

# TOWN OF WAYLAND

## Massachusetts

### TOWN MANAGER

Michael McCall  
Town Building  
41 Cochituate Road  
Wayland, Massachusetts 01778  
www.wayland.ma.us



### SELECT BOARD

Anne Brensley  
Thomas J. Fay  
Adam G. Gutbezah  
Carol B. Martin  
William D. Whitney

**Meeting Minutes**  
**Select Board Meeting**  
**Monday, January 22, 2024 at 7:00 p.m.**  
**Wayland Town Building, Council on Aging Room / Hybrid**  
**41 Cochituate Road, Wayland, MA 01778**

**Present:** Anne Brensley, Thomas J. Fay, Carol B. Martin and William D. Whitney

**Present, participated remotely:** Adam G. Gutbezah

**Personnel present:** Kelsi Power-Spirelet

**Personnel, participated remotely:** Town Manager Michael McCall

**A1. Call to Order, Review Agenda for Public:** At 7:00 p.m., pursuant to Chapter 2 of the Public Acts of 2023, Chair W. Whitney called the meeting of the Select Board to order when a quorum was present. W. Whitney announced that the meeting would be conducted in-person and via remote means and that the public could also participate remotely via teleconference. W. Whitney announced that the meeting may be live-broadcast and/or recorded for re-broadcast. W. Whitney reviewed the agenda and announced each member by full name. He noted that A. Gutbezah would participate remotely.

**A2. Announcements and Public Comment:** There were no announcements from the Board and no public comment.

**A3. 2024 Annual Town Meeting (ATM): a) Discuss and assign all received articles for ATM (Town Clerk, Petitioners' and all Board and Committee submissions):** The Board reviewed the article list and discussed Article OO. Establish Athletic Fields Planning Committee.

**A5. Board Appointments: a) Appointment to the Cultural Council from non-voting to voting member:**

Committee	Appointee	Term End Date
Cultural Council	Annabelle Zhang	June 30, 2026

T. Fay moved, seconded by C. Martin, to appoint A. Zhang as a voting member to the Cultural Council for a term ending June 30, 2026. Roll Call Vote: YEA: A. Brensley, T. Fay, A. Gutbezah, C. Martin and W. Whitney. NAY: None. ABSENT: None. ABSTAIN: None. Approved. 5-0-0.

**A9. Consent Calendar: a) Review and vote to approve listed items b) Discuss, consider, and potentially act on items removed from Consent, if any:**

- a) Vote the question of approving the sandwich board request by Steve Robb (Wayland Arts) for advertising upcoming events for Arts Wayland (Jan 28 - Jazz at First Parish; Feb 4 - Classical Music at First Parish; Feb 10 - Americana concert at Vokes) during the following upcoming dates: a. Jan 23 through Jan 28, b. Jan 29 through Feb 4, c. Feb 4 through Feb 10 at the Fire Station Two in Cochituate, Town Center (corner of Routes 20 & 27), Old Connecticut Path and Cochituate Road (Five Paths), and Route 20/Old Connecticut Path by Coach Grill.

T. Fay moved, seconded by A. Gutbezah, to adopt the Consent Calendar. Roll Call Vote: YEA: A. Brensley, T. Fay, A. Gutbezah, C. Martin and W. Whitney. NAY: None. ABSENT: None. ABSTAIN: None. Approved. 5-0-0.

**A4. Recess to Attend the Finance Committee's 2024 Annual Town Meeting (ATM) Workshop:** At 7:15 p.m., the Board entered into a ninety-minute recess to attend the Finance Committee workshop.

**A6. 2024 Annual Town Meeting (ATM): discussion of ATM topics, including but not limited to:** At 8:50 p.m., the Board resumed its meeting.

**a) Discuss article preparation and timing:** The Board discussed which warrant articles would be handled with abbreviated presentation procedures and which had already been inserted. There was a discussion about how the CPA Articles could be grouped. There was a discussion if Article BB. Revise Town Code 91-1 and Article CC. Revise Town Code 91-2 needed to be inserted by the Board if the articles were submitted by the Town Clerk. M. McCall advised that the Board did not need to act as the Town Clerk was authorized to insert articles to the warrant.

T. Fay moved, seconded by C. Martin, to insert the Article P. Community Preservation Act - Set Asides and Transfer. Roll Call Vote: YEA: A. Brensley, T. Fay, A. Gutbezahl, C. Martin and W. Whitney. NAY: None. ABSENT: None. ABSTAIN: None. Approved. 5-0-0.

**b) Review schedule:** The Board discussed the timeline to review articles with the Finance Committee liaisons and the associated deadlines.

**c) Discuss and potential vote to refer petitioned zoning articles to the Planning Board for review, pursuant to M.G.L Chapter 40A § 5:** The Board discussed three zoning articles that it would submit to the Planning Board for review.

T. Fay moved, seconded by C. Martin, to refer petitioned zoning articles to the Planning Board for review, pursuant to M.G.L Chapter 40A § 5: 1) Article T. Amend Zoning Bylaws and Town Zoning Map - Massachusetts Bay Transportation Authority (MBTA) Communities Multi-Family Housing 2) Article KK.. Amend Zoning Bylaw to Add Retail Self-Storage as Additional Commercial use in a New Business B Zone Subdistrict B-1, and 3) Article NN. Solar Compact Development for Wayland. Roll Call Vote: YEA: A. Brensley, T. Fay, A. Gutbezahl, C. Martin and W. Whitney. NAY: None. ABSENT: None. ABSTAIN: None. Approved. 5-0-0.

**7. Town Manager's Annual Evaluation: discussion of process for evaluation of the Town Manager, next steps:** T. Fay noted that the Human Resources Manager had written procedures for the evaluation of the Town Manager. T. Fay summarized the evaluation process from the prior year. The Board identified dates for the next discussion of the evaluation.

**A8. Town Manager's Report a) Mass Municipal Association (MMA) Annual Conference update b) Town Manager Office Hours update c) Recap since last meeting:** M. McCall reported that he held open office hours on January 16, 2024 for residents to talk about topics of interest or concerns and one person attended. M. McCall reported that he recently attended the Massachusetts Municipal Association (MMA) Annual Conference and it was a good experience.

**A10. Minutes: a) Review and approve the minutes of January 8 and January 16, 2024:**

T. Fay moved, seconded by C. Martin, to approve the minutes of January 8, 2024 and January 16, 2024 as amended. Roll Call Vote: YEA: A. Brensley, T. Fay, A. Gutbezahl, C. Martin and W. Whitney. NAY: None. ABSENT: None. ABSTAIN: None. Approved. 5-0-0.

**A11. Review Correspondence:** The Board reviewed the correspondence.

**A12. Select Board Members' reports and concerns:** T. Fay reported that it was nice to see progress at the Council on Aging/Community Center site and noted the Planning Board would hear one aspect of the project on January 23. T. Fay also updated the Board that he and M. McCall had met with neighbors of 212 Cochituate Road to discuss the possibility of expanding the parcel, and it was not likely an option. C. Martin requested that the Board discuss the plan for Cochituate Village. C. Martin acknowledged and thanked K. Power-Spirelet for her work. A. Gutbezahl noted there was a vacancy on the Youth Advisory Council. A. Brensley reported that WayCam hosted a successful event regarding communication. A. Brensley reported the Housing Partnership was still in need of a Treasurer. W. Whitney reported that B. Sterling had contacted him about aspects of the Council on Aging/Community Center and he would come to a future meeting to discuss it with the Board.

**A13. Topics not reasonably anticipated by the Chair 48 hours in advance, if any:** There were none.

**A14. Adjourn:** At 10:06 p.m., C. Martin moved, seconded by T. Fay to adjourn the meeting. Roll Call Vote: YEA: A. Brensley, T. Fay, A. Gutbezahl, C. Martin and W. Whitney. NAY: None. ABSENT: None. ABSTAIN: None. Approved. 5-0-0.

**Items included in the packet for the Select Board Meeting of January 22, 2024:**

1. Revised Agenda posted on 01/19/2024 at 8:00 a.m. revises the agenda posted 01/18/2024 at 3:58 p.m.
2. List: Warrant Article list for 2024 Annual Town Meeting, dated January 18, 2024
3. ATM Warrant Article Request Form: Recognize Citizens and Employees for Particular Service to Town
4. ATM Warrant Article Request Form: Pay Previous Fiscal Years Unpaid Bills
5. ATM Warrant Article Request Form: Current Year Transfers
6. ATM Warrant Article Request Form: OPEB Funding
7. ATM Warrant Article Request Form: Enterprise Fund Budgets
8. ATM Warrant Article Request Form: Fiscal Year 2025 Omnibus Budget
9. ATM Warrant Article Request Form: Fiscal Year 2025 Revolving Fund Expenditure Limits
10. ATM Warrant Article Request Form: Update Personnel Bylaws and Wage & Classification Plan
11. ATM Warrant Article Request Form: Fund Union Agreements
12. ATM Warrant Article Request Form: Surface Water Quality Committee Budget
13. ATM Warrant Article Request Form: Accept Gifts of Land
14. ATM Warrant Article Request Form: Capital Stabilization Fund Appropriation
15. ATM Warrant Article Request Form: Choose Town Officers
16. ATM Warrant Article Request Form: Hear Reports
17. ATM Warrant Article Request Form: Sell or Trade Vehicles and Equipment
18. ATM Warrant Article Request Form: Community Preservation Act - Set Asides and Transfer
19. ATM Warrant Article Request Form: Special Education Stabilization Fund
20. ATM Warrant Article Request Form: Rescind Unissued Debt
21. ATM Warrant Article Request Form: Revise Town Code Chapter 43 Personnel
22. ATM Warrant Article Request Form: Amend Zoning Bylaws & Town Zoning Map - Massachusetts Bay Transportation Authority (MBTA) Communities Multi-Family Housing
23. ATM Warrant Article Request Form: Fire Department Staffing Study
24. ATM Warrant Article Request Form: Classification and Compensation Study for All Town Wage Scales
25. ATM Warrant Article Request Form: Loker Elementary School Solar Agreement
26. ATM Warrant Article Request Form: Solar Agreements for Town Properties
27. ATM Warrant Article Request Form: To Adopt the Massachusetts Specialized Energy Code
28. ATM Warrant Article Request Form: Funding for Route 20 Curb Cut and Sidewalk Engineering
29. ATM Warrant Article Request Form: Reaffirm Remote Participation at the Town Meeting
30. ATM Warrant Article Request Form: Revise Town Code 91-1
31. ATM Warrant Article Request Form: Revise Town Code 91-2
32. ATM Warrant Article Request Form: Community Preservation Act (CPA) - Affordable Housing Consultant Services
33. ATM Warrant Article Request Form: Community Preservation Act (CPA) – Open Space Projects: Improvement at Pine Brook Conservation Area; Biocontrol of Purple Loosestrife at Cow Common; and Conservation Restriction, House Demolition, and Trail Construction for 27 Sherman's Bridge Road with Archaeological Monitoring
34. ATM Warrant Article Request Form: Community Preservation Act (CPA) – Historic Preservation Projects: Preservation Materials for Town's Historic Collection; Preservation of Town Permanent Records and HVAC System at Grout-Heard House
35. ATM Warrant Article Request Form: Community Preservation Act (CPA) – Historic Preservation Project: Restoration of Stone's Bridge
36. ATM Warrant Article Request Form: Community Preservation Act (CPA) – Recreation Project: Improvements at Cochituate Ball Fields
37. ATM Warrant Article Request Form: Community Preservation Act (CPA) – Recreation Project: Wayland Community Pool Rehabilitation
38. ATM Warrant Article Request Form: Authorize Affordable Housing Trust to Seek Affordable Housing

39. ATM Citizen Petition Form: Amend Zoning Bylaw to Add Retail Self-Storage as Additional Commercial use in a New Business B Zone Subdistrict B-1
40. ATM Citizen Petition Form: Authorize Affordable Housing Trust to Seek Affordable Housing
41. ATM Citizen Petition Form: Resolution in Support of Changing the State Flag & Seal of Massachusetts
42. ATM Citizen Petition Form: Solar Compact Development for Wayland
43. ATM Citizen Petition Form: Establish Athletic Fields Planning Committee
44. ATM Citizen Petition Form: Extension of Moratorium on Synthetic Fields/Artificial Turf
45. Town of Wayland Board/Committee Appointments Status as of December 20, 2023
46. Email: From Cultural Council Chair R. Sideman-Kurtz, re: reappointment of A. Zhang
47. 2024 Annual Town Election/Annual Town Meeting Schedule, updated January 3, 2024
48. Draft: Select Board Meeting Minutes: January 8, 2024
49. Draft: Select Board Meeting Minutes: January 16, 2024

**Items distributed for information and use by the Board during the meeting of January 22, 2024 otherwise not included in the packet (Handouts):**

1. None.