

PACKET

July 29

2019



LOUISE L. E. MILLER
TOWN ADMINISTRATOR
TEL. (508) 358-7755
www.wayland.ma.us

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN

LEA T. ANDERSON
MARY M. ANTES
THOMAS FAY
CHERRY C. KARLSON
DOUGLAS A. LEVINE

REVISED

(Revises agenda posted July 25, 2019 at 2:41 pm)

BOARD OF SELECTMEN

Monday, July 29, 2019

6:30 p.m.

Wayland Town Building

Large Hearing Room

41 Cochituate Road, Wayland, MA

Proposed Agenda

Note: Items may not be discussed in the order listed or at the specific time estimated. Times are approximate. The meeting likely will be broadcast and videotaped for later broadcast by WayCAM.

- 6:30 pm 1. Swearing in of New Fire Chief Neil McPherson
- 6:45pm 2. Call to order by Chair
- Review of agenda for the public
- 6:50 pm 3. Consent Calendar: Review and vote to approve (see separate sheet)
- 6:55 pm 4. Correspondence Review
- 7:00 pm 5. Announcements and public comment
- 7:10 pm 6. Selectmen's reports and concerns
- 7:15 pm 7. Liquor Hearing: Application filed by BBRG TR, LLC d/b/a The Coach Grill of Wayland for a Change of Manager of Record to C.V 7-day All-Alcoholic Beverage License ABCC #00002-RS-1340
- 7:25 pm 8. Municipal Separate Storm Sewer System (MS4) Permit: Update from DPW Director Tom Holder
- 7:45 pm 9. Board and Committee Appointments:
1. Update on committee vacancies
 2. Conservation Commission: Interview and vote to appoint to two positions ending on June 30, 2022
 - Tom Davidson - via phone
 - Sherre Greenbaum (interviewed July 15, 2019)
 - Frank Krasin (interviewed July 15, 2019)
 - Kathy Schreiber

2019 JUL 26 AM 10:08
RECEIVED
TOWN OF WAYLAND
TOWN CLERK

BOARD OF SELECTMEN
Monday, July 29, 2019
6:30 p.m.
Wayland Town Building
Large Hearing Room
41 Cochituate Road, Wayland, MA

Proposed Agenda – Page Two

Economic Development Committee: Interview and vote to appoint to two positions ending on June 30, 2022

- Kevin Fitzpatrick
- Jonathan Hyatt
- Emily Kristofek
- Andy Oppenheimer
- Becky Stanizzi

Permanent Municipal Building Committee: Interview and vote to appoint one position ending on June 30, 2022

- Andrew Steneri

- 8:45 pm 10. Meet with Financial Advisor, Peter Frazier, Managing Director, Hilltop Securities; vote to sign contract
- 9:00 pm 11. Discuss and potential vote on need for Fall 2019 Special Town Meeting
- 9:10 pm 12. Chapter 61B Rod and Gun Club Property Change of Use: Discuss and potential vote on Board of Selectmen right of first refusal
- 9:40 pm 13. Town Administrator's Report
1. Cass Litigation Update
 2. Open Meeting Law Complaints
 3. Public Records Requests Update
 4. River's Edge Project at 484-490 Boston Post Road Update
 5. David Bernstein v. Planning Board litigation update
 6. Oxbow Meadow Field Update
 7. Spencer Circle Easement Update
 8. 24 School Street 40B Development
- 10:00 pm 14. Minutes: Vote to approve Board of Selectmen minutes of June 26, 2019 and July 15, 2019

BOARD OF SELECTMEN
Monday, July 29, 2019
6:30 p.m.
Wayland Town Building
Large Hearing Room
41 Cochituate Road, Wayland, MA

Proposed Agenda – Page Three

10:05 pm 15. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any

10:10 pm 16. Adjourn

9.) Board and
Committee
Appointments

Town of Wayland
Board/Committee Appointments
Status as of July 22, 2019

The following positions remain open. Volunteers interested in serving, please send your information to the Board of Selectmen c/o Teri Hegarty at thegarty@wayland.ma.us

<u>Committee</u>	<u>Volunteer</u>	<u>Term Ending Date</u>
<u>Primary Appointing Authority: Board of Selectmen</u>		
Audit Committee		June 30, 2022
Audit Committee		June 30, 2020
Cable Advisory Committee		open
Conservation Commission (2 positions) <i>(candidates were interviewed on July 15 and other candidates will be interviewing on July 29)</i>		June 30, 2022
Dog Control Appeals Board		June 30, 2022
Economic Development Committee (2 positions) <i>(candidates interviewing on July 29)</i>		June 30, 2022
Finance Committee		June 30, 2022
Local Emergency Planning Committee		June 30, 2022
Permanent Municipal Building Committee <i>(candidate interviewing on July 29)</i>		June 30, 2022
Wastewater Management District Commission		June 30, 2022
Zoning Board of Appeals (3 positions) <i>(candidates were interviewed on July 15 and other candidates will be interviewing on August 12)</i>		June 30, 2022
<u>Primary Appointing Authority: as noted</u>		
<i>* Audit Committee</i>		
Finance Committee		June 30, 2020
School Committee		June 30, 2022
<i>* Community Preservation Committee</i>		
Historical Commission		June 30, 2022
Planning Board		June 30, 2022
<i>* Municipal Affordable Housing Trust</i>		
Housing Authority		June 30, 2020
Planning Board		June 30, 2021
<i>* Senior Tax Relief Committee</i>		
Finance Committee		June 30, 2022
<i>* Wayland Housing Partnership</i>		
Planning Board		June 30, 2022

9.) Board and Comm. Appt.
2.) ConCom
Tom Davidson

THOMAS A. DAVIDSON
20 May 2019

Current Position Title: Senior Engineering Geologist
Name of Section or Branch: Geology Geotechnical Branch
Name of District, Center, or Lab: Risk Management Center

Current Supervisor: Terry Sullivan

EDUCATION:

DePauw University- Bachelor of Arts – Geology, 1991,

Boston College-Master of Science, Geology & Geophysics, 2004,

Northeastern University, 2003, 12 Semester Hours, Courses: Advanced Intensive Statistics I & II,

LICENSES, REGISTRATIONS, AND CERTIFICATIONS

Registered Professional Geologist, New Hampshire, No. 035

American Institute of Professional Geologists (A.I.P.G.) -Certified Professional Geologist No. 10614

OSHA Site Supervisor Training -March 2000

OSHA 10-Hour Hazard Recognition Course in Construction Safety and Health, March 2000 & 2004

U.S. Environmental Protection Agency (U.S. EPA) Hazardous Materials Incident Response Operation Course (165.5) 40 hours fulfills all OSHA 29 CFR 1910.120 requirements

HAZWOPER Annual Refresher Training (Current)

Confined Space Training, 1997, Entrant and Attendant (Current)

TRAINING AND CONTINUING EDUCATION

Project Management Training Course 1997, Weston & Sampson Engineers

Technical Writing Course 1998, Weston & Sampson Engineers

EQUIS Geotechnical database Power User Training 2003

Lead Training 2004, USACE

Performance Based Contract Training 2005, USACE

Leadership for Senior Executives, 2006, Center for Management Research, Harvard University

Leadership Development Program I, 2007, USACE

Leadership Development Program II, Academic Director, 2008 & 2009, USACE

Modflow and Vistas Groundwater Modeling 2008

Potential Failure Mode Analysis Workshop, 2009

RMC - Best Practices Training, 2011 and 2016

Bureau of Reclamation Earth School, 2012

gINT Fundamentals and Design (40 hr) 2012

RMC – Periodic Assessment Facilitator Training 2012 and 2016

IES Cadre Training October 2012 and 2016

Rockworks Training (40 hr) 2012

RMC Internal Erosion Seminar February 2012 and 2016

AWARDS:

2018- IWR Special Act of the Year Award - 2018

2018- Commander's Award, Ituango Dam Emergency Response, COE, Colombian Government

2013- Commander's Award (Ft. Worth District) for assisting with emergency evaluation and foundation assessment of the Trinity River Levee after the E-W Interceptor Tunnel Collapse (2012).

2013 – Safety Award (coin from Safety Officer)

2012 – Commander's Award (New England District) for performing Risk Assessment Cadre work on national high profile projects (Martis Creek Dam, Zoar Levee, and Dworshak Dams)

2012 – Commander's Award (New England District) for performing site characterization work on various high profile projects in the Dam Safety Portfolio.

2007 – Commanders Award (New England District) PDT member of the Mass Military Reservation Team.

2001 - EPA - Region Applied Research Effort. (RARE) –Region 1. Total Award: \$100,000

PROFESSIONAL EXPERIENCE:

U.S. ARMY CORPS OF ENGINEERS, IWR RISK MANAGEMENT CENTER (2015 TO PRESENT), SENIOR ENGINEERING GEOLOGIST

Serves as a USACE national engineering geology specialist for the Risk Management Center. Senior advisor for Issue Evaluation Studies (IES) and Dam Safety Modification (DSMS) studies, reviewing IES and DSMS reports, reviewing final design and construction documents, and observing critical activities during construction to ensure risk reduction. Executes special assignments directed by the Director, RMC with full responsibility for planning, programming, scheduling, directing, coordinating, advising, and reviewing the work of engineers (GS-14 and below), A/Es, and other consultants as needed to successfully complete unique tasks. Specializes in underground construction and slope stability assessments. Interprets and disseminates policies, regulations, and standards to field offices and subordinates. Provides guidance and support to the Geotechnical Community of Practice Lead in HQUSACE. Projects may involve research efforts to successfully advance state of the art practices and generally are the most technically complex and unique products related to dam, levee, tunnel, and slope safety risk assessment.

U.S. ARMY CORPS OF ENGINEERS, NEW ENGLAND DISTRICT (2004 TO 2015), REGIONAL TECHNICAL SPECIALIST-ENGINEERING GEOLOGY, NORTH ATLANTIC DIVISION (2010 TO 2015)

As the engineering geology technical specialist for the region, Responded to regional requests for technical advice and assistance from Districts within the North Atlantic Division. Providing authoritative advice to resolve conflicts or inconsistencies in regards to geology, engineering geology, and hydrogeology. Plan and implement difficult engineering geological studies and investigations in support

of dam foundation assessment, tunnel alignment, and development of engineering geological drawings within the (NAD) Regional Production Center and for the Risk Management Center (RMC). Perform design and specification review for constructability requirements as related to geological considerations involved in the tunnel design, grout curtain design, and engineering geology foundation assessment, and slope stability for large structures. Evaluate internal erosion potential and performing Risk Assessments in support of on-going Dam and Levee Safety Programs (SPRA, IES, PA Assessments, etc.) within the North Atlantic Division and Nationally for the RMC as part of multiple Engineering Risk Assessment Cadre Teams.

SPECIFIC PROJECT DESCRIPTIONS

ITUANGO DAM EMERGENCY RESPONSE MAY –JUNE 2018. SENIOR FIELD GEOLOGIST PERFORMING ENGINEERING GEOLOGY ASSESSMENT OF THE INTEGRITY OF THE ABUTMENT FOUNDATION AND SLOPE STABILIZATION.

LEWISVILLE DAM OGEE WEIR ANCHOR PROJECT – 2017-PRESENT. SENIOR FIELD GEOLOGIST PERFORMING ENGINEERING GEOLOGY ASSESSMENT OF THE SPILLWAY FOUNDATION AND OGEE WEIR ANCHOR PROJECT. THIS PROJECT IS A 90MIL REHAB OF THE EXISTING SPILLWAY WITHIN THE EAGLE FORD SHALE. INTEGRITY OF THE FOUNDATION AND SLOPE STABILIZATION ALONG THE SPILLWAY SLOPES.

ISABELLA DAM REHABILITATION PROJECT. SENIOR GEOLOGIST PERFORMING CONSTRUCTION OVERSIGHT INSPECTION, BLAST PLAN AND SLOPE STABILIZATION PLAN REVIEW WITHIN THE LABRYNTH SPILLWAY CONSTRUCTION. THE DAM REHAB IS A 500MIL DOLLAR PROJECT THAT WILL TAKE 4-5 YEARS TO CONSTRUCT.

CAVE BUTTES DAM (2016 TO PRESENT) ATR LEAD ON TUNNEL AND SLOPE STABILITY DESIGN OF A NEW OUTLET STRUCTURE UNDER AN EXISTING AUXILIARY DIKE. THE TUNNEL IS A COMBINATION OF TBM AND DRILL AND BLAST. SLOPE STABILITY AND ROCK ANCHORING ARE REQUIRED FOR THE INTAKE TOWER DESIGN.

RISK MANAGEMENT CENTER DETAIL SEPTEMBER 2011-2015

Isabella Dam (DSAC I), Kernville, Ohio, Sacramento District, USACE

ATR engineering geology team member providing independent technical expertise and design review to support construction activities for remedial measures at the Dam. The remedial measures include installation of a labyrinth spillway, TBM bypass tunnel, and embankment improvements.

Delaware Dam (DSAC, II), Delaware, Ohio, Huntington District, USACE

RMC Project Delivery Team (PDT) engineering geologist providing independent technical expertise and support to the Huntington District for maintaining aggressive assessment and remedial schedule. Engineering geology team member providing independent assessment, expert elicitation and assessment for potential failure mode risk analysis of the Dam.

Dallas East West Sewage Interceptor Tunnel Collapse, Trinity Levee System Foundation Assessment, Fort Worth District, USACE

RMC Project Delivery Team (PDT) engineering geologist tunneling expert and ITR reviewer providing independent technical expertise to support the Fort Worth District in analyzing the tunnel collapse and assessing tunnel collapse affects on the Trinity River levee foundation. Performed engineering consultation and oversight during emergency remedial grouting operations in May 2012 and performed a foundation assessment of post collapse conditions. ITR Reviewer on the second tunnel major 408 submittal package and design. ITR reviewer for the remedial cut-off wall design for the collapse zone.

Martis Creek Dam (DSAC I), Truckee, California, Sacramento District, USACE

RMC Project Delivery Team (PDT) engineering geologist providing independent technical expertise and support to the Sacramento District providing independent assessment, expert elicitation and risk assessment for potential failure mode analysis of the dam and dam foundation as well as slope stabilization and analysis.

Dworshak Dam (DSAC II), Boise, Idaho, Walawala District, USACE

RMC Project Delivery Team (PDT) engineering geologist providing independent technical expertise and support for bedrock foundation assessment at the largest straight gravity dam in the western hemisphere. The assessment included key block analysis for low angle slide blocks within the bedrock foundation and abutment slope stabilization.

Jennings Randolph Dam Hydroelectric Project, Baltimore District, USACE

ITR team member for tunnel excavation and design issued by the power company for the bedrock tunnel design and portal construction. Design review includes all rock and foundation support for the tunnel, portal, and appurtenant structures for the hydro electric power project.

Nacala Dam Rehabilitation & Expansion Program, Mozambique, Africa (2009 to Present, Const. 2011 to Present)

USACE Transatlantic Programs Center (CETAC) Project Delivery Team (PDT) engineering geologist providing independent technical expertise, design review, and consulting services and support for the Millennium Challenge Corporation (MCC) Nacala Dam rehabilitation and embankment raising project for water resource and supply (24M). This project also utilizes the ISO protocols and systems for project quality management and International Dam Safety Regulations (Portuguese).

Lusk Dam & Mine Lake Dam, U.S.M.A., New York (2008-2009)

Phase I Stability and Seismic Assessments of Mine Lake and Lusk Dams (two historic (1890's) masonry gravity dams) located on the United States Military Academy following USACE EM 1110-2-1806 and EM 1110-2-1150. Project Delivery Team (PDT) engineering geologist providing foundation assessment, seismic hazard analysis, remedial grout curtain design, of the masonry dam structures.

Hop Brook Dam (DSAC II), Waterbury, Conn (2007 to 2012, Construction 2009-2011)

Designed and implemented the geotechnical investigation and test grouting programs. I served as the project Engineering Technical Lead and one of a three person Project Delivery Team for the bedrock grout cut-off wall design. Served as the Embankment Engineer during grout curtain construction between FY09 and FY11. Produced/Created engineering geology foundation drawings for detailed risk probability assessment and grout curtain effectiveness analysis along potential failure paths. Total construction costs ~7.25M.

Interim Evaluation Study (IES) and Screening Portfolio Risk Analysis (SPRA) District, Regional, and National Cadre Member, PA Facilitator National Cadre Team Member (RMC) (2008 – Present)

National and Regional Risk Assessment Engineering Geologist Cadre Member for seepage and potential failure mode analyses of embankment flood control Dams and Levees.

McCook Reservoir Rock Wall Stabilization Project (2007 to Present)

ITR engineering geological technical reviewer of specifications, stability analysis and design for the rock wall stabilization of the quarry/reservoir at the McCook Reservoir Project.

Ft. Detrick USAMRIID Steam Sterilization Plant, Fredrick, MD (2008-2009)

Reviewed contractor design package submittals, drill and blast plan design, drilled pier, excavation support, bedrock excavation, and trench alignment, slope stabilization, including QA construction oversight during the bedrock excavation.

NAE Emergency Operations Center – Emergency Dam Safety Inspection Team Lead, 2009 New England Flooding

Performed emergency dam inspection at 104 high hazard dams in Massachusetts between April to June 2009. Emergency inspections included geotechnical assessment of the stability of the dam structure and recommend localized emergency remedial improvements.

ENGINEERING TECHNICAL LEAD, MASSACHUSETTS MILITARY RESERVATION PROJECT (MMR) (2004 TO 2009)

Technical Lead for the soil, groundwater, and geologic investigation and remediation projects at the Massachusetts Military Reservation. Projects included SE Ranges (J1, J2, J3, L, and Former K Ranges) Project Delivery Team Engineering Lead 2006 (temporary assignment GS-13).

STONE & WEBSTER, ENGINEERING CORPORATION, BOSTON, MASSACHUSETTS, SENIOR ENGINEERING GEOLOGIST, NOVEMBER 1999 TO MAY 2004 (FULL TIME)

Fall River Combined Sewer Overflow (CSO) Abatement Tunnel Project, Fall River, Massachusetts (2002 to May 2004)

Developed all engineering geological and geotechnical mapping, geotechnical design of rock support, shot-crete, grout, slope stabilization, and tunnel inspection for the deep rock TBM tunnel, addits, and shafts, located within plutonic granites of the Avalon Terrain and the Narragansett Basin. The Fall River CSO contract included approximately 3 miles of 20 ft diameter TBM tunnel excavated in bedrock, 4-drop shafts, 2-air recirculation shafts, 0.9 miles of drill and blast connecting tunnels and tunnel chambers. Total Project Cost: \$58M.

Braintree/Weymouth Tunnel Project, Weymouth, Massachusetts (1999 to 2004)

Senior Engineering Geologist who performed all geological mapping, geotechnical design of rock support and assessment of in-situ geologic/rock conditions for the micro-tunnel and deep rock drill and blast/TBM tunnel, shafts, and slope stabilization, located within the complex setting of the Boston Basin. The tunnel contract included approximately 2.4 miles of 13 ft diameter TBM bedrock tunnel, 0.5 miles of drill and blast bedrock tunnel excavation, and 3-shafts (2- raise bored, 1-drill and blast), and 0.5 miles of 5 ft diameter micro-tunnel. Responsible for evaluating geotechnical design documents, reviewing and defending 6 geological claims (over 40 different claims submitted and reviewed) regarding in-situ rock conditions and conditions described in the GBR, and prepared associated cost estimates for underground construction (two claims proceeded to Dispute Review Board Hearings while 38 were deemed not credible via white paper submittals). Total Project Cost: \$89M.

Iroquois Gas Pipeline Phase II Geotechnical Investigation Project, Northport/Bronx, New York (2001)

Characterized substrate engineering geological conditions in support of a proposed gas pipeline alignment which involved marine and micro-tunneling alignment and route assessment. Phase II Costs: \$274K

South Boston Piers Transit way Project for the Massachusetts Bay Transportation Authority (MBTA) Boston, Massachusetts (2000)

Developed and performed the engineering geology and geotechnical investigation programs for the construction of the MBTA Silver Line Maintenance Facility. Project Cost: \$535K

**WESTON & SAMPSON ENGINEERS, INC. PEABODY, MASSACHUSETTS, Project Geologist,
Technical Lead (December 1996 to October 1998)**

Designed comprehensive engineering geology site investigations for geotechnical, geological, and geophysical investigation for large structures (water tanks, portals, pipes, shafts and tunnels). Periodic Dam Inspection geologic team member for assessing privately owned and state owned dams within Massachusetts. Performed periodic inspection at over 20 privately owned and state owned dams in Massachusetts.

**MASSACHUSETTS WATER RESOURCES AUTHORITY, BOSTON, MASSACHUSETTS (Dec. 1991 to
Oct. 1996) (1991-1993, 30 hrs week, Full Time 1993-1996)**

Reviewed and logged all geological cores for the MWRA (approximately 5,600 linear feet on Metrowest Tunnel and 5,200 feet on the Outfall Tunnel) for assessing in-situ engineering geologic conditions. Total Project Costs \$485M

Related Engineering Geology Publications:

Davidson, T.A., Vance. M.A., Mathews, E., Dam Foundation and Geoforensic Assessments in Complex New England Geomorphology: *A new look at a complex problem*, USACE ISC Conference, Geology Track, June 13-17, 2011

Davidson, T.A., Vance. M.A., Claffin, G., An evaluation of bedrock interface grouting pressures on an earth embankment dam, USACE ISC Conference, Geology Track, June 13-17, 2011

Davidson, T.A., Vance. M.A., Sarandis, S., The Geoforensic Investigation of Ball Mountain Dam, Association of Engineering Geologists, Engineering Geology in the Remediation and Maintenance of Dams, AEG National Meeting, Symposium 2, Technical Session 2, 2010

Davidson, T.A., Barosh, P., 2006, Geology of the Fall River CSO Tunnel, Geological Society of America, Abstract, Program and Field Trip, Boston, MA.

Deere, D. W., Kantola, J., Davidson, T. A., 2004, Conditions encountered in the construction of the Braintree-Weymouth Tunnel Project, Boston, Massachusetts, North American Tunneling, Ozdemir (ed), ©2004 Taylor & Francis Group, London, ISBN 90 5809 669 6

Green, T., Thompson, M., Davidson, T., 2002, South Shore Stratigraphy of the Boston Basin: Insights from the Braintree-Weymouth Tunnel, Geological Society of America, Paper 30427.

SCHREIBER ASSOCIATES
Landscape Architects

Wayland, MA 01778

9.) Board and Comm.
Appts.

2.) ConCom
Kathy Schreiber

KATHERINE A. SCHREIBER
Resume

Katherine Schreiber has enjoyed a successful landscape architectural practice since 1980. Upon completion of graduate studies at the Conway School of Landscape Design, she began her career at the office of Douglas B. Footit & Associates in Boston, and subsequently worked at the multi-disciplinary office of The Architects Collaborative in Cambridge. In 1986, Ms. Schreiber founded Schreiber Associates, a full-service landscape architectural firm committed to high quality site planning and design.

Ms. Schreiber's experience includes all facets of landscape architectural project development for new construction as well as for the rehabilitation of existing sites. Her strength as a site planner and designer is evidenced in many projects which exhibit unique solutions to complex design problems. Ms. Schreiber is personally involved in all aspects of all work undertaken by the firm, and she takes pride in guiding each project from conception through implementation. She has developed positive and interactive working relationships with public agencies, private clients, community groups, and fellow design professionals.

To date, Ms. Schreiber has managed projects representing over \$45 million in site planning and landscape improvements. These efforts encompass a broad range of landscape architectural requirements and design in both the public and private sectors, including site assessments and master plans, public housing revitalization and reconstruction, Massachusetts police facilities and courthouses, office building complexes, condominium developments, urban plaza and streetscape improvements, and high-end private residential design in the United States and on the island of St. Barthelemy. She personally oversees the construction process for every project her office administers. Ms. Schreiber has completed, or is currently involved in, site planning for numerous comprehensive site rehabilitation efforts at large public housing developments in Boston, Cambridge, and Brookline, MA.

Ms. Schreiber has advised architectural students in the site design courses at the Boston Architectural Center and has been an invited guest critic at the Radcliffe Seminars Landscape Degree Program. She was a speaker and panelist at the MIT Housing Symposium sponsored by the Citizen's Housing and Planning Association, and also at the Urban Revitalization Demonstration Program conference sponsored by the Boston Housing Authority.

Ms. Schreiber's work has been recognized by awards from the Boston Society of Landscape Architects, the American Institute of Architects, the Boston Society of Architects, the Boston and Cambridge Housing Authorities, the Urban Land Institute, and numerous design-focused publications.

Katherine Schreiber is a Supplier Diversity Office (SDO) certified landscape architect holding professional registration in the Commonwealth of Massachusetts.

9.) Board and Comm. App
2.) EDC
Kevin Fitzpatrick

KEVIN FITZPATRICK

| Wayland, MA 01778 |

January 4, 2019

Board of Selectman
Town of Wayland
41 Cochituate Road
Wayland, MA 01778

Dear Town of Wayland Selectmen:

When my wife and I moved to Wayland in May 2015, we were seeking a community with top school systems and close proximity to Boston. A safe New England community, that blended young families with it's long-term residents, for a true neighborhood dynamic. A community who valued it's historic past, as much as it's need to develop for the future.

What we quickly discovered was all of that and more. We've fully enjoyed a town with old-school New England charm, countless outdoor recreation options, welcoming neighbors and some well known Wayland institutions (Russell's, Mel's, The Vila, Dudley Chat) that give the town its character.

After welcoming our first child in 2016, it quickly became evident that the need for a pedestrian-friendly, downtown district was a major miss in our search criteria. Wayland is a town with such rich New England history, yet we are missing the very thing that gave New England town's their charm; a common for townspeople to congregate, catch up and celebrate. A common surrounded by family-friendly retail, restaurants & services that bring in much needed tax revenues, but also establish a downtown district. A district that, supported by the town's citizens, can in turn support them back through involvement and sponsorships of town festivals, live music series and other events that bring people together.

Wayland has surely fallen behind neighboring towns when it comes to creating pedestrian-friendly downtown areas and attracting specialized retailers & events. While we often find ourselves heading to Natick, Concord, Hudson or Wellesley for community events or nights out, we feel the answer for Wayland is right in front of us. Town Center.

[REDACTED]

As the saying goes, "if you build it, they will come". The developers of Town Center certainly built some infrastructure, but their efforts stopped there. They failed to build an experience, both inside and out, that would attract local residents and provide them a place to gather and socialize, while fueling the local economy. As a result, it has been hard to sustain a large chain business, never mind locally owned & operated.

I am keenly aware of the town's frustration with Town Center and Whole Food's Plaza, as well as the efforts of the Economic Development Committee to fill these vacancies. I realize high rents, exclusivity clauses in contracts and septic facilities limit the ability to draw local, specialized retail, dining & entertainment.

Having spent my 15 year career thus far building & managing brands, events and products, I'm interested in joining the efforts. From small, privately held brands to my current position at New Balance as General Manager of Performance Footwear, my expertise in brand management, marketing, merchandising & retail, position me well to fill a vacancy on the Economic Development Committee.

We are committed to the Town of Wayland for the long term, and I would like to do my part to ensure we maintain the character of the town, while ensuring we can attract the right business; locally owned specialty retail, dining & entertainment that will keep Wayland's character intact and ensure it thrives for years to come.

I appreciate your consideration and look forward to serving the Town of Wayland.

Sincerely,



Kevin FitzPatrick

9.) Board and Comm. A,
2.) EDC
Jonathan Hyatt

JONATHAN S. HYATT

57 Campbell Rd Wayland MA 01778 • Jonathan.Hyatt@gmail.com • (631) 741-4754

EXPERIENCE

Slalom Boston, MA

February 2017 – Present

Consultant, Customer Strategy

- Developed personas and omni-channel customer journey for pre-market consumer product company (joint venture between Keurig and ABI) designed business architecture roadmap across customer buying stages to drive personalization capabilities and provided recommendations for supporting technology required to support product launch
- Designed and implemented top-to-bottom funnel metrics and stage-gate criteria for new Drinkworks customers; detailed out backlog of activities to drive test-and-learn within agile framework. Provided recommendations for MarTech solutions to simplify and streamline metrics measurement process
- Designed customer support playbook and operations model for product launch, migrated content into Salesforce and trained customer support team to deliver white glove support
- Led team that designed and delivered Tableau enabled dashboards for Executive Team of global biopharma organization as they approached new product launch
- Redesigned the end-to-end Sales process for SaaS provider, created personas and user stories to highlight pain points and opportunities for a new future state sales flow. Developed tearsheets to outline next steps and prioritized quick wins for client to take immediate action with minimal investment
- Developed Customer Lifecycle Assessment offering designed to align supporting technology to meet the needs of evolving demand for more personalized customer needs; brought solution to market

Infosys Consulting Boston, MA

October 2012 – February 2017

Principal, Digital Transformation and Strategy, Retail and Consumer Goods

- Led global ecommerce expansion engagement for Nike; developed business case, assessed competitive landscape, built financial and operations models. Identified and recommended key success metrics to track website traffic, engagement and ecommerce success. Executed program for pilot and rollout plan.
- Led team of 20 to build a global ecommerce experience for components manufacturer comprised of business stakeholders, solution architects, full stack developers; delivered on time and on budget
- Created ecommerce journey to transform the omnichannel gift registry customer experience for Target via new in-store digital experience leveraging mobile technology; created pilot and long-term roadmap and led design and development team in building prototype to validate with customer base
- Led team to build a self-service website creation platform with Adobe Experience Manager (AEM); delivered 3 pilots and 50 site migrations with a realized cost savings of 30% annually
- Led due diligence for \$120MM acquisition (Skava), built integration roadmap, advised C-level leadership

LogMeIn, Inc., Woburn, MA

February 2012 – August 2012

Senior Product Marketing Manager

- Built sales enablement toolkits, created points-of-view (POVs) for sales team to win customers
- Led product team, developed new product features for remote access product via agile / scrum
- Identified new revenue opportunities and built a roadmap for growing product revenue capability

Wipro Consulting Services (Wipro Ltd.), Boston, MA

July 2010 – February 2012

Engagement Manager, Product Strategy Consulting Group (12/2011-02/2012)

Senior Consultant, Product Strategy Consulting Group (07/2010-11/2011)

- Identified \$100MM+ business opportunity for a Fortune 50 consumer technology vendor to enter oil and gas market by assessing competitive landscape, modeling market size and financial forecast, developing complete go-to-market strategy; presented recommendation to senior client leadership
- Developed digital product strategy and supporting technology infrastructure for a boutique healthcare communications firm, providing recommendations on new ecommerce revenue channels

Burberry Plc., New York, NY

June – August 2009

MBA Strategy Intern

- Assessed digital footprint and developed GTM roadmap for Children's products, presented to leadership

Liz Claiborne Inc., New York, NY

December 2005 – June 2008

Business Manager (07/2007 – 06/2008)

Business Analyst & Financial Analyst (12/2005 – 06/2007)

- Led team of three; owned budgeting and forecasting process for P&Ls totaling \$700MM annually
- Conducted due diligence on potential acquisition of apparel brand with global presence

Gorton's Inc., Gloucester, MA, Consumer Packaged Goods

July 2004 – December 2005

Customer Finance Associate

- Analyzed sales patterns for Eastern and Southern US regions and recommended product replenishment solutions to identify opportunities and generate \$1MM in additional revenue

EDUCATION

Kelley School of Business, Indiana University, Bloomington, IN

May 2010

Master of Business Administration, Strategic Management and Marketing focus

University of Massachusetts Amherst, Amherst, MA

May 2004

Bachelor of Business Administration, Cum Laude, major in Finance & Operations Mgt., Dean's List Scholar

PERSONAL

- Passionate traveler, digital enthusiast, competitive bbq guru, bourbon aficionado, hopeless Mets fan

9.) Board and Comm
Apppts.
2.) EDC
Emily Kristofek

Hegarty, Teri

Subject: econ committee
Attachments: 20190715 res.pdf

From: Emily Kristofek
Sent: Tuesday, July 16, 2019 2:15 PM
To: Karlson, Cherry; Hegarty, Teri
Subject: Re: FW: econ committee

Thanks for this information Cherry, and I didn't get anything to you before the meeting yesterday - I'm sorry!

I'm attaching a resume here for your consideration if you're still looking to fill vacant seats. I'm a mother here in town, I've lived here for 8 years, and I am incredibly interested and concerned about the retail and lack of economic vibrancy in this town. I'd be happy to become a member of the committee and bring new ideas. I have been following the minutes and agendas for a couple of years and I do find it frustrating that the minutes are rarely posted in a timely way. I've emailed Sarkis about this before.

Let me know if I can help, thank you so much for your consideration.

Emily Kristofek

Emily Kristofek

WAYLAND, MA |

Current work

WAYLAND FREE PUBLIC LIBRARY, Wayland, MA

February 2014 – present
Communications Consultant

Create digital communications and graphic designs to promote library events and media. Create signage, handouts, and mailings for Wayland's Annual Town Meetings. Design templates for newsletters. Train library staff on templates and mass communications, and create instruction manuals.

WAYLAND CHILDREN AND PARENTS ASSOCIATION, Wayland, MA

August 2018 – present
Board Member, Graphic Designer

Design all printed materials for local organization. Event logistics.

FRIENDS OF THE WAYLAND FREE PUBLIC LIBRARY, Wayland, MA

2012 – present
Member, Steering Committee and Co-Chair, Book & Bake Sales

Provide public relations support to Friends. Create print and visual displays. Photograph events, write articles for town newspaper, create newsletters, and manage promotional product orders. Co-lead semi-annual book and bake sales which feature 10,000+ books. Create signage and displays for sale.

Experience

ADMITTOR, Reykjavik, Iceland

October 2013 – 2019
Client Manager, part-time sales

Served as only U.S.-based consultant to an emerging higher-education software company. Developed customer pipeline through sales and marketing. Prepared cost proposals, tracked prospective clients, and negotiated contracts. Conducted product demonstrations for school administrators.

MASSACHUSETTS INSTITUTE OF TECHNOLOGY, Cambridge, MA

2010 – October 2013
Admissions Analyst, Admissions Office, MIT Sloan School of Management

Served as a member of Admissions Committee and evaluated candidates for programs. Demonstrated exceptionally strong customer service and confidentiality with sensitive issues. Managed admissions database and served as our admissions tech liaison to MIT's central systems. Researched and recommended new technology purchases; pro-actively followed technology and media trends and benchmarked with other programs. Served as lead host for 10+ prospective candidate online chats per year (~150 users per chat). Oversaw two coordinators and three temporary staff, and trained staff on new technologies. Provided sole administrative support for MIT Sloan Dean Emeritus William Pounds (2005 to 2013).

2008 – 2010

Coordinator, Admissions Operations and Events, MIT Sloan School of Management
Managed every detail of applicant interview scheduling process (956 scheduled in 2010). Planned all logistical details of MIT Sloan on the Road presentations for Admissions travelers. In 2010, MIT Sloan traveled to 30+ international and domestic locations. Assisted/mingled/recruited during local events. Helped pilot iPad application reading; served as lead tech help for contract readers.

Technology & Education

Expert user of InDesign, Photoshop, MS Office, MS SharePoint, HTML, Mac and PC.

BOSTON UNIVERSITY
Master of Science
Advertising

PROVIDENCE COLLEGE
Bachelor of Science
Computer Science

9.) Board and Comm
Appts.
2.) pmBC
Andrew Stener

Hegarty, Teri

Subject: PMBC Member
Attachments: Andrew Steneri-resume.doc

From: Susan Steneri
Sent: Wednesday, July 10, 2019 9:08 PM
To: Hegarty, Teri
Cc: Karlson, Cherry; Miller, Louise; Keefe, Ben
Subject: RE: PMBC Member

Teri:

I am writing to express my interest in the Wayland PMBC position. My technical training as an engineer, coupled with my practical experience in manufacturing engineering, facility management and my recent roles as an insurance underwriter and broker, provide a unique blend of experience and skills that make me an ideal candidate for the PMBC position. In addition, I have been an active member in the Wayland community for 20 plus years.

Please see the attached resume that highlights my work and educational experience. Note that my resume does not include my recent role with AON as an insurance broker as this is a recent job change.

I look forward to discussing this opportunity with you further and am available to meet with the board at the next meeting on July 29th.

Best regards,

Andrew Steneri

EXPERIENCE

12/2016 - present

Berkshire Hathaway Specialty Insurance

AVP, Construction Professional Liability

- Establish Berkshire Hathaway as viable Contractor's Professional Liability carrier
- Underwrite and bind \$8 mil + of practice and project business since December 2016
- Work closely with casualty and excess casualty underwriters to capitalize on multi-line business opportunities
- Work with product line management, claims and legal counsel to develop policy endorsements, marketing materials and market visibility
- Created external opportunities through networking and attending industry seminars

4/2007 – 12/2016

Zurich Construction

AVP, Regional Underwriting Director, Professional Liability (8/2014-12/2016)

- Underwrote and managed large account professional liability clients in the east
- Maintained and expanded regional professional liability presence for construction in New England utilizing broker relationships and networking through alternative distribution channels
- Created external opportunities through networking and attending industry seminars
- Assumed leadership role in the east due to organization realignment
- Mentored and provided guidance to new and mid-tenure underwriters
- Acted as internal and external resource for developing insurance coverage for alternative project delivery projects

Senior Account Executive, Professional Liability (4/2007-7/2014)

- Maintained and expanded regional professional liability presence for construction in New England utilizing broker contacts and networking
- Educated brokers and prospective clients on the unique aspects of Zurich's Contractors and Owners Protective Professional Liability products
- Managed new and renewal portfolio of business
- Coordinated regional and home office activities to advance Zurich's regional presence in New England
- Maintained service standards for compliance with home office guidelines and to achieve customer satisfaction
- Established and improved workflow protocols between home office and regional office technical and underwriting assistants
- Facilitated coverage placement by assisting brokers in the sales process and attending client meetings for existing and prospect clients

7/2004 – 3/2007

ACE USA, Boston, MA

AVP, Environmental Risk

- Established and maintained regional Environmental Risk presence in New England through "start-up" operation
- Developed and implemented annual business plans for each operating year
- Fostered home office relationships with product line management, senior vice president and referral underwriters
- Maintained service standards for compliance with home office guidelines and to achieve customer satisfaction
- Coordinated legal affairs with Division Counsel for manuscript policy language, printed materials and electronic media
- Managed home office and regional administrative affairs such as travel and expense budgets, monthly reporting requirements, budget planning, regional visibility and regional meetings
- Established, monitored and maintained key performance indicators including submission flow, quoted and bound accounts, and renewal retention
- Maintained underwriting integrity with corporate guidelines to achieve top line goals

- and preserve bottom line profitability
- Managed Underwriter and Administrative Assistant
- Developed and maintained broker relationships throughout a seven state territory
- Established relationships with alternative sources of distribution and prospective insured's
- Facilitated coverage placement by assisting brokers in the sales process

9/1996-7/2004

AIG Environmental, Boston, MA
SENIOR RISK ANALYST (2/2000-07/2004)

- Recommended environmental insurance products/programs to address client liabilities and exposures
- Developed endorsements and product enhancements to maintain competitive marketplace position
- Worked with AIG engineers, attorneys and home office product line managers to analyze and assess risk associated with complex environmental liabilities and real estate transactions
- Developed and maintained broker relationships and alternative sources of distribution for environmental insurance opportunities

RISK ANALYST (9/1996-2/2000)

- Underwrote and maintained new and renewal business
- Conducted educational seminars on environmental insurance products for brokers/agents, industry groups and potential insureds

12/1994 - 5/1996

Vanasse Hangen-Brustlin, Inc., Watertown, MA
PROJECT ENGINEER/HEALTH AND SAFETY COORDINATOR

4/1994 - 12/1994

Environmental Products and Services, Inc., Hartford, CT
DIVISION MANAGER

2/1990 - 3/1994

United Technologies Corporation, Hamilton Standard Div., Windsor Locks, CT
ENVIRONMENTAL HEALTH AND SAFETY COORDINATOR

6/1987 - 9/1989

Northrop Corporation, Norwood, MA
MANUFACTURING ENGINEER

9/1984 - 5/1987

General Electric Company, Utica, NY
MANUFACTURING ENGINEER

EDUCATION

Rensselaer Polytechnic Institute/Hartford Graduate Center, Hartford, CT
 Environmental Management and Policy -- M.S. December 1998
 Pollution Prevention and Waste Minimization -- Certificate May 1993

Rochester Institute of Technology, Rochester, NY
 Manufacturing Engineering Technology -- B.S. 1985

Mohawk Valley Community College, Utica, NY
 Mechanical Engineering Technology -- A.A.S. 1981

13.) TA's Report
2.) OML Complaints

Miller, Louise

From: Benedon, Carrie (AGO) <carrie.benedon@state.ma.us>
Sent: Monday, July 15, 2019 1:56 PM
To: Green Jessica; Netsky, Mira (AGO)
Cc: George Harris; Miller, Louise
Subject: RE: OML Complaint - Request for Extension of Time to Respond

Ms. Green:

I will approve your request for an extension until August 6 (one week after your meeting). We will follow up tomorrow with a confirmation letter.

Sincerely,

Carrie Benedon
Assistant Attorney General
Director, Division of Open Government
Massachusetts Office of the Attorney General
One Ashburton Place
Boston, MA 02108
Phone: 617-963-2080
Carrie.Benedon@state.ma.us

From: Green Jessica <jgreen@wayland.ma.us>
Sent: Monday, July 15, 2019 1:37 PM
To: Netsky, Mira (AGO) <Mira.Netsky@mass.gov>; Benedon, Carrie (AGO) <carrie.benedon@mass.gov>
Cc: George Harris <geoharris2@gmail.com>; Miller, Louise <lmiller@wayland.ma.us>; Green Jessica <jgreen@wayland.ma.us>
Subject: OML Complaint - Request for Extension of Time to Respond

Dear Ms. Netsky and Ms. Benedon,

My name is Jessica Green and I am the Chair of the Personnel Board in Wayland.

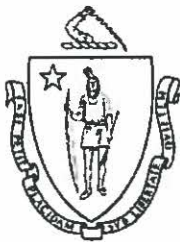
I have attached a copy of an Open Meeting Law Complaint Form from resident George Harris (copied here) dated June 24, 2019, which I received on July 5. Through e-mail communications with Mr. Harris, he has agreed to allow our Board an extension of time in which to respond to the Complaint. As you will see, the gist of the Complaint relates to supplying Mr. Harris with copies of approved minutes from several Personnel Board meetings. The Board intends to hold another meeting on July 30, at which time we plan to address everything that is at issue in the Complaint (as well as the Complaint itself), and we plan to provide Mr. Harris with the documents he seeks shortly thereafter.

I would appreciate it very much if you could grant our request for this extension. Please let me know if you would prefer that I submit this request as a formal letter rather than an e-mail message for your records.

Best,

Jessica Green

13.) TA's Report
2.) OML Complaint



THE COMMONWEALTH OF MASSACHUSETTS
OFFICE OF THE ATTORNEY GENERAL
ONE ASHBURTON PLACE
BOSTON, MASSACHUSETTS 02108

MAURA HEALEY
ATTORNEY GENERAL

(617) 727-2200
(617) 727-4765 TTY
www.mass.gov/ago

July 19, 2019

VIA EMAIL ONLY

Jessica Green
Chair, Personnel Board
jgreen@wayland.ma.us

RECEIVED
JUL 22 2019
Board of Selectmen
Town of Wayland

RE: Request for extension to respond to complaint

Dear Ms. Green:

On July 15, 2019, our office received your request seeking an extension of time for the Wayland Personnel Board (the "Board") to consider its response to a complaint that alleges a violation of the Open Meeting Law, G.L. c. 30A, §§ 18-25. The complaint was originally filed with the Board by George Harris on June 24, 2019.

I have since spoken with Attorney Carolyn Murray, counsel for the Town of Wayland. Attorney Murray has requested that this complaint be addressed as part of the mediation that has already been requested between Mr. Harris and other Wayland public bodies. Therefore, in accordance with 940 CMR 29.05(9), the Personnel Board is not required to respond to the complaint at this time. If mediation does not produce an agreement, the Personnel Board will have ten business days from the last joint meeting with the mediator to respond to the complaint. 940 CMR 29.05(9)(b).

Please contact the Division of Open Government with further questions.

Sincerely,

A handwritten signature in cursive script that reads "Carrie Benedon".

Carrie Benedon
Assistant Attorney General
Director, Division of Open Government

cc: George Harris (via email)
Wayland Personnel Board (by mail)
Carolyn Murray, Esq. (by email)

14.) Draft BOS
Minutes of
June 26, 2019



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

LOUISE L. E. MILLER
TOWN ADMINISTRATOR
TEL. (508) 358-7755
www.wayland.ma.us

BOARD OF SELECTMEN
LEA T. ANDERSON
MARY M. ANTES
THOMAS J. FAY
CHERRY C. KARLSON
DOUGLAS A. LEVINE

DRAFT

Board of Selectmen

Meeting Minutes

June 26, 2019

7:00 p.m.

Wayland Town Building

Selectmen's Meeting Room

41 Cochituate Road, Wayland

Attendance: Lea T. Anderson, Mary M. Antes, Cherry C. Karlson, Thomas J. Fay, Douglas A. Levine (arrived at 7:05 p.m.)

Also Present: Town Administrator Louise Miller, Assistant Town Administrator Elizabeth Doucette

A1. Call to Order by Chair C. Karlson called the meeting of the Board of Selectmen to order at 7:03 p.m. in the Selectmen's Meeting Room in the Wayland Town Building when a quorum was present, noted that the meeting will likely be broadcast and videotaped for later broadcast by WayCAM, and reviewed the agenda for the public.

A2. Announcements and Public Comment The Annual Water Quality Report is available. There was a ribbon cutting for the MWRTA's Route 20 Shuttle on Monday. There will be three runs in the morning and three in the evening. On behalf of the Board C. Karlson recognized and thanked Fire Chief D. Houghton for his service and friendship. He is retiring and has served the Town of Wayland's Fire Department for 38 years.

Duane Galbi, Stonebridge Rd., commented on the recent ZBA decision approving the cell tower. He asked if federal land or MWRA property could be considered as an alternative location.

A3. Financial Advisor Contract: Discuss and vote to approve L. Miller said the Town received three proposals and discussed the process of reviewing and selecting the proposals. L. Miller stated she thought the services provided by Hilltop Securities was the most advantageous for the Town. D. Levine asked if L. Miller knows of any other towns who work with Hilltop Securities. L. Miller said she did. She noted that one of the factors that were looked at closely is if any key Town staff have previously worked with members of Hilltop Securities. She said some have and she herself worked with them in another role. She noted there's been a change in personnel at Unibank and it lined up nicely with the end of the Town's contract with them. She also offered to have someone from Hilltop Securities come in to talk to the Board on July 15. She asked the Board to support and approve her recommendation.

M. Antes moved, seconded by D. Levine, that the Board of Selectmen authorize L. Miller to award and negotiate the Financial Advisor contract with Hilltop Securities. YEA: L. Anderson, M. Antes, C. Karlson, T. Fay, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A4. FY 2019 Fiscal Year End Line Item Transfers: Vote to approve line item transfers L. Miller explained that the Municipal Modernization Act allows fiscal year end line item transfers. She said it allows the Town to balance the budget by transferring funds. The amount requested is \$125,963. She briefly went over the line items. She stated they will be reflected in the FY19 actuals.

L. Anderson moved, seconded by M. Antes, that the Board of Selectmen approve the FY2019 Fiscal Year End Line Item Transfers in the amount of \$125,963. YEA: L. Anderson, M. Antes, C. Karlson, T. Fay, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A5. Board and Committee Appointments: C. Karlson noted that there is a date change for two positions on the Municipal Affordable Housing Trust Fund Board. The term ending date should be June 30, 2021. C. Karlson went over the current status of positions available.

1. Vote to appoint the following:

Committee	Volunteer	Term Ending Date
Community Preservation Committee	Susan Green	June 30, 2022
Community Preservation Committee	Gretchen Schuler	June 30, 2022
Constable for the Town of Wayland	William Pickett, Jr.	June 30, 2022
Constable for the Town of Wayland	Louis Gaglini	June 30, 2022
Council on Aging	Nancy Leifer	June 30, 2022
Council on Aging	William Sterling	June 30, 2022
Council on Aging	Denise Yurkofsky	June 30, 2022
Cultural Council	Rachel Sideman-Kurtz	June 30, 2022
Dog Control Appeals Board	Jeffrey Baron	June 30, 2022
Dog Control Appeals Board	Susan Wagner	June 30, 2022
Energy and Climate Committee	Anne Harris	June 30, 2022
Energy and Climate Committee	William Huss	June 30, 2022
Historic District Commission	Caitlin Ahem	June 30, 2022
Historic District Commission	Margery Baston	June 30, 2022
Historic District Commission	Seema Mysore	June 30, 2022
Historic District Commission	Kathleen Steinberg	June 30, 2022
Historical Commission	Katherine Gardner-Westcott	June 30, 2022
Historical Commission	Ann Gordon	June 30, 2022
Metropolitan Area Planning Council	Mary Antes	June 30, 2022
Metro West Regional Transit Advisory Board	Joseph Nolan	June 30, 2022
Municipal Affordable Housing Trust Fund Board	Mary Antes	June 30, 2022
Municipal Affordable Housing Trust Fund Board (Housing)	Susan Weinstein	June 30, 2022
Permanent Municipal Building Committee	Michael Gitten	June 30, 2022
Personnel Board	Miranda Jones	June 30, 2024
Senior Tax Relief Committee	Stephen Colella	June 30, 2022
Surface Water Quality Committee	Elizabeth Newton	June 30, 2022
Youth Advisory Committee	Sarah Greenaway	June 30, 2021
Youth Advisory Committee (Health)	Lisa Raferty	June 30, 2021

M. Antes moved, seconded by T. Fay, the Board of Selectmen reappoint the following people listed in the packet, as amended. YEA: L. Anderson, M. Antes, C. Karlson, T. Fay, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

2. Interview and potential vote to appoint Adam Gutbezahl to a three-year term on the Finance Committee Adam Gutbezahl appeared before the Board and discussed how his professional experience and background would be helpful as a member of the Finance Committee. D. Levine asked him if he was able to dedicate substantial time to FinCom and if so how would he do it. A. Gutbezahl said he's aware of the time commitment and he's not concerned. L. Anderson asked him to elaborate on his finance experience. C. Karlson said Town Counsel had looked into a Finance Committee member serving on other boards and in this case there is not an obvious conflict. T. Fay asked A. Gutbezahl how his litigation background would help him in this role.

D. Levine moved, seconded by L. Anderson, that the Board of Selectmen vote to appoint Adam Gutbezahl to a three-year term on the Town's Finance Committee expiring on June 30, 2022. YEA: L. Anderson, M. Antes, C. Karlson, T. Fay, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A6. Select Board/Town Manager Act Update on draft; discuss communications plan including setting dates for community forums; review discussion presentation (to be distributed at meeting)

The updated draft is online and information will be sent out to the local press. L. Anderson suggested using the liaison assignment list as a starting point to start reaching out to individual Boards and Committees to see who would be interested in having a visit to discuss the draft in detail. L. Anderson also suggested having listening sessions for residents. A discussion ensued about when the best time is to hold the sessions. The Board reviewed the presentation slides. Several Board members made suggestions. C. Karlson said the Finance Committee and the Recreation Commission has asked her to come talk about the Select Board/Town Manager Act. C. Karlson asked Board members to send any changes to T. Hegarty.

A7. Town Administrator's Report

- 1. Verizon Cell Tower Update** L. Miller reported that following the ZBA's decision, the next step for Verizon is to appear before the Planning Board for a site review plan. L. Miller said she has received a few phone calls asking the Town to push to get the cell tower on state MWRA property. She said the Town should be receiving a letter from Wayland Rod & Gun Club soon. T. Fay stated that the Town has no legal authority to tell Verizon where to put the cell tower. L. Miller said she would contact Verizon and ask if they would consider MWRA land for the cell tower.
- 2. Committee Appointments Update** See above vote.
- 3. Fire FLSA Update** L. Miller reported that all contracts regarding Fair Labor Standards Act overtime are settled. It has been a nine-month effort.
- 4. Public Records Requests Update** L. Miller reported that T. Hegarty put together all the public record requests that are not from residents. They are from folks who are using the documents for commercial or other purposes. She said if the requests are being used for commercial purposes the Town does not have to provide them and it will go through an appeal process. She discussed the process the Town would take. L. Anderson suggested sending the list with a cover letter to Wayland's legislators. C. Karlson commented that the Board's budget request of the Finance Committee for more personnel help in the Town Administrator's office to deal with FOIA gained no traction. Perhaps this information should be used to make the argument.
- 5. Waiver of Permit Fees for Council on Aging Program to Replace Smoke Detectors** L. Miller explained that if smoke detectors are not hard wired there is no fee required. This is a request to waive the fee for seniors for replacing hard-wired smoke detectors.
- 6. Use of Compostable Bags by Wayland Business Update** L. Miller confirmed that the bags distributed a few meetings ago are degradable. C. Karlson reported that she consulted with Paul Dale, petitioner of the plastic bag ban article. L. Miller said that two business owners have brought up wanting to use the compostable bags. She said if there's a change to the bylaw the Board of Selectmen would be the sponsoring body.
Paul Dale appeared before the Board and discussed some of his observations. He addressed his hesitation of precedent setting and discussed that there is a bill at the state level for a plastic bag ban.
- 7. River's Edge Project at 484-490 Boston Post Road Update** L. Miller reported that Wood Partners has filed an application with the ZBA. They are on the schedule for July 23, 2019. The project is moving forward.
- 8. The Valor Act** L. Miller reported that this item came to her attention today. She discussed the Valor Act (tax credit program for veterans) and stated the BOA believes this is a program that they should be administering. She explained that the Town wasn't going to change the program; they were updating it and correcting information. The HR Manager will be the coordinator between BOA, Treasurer, and Finance Department. She briefly discussed how the program is different from the senior tax work off program. L. Miller said the Town has had interest from four veterans.

A8. Minutes: Vote to approve Board of Selectmen minutes of June 3, 2019; June 10, 2019 and June 21, 2019

L. Anderson moved, seconded by D. Levine, that the Board of Selectmen approve the regular session minutes of June 3, 2019; June 10, 2019 and June 21, 2019, as amended. YEA: L. Anderson, M. Antes, C. Karlson, T. Fay, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A9. Consent Calendar: Review and vote to approve (see separate sheet)

1. Vote the question of approving and signing the weekly payroll and expense warrants
2. Vote the question of approving a waiver of permit fees for the Council on Aging Program to Replace Smoke Detectors

3. Vote the question of approving and signing the Affordable Housing amendment to the Inter-municipal Agreement with Regional Housing Services Office
4. Vote the question of approving and signing invoice #16 from Valerio, Dominello & Hillman, LLC, dated June 7, 2019, for legal services rendered through May 31, 2019, in the amount of \$66.00
5. Vote the question of approving and signing invoice# 121272 from KP Law, dated June 14, 2019 for professional service through May 31, 2019 in the amount of \$240.50
6. Vote the question of approving and signing invoice # 121352 from KP Law, dated June 14, 2019 for professional service through May 31, 2019 in the amount of \$930.78
7. Vote to approve expenditure of \$15,000 from the Dudley Pond Grant Account to engage Solitude Lake Management for the provision of herbicide treatment of Eurasian watermilfoil, as recommended by the Surface Water Quality Committee.

The Board discussed item #7. It was decided that in addition to putting it on the website, L. Miller would reach out to the Surface Water Quality Committee to raise concern and ask for their communication plan. She would also suggest a reverse 911 call.

M. Antes moved, seconded by L. Anderson, to approve the Consent Calendar, as amended. YEA: L. Anderson. M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A10. Correspondence Review The Board discussed the correspondence regarding the interest of purchasing land at 412 Commonwealth Road (item #2) and the cost examination for Wayland Meadows (#3). The Town's response to the Open Meeting Law complaint from resident George Harris was also noted (item #4) as well as the resignation of Jonathan Sachs, as chair and member of the Zoning Board of Appeals (item #7). The Board noted the comments from Ann Gordon (item #16) regarding the breakfast event held for Fire Chief D. Houghton's retirement.

A11. Selectmen's reports and concerns L. Miller discussed the Town staff barbeque that was held and said it was a fun event with music and trivia. M. Antes asked if the two resignations from the Finance Committee were a part of a bigger problem or was it just a lifestyle change. The Board thanked J. Gorke and K. Shigley for their service. C. Karlson said she is working on the Town Meeting article submission forms and the budget process document. She also said she is working on releasing executive session minutes. M. Antes noted that Wayland's Public Health Nurse Ruth Mori was recognized in the paper. She also noted that the MAPC and others are discussing how towns should prepare for the census. She said that some towns have set up census committees. M. Antes discussed possible dates for The Citizen's Academy in the fall.

A12. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any:
None.

A13. Enter into Executive Session: Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (6) to discuss the purchase, exchange, lease or value of real estate with respect to the Town's agreement with Twenty Wayland, LLC, relative to property and development located off 400-440 Boston Post Road, and Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to litigation--Ordway MCAD action, and Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss and strategy with respect to litigation – Stephen Cass v. Town of Wayland, and Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) and (6) to review and approve the executive session minutes of June 3, 2019 and June 10, 2019 VOTE TO APPROVE AND HOLD: Executive session minutes of June 3, 2019 and June 10, 2019, and Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) review and consider for potential release the following executive session minutes: June 25, 2018; October 1, 2018 and November 19, 2018, and VOTE TO APPROVE AND POTENTIALLY RELEASE WITH REDACTIONS: Executive sessions minutes of June 25, 2018; October 1, 2018 and November 19, 2018 At 9:18 p.m., C. Karlson moved, seconded by M. Antes, that the Board of Selectmen enter into Executive Session Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (6) to discuss the purchase, exchange, lease or value of real estate with respect to the Town's agreement with Twenty Wayland, LLC, relative to property and development located off 400-440 Boston Post Road, and Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to litigation--Ordway MCAD action, and Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss and strategy with respect to litigation – Stephen Cass v. Town of Wayland, and Pursuant to

Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) and (6) to review and approve the executive session minutes of June 3, 2019 and June 10, 2019 VOTE TO APPROVE AND HOLD: Executive session minutes of June 3, 2019 and June 10, 2019, and Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) review and consider for potential release the following executive session minutes: June 25, 2018; October 1, 2018 and November 19, 2018, and VOTE TO APPROVE AND POTENTIALLY RELEASE WITH REDACTIONS: Executive sessions minutes of June 25, 2018; October 1, 2018 and November 19, 2018.

The Chair declares 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, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0. The Chair invites attendance by Louise Miller, Town Administrator, Elizabeth Doucette, Assistant Town Administrator. The Board will reconvene in approximately 30 minutes for the purpose of releasing the minutes and adjourning.

D. Levine left the meeting at 9:19 p.m.

The Board returned to open session at 10:04 p.m.

A12. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any: C. Karlson noted that the Town Administrator needs signing authority from the Board during the holiday next week for the warrant.

M. Antes moved, seconded by T. Fay, to authorize the Town Administrator to sign the Warrant. YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, NAY: none. ABSENT: D. Levine. ABSTAIN: none. Adopted 4-0.

A14. Vote to approve and release with redactions: Executive sessions minutes of June 25, 2018; October 1, 2018 and November 19, 2018

M. Antes moved, seconded by L. Anderson, that the Board of Selectmen approve and release with redactions the Executive session minutes of June 25, 2018; October 1, 2018 and November 19, 2018. YEA: L. Anderson, M. Antes, T. Fay, C. Karlson. NAY: none. ABSENT: D. Levine. ABSTAIN: none. Adopted 4-0.

A15. Adjourn L. Anderson moved, seconded by M. Antes, to adjourn the meeting at 10:06 p.m. YEA: L. Anderson, M. Antes, T. Fay, C. Karlson. NAY: none. ABSENT: D. Levine. ABSTAIN: none. Adopted 4-0.

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of June 26, 2019.

1. Newspaper clipping about Ruth Mori, Wayland Board of Health Nurse (presented during announcements and public comments portion of meeting)
2. Chart of non-resident public records requests completed and/or in process from April 1, 2019 – June 25, 2019
3. Fiscal 2019 Year End Transfers
4. Correspondence to Board of Selectmen, from Louise Miller, Town Administrator, dated June 26, 2019, re: Award of Three-Year Financial Advisory Services Contract to Hilltop Securities, Inc.
5. An Act Establishing a Select Board and the Position of Town Manager in the Town of Wayland dated June 25, 2019 (Power Point Presentation for the November 2019 Special Town Meeting)
6. Amendment to the Regional Housing Services Office agreement (distributed during Consent Calendar review)

Items Included as Part of Agenda Packet for Discussion During the June 26, 2019 Board of Selectmen's Meeting

1. Board of Selectmen Appointments –Status as of June 24, 2019
2. Appointments to Town Boards and Committees (Board of Selectmen procedures)
3. Resume of Wayland resident Adam Gutbezahl
4. Correspondence from Louise Miller, Town Administrator, to Board of Selectmen, dated June 26, 2019, re: Waiver of Permit Fees for Council on Aging Program to Replace Smoke Detectors
5. Correspondence from Fire Chief Houghton, to the Board of Selectmen, dated June 11, 2019, re: Waiving Permit Fees for Smoke Detector Program
6. Correspondence from Paul Dale, to Cherry Karlson, Chair, Board of Selectmen, dated June 15, 2019, re: Compostable bags and Green CCA (Includes copy of Mass Climate Action Network ppt "Green Aggregation: What it is, why it is important, how to do it.")

7. Correspondence from Paul Dale, to Cherry Karlson, Chair, Board of Selectmen, dated June 17, 2019, re: FYI – Guidelines on “Compostable” Claims (Includes information from section fifteen of the Federal Trade Commission’s Act 15 U.S.C. § 45
8. Draft of Board of Selectmen meeting minutes of June 3, 2019
9. Draft of Board of Selectmen meeting minutes of June 10, 2019
10. Draft of Board of Selectmen meeting minutes of June 21, 2019

CORRESPONDENCE

1. Correspondence from Thomas McEnaney, KP Law, to Clerk, Appellate Tax Board, dated June 7, 2019 re: Mahoney’s Garden Center v. Board of Assessors, Town of Wayland
2. Correspondence from Justin Hammerle, Development & Acquisitions, Picerne Real Estate Group, to Town of Wayland, rec’d June 10, 2019, re: interest in purchasing land at 412 Commonwealth Road, Wayland, MA 01778
3. Correspondence from Gregory Watson, Manager, Planning and Programs, to Louise Miller, Town Administrator, dated June 11, 2019, re: Cost Examination for Wayland Meadows, LLC
4. Correspondence from Cherry Karlson, Chair, Board of Selectmen, to Wayland resident George Harris, dated June 11, 2019, re: Open Meeting Law complaint filed May 29, 2019 (includes attachment of original complaint)
5. Correspondence from Wayland resident George Harris, to Carrie Benedon, Director, Division of Open Government, Office of the Attorney General, dated June 18, 2019, re: Pending Complaints Against Wayland Board of Selectmen
6. Correspondence from Kerry Anne Kilcoyne, Assistant Attorney General, Division of Open Government, to Sean Fair, Chair, Wayland Conservation Commission, dated June 20, 2019, re: Open Meeting Law Complaint, OML 2019-74
7. Correspondence from Jonathan Sachs, Chair, Wayland Zoning Board of Appeals, to Wayland Board of Selectmen, dated June 19, 2019, re: resignation as chair and member of Wayland Zoning Board of Appeals
8. Correspondence from William Pickett, Jr., to Board of Selectmen and Louise Miller, Town Administrator, dated May 31, 2019, re: reappointment as Constable for the Town of Wayland, Massachusetts
9. Correspondence from Sherre Greenbaum, to Board of Selectmen, dated June 19, 2019, re: request for reappointment to Conservation Commission and reappointment highlights
10. Correspondence from Wayland resident Molly Upton, to Board of Selectmen, Louise Miller, Town Administrator, and Teri Hegarty, Executive Assistant, dated June 23, 2019, re: ConCom reappointment of Sherre Greenbaum
11. Correspondence from Wayland resident Karl Klapper, to Board of Selectmen and Louise Miller, Town Administrator, dated June 23, 2019, re: reappointment of Sherre Greenbaum to Conservation Commission
12. Correspondence from Wayland resident Katherine Gardner-Westscott, to Louise Miller, Town Administrator, and the Board of Selectmen, dated June 23, 2019, re: Letter of Support for Sherre Greenbaum
13. Correspondence from Wayland resident Sheila Carel, to the Board of Selectmen, dated June 24, 2019, re: Support for Sherre Greenbaum’s reappointment as a member of the Wayland Conservation Commission
14. Copy of Memorandum of Agreement Between the Town of Wayland the Wayland Public Employee Committee (July 1, 2019 through June 30, 2022)
15. Survey comments from Wayland resident Any Oppenheim, received June 7, 2019, re: Economic Development Committee
16. Survey comments from Wayland resident Ann Gordon, received June 4, 2019, re: Historical Commission
17. Survey comments from Wayland resident Nancy Leifer, received June 4, 2019, re: Council on Aging Board
18. Comments from Wayland resident Susan Green, received June 6, 2019, re: Community Preservation Committee
19. Survey comments from Wayland resident Denise Yukofsky, received June 6, 2019, re: Council on Aging Board

20. Survey comments from Wayland resident Margery Baston, received June 6, 2019, re: Historic District Commission
21. Survey comments from Wayland resident Elizabeth Newton, received June 6, 2019, re: Surface Water Quality Commission
22. Survey comments from Wayland resident Katherine Gardner Westscott, received June 12, 2019, re: Historical Commission
23. Survey comments from Wayland resident Jen Gorke, received June 12, 2019, re: Finance Committee
24. Survey comments from Wayland resident Klaus Shigley, received June 17, 2019, re: Finance Committee
25. Report from Patrick Swanick, Chief of Police, to the Board of Selectmen, dated May 2019, re: Monthly Police Department Report
26. Report from Julia Junghanns, Director, Board of Health, to the Board of Selectmen, dated June 10, 2019, re: Board of Health Director's Report



LOUISE L. E. MILLER
TOWN ADMINISTRATOR
TEL. (508) 358-7755
www.wayland.ma.us

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

14.) Draft BoS
Minutes of
July 15, 2019

BOARD OF SELECTMEN

LEA T. ANDERSON
MARY M. ANTES
THOMAS J. FAY
CHERRY C. KARLSON
DOUGLAS A. LEVINE

DRAFT

Board of Selectmen

Meeting Minutes

July 15, 2019

7:00 p.m.

Wayland Town Building

Selectmen's Meeting Room

41 Cochituate Road, Wayland

Attendance: Lea T. Anderson, Mary M. Antes, Cherry C. Karlson, Thomas J. Fay, Douglas A. Levine

Also Present: Town Administrator Louise Miller, Assistant Town Administrator Elizabeth Doucette

A1. Call to Order by Chair C. Karlson called the meeting of the Board of Selectmen to order at 7:02 p.m. in the Selectmen's Meeting Room in the Wayland Town Building when a quorum was present, noted that the meeting will likely be broadcast and videotaped for later broadcast by WayCAM, and reviewed the agenda for the public.

A2. Announcements and Public Comment The last COA concert is Thursday at 7p.m. The Massachusetts Municipal Association is hosting the Women Elected Municipal Officials Leadership Conference on Saturday in Wellesley.

Tom Gulley, 20 Meadow View Rd., discussed his concern about Wayland Rod and Club's desire to convert the land use. He read out loud a letter asking the Selectmen for protection from the cell tower. He stated he has a petition signed by over 175 Wayland residents who agree with his position. He also noted the notice is deficient so the 120-day window timeline can't be started.

Bob Goldsmith, 235 Concord Rd., spoke in support of Sherre Greenbaum for reappointment to the Conservation Commission. He noted her knowledge of the regulations and her understanding of the consequences of setting precedent in allowing an applicant to undertake a project with large impact.

Mike Lowery, Lakeshore Dr., stated that the order of conditions for herbicide treatment of Dudley Pond has to be signed by the owner of the property. M. Lowery said the Town of Wayland owns the property and he gave the Town Administrator a certified copy of the deed. The Board thanked him for completing the Town's records.

Thruston (Brud) Wright, Jeffery Rd., spoke on behalf of Frank Krasin as a candidate for the Conservation Commission. He discussed his skills and experiences for the role. He said the Town needs diversity on all of the boards and discussed how turnovers on boards can be beneficial.

A3. Discussion and vote to award study to Greenways Conservation Area Land Management Ryan Brown, Conservation Department Assistant, appeared before the Board and discussed the proposed study and said they would like to look at all 5 of the parcels. L. Anderson asked if the estimated price is average. R. Brown said yes it is. He distributed maps of the area. T. Fay asked about the canoe launch from a letter dated May 30 from MassAudubon. C. Karlson confirmed that the study doesn't presuppose any potential uses for any of the property. R. Brown agreed and stated the study will identify what the Town has there.

L. Miller suggested a meeting with the BoS relative to the finalization of the study.

M. Antes moved, seconded by T. Fay, that the Board of Selectmen award the study contract for Greenways Conservation Area Land Management to Mass Audubon. YEA: L. Anderson, M. Antes, C. Karlson, T. Fay, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A4. Renewal Anticipation Serial Loan No. 1103-1 for Rivers Edge in the amount of \$480,000: Vote to approve and sign Treasurer/Collector Maura O'Connor appeared before the Board and discussed the renewal of the note of \$480,000. She stated that the Town received 5 bids and did quite well on the interest rate of 2.16%. The note is also taxable. The loan will be due on April 23, 2020 and depending on the status of River's Edge it might need to be turned over again.

L. Anderson moved, seconded by D. Levine, that the Board of Selectmen approve the Renewal Anticipation Serial Loan No. 1103-1 for Rivers Edge in the amount of \$480,000. YEA: L. Anderson, M. Antes, C. Karlson, T. Fay, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A5. Board and Committee Appointments:

1. Update on committee vacancies: C. Karlson noted that on page 7 in the packet there's a brief comment on the remaining open positions. There will be a candidate interviewing for Permanent Municipal Building Committee at the next meeting

2. Vote to approve the following appointments:

Youth Advisory Committee (School Committee)

- Malcolm Astley – June 30, 2021
- Pam Cerne -- June 30, 2021

Community Preservation Committee (Recreation Commission)

- Dave Pearlman – June 30, 2022

M. Antes moved, seconded by T. Fay, that the Board of Selectmen approve the following appointments: Malcom Astley and Pam Cerne to the Youth Advisory Committee with terms ending June 30, 2021; Dave Pearlman to the Community Preservation Committee with a term ending June 30, 2022. YEA: L. Anderson, M. Antes, C. Karlson, T. Fay, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

3. Conservation Commission: Interview and vote to appoint to two positions ending on June 30, 2022

- Tom Davidson (interviewing July 29)
- Sherre Greenbaum
- Frank Krasin
- Kathy Schreiber (interviewing July 29)

The Board decided to hold off on a vote until the other two candidates are interviewed on July 29, 2019. Sherre Greenbaum and Frank Krasin appeared before the Board.

The Board asked S. Greenbaum and F. Krasin various questions. T. Fay asked how they would go about balancing personal views with the responsibility of upholding various bylaws that exist to protect the citizens and land of Wayland. Both candidates were also asked what their most difficult tasks were in their previous role. M. Antes asked both applicants how they would compromise in the future. F. Krasin said he tries to very hard to compromise and S. Greenbaum said she tries as well but doesn't see how there can be any compromises when it comes to the protection of natural resources. She noted two instances where the Conservation Commission did compromise. D. Levine asked the candidates to discuss a meaningful accomplishment they have had and to explain why. S. Greenbaum noted that working on the bylaws and the creation of the Land Manager position as her favorite and most important contribution. F. Krasin noted his work on the COA/CC project. L. Anderson asked both candidates what their role would be working with other Board members and Town staff. C. Karlson asked how the role of Conservation Administrator and Conservation Commission member differ. A discussion ensued about the Conservation Commission's mission statement. S. Greenbaum distributed her statement to the Board.

4. Finance Committee: Interview and vote to appoint to one position ending on June 30, 2022

- Nick Russo:
C. Karlson reported that this candidate has withdrawn his application, so there will be no interview for this position tonight.

5. Zoning Board of Appeals: Interview and vote to appoint to two positions ending on June 30, 2022 (one full member, one associate member); one position ending on June 30, 2021 (full member) when resignation is effective

- Bob Farrington
- Evans Huber (interviewing August 12)
- Joshua Wernig
- Thom White (interviewing August 12)

Bob Farrington appeared before the Board to interview for a position on the ZBA. He discussed his experience so far on the ZBA and what drew him to participate. He said he's interested in whatever position would work best. C. Karlson discussed the current status of open positions.

C. Karlson stated that Joshua Wernig is having a day care issue but could possibly still attend the meeting.

D. Levine moved, seconded by L. Anderson, that the Board of Selectmen reappoint Bob Farrington to an associate position with a term ending June 30, 2022. YEA: L. Anderson, M. Antes, C. Karlson, T. Fay, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A7. FY2021 Budget Schedule and Process: Review and vote C. Karlson said she does have changes to the FY2021 budget schedule which includes comments from the School Department. She distributed a revised version of the schedule to BoS members. She noted the new comments.

L. Anderson moved, seconded by M. Antes, that the Board of Selectmen adopt the FY2021 Budget Schedule and Process, as amended. YEA: L. Anderson, M. Antes, C. Karlson, T. Fay, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A5. Continued

5. Zoning Board of Appeals: Interview and vote to appoint to two positions ending on June 30, 2022 (one full member, one associate member); one position ending on June 30, 2021 (full member) when resignation is effective

- Joshua Wernig

Joshua Wernig appeared before the Board. The Board members introduced themselves. He discussed his experience and skills and why he's interested in serving on the ZBA. He said he's served on Boards in the private sector and has experience appearing before public boards for his job. He discussed his desire to serve the Town. He stated that in his current role he's used to making hard decisions. The Board thanked him and said the Town will be in touch. C. Karlson encouraged him to watch some of the meetings on WayCam and to talk with some people who are familiar with the ZBA.

A6. Chapter 61B Rod and Gun Club Property Change of Use: Discuss and potential vote on Board of Selectmen right of first refusal C. Karlson said she reached out to Thomas Grassia, regarding his letter dated June 28, 2019 and he was unavailable to attend this meeting but is happy to answer any questions the Board has. L. Miller stated that the Wayland Rod & Gun Club is changing the use of the property. The Town has 120 days to exercise the first refusal option. The Town would have to hire an appraiser in the first instance to determine what the value of the property is. If the appraisal is not acceptable to the Wayland Rod & Gun Club, they have 30 days to get an appraisal. L. Miller further discussed the process if the Town and Wayland Rod & Gun club did not agree on an appraised amount. She said the clock starts the date the letter goes to the post office. T. Fay asked if the Town would need to go to Town Meeting in order to buy the land. He also asked what the utility company can do and can't do when it comes to the cell tower. L. Anderson asked L. Miller about possible outcomes for the Town and the many paths available. L. Miller said Verizon said they are not interested in pursuing federal land. C. Karlson said if the land stays with Wayland Rod & Gun Club and a cell tower is put up, that doesn't mean it solves the Town's communication problem. L. Anderson asked if there were any updated health information available about cell towers. M. Antes reminded the Board that public health is not a valid consideration under federal law. C. Karlson asked BoS members to forward questions to L. Miller. L. Miller said she is meeting with Town Counsel on Thursday. C. Karlson said she anticipates the Board will discuss this again at their next meeting on July 29, 2019. T. Fay suggested that two Board members should meet with concerned residents. T. Gully stated that he doesn't think the 120-day period has started. The Board stated that that is a question L. Miller will ask Town Counsel.

A8. Select Board/Town Manager Act: Update including Board Presentations and Community Forums L. Anderson reported that board presentations and community forums are scheduled. The Finance Committee met last week on 7/8 and C. Karlson gave a presentation. C. Karlson said they will be collecting questions to create a document of Frequently Asked Questions about the Select Board/Town Manager Act. C. Karlson said the standard slides from the presentation will be available online. The Board gave C. Karlson

permission to work on the slides for each department presentation. Board members discussed the upcoming meetings they were planning on attending.

A9. Election Officers: Review and vote to approve and sign

M. Antes moved, seconded by T. Fay, that the Board of Selectmen vote to approve and sign the Election Officers as shown in the Board packet. YEA: L. Anderson, M. Antes, C. Karlson, T. Fay, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A10. Open Meeting Law Complaint filed by George Harris June 27, 2019: Discuss and vote on response The Board discussed the proposed response to the OML complaint. C. Karlson suggested changes and the Board agreed to them.

T. Fay moved, seconded by L. Anderson, to respond to the Open Meeting Law Complaint and authorize the attached memo to send to boards and committee members, as amended. YEA: L. Anderson, M. Antes, C. Karlson, T. Fay, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A11. Town Administrator's Report

- 1. Cass Litigation Update** L. Miller said it is anticipated testimony will finish tomorrow or Wednesday morning at the latest. She will update the Board.
- 2. Valor Act Tax Exemptions** Documents in the Board packet describe the procedures and requirements. L. Miller reported that the Town hasn't been treating the tax credit correctly. Under the statute the net amount earned is applied against the taxes owed by the veteran. Previously veterans would receive a check from the Town. She said it will be handled by the Finance Director and Treasurer/Collector. The new procedure was presented to the BOA at their last meeting.
- 3. Information Technology Department Reorganization** L. Miller referred to the handout during her discussion. The Assistant IT Administrator is leaving the position. L. Miller stated she would like to change the job title to "Desktop Support." E. Doucette provided background on the IT organization and budget. IT Director Mike McCann discussed the need for redefining the position. He also discussed the danger of municipality security ransomware attacks around the country. L. Miller said with the change of the position the Town will be close to an ideal IT Department setup.
- 4. Public Record Requests Update** There has been an appeal by a commercial entity to the Supervisor of Records at the Secretary of State Department regarding the Town's position on providing public records to commercial entities. L. Miller stated the Town's position remains the same. L. Miller said she will keep the Board updated.
- 5. River's Edge Project at 484-490 Boston Post Road Update** Wood Partners has applied to the ZBA for variances and that hearing is scheduled for July 23, 2019. They have also filed with the Conservation Commission and the Planning Board. L. Miller discussed the process ahead.
- 6. Special Town Meeting Potential Articles** L. Miller briefly discussed potential articles for Special Town Meeting. The town did not receive the grant for the Snake Brook Dam, but will be reapplying. T. Fay suggested putting the Special Town Meeting as an agenda item to discuss the costs of the meeting and if it's worth the money.
- 7. Facilities Contracts** L. Miller said the BoS is required to sign all contracts and will be receiving them soon to sign.
- 8. Plowing Private Roads Appeals** There were a number of residents who were appealing the Town's decision not to plow private roads. L. Miller reminded the Board and said it can be put on the agenda for the next meeting.
- 9. Regulation Promulgations- Water Department, Conservation Department and Health Department** There are new regulations for the Water, Conservation and Health Departments. They would like to promulgate the regulations. There will be a legal cost to do this.
- 10. Transfer Station: Financial Reorganization** Before Labor Day there will be a meeting with the Finance Director and the DPW Director to review FY19 financials. The Finance Director has some proposals regarding the transfer station. L. Miller said they will meet with the BoPW and BoS with any proposals.
- 11. Treasury Cash Reconciliation: Contract with Dan Sullivan, CliftonLarsonAllen, LLP** It was discovered that the Town hasn't had a Treasury Cash Reconciliation since last November. If it's not complete within the next month the Town can't participate in an audit in a timely manner. L. Miller discussed the proposal with CliftonLarsonAllen, LLP.
- 12. July 4th Parking Logistics** Everything went well on July 4th. The Police Department has requested that new signs be put up on streets that neighbor the beach that state "No Beach Parking Allowed."

13. **282 Main Street: Deed of abandoned section of Dudley Road** L. Miller discussed the unique situation of the Town not completing the deed process of a section of Dudley Road in the 1960's. L. Miller said she will start working on the process.
14. **Oxbow Meadow Field Update** The Town received a letter from the designer confirming that the plantings were done according to the plans and if any of them need to be replaced it is under the one-year warranty. The letter also states that there were no issues in regards to irrigation at the time of the plantings.

A12. Minutes: Vote to approve Board of Selectmen minutes of June 26, 2019 Tabled to the next meeting.

A13. Consent Calendar: Review and vote to approve (see separate sheet)

1. Vote the question of approving and signing the weekly payroll and expense warrants
2. Vote the question of approving and signing the invoice # 129859 / 5415-001 from Anderson Kreiger dated June 24, 2019, for River's Edge Special Counsel in the amount of \$2,170
3. Vote the question of approving and signing the contract with Minuteman Library Network, Inc., 20-1008
4. Vote the question of approving and signing the contract for Demolition and Asbestos Abatement of Former DPW Building with Bourgeois Wrecking & Excavation, Inc., 19-1067
5. Vote the question of approving and signing the contract for Wayland Library Window Restoration with Weatherstrip, LLC, 19-1041
6. Vote to authorize Louise Miller, Town Administrator, to sign the contract for Floor Installation at Wayland Public Schools with Capital Carpet & Flooring Specialists, Inc., 19-1071
7. Vote the question of approving and signing the contract for Asbestos Abatement at Wayland Public Schools with Select Demo Services, LLC, 19-1072
8. Vote to authorize Louise Miller to sign the contract for Wayland Fire Station #2 Design Services with Allen Lieb Architects & Associates, P.C., 19-1048
9. Vote to authorize Louise Miller to sign the contract with Dan Sullivan of CliftonLarsonAllen, LLP
10. Vote the question of approving and signing the contract for Solitude Lake Management for treatment of Eurasian watermilfoil at Dudley Pond, 20-1003
11. Vote the question of approving and signing the contract for Solitude Lake Management for water chestnut harvesting at Heard Pond, 20-1002
12. Vote the question of signing a certificate of commendation for John Dawson Brown, the most recent Eagle Scout from Troop 1 Cochituate Boy Scouts. John and his team completely rebuilt the dilapidated garden beds behind the Wayland Middle School to better meet the needs of the Middle School Garden Club/ Green Team

T. Fay moved, seconded by M. Antes, to approve the Consent Calendar, Monday, July 15, 2019 in the Board Packets. YEA: L. Anderson. M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

C. Karlson noted the signing of a certificate of commendation for John Dawson Brown, the recent Eagle Scout from Troop 1 Cochituate Boy Scouts (item #12).

A14. Correspondence Review The Board noted the correspondence from Ann Gordon to Kathleen Buckley regarding the staff recognition event (item #20).

A15. Selectmen's reports and concerns C. Karlson distributed a document that is a part of the audit and wanted the Board to look at it before she signs it as the Chair. She briefly went over the document and her responses. The Board was comfortable with C. Karlson moving forward and signing it.

A16. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any:
None.

A17. 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 Wayland Teachers Association regarding health insurance payroll deduction, and II. Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a) (6) to consider the purchase, exchange, taking, lease or value of real estate in regard to the Rivers Edge Project at 484-490 Boston Post Road and, III. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to litigation Ordway v. Town of Wayland pending with the Massachusetts Commission

Against Discrimination, and IV. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to litigation related to David Bernstein v. Planning Board of Wayland, and V. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) and (6) to review and approve the executive session minutes of June 26, 2019 APPROVE AND HOLD:

Executive Session minutes of June 26, 2019 At 10:04 p.m., 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 Wayland Teachers Association regarding health insurance payroll deduction, and Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a) (6) to consider the purchase, exchange, taking, lease or value of real estate in regard to the Rivers Edge Project at 484-490 Boston Post Road and, Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to litigation Ordway v. Town of Wayland pending with the Massachusetts Commission Against Discrimination, and Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to litigation related to David Bernstein v. Planning Board of Wayland, and Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) and (6) to review and approve the executive session minutes of June 26, 2019 APPROVE AND HOLD: Executive Session minutes of June 26, 2019

The Chair declares 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, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0. The Chair invites attendance by Arthur Unobskey, Supt. of Wayland Public Schools, Susan Bottan, Director of Finance and Operations, Wayland Public Schools, Becky Stanizzi, River's Edge Advisory Committee Chair, Jeanne Downs, School Committee Chair, Paul Brinkman, Town Engineer, Louise Miller, Town Administrator, Elizabeth Doucette, Assistant Town Administrator. The Board will reconvene in approximately 20 minutes solely for the purpose of adjourning.

D. Levine left the meeting at 10:06 p.m.

The Board returned to open session at 11:13 p.m.

A18. Adjourn L. Anderson moved, seconded by M. Antes, to adjourn the meeting at 11:13 p.m. YEA: L. Anderson, M. Antes, T. Fay. C. Karlson. NAY: none. ABSENT: D. Levine. ABSTAIN: none. Adopted 4-0.

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of July 15, 2019.

1. Draft FY 2021 Budget Schedule and Process
2. An Act Establishing a Select Board and the Position of Town Manager in the Town of Wayland (ppt) dated July 15, 2019
3. Dept./Committee Specific Slides (ppt) (some items in draft) dated July 15, 2019
4. Draft Inquiries of Those Charged with Governance (for auditor)
5. Select Board/Town Manager Act – Schedule of Meeting and Forums as of July 15, 2019
6. Information Technology (organizational overviews)
7. Town of Wayland IT Department – Proposed Organizational Structure dated July 15, 2019
8. Correspondence to Rebecca Murray, Supervisor of Records, Commonwealth of Massachusetts, from Louise Miller, Town Administrator, dated July 15, 2019 re: Appeal of SPR19/1195
9. Correspondence to Pat Bender and Megan Bender, from Louise Miller, Town Administrator, dated July 15, 2019, re: Public Records Requests
10. Correspondence from resident David Hanlon, to Cherry Karlson, Chair, Board of Selectman, dated July 15, 2019, re: Feedback from Town Resident on Conservation Commission
11. Correspondence from resident Carole Plumb, to Cherry Karlson, Chair, Board of Selectman and Louise Miller, Town Administrator, dated July 12, 2019, re: Reappointment of Sherre Greenbaum to Conservation Commission
12. Wayland Rod & Gun Club, Inc. survey map
13. Municipal Advocate (Vol. 30, No. 1) distributed to Cherry Karlson, Doug Levine, Lea Anderson
14. Map of Paine Estate
15. Public comment from Tom Gulley regarding Verizon cell tower at Wayland Rod & Gun Club

Items Included as Part of Agenda Packet for Discussion During the July 15, 2019 Board of Selectmen's Meeting

1. Correspondence from Anna Ludwig, Town Clerk, to the Board of Selectmen, dated July 5, 2019, re: Appointment of Election Officers (includes table of appointed election officials)

2. Open Meeting Law Complaint filed by resident George Harris, June 27, 2019
3. Draft Open Meeting Law Complaint response to George Harris
4. Draft correspondence to Board, Committee and Commission Chairs, to the Board of Selectmen, dated July 16, 2019, re: Revised Agendas – compliance with Open Meeting Law
5. Cover sheet and resume of Nick Russo
6. Cover sheet and resume of Sherre Greenbaum
7. ZBA application of Bob Farrington (originally submitted on Dec. 14, 2018)
8. Resume of Frank Krasin
9. Resume of Katherine Schreiber
10. Resume of Joshua Wernig
11. Correspondence from Amber Carr, Director of Ecological Extension Service, Massachusetts Audubon Society, to Linda Hansen, Director of Conservation, dated May 30, 2019, re: bid to complete Management Plan for Greenways Conservation Area
12. Wayland Veteran Services FY2020 Property Tax Credit Program – The Valor Act
13. Draft Board of Selectmen meeting minutes of June 26, 2019
14. Correspondence from Thomas Grassia, General Counsel, to Cherry Karlson, Chair, Board of Selectmen, dated June 28, 2019, re: Chapter 61B Classification/4 Meadow View Road/Parcel 36C-003/Municipal Option to Purchase Notice
15. Draft FY 2021 Budget Schedule and Process July 15, 2019
16. Board of Selectmen Appointments – status as of July 11, 2019

CORRESPONDENCE

1. Correspondence from resident Jeff Licht to the Board of Selectmen and the Police Department, dated June 25, 2019 re: a stretch of Concord Road that is dangerous to pedestrians (initial correspondence from June 12, 2019 also included)
2. Correspondence from Chief Swanick to Teri Hegarty, Executive Assistant, dated July 9, 2019 re: concerns about stretch of Concord Road
3. Correspondence from Thomas Grassia, General Counsel, Wayland Rod and Gun Club, Inc., to Cherry Karlson, Chair, Board of Selectmen and Louise Miller, Town Administrator, dated June 28, 2019, re: Chapter 61B Classification/4 Meadow View Road/Parcel 36C-003 Municipal Option to Purchase Notice
4. Correspondence from Catherine Racer, Associate Director, Department of Housing and Community Development, to Cherry Karlson, Chair, Board of Selectmen, dated June 28, 2019, re: Local Initiative Program LAU/Approval – 11 Hammond Road, Wayland (includes attachment of instructions describing documentation that must be submitted by Town of Wayland to DHCD)
5. Correspondence from Wayland nail salon Femi Luxe, to the Board of Selectmen, dated July 1, 2019, re: too many nail salons in the same vicinity
6. Correspondence from Stephen Boudreau, Partner, Vanasse & Associates, Inc., to Cherry Karlson, Chair, Board of Selectmen, dated June 27, 2019, re: Boston Post Road (Route 20) Pedestrian Crossing (letter came with project maps that are available for review)
7. Correspondence from Regina and Frank Kennedy, to the Board of Selectmen, dated June 26, 2019, re: letter of support for Sherre Greenbaum for Conservation Commission
8. Correspondence from J. Andrew Irwin, to the Board of Selectmen, dated June 28, 2019, re: letter of support for Sherre Greenbaum for Conservation Commission
9. Correspondence from Sylvia Diaz, to Cherry Karlson, Chair, Board of Selectmen, dated June 29, 2019, re: letter of support for Sherre Greenbaum for Conservation Commission
10. Correspondence from Margaret Thomas, to Cherry Karlson, Chair, Board of Selectmen, dated June 29, 2019, re: letter of support for Sherre Greenbaum for Conservation Commission
11. Correspondence from Tonya Largy, to the Board of Selectmen, dated June 30, 2019, re: letter of support for Sherre Greenbaum for Conservation Commission
12. Correspondence from Maria-Teresa Diaz, to Cherry Karlson, Chair, Board of Selectmen, dated June 30, 2019, re: letter of support for Sherre Greenbaum for Conservation Commission

13. Correspondence from Gretchen Schuler, to Cherry Karlson, Chair, Board of Selectmen, dated July 3, 2019, re: letter of support for Sherre Greenbaum for Conservation Commission
14. Correspondence from Tom Sciacca, to Board of Selectmen and Louise Miller, Town Administrator, dated July 5, 2019, re: letter of support for Sherre Greenbaum for Conservation Commission
15. Correspondence from Kent Morsch, to Board of Selectmen, dated July 8, 2019, re: letter of support for Sherre Greenbaum for Conservation Commission
16. Correspondence from Steve Wynne, to Board of Selectmen and Louise Miller, Town Administrator, dated July 9, 2019, re: letter of support for Sherre Greenbaum for Conservation Commission
17. Correspondence from Susan Reed and Stuart Edelman to Board of Selectmen and Louise Miller, Town Administrator, dated July 9, 2019, re: letter of support for Sherre Greenbaum for Conservation Commission
18. Correspondence from resident G. Lee Humphrey, to Cherry Karlson, Chair, Board of Selectmen, dated July 6, 2019, re: local resolution supporting the FUTURE Act – “An Act for Utility Transition to Using Renewable Energy” H.2849/S.1940
19. Correspondence from resident George Harris, to Carrie Benedon, Director, Division of Open Government, Office of the Attorney General, dated June 17, 2019, re: Town of Wayland’s Request for Mediation
20. Correspondence from Ann Gordon, Volunteer Coordinator, Council on Aging, to Kathleen Buckley, dated July 11, 2019, re: thank you; staff initiatives do make a difference
21. Correspondence from residents Bret and Nancy Leifer, to the Board of Selectmen, dated July 11, 2019, re: letter of support for Sherre Greenbaum for Conservation Commission

PUBLIC DOCUMENTS PROVIDED TO THE BOARD OF SELECTMEN FROM JULY 11, 2019 THROUGH AND INCLUDING JULY 24, 2019 OTHERWISE NOT LISTED AND INCLUDED IN THE CORRESPONDENCE PACKET FOR JULY 29, 2019

Items distributed to the Board of Selectmen – JULY 11, 2019 – JULY 24, 2019

(none)

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of July 15, 2019

1. Draft FY 2021 Budget Schedule and Process
2. An Act Establishing a Select Board and the Position of Town Manager in the Town of Wayland (ppt)
3. Dept./Committee Specific Slides (ppt) (some items in draft)
4. Draft Inquiries of Those Charges with Governance
5. Select Board/Town Manager Act – Schedule of Meeting and Forums as of July 15, 2019
6. Information Technology (organizational overviews)
7. Town of Wayland IT Department – Proposed Organizational Structure
8. Correspondence to Rebecca Murray, Supervisor of Records, Commonwealth of Massachusetts, from Louise Miller, Town Administrator, dated July 15, 2019 re: Appeal of SPR19/1195
9. Correspondence to Pat Bender and Megan Bender, from Louise Miller, Town Administrator, dated July 15, 2019, re: Public Records Requests
10. Correspondence from resident David Hanlon, to Cherry Karlson, Chair, Board of Selectman, dated July 15, 2019, re: Feedback from Town Resident on Conservation Commission
11. Correspondence from resident Carole Plumb, to Cherry Karlson, Chair, Board of Selectman and Louise Miller, Town Administrator, dated July 12, 2019, re: Reappointment of Sherre Greenbaum to Conservation Commission
12. Wayland Rod & Gun Club, Inc. survey map
13. Municipal Advocate (Vol. 30, No. 1) distributed to Cherry Karlson, Doug Levine, Lea Anderson

Items included as part of the Agenda Packet for discussion during the July 29, 2019 Board of Selectmen Meeting

1. Town of Wayland Board/Committee Appointment Vacancies as of July 22, 2019
2. Cover memo and resume of Emily Kristofek
3. Resume of Jonathan Hyatt
4. Letter of interest from Kevin Fitzpatrick
5. Cover memo and resume of Andrew Steneri
6. Resume of Thomas Davidson
7. Resume of Katherine Schreiber
8. Correspondence from Carrie Benedon, Assistant Attorney General, Director, Division of Open Government, to Jessica Green, Chair, Personnel Board, dated July 19, 2019, re: request for extension to respond to complaint
9. Correspondence from Carrie Benedon, Assistant Attorney General, Director, Division of Open Government, to Jessica Green, Chair, Personnel Board and Miro, Netsky, Attorney General's Office, dated July 15, 2019, re: OML complaint request for extension of time to respond
10. Draft of June 26, 2019 Board of Selectmen meeting minutes
11. Draft of July 15, 2019 Board of Selectmen meeting minutes

BOARD OF SELECTMEN
Monday, July 29, 2019
6:30 p.m.
Wayland Town Building
Large Hearing Room
41 Cochituate Road, Wayland, MA

CONSENT CALENDAR

1. Vote the question of approving and signing the weekly payroll and expense warrants
2. Vote to authorize Louise Miller, Town Administrator, to sign Contract No. 19-1063 Task Order No. 1 for Engineering Services to draft Chapter 193 Stormwater and Land Disturbance regulations at a cost not to exceed \$6,000
3. Vote to authorize Louise Miller, Town Administrator, to sign Contract No. 18-2017 Change Order No. 2 for Route 20 Water Main Improvements with C. Naughton, for \$61,574.35
4. Vote the question of approving and signing the invoice #130042 / 5415-001 from Anderson Kreiger dated July 11, 2019, for River's Edge Special Counsel in the amount of \$70
5. Vote to approve expenditure of \$15,000 from the Dudley Pond Grant Account to engage Solitude Lake Management for the provision of herbicide treatment of Eurasian watermilfoil, as recommended by the Surface Water Quality Committee. This is the second request for funding for this treatment. The Board of Selectmen approved the first request for \$15,000 on July 15, 2019
6. Vote to authorize Town Administrator, Louise Miller, to sign contract amendment with Solitude Lake Management, contract no. 20-1003, for additional water testing, \$1,500 to \$6,000 depending on test results.
7. Vote to approve the FY2020 program to allow veterans to reduce the veteran's tax bills as provided in Chapter 59, Section 5N of the Massachusetts General Laws as outlined in the attached Wayland Veteran Services FY2020 Property Tax Credit Program- The Valor Act
8. Vote the question of approving and signing an increase in the fee for marriage intention applications from \$35.00 to \$40.00 effective September 3, 2019
9. Vote to authorize Town Administrator, Louise Miller, to sign and submit a 2019 MassWorks Grant to fund sewer services and facilities on Route 20 in light of Wayland's planned River's Edge Project.

2.) Contract
No. 19-1063

**TOWN OF WAYLAND
ON-CALL ENGINEERING SERVICES
CONTRACT NO. 19-1063
TASK ORDER NO. 1
Draft Stormwater Regulations**

The above-referenced contract between the Town of Wayland and DGT Associates, 1071 Worcester Road, Framingham, MA 01701 will be amended to include a Task Order as follows:

This Task Order is for the provision of **Engineering Services to draft Chapter 193 Stormwater and Land Disturbance regulations** as specified as Steps 1 & 2 in the attached email proposal, dated **June 10, 2019** at a cost not to exceed **\$6,000 (six thousand Dollars and no cents)**. The work will be completed by **August 31, 2019**.

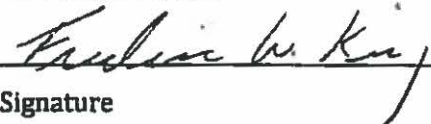
All other particulars will remain the same and in accordance with the Master Services Agreement dated April 22, 2019.

TOWN OF WAYLAND

Louise L. E. Miller, Town Administrator

Date: _____

DGT ASSOCIATES



Signature

Date: June 18, 2019

FREDRIC W. KING, P.E.

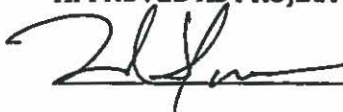
Print Name & Title SENIOR PROJECT MGR.

APPROVED AS TO FORM:

KP Law, P.C. Town Counsel

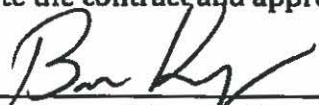
Date: _____

APPROVED AS PROJECT MANAGER:



Date: 6/20/2019

In accordance with M.G.L. C.44, Section 31C, this is to certify that an appropriation in the amount of this contract is available therefor and that the Town Administrator has been authorized to execute the contract and approve all requisitions and change orders.



Brian Keveny, Director of Finance

Date: 7/23/19
Appropriation No.: 1017002-52100
Purchase Order No.:

3.) Contract
No. 18-2017

**TOWN OF WAYLAND
2018 WATER MAIN IMPROVEMENTS (ROUTE 20)
CONTRACT NO. 18-2017
CHANGE ORDER #2**

The above-referenced contract between the Town of Wayland and C Naughton Corp, 663 Elm Street, West Bridgewater, MA 02324, for construction services related to 2018 Water Main Improvements (Route 20) will be amended as follows:


This Contract Amendment adjusts the contract Scope of Work as specified in the attached documentation dated May 8, 2019, at an ~~increase/decrease~~ in cost of \$61,574.35 (Sixty-One Thousand Five Hundred Seventy-Four Dollars and Thirty-Five Cents) for a total cost of \$1,173,964.03 (One Million One Hundred Seventy-Three Thousand Nine Hundred Sixty-Four Dollars and Three Cents), in accordance with the following plans and specifications:

- **Adjustments/Modifications to scope of work**
 - o Expansion of the limit of work to include the work to connect the project to the existing water main stub at Andrews Avenue.
 - o Costs associated with the rental of equipment to facilitate the construction to allow for early season start to facilitate meeting the Town's schedule of performance and associated permits for the work.
 - o Costs associated with a buried concrete vault discovered within the proposed construction trench. The vault was presumed abandoned but the Contractor was delayed during the construction period.
 - o Costs associated with the installation of a fire service connection.
 - o The time duration of the contract is ~~increased/decreased/no change~~ by fifteen days for a total of 183 days. The final contract date is October 30, 2019.

All other particulars will remain the same and in accordance with the original contract dated November 1, 2018.

TOWN OF WAYLAND

 Louise L. E. Miller, Town Administrator
 Date: _____

C Naughton Corporation

 Signature
 Date: 6-14-2019

Ciaran Naughton, President
C. NAUGHTON CORP.


 663 Elm Street
 Bridgewater, MA 02324

APPROVED AS TO FORM:

KP Law, P.C. Town Counsel

Date: _____

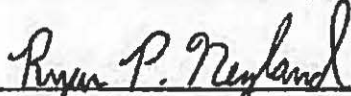
APPROVED AS PROJECT MANAGER:

 _____

Thomas Holder, Director of Public Works

Date: 6.17.19

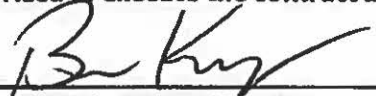
APPROVED AS ARCHITECT/ENGINEER:

 _____

Ryan Neyland, Project Manager
Tata & Howard

Date: 6/13/19

In accordance with M.G.L. C.44, Section 31C, this is to certify that an appropriation in the amount of this contract is available therefor and that the Town Administrator has been authorized to execute the contract and approve all requisitions and change orders.

 _____

Brian Keveny, Director of Finance

Date: 7/23/19

Appropriation No.: 24455800-54199

Purchase Order No.: 2019110

CHANGE ORDER FORM

DWSRF Number 4407
Contract Title 2018 Water Main Improvements
Public Entity Town of Wayland, MA
Contract Number 18-2017
Change Order Number 2

Contract Amount (As Bid) \$1,044,600.00
Net Change in Contract Price (previous change orders) \$67,789.68
Net Change in Contract Price (this change order) \$61,574.35
Total Adjusted Contract Price (including this and all other change orders) \$1,173,964.03

This change order extends the time to Substantial Completion by 21 calendar days.

This change order extends the time to Final Completion by 15 calendar days.

The extended completion dates are 7/19/19 (Substantial Completion), 10/30/19 (Final Completion)

This change order checked by Ryan Neyland 6/13/2019
Associate Date

This change order is requested by: Town of Wayland, Massachusetts

This change order is recommended by: Tata & Howard, Inc. (Consulting Engineer)

Ryan P. Neyland 48460 6/13/19
Ryan P. Neyland, P.E. P.E. Number Date

The undersigned agree to the terms of the change order.

C. Naughton Corp. 6-14-2019.
C. Naughton Corp. Date

Town of Wayland, MA Date

Certification of Appropriation under M.G.L. c.44, §31C: Adequate funding in an amount sufficient to cover the total cost of this change order is available.

By: _____ Date _____
Certification Officer (Town Accountant)

Do not write below: this space reserved for STATE AGENCY APPROVAL

DEP/DMS

CHANGE ORDER FORM (Continued)

Public Entity: Town of Wayland, Massachusetts

DWSRF No: 4407 Contract No. 18-2017 Change Order No. 2

Contract Title: 2018 Water Main Improvements (Route 20)

Owner's Name: Town of Wayland, Massachusetts

Owner's Address: 66 River Road, Wayland, MA 01778

Contractor's Name: C. Naughton Corp.

Contractor's Address: 633 Elm Street, Bridgewater, MA 02324

Item No. 1

Description of Change:

1. Revise the following Bid Item quantities and Price Extensions associated with the new 12-inch ductile iron water main, valves, fittings, and appurtenances added at the western limit of the project from MassDOT Station 108+75 to MassDOT Station 111+80 based on the Contractual Unit Prices established in the Contract (See attached Sketches SK-C-01 and SK-C-02 showing the revised work).
 - A. Revise the estimated quantity for Bid Item No. 5, Fittings and Appurtenances, from 3,250 pounds to 3,600 pounds at the Contractual Unit Price of \$1.00 per pound for an increase in the Bid Item No. 5 Price Extension from \$3,250.00 to \$3,600.00.
 - B. Revise the estimated quantity for Bid Item No. 9, 12-Inch Ductile Iron Pipe, from 2,650 linear feet to 3,000 linear feet at the Contractual Unit Price of \$155.00 per linear foot for an increase in the Bid Item No. 9 Price Extension from \$410,750.00 to \$465,000.00
 - C. Revise the quantity for Bid Item No. 13, 12-Inch Gate Valve and Boxes, from 11 valves and boxes to 14 valves and boxes at the Contractual Unit Price of \$5,000.00 per Gate Valve and Box for an increase in the Bid Item No. 13 Price Extension from \$55,000.00 to \$70,000.00.
 - D. Revise the estimated quantity for Bid Item No. 24, MassDOT Temporary Trench Pavement (7-inch Total Thickness), from 2,350 linear feet to 2,700 linear feet at the Contractual Unit Price of \$30.00 per linear foot for an increase in the Bid Item No. 24 Price Extension from \$70,500.00 to \$81,000.00.
 - E. Revise the estimated quantity for Bid Item No. 25, MassDOT Permanent Mill and Overlay (2-inch Total Thickness), from 2,350 linear feet to 2,700 linear feet at the Contractual Unit Price of \$30.00 per linear foot for an increase in the Bid Item No. 25 Price Extension from \$70,500.00 to \$81,000.00.

Reason for Change:

1. Estimated quantities and Price Extensions shall be revised to include the additional materials, water main, valves, fittings, and appurtenances, and temporary and permanent pavement based on extending the limit of work for the new water main installation at the western end of the project from MassDOT Station 108+75 to MassDOT Station 111+80, including the tie-in connection to the existing 12-inch water main stub from Town Center at Andrew Avenue. The Contractor and Owner mutually agreed to use the Contractual Unit Prices for the additional work.

Costs: \$90,600.00

4.) Invoice # 130042

ANDERSON KREIGER

50 Milk Street, 21st Floor
Boston, MA 02109
(617) 621-6500
EIN: 04-2988950

July 11, 2019

RECEIVED
JUL 15 2019
Board of Selectmen
Town of Wayland

Town of Wayland
Nan Balmer
Town Administrator
1st Floor, Selectmen's Office
41 Cochituate Road, Wayland, MA 01778

Reference # 130042 / 5415-001

In Reference To: River's Edge Special Counsel

Professional Services

		<u>Hours</u>	<u>Amount</u>
06/03/2019	SBD	0.20	70.00
	Sub-total:	0.20	70.00
	Sub-total Fees:		\$70.00

Attorney/Paralegal Summary

Name	Hours	Rate	Amount
Stephanie B. Dubanowitz	0.20	350.00	70.00

Total Current Billing: \$70.00

PLEASE NOTE: ALL BALANCES DUE WITHIN 30 DAYS

7.) Valor Act.



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

TOWN BUILDING
41 COCHITUATE ROAD
Assessors' Office (508) 358-3788
Selectmen's Office (508) 358-6721
www.wayland.ma.us

VETERANS' SERVICE AGENT
Tel. (781) 850-5504

WAYLAND VETERAN SERVICES FY 2020 PROPERTY TAX CREDIT PROGRAM The Valor Act

Procedure:

1. Applications for the Veterans' Property Tax Credit Program will be available from the Assessors' Office.
2. Completed applications will be logged in by the Assessors' Offices.
3. After being logged in, completed applications will be sent to the Veteran's Agent for eligibility verification.
4. The eligibility verification will be reviewed by the Board of Assessors for approval.
5. Approved applications will be sent to the Human Resources manager, who will place the Veteran with one or more departments to satisfy the applied-for work hours.
6. Time sheets verifying hours worked will be completed by the department managers and returned to the Human Resources Manager.
7. A certificate of completion will be signed by the Human Resources Manager and reviewed by the Board of Assessors of approval for payment from the overlay account.
8. Approved certificates of completion will be returned to the Human Resources Manager who will enter Payroll.
9. The Finance Department will process the Payroll applying all required deductions.
10. The Collector will credit the net amount of the pay advice to the Veteran's property tax bill.

Louise L. E. Miller,
Town Administrator



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

TOWN BUILDING
41 COCHITUATE ROAD
Assessors' Office (508) 358-3788
Selectmen's Office (508) 358-6721
www.wayland.ma.us

VETERANS' SERVICE AGENT
Tel. (781) 850-5504

WAYLAND VETERAN SERVICES FY 2020 PROPERTY TAX CREDIT PROGRAM The Valor Act

The Town of Wayland has adopted Massachusetts General Law Chapter 59 Section 5N, which allows Veterans to earn up to fifteen hundred dollars (\$1,500.00) annually in credit to apply to their property tax bill by working in a municipal department augmenting the existing work force. To be eligible for the program, an individual must be a Veteran and must reside at the property for which the tax credit is sought. If the veteran is deceased or has a service-connected disability, a spouse can participate in this program. Each owner of the property who meets the eligibility criteria can apply for and participate in the program.

Consistent with the General Laws, participants will be credited service time at the State's current minimum wage rate at the start of the program, July 1, 2019. The amount of the credit earned will be applied as a credit to the participant's annual property tax bill.

The Veterans' Agent will certify initial eligibility. The Veterans' Agent, the Assessors' Office and the Selectmen's Office will jointly oversee the process and determine work assignments. Participants assigned to specific positions must agree to a CORI check (criminal background) prior to placement.

Applications for participation in the FY20 program will be accepted beginning on Monday, July 1, 2019. Applications may be submitted to the Assessors' Office. A Certificate of Completion of work must be submitted **NO LATER** than March 31, 2020 in order for the participant to receive credit for service hours in the fiscal year's tax bill. Any forms submitted after March 31, 2020 will be used to issue credit on the following fiscal year's tax bill. Under no circumstances will any participant receive more than the \$1,500 credit in any fiscal year under this program.

**WAYLAND VETERAN PROPERTY TAX CREDIT PROGRAM
THE VALOR ACT**

GUIDELINES

- Applicants must be a Veteran or eligible spouse of a Veteran and reside in a Wayland owner-occupied home.
- Applications will be accepted in the Assessors' office beginning July 1, 2019. Should applications exceed available slots, a lottery will be held to determine the order in which applications are accepted. Application does not guarantee a slot.
- Department needs will be matched to applicants skills and ability. Final decisions on placement are made by Department Heads.
- Applicants must be a Veteran at time of application. The Wayland Veterans' Agent will verify eligibility.
- Applicants are subject to a satisfactory CORI (criminal background check) prior to an assignment.
- Minimum work assignments will be 2 hours/day unless otherwise approved by the Department Head.
- A progress report of hours worked is required by December 31st. The total work assignment must be completed by March 31st unless otherwise approved.
- The rate per hour of service shall not exceed the Commonwealth of Massachusetts minimum wage of \$12.00 per hour in 2019. This rate will be used to compute the tax reduction and shall not exceed \$1,500.00 per year.
- There is no income limitation for program eligibility.
- The maximum number of participants in the Veteran tax work-off program will be 30 in each fiscal year (July 1 – June 30).
- The tax reduction will be applied as a credit.

**WAYLAND VETERAN PROPERTY TAX CREDIT PROGRAM
THE VALOR ACT**

***ELIGIBILITY VERIFICATION
OFFICE OF THE BOARD OF ASSESSORS***

The application form of taxpayer _____
residing at _____
(Assessor's Map & Parcel _____) has been reviewed and
determined to meet the eligibility criteria for participation in the Wayland Veteran
Property Tax Credit Program.

The verification of completion must be submitted on or before **March 31, 2020** to be
applied to the fiscal year 2020 tax bill. Verification submitted after that date will be
applied to the next fiscal year. Verification of completion forms must be submitted to the
Office of the Board of Assessors. The March 31st deadline cannot be extended or waived
by the Board of Assessors for any reason.

Reviewed by: _____ Date: _____

Log number: _____

Approved by Board of Assessors:

The application form of taxpayer _____
residing at _____
has been reviewed and determined not to meet the eligibility criteria for participation in
the Wayland Veteran Property Tax Credit Program, for the following reason(s):

Reviewed By: _____ Date: _____

Cc: Taxpayer, Veterans Agent, Human Resources Manager

**WAYLAND VETERAN PROPERTY TAX CREDIT PROGRAM
THE VALOR ACT**

SITE REQUEST WORK FORM

Date: _____

1. Department: _____

2. Interested in participating in the Veteran Tax Credit Program Yes __ No ____

3. Indicate the type of position to be filled. Use a separate form for each position.

4. Please list required skills.

5. Indicate the number of hours necessary to complete the above task: _____

I understand, as the Department Head, that I have the right to select or reject an applicant based upon qualifications. I also understand that once an applicant is placed, I am responsible for training, supervising and documenting the hours worked.

Signature: _____ Date: _____

OFFICIAL USE ONLY

**WAYLAND VETERAN PROPERTY TAX CREDIT PROGRAM
THE VALOR ACT**

MONTHLY PARTICIPATION LOG

Name: _____ Log Number: _____

Work-site: _____

Department: _____

MONTH: _____ YEAR: _____

Date	Time In	Time Out	Daily Total Hours	Comments
1 st				
2 nd				
3 rd				
4 th				
5 th				
6 th				
7 th				
8 th				
9 th				
10 th				
11 th				
12 th				
13 th				
14 th				
15 th				
16 th				
17 th				
18 th				
19 th				
20 th				
21 st				
22 nd				
23 rd				
24 th				
25 th				
26 th				
27 th				
28 th				
29 th				
30 th				
31 st				

Signature of Work-site Department Head:

**WAYLAND VETERAN PROPERTY TAX CREDIT PROGRAM
THE VALOR ACT**

CERTIFICATE OF COMPLETION

LOG NUMBER: _____

Taxpayer: _____, the owner of parcel at:

Address: _____ **Assessor's Map and Parcel:** _____

has completed _____ hours of service at the rate of \$12.00 per hour to be credited toward the fiscal year 2020 tax bill. The total amount of the abatement for property tax assessed at the address listed under this program is _____.

Human Resources Manager

Date

Approved by Board of Assessors:

_____	_____
_____	_____
_____	_____

Cc: Taxpayer, Treasury, Human Resources



TOWN OF WAYLAND

MASSACHUSETTS

01778

8.) Increase in
Fee for
Marriage
Intention

TOWN CLERK

Anna M. Ludwig

aludwig@wayland.ma.us

ASSISTANT TOWN CLERK

Diane M. Gorham

dgorham@wayland.ma.us

RECEIVED

JUL 22 2019

Board of Selectmen
Town of Wayland

TOWN BUILDING
41 COCHITUATE ROAD
Wayland, MA 01778

TEL: 508-358-3630

508-358-3631

FAX: 508-358-1683

www.wayland.ma.us

To: Board of Selectmen

From: Anna M. Ludwig, Clerk 

Date: July 22, 2019

Re: Fee increase – Marriage Intention

I am writing to request that the Board of Selectmen consider increasing the fee for marriage intention applications from \$35.00 to \$40.00 effective September 3, 2019. In support of the increase, I have attached fees charged for Marriage Intentions from 11 other communities. Also, please note that Sudbury charges \$25.00 for marriage intentions, \$15.00 first copy of a marriage certificate, and \$10.00 for additional copies.

Thank you for giving this request your consideration.

Encl.

	Wayland	Weston	Bedford	Southborough	Westboro	Hopkinton
Pop	13,945	11,261	13,320	10,136	18,272	14,925
Dog	\$15-20	\$15-25	\$10-20	\$12	\$15-20	\$10-15
DBA	\$40	\$15	\$40	\$40	\$25	\$40
BC	\$10	\$10	\$10	\$10	\$10	\$15
DC	\$10	\$10	\$10	\$10	\$10	\$15
MC	\$10	\$10	\$10	\$10	\$10	\$15
MI	\$25	\$15	\$30	-	\$25	\$25
MC &				(includes 3 MC)	\$25	
MI	<u>\$35</u>	<u>\$25</u>	<u>\$40</u>	<u>\$50</u>	\$35	<u>\$40</u>

	Newton	Lincoln	Belmont	Wellesley	Framingham	Natick
Pop	88,994	6,362	24,729	27,982	68,318	36,246
Dog	\$10-15	\$10-15	\$12-37	\$12-20	\$10-15	\$10-15
DBA	\$35	\$20	\$50	\$60	\$50	\$0
BC	\$10	\$5	\$20	\$20	\$15	\$10
DC	\$10	\$5	\$20	\$20	\$15	\$10
MC	\$10	\$5	\$20	\$20	\$15	\$10
MI	\$35	-	\$30	-		
MC &		(includes 1 MC)			(includes 1 MC)	
MI	<u>\$45</u>	<u>\$15</u>	<u>\$50</u>	<u>\$40</u>	<u>\$30</u>	<u>\$35</u>

DBA=doing business as
 Dog=dog license fees range
 BC= birth certificate
 DC= death certificate
 MC= marriage certificate
 MI=marriage intention

BOARD OF SELECTMEN
Monday, July 29, 2019
6:30 p.m.
Wayland Town Building
Large Hearing Room
41 Cochituate Road, Wayland, MA

CORRESPONDENCE

1. Correspondence from Mira Netsky, Paralegal, Division of Open Government, to resident George Harris, dated July 12, 2019, re: Open Meeting Law Complaint
2. Correspondence from Rebecca Murray, Supervisor of Records, Commonwealth of Massachusetts, to resident Duane Galbi, dated July 19, 2019, re: appeal SPR19/1441.
3. Correspondence from Louise Miller, Town Administrator, to Pat Bender and Megan Bender, dated July 15, 2019, re: Public Records Requests
4. Correspondence from Louise Miller, Town Administrator, to Rebecca Murray, Supervisor of Records, Commonwealth of Massachusetts, dated July 15, 2019, re: Appeal of SPR19/1195
5. Correspondence John A. Leith, Taylor, Ganson & Perrin, LLP, to Sarkis Sarkisian, Town Planner, dated July 16, 2019, re: 139 Cochituate Road, Wayland, MA
6. Correspondence from resident Mary Barber, to Louise Miller, Town Administrator, dated July 23, 2019, re: Abandoned property at 24 School Street
7. Correspondence from resident Sherre Greenbaum, to the Board of Selectmen, dated July 24, 2019, re: Conservation Commission interview follow up
8. Correspondence from Daniel Szczebak, to Bruce Morgan, Director of Assessors, dated July 8, 2019, re: Town-owned parcels
9. Correspondence from resident Elaine Donnelly, to Board of Selectmen, dated July 12, 2019, re: Question regarding Board of Selectmen
10. Report from Julia Junghanns, Director, Board of Health, to the Board of Selectmen, dated July 8, 2019, re: Director's Report
11. Survey of Inquiries of Those Charged with Governance dated July 23, 2019
12. Flyer, rec'd July 12, 2019, re: Affordable Homeownership Opportunity at 307 Trout Brook Road, Oxbow Meadows, Wayland, MA