft of Board of Selectmen Meeting Minutes held on 09-21-2020
24. (supplemental packet) Resume from Daniel Crossman, applicant for Economic Development Committee
25. Letter and resume from Jesse Lopez, applicant for Economic Development Committee
26. Resume from Seth Roman, applicant for reappointment to the Economic Development Committee
27. Email and resume from Andrea Fuller, applicant for Historic District Commission
28. Email and resume from Joe Berkowitz, applicant for Historic District Commission

CORRESPONDENCE

1. Correspondence from Mike Lowery to Board of Selectmen dated September 21, 2020 re: Temporary H-frame signs
2. Correspondence from Cathleen Holmes to Board of Selectmen dated September 21, 2020 re: Thank You for Moment of Remembrance at Annual Town Meeting
3. Correspondence from Wayland Community for Social Justice to Board of Selectmen and Louise Miller dated September 22, 2020 re: Hiring of New Chief of Police
4. Correspondence from Cherry Karlson to George Harris dated September 23, 2020 re: Open Meeting Law Complaint filed on September 3, 2020
5. Correspondence from George Harris to Board of Selectmen dated September 23, 2020 re: Open Meeting Law Complaint filed on September 3, 2020
6. Correspondence from George Harris to Board of Selectmen dated September 29, 2020 re: Potter Road/Stonebridge Road bridge
7. Correspondence from Jennifer Kaplan and Smita Chirayath, concerned parents and 15 Wayland students, to Board of Selectmen dated between September 26 and September 27, 2020 re: Request for changes to the Wayland School model.
8. Correspondence from Allyson Mizoguchi, Wayland High School Principal, to Student dated September 29, 2020 re: Response to Request for changes to the Wayland School Model.
9. Correspondence from Pamela Wineman to Board of Selectmen & School Committee dated September 30, 2020 re: Kindergarten placement changes.