

PACKET
September
23
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

REVISED

(Revises agenda posted September 19, 2019 at 2:06pm)

BOARD OF SELECTMEN
Monday, September 23, 2019
7:00 p.m.
Wayland Town Building
Selectmen's Meeting 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.

- 7:00 pm 1. Call Meeting to Order
- Review agenda for the public
- 7:05 pm 2. Announcements and Public Comment
- 7:15 pm 3. High School Wastewater Treatment Plant: Update on capital needs and discussion with Town Administrator and Town Engineer
- 7:35 pm 4. Facilities: Update on projects, preliminary FY 21 CIP, and discussion with Town Administrator and Facilities Director
- 7:55 pm 5. FY21 Operating Budget: Guideline memo and next steps
- 8:05 pm 6. Discussion with Recreation Commission on Loker Field Project
- 8:25 pm 7. Board and Committee Appointments
1. Update on vacancies
 2. Zoning Board of Appeals:
 - a. ZBA Full Member for a term ending June 30, 2021: Vote to appoint Robert Farrington, interviewed on July 15, 2019 or Evans Huber, interviewed on August 12, 2019
 - b. ZBA Associate Member for a term ending either June 30, 2022 or June 30, 2021: Vote to appoint Joshua Wernig, interviewed on July 15, 2019
 3. Municipal Affordable Housing Trust:
 - a. Vote to appoint Robert Duffy, as a representative of the Planning Board, to a two-year term ending June 30, 2021.

2019 SEP 20 AM 10:23

TO: RECEIVED
TOWN OF WAYLAND

BOARD OF SELECTMEN
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Wayland Town Building
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41 Cochituate Road, Wayland, MA

Proposed Agenda – Page Two

4. Cultural Council:
 - a. Interview and vote to appoint Susan Warren to a three-year term ending June 30, 2022.

- 8:40 pm 8. Disclosure by non-elected municipal employee of financial interest and determination by appointing authority as required by g. L. C. 268a, § 19
* Surface Water Quality Commission member Michael Lowery

- 8:50 pm 9. Annual Report: Review and vote final report

- 9:00 pm 10. Select Board/Town Manager Special Act: Update and next steps

- 9:10 pm 11. Town Administrator's Report
 1. Plowing Private Roads Appeals Update
 2. Oxbow Meadow Field Update
 3. Annual Audit Update
 4. MVP Designation
 5. Energy Resiliency Update
 6. Annual Town meeting Schedule
 7. Signage: Wayfinding Grant Update
 8. FY 21 Budget Update

- 9:25 pm 12. Minutes: Vote to approve Board of Selectmen minutes of September 9, 2019

- 9:30 pm 13. Consent Calendar: Review and vote to approve (see separate sheet)

- 9:35 pm 14. Correspondence Review

- 9:40 pm 15. Selectmen's reports and concerns

- 9:45 pm 16. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any

- 9:50 pm 17. Enter into Executive Session
 1. 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

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Proposed Agenda – Page Three

2. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) and (6) to review and approve the executive session minutes of August 12, 2019; August 26, 2019 and September 9, 2019, and

APPROVE AND HOLD: Executive Session minutes of August 12, 2019; August 26, 2019 and September 9, 2019

3. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) and (6) to review and release/release with redactions the executive session minutes of July 16, 2018, August 27, 2018, September 5, 2018, September 17, 2018, September 24, 2018, October 1, 2018, and October 9, 2018.

APPROVE AND RELEASE/RELEASE WITH REDACTIONS:
Executive Session minutes of July 16, 2018, August 27, 2018, September 5, 2018, September 17, 2018, September 24, 2018, October 1, 2018, and October 9, 2018.

10:10 pm 18. Adjourn

7.) Board and Committee
Appointments
1.) Update on Vacancies

Town of Wayland
Board/Committee Appointments
Status as of September 16, 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

Committee	Volunteer	Term Ending Date
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Primary Appointing Authority: Board of Selectmen

Audit Committee		June 30, 2022
Audit Committee		June 30, 2020
Cable Advisory Committee		open
Cultural Council		3 year terms
Dog Control Appeals Board		June 30, 2022
Finance Committee		June 30, 2022
Municipal Affordable Housing Trust <i>(term dates under review)</i>		
Priority to Housing Partnership member		June 30, 2020
Priority to Planning Board member		June 30, 2021
Selectmen		June 30, 2020
Senior Tax Relief Committee (1 position)		June 30, 2020
(1 position)		June 30, 2022
Wastewater Management District Commission		June 30, 2022
Zoning Board of Appeals (1 position, full member)		June 30, 2021
(1 position, associate)		June 30, 2021/2022

(candidates were interviewed on July 15 and August 12 for full and associate positions; vote scheduled for Sept 23))

Primary Appointing Authority: as noted

<i>* Audit Committee</i>		
Finance Committee		June 30, 2020
School Committee		June 30, 2022
<i>* Community Preservation Committee</i>		
Historical Commission		June 30, 2022
<i>* Senior Tax Relief Committee</i>		
Finance Committee		June 30, 2022

7.) Boards and Committees
3.) Cultural Council

Susan Warren

Wayland, MA 01778

September 10, 2019

To the Board of Selectman,

I would like to serve on the Wayland Cultural Council, starting this fall, 2019. I have a longstanding personal and professional interest in the arts and cultural activities. I met with Rachel Sideman-Kurtz, Chair of the Council, to discuss my participation. I would like to be a part of the Council's work on supporting initiatives for the benefit of our community. Please let me know how to proceed.

Thank you for your kind attention.

Sincerely,
Susan Warren

Susan Warren
Wayland, MA 01778

Curriculum Vitae

Education

M.D., Columbia Vagelos College of Physicians and Surgeons, New York, NY 1981
B.A., Art (cum laude), Yale University, New Haven, CT 1973

Postdoctoral Training

Clinical Fellowship, Cognitive Behavioral Therapies, National Center for PTSD/Women's Health VA Boston Healthcare System, Boston University School of Medicine, Boston, MA 1996-1998
Residency in Psychiatry, PGY III and IV, University of Michigan, Ann Arbor, MI 1983-1985
Residency in Psychiatry, PGY I and II, New York-Presbyterian Westchester, White Plains, NY 1981-1983

Academic Appointments

Instructor in Psychiatry, University of Massachusetts Medical School (UMMS), Worcester, MA 2019-present
Clinical Instructor, Psychiatry, Harvard Medical School, Boston, MA 2009-2010
Lecturer, Psychiatry, University of Michigan, Ann Arbor, MI 1988-1989
Instructor, Psychology, Temple University, Rome, Italy 1987
Instructor, Psychiatry, University of Michigan, Ann Arbor, MI 1985-1986

Other Positions and Employment

Internal Coach, Career Development and Research Office, Department of Psychiatry University of Massachusetts Medical School, Worcester, MA 2019-present
Private Practice of Psychiatry, Ann Arbor, MI and Brookline, MA 1985-2015
Staff Psychiatrist, Adult and Asian Teams, North Suffolk Mental Health, Revere, MA 2009-2010
Consulting Psychiatrist, Women's Mental Health, St. Elizabeth's Medical Center, Boston, MA 1993-2000
Staff Psychiatrist, Women's Stress Disorders Treatment Team, National Center for PTSD VA Boston Healthcare System, Boston, MA 1996-1998
Staff Psychiatrist, Outpatient Clinic, Brighton Marine Health Center and Indochinese Psychiatry Clinic St. Elizabeth's Medical Center, Boston, MA 1990-1997
Staff Psychiatrist, Outpatient Clinic, VA Ann Arbor Healthcare System, Ann Arbor, MI 1985-1986
Co-Director, Summer Internship Program, Metropolitan Museum of Art, New York, NY 1973-1974

Honors and Awards

The Ella Lyman Cabot Trust, Individual Grant The Women's Center for Reproductive and Psychosocial Health Nyaya Health, Achham, Nepal. Funded at \$19,900	2008-2009
Ellen Battell Fellowship in Art, Yale University Summer School of Art, Norfolk, CT	1972

Educational Activities

Teaching Activities in Programs and Courses

Preceptor, Human Behavior in Medicine for First Year Medical Students, Department of Psychiatry Boston University School of Medicine, Boston, MA	2019
Consultant, Art and Medicine, Art Observation for Medical Students, Boston Museum of Fine Arts Boston University School of Medicine and School of Visual Arts, Boston, MA	2018-present
Consultant, Art and Medicine, Art Observation for Psychiatry Fellows, Worcester Museum of Art UMMS and Boston University School of Visual Arts, Worcester, MA	2018-present
Advisor, Wintersession Projects in Behavior and Design Interior Architecture Department, Rhode Island School of Design, Providence, Rhode Island	2007-2008
Lecturer, Psychiatry Residency Education, PGY II, Eating Disorders University of Michigan, Ann Arbor, MI	1988-1989
Instructor, Introduction to Abnormal Psychology, Undergraduate Course, Temple University, Rome, Italy	1987

Clinical Education

Clinical Supervisor in Psychiatry, PGY III, Consultation Service St. Margaret's Center for Women, St. Elizabeth's Medical Center, Boston, MA	1990-1997
Clinical Supervisor in Psychiatry, PGY IV, Outpatient Clinic University of Michigan, Ann Arbor, MI	1988-1989 1985-1986

External Educational Activities

Invited Critic, Final Review, Behavior and Design Interior Architecture Department, Rhode Island School of Design, Providence, Rhode Island	2008
Psychiatric Aspects of Menopause, Women's Health Conference St. Elizabeth's Medical Center, Boston, MA	1994

Educational for the Public/Community Education

Psychological Aspects of Life-Threatening Allergies, Support Group Facilitator and Lecturer Asthma and Allergy Foundation of America, New England Chapter, Chestnut Hill, MA	2000-2004
National Eating Disorders Screening Program, University of Massachusetts, Boston, MA	1996
Psychiatric Aspects of Menopause, Women at Risk, WBZ-TV, Boston, MA	1993
Postpartum Depression, Evening News Feature, WHDH-TV, Boston, MA	1993

Health Care Delivery

Leadership Positions

Medical Director, Partial Hospital for Eating Disorders, University of Michigan, Ann Arbor, MI	1988-1989
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Updated: mm/dd/yyyy

Certification and Licensure

Diplomate, American Board of Psychiatry and Neurology	1989
Commonwealth of Massachusetts Medical License	1989-2015
Clinical Discipline	
Adult Psychiatry	1981-2015

Scholarship

Peer-reviewed publications

1. Stone, KD, Twarog, FJ, Warren, S. Development of a preliminary questionnaire to assess parental response to children's food allergies. *Ann Allergy Asthma Immunol.* 2006 Mar; 96(3): 472-477.

Non-peer-reviewed publication

1. Warren, S., Report of Massachusetts Psychiatric Society and American Red Cross Disaster Training Program Massachusetts Psychiatric Society Newsletter. 2009 Apr;94-5.
2. Warren, S., Hospital therapy/evidence-based design. (Letter to the editor). *Boston Globe.* April 16, 2006. pA 12.
3. Warren, S. Postpartum Depression. *Allston-Brighton Journal.* 1993 7:8.

Invited Presentations

Regional

Postpartum Depression, Social Work Grand Rounds, St. Elizabeth's Medical Center, Boston, MA	1995
Women and Depression, Women's Dental Society Meeting, Boston, MA	1993
Women's Mental Health, Nursing Grand Rounds, St. Elizabeth's Medical Center, Boston, MA	1992

Other Presentations, Posters & Abstracts

Regional

Warren S, Oza, S. Implementation of Evidence-Based Healthcare Design in Resource-Deprived Areas: A Case Study in Nepal. Poster Presentation. Disparities in Surgical Care: Research to Practice Symposium Brigham and Women's Hospital, Boston, MA. 2008

Academic Service

Professional Memberships and Activities

Massachusetts Medical Society, Member	2018-present
Institute on Coaching, McLean Hospital and Harvard Medical School, Affiliate Member	2018-present
American Psychiatric Association, Member	1981-2015
Massachusetts Psychiatric Society, Member	1985-2015

External Professional Service

International

Consultant, Women's Mental Health, Nyaya Health Boston, MA and Achham, Nepal	2007-2010
Board Member, Architecture for Humanity Boston, Boston, MA	2007-2009
Consultant, Design Competition, Women's Health Center, Nyaya Health, Nepal Advanced Micro Devices and Architecture for Humanity, Boston, MA	2007-2008

Regional

Leadership Coach, Coaching for Leadership and Teamwork Program Babson College, Wellesley, MA	2018
Hospital Liaison, Literature and Medicine, Massachusetts Humanities Council, Boston, MA	2010-2011
Board Member, Asthma and Allergy Foundation, New England Chapter, Chestnut Hill, MA	2001-2004

Professional Development

Leadership College, Career Development and Research Office, UMMS, Worcester, MA	2018-2019
Managing Workplace Conflict, MA Medical Society and Physician Health Services, Waltham, MA	2018
Coaching in Leadership and Healthcare Conference, Institute of Coaching, Boston, MA	2018
Leadership in Global Mental Health, Director: Vikram Patel, MBBS Sangath and the London School of Hygiene and Tropical Medicine, Goa, India	2008
Meditation and Psychotherapy Conference, Cambridge Health Alliance, Boston, MA	2007
Meditation and Psychotherapy Retreat for Clinicians, Barre Center for Buddhist Studies, Barre, MA	2005
Clinical Training, Mind Body Institute, Harvard Medical School, Boston, MA	1995

BOARD OF SELECTMEN 2019 ANNUAL REPORT

The Board of Selectmen's formal, legal responsibilities are scattered throughout dozens of state statutes as well as a town's bylaws and special acts. Generally, selectmen have several important responsibilities under state law:

- The power to prepare the town meeting warrant
- The power to make appointments to town boards and offices
- The power to employ professional administrative staff and town counsel
- The power to sign warrants for the payment of all town bills
- The authority to grant licenses and permits

Massachusetts Municipal Association Handbook for Massachusetts Selectmen

Two of those powers have occupied much of the Board's time this year: preparing the warrants for a Special and an Annual Town Meeting and crafting a Special Act to present to a future Town Meeting designed to shift the Town to a stronger central administrative position.

TOWN MEETING WARRANTS: Two Town Meetings were held over the course of this fiscal year. A Special Town Meeting (STM) was held in November 2018 to meet the marijuana moratorium deadline that expired on December 31st. Following approval of a ban prohibiting the cultivation, processing, and dispensing of recreational marijuana in Wayland, the Board placed the question on the spring election ballot. The Board also placed two debt exclusion questions on the ballot, allowing the Town to raise tax revenue in addition to that generated under the Proposition 2 ½ tax levy, in order to renovate the high school athletic complex and to construct a turf field at the Loker Recreation Area. All three questions were approved at the polls. At the April 2019 Annual Town Meeting (ATM), funding for the high school athletic complex passed, but the Loker turf field construction failed to achieve a two-thirds quantum of vote.

Significant staff and volunteer time are spent preparing for Town Meeting, from selecting meeting dates and establishing a calendar, to determining budget guidelines and approving warrant articles, to meeting with petitioners, arranging meeting space, and finally printing and distributing the warrant. The Board appreciates the time, thought, and attention to detail provided by the Town Administrator, Finance Director, and their staffs; the boards, committees, and petitioners that prepare and present articles; and the voters who participate in the legislative process. The Board is pleased that the work of Annual Town Meeting was completed in two effective sessions. This was the shortest ATM in recent memory.

APPOINTMENTS AND STAFFING: The power to appoint is an important duty, if sometimes difficult when there are several excellent candidates seeking a single appointment. We are grateful for the more than 150 residents who donate their time and expertise to the boards and committees that play a crucial role in the operations of our Town. This year we appointed a new committee to oversee negotiations with our cable providers, a once-every-10-years responsibility.

We thank Louis Jurist who completed his term as Selectman and welcome Tom Fay who returns to the Board after serving for a term, including a year as chairman, several years ago.

This year saw the departure of Town Administrator Nan Balmer after four years of service, during which she worked to strengthen our financial management and governmental organization.

The Board wrapped up its search for a new Town Administrator early in the fiscal year. In July Community Paradigm Associates, with the able help of the Screening Committee composed of seven Wayland citizens, completed its work of referring three candidates, out of a pool of 35 applicants, for the position of Town Administrator. The Board interviewed the three finalists and, following an ambitious schedule, unanimously selected Louise Miller, who began in mid-September, in the midst of preparation for Special Town Meeting and budget season. Her background as a state official as the budget manager for the Massachusetts Water Resources Authority, financial management experience (budget and procurement) in Medford, administrative work in Needham's Department of Public Works, and volunteer positions on the Finance Committee and Cultural Council in her home community bring a multifaceted understanding and depth of knowledge to the position of Town Administrator.

The Town lost two department heads to similar positions in other towns: Treasurer, Zoe Pierce and Town Clerk, Beth Klein. Fire Chief David Houghton retired after 39 years with the Wayland Fire Department. Fortunately, Neil McPherson moved into the Chief position after three years as Assistant Fire Chief. We welcomed new Treasurer Maura O'Connor and new Human Resources Manager, Kathleen Buckley. Anna Ludwig was elected to the position of Town Clerk.

TOWN FINANCES: Building on improvements made to the budget development last year, the Board implemented an FY 2020 budget process that clarified the responsibilities of the Board, Finance Committee, Town Administrator, and Finance Director. A Finance Summit was held in September to provide an overview of current and estimated Town finances, trends, and recommendations. This was followed by budget guidelines for departments. Working with all Town departments, the Town Administrator prepared an operating budget and capital improvement plan that was sent to the Finance Committee with Selectmen approval. The Finance Committee developed its final budget recommendation for inclusion in the Annual Town Meeting Warrant. The procedure seems to have worked well: the budget was approved by Town Meeting in well under an hour.

In addition to improved budgeting procedures, Finance staff continue to refine their internal operations to ensure accuracy, efficiency, and adherence to standards. We were pleased that our rating agency, Moody's Financial Services, recognized these efforts by removing the negative outlook from the Town's Aaa bond rating, which signifies the Town's strong credit worthiness.

SELECTBOARD/TOWN MANAGER SPECIAL ACT: The 1990 Charter Commission report and studies by consultants Maximus in the year 2000 and the Collins Center in 2016-2018 have all found that Wayland's decentralized government "was negatively impacting day-to-day administration of the Town, limiting accountability, and misplacing authority." Based on

numerous recommendations, the Board has spent countless hours drafting, editing, and revising a proposal to present to Town Meeting to shift to a Town Manager form of government. In addition to meetings with staff, Board liaisons have met with Town committees to discuss the proposed Special Act and gather feedback. Using the current town administrator bylaw as a foundation, the proposed Special Act maintains, modifies and adds to the definitions of the position and organizational structure while keeping all elected and appointed committees in place. Once a final draft is complete, Selectmen will hold a forum for the general public for final input before taking the article to Town Meeting in April 2020. The warrant article will authorize the Board to petition the General Court of the Commonwealth to enact a special act providing for the establishment of the position of Town Manager in Wayland, changing the name from Board of Selectmen to Select Board, and making the Town Clerk an appointed position.

OTHER BOARD WORK: In January, the Board worked with our new Town Administrator to set Board goals for 2019-2020. In addition to the fiscal and Special Act goals already discussed, the Board anticipates signing the Purchase and Sale Agreement for the River's Edge rental housing project; reaching a milestone in the affordable housing target under 40B; continuing efforts to improve the Town Center, including designing a Council on Aging/Community Center; developing a plan for wastewater management to meet new requirements under the Federal Clean Water Act; promoting diversity in staffing and boards; and improving communication with residents and Town boards and committees. One idea to enhance communication was to offer a Citizens' Academy to introduce residents to the work of Town departments. Sessions with four departments, the Selectmen's Office, Public Safety, the Department of Public Works, and the Library, were held in the spring, and meetings with another four departments will be held in the fall.

The Town continues to work toward the state-mandated goal that 10 percent of the Town's housing stock be affordable to those making 80 percent of the area's medium income. Projects along Route 20 and on School Street, as well as the River's Edge project all provide units towards the Town's goal of 10 percent. They also provide new growth which bolsters the tax revenue projections.

* * *

The Board appreciates and thanks the many residents who participate in the governance of Wayland—both those who donate their time serving in formal Town positions and those who participate in the meetings and offer advice and suggestions. This is your Town, and we welcome your attendance, participation, and input.



LOUISE L. E. MILLER
TOWN ADMINISTRATOR
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TOWN OF WAYLAND

41 COCHITUATE ROAD
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12.) Draft of BoS
minutes of
Sept. 9, 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
September 9, 2019
6:30 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 6:30 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. 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, 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 collective bargaining with the Wayland Teachers Association, Wayland Educational Secretaries Association, Wayland Food Service Association, Custodians & Maintenance Local 116 regarding health insurance payroll deduction, and 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 accepting Spencer Circle as a public way, Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (6) to review and approve the executive session minutes of August 12, 2019
APPROVE AND HOLD: Executive Session minutes of August 12, 2019

At 6:32 p.m., C. Karlson moved, seconded by D. Levine, 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) (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 collective bargaining with the Wayland Teachers Association, Wayland Educational Secretaries Association, Wayland Food Service Association, Custodians & Maintenance Local 116 regarding health insurance payroll deductions, and 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 accepting Spencer Circle as a public way, and Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (6) to review and approve the executive session minutes of August 12, 2019 anticipating that we will APPROVE AND HOLD: Executive Session minutes of August 12, 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: T. Fay, M. Antes, C. Karlson, D. Levine, L. Anderson. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0. The Chair invites attendance by Louise Miller, Town Administrator, Elizabeth Doucette, Assistant Town Administrator, and Paul Brinkman, Town Engineer. The Board will reconvene in approximately 30 minutes for the purpose of completing the agenda.

The Board returned to open session at 7:05p.m.

A3. Announcements and Public Comment C. Karlson asked if there was any public comment. There was none. L. Miller discussed the recent updates regarding the Town's EEE risk. On Friday the State Dept. of Health raised Wayland's risk level to "high". L. Miller reported that she met with the Health Director and they conferred with the Recreation Director and School Athletic Director that there would be no outdoor activities from 6pm to 8am until further notice. They also drafted a press release. The Town made a reverse 911 call over the weekend to inform residents of precautions regarding EEE. Information was posted on the Town's website. Today L. Miller met with the Health Director and Superintendent of Schools to plan for ground spraying of fields, playgrounds, school property, and public roads by truck-mounted devices and individuals carrying backpack-mounted sprayers. The School Committee will be taking a vote tonight for allowing spraying in the areas near the schools. L. Miller asked the BoS to approve a waiver of spraying in the fields in town and one playground. All information will be put on the website along with signage at all fields. The Board decided to take a vote on this later in the meeting.

A5. Financial Summit (Large Hearing Room) The Board moved to the large hearing room to attend the Financial Summit at 7:15 p.m. Town Administrator Louise Miller introduced the Fiscal 2021 Financial Summit. Presenters included L. Miller, Finance Director Brian Keveny and School Business Manager Susan Bottan. L. Miller reviewed the purpose of the summit. Topics covered were: Overview of Town Financial Indicators (bond rating, tax rate and total valuation, fund balance); Anticipated FY 2021 Available Revenue, Economic Development, FY 2021 Estimated Expenditures (budget drivers, committed/level service estimates, Town/School/Unclassified); Five-year Forecast; Assumptions and Recommendations. After the presentation, L. Miller opened up the summit for questions. C. Plumb asked what the total debt of the Town was. S. Bottan corrected a number on slide 39. C. Karlson announced that the presentation slides would be available on the Town website tomorrow.

The Board returned to the Selectmen's Meeting Room at 8:09 p.m.

A3. Continued Announcements C. Karlson announced that the School Committee voted in favor of suspending their policy and the waiver to allow spraying on school property.

A15. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any:
D. Levine moved, seconded by L. Anderson, that the Board of Selectmen determine an immediate human health emergency exists that warrants the use of pesticides sooner than the two day notification period required under the Children and Families Protection Act, that the Board apply for a single use waiver from the Board of Health Director who is the Wayland Board of Health Agent, that the Board of Selectmen request the Town Administrator post warning signs as required near and along the perimeter of the sights being treated with pesticides, that the Town Administrator and School Superintendent provide standard written notification to employees, pupils, and parents immediately prior to or immediately following treatment, and that the Town Administrator maintain and make available public records as required for five years. YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

T. Fay moved, seconded by M. Antes, that the Board of Selectmen express support for the School Committee and the actions they took tonight to allow spraying on school properties. YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A3. Continued Announcements In the foyer in the Library there is an exhibit about the history of Rails to Trails. There will also be a guide at the depot to learn more about the history. Wednesday night at 7:30 pm there will be a public meeting on the hazard mitigation plan for the Town. The Wayland Little Theater Concerts begin the season on Friday, Sept. 20 at 8 pm at Wayland High School. On Tuesday, Sept. 17, at 4 pm there will be a ribbon cutting for the Wayland Resiliency Project at the Wayland Middle School.

A4. Board and Committee Appointments:

1. Cultural Council – appoint Zoe Hughes to a three-year term ending June 30, 2022

M. Antes moved, seconded by D. Levine, that the Board of Selectmen appoint Zoe Hughes to a 3-year term on the Cultural Council with a term ending June 30, 2022. YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A6. Surface Water Quality Committee: General discussion on budget, membership, potential conflicts, and donations. Vote the question of approving the receipt of a \$15,000 gift from the Dudley Pond Association for the treatment of water at Dudley Pond - use of the funds for tape weed harvesting. L.

Miller reported that she is recommending that the Surface Water Quality Committee not be part of the operating budget, but instead use a financial warrant article for funding. Two reasons are the variability year to year in the amount needed and the problem with being bound to a certain fiscal year. M. Lowery appeared before the Board to answer questions. L. Miller and C. Karlson discussed possible perception of conflict of interest for committee members who live on bodies of water. L. Miller recommended that members file a disclosure with the Town Clerk. M. Lowery informed the Board that the Dudley Pond Association votes every year to reimburse the Town for 25% of the funds expended in a year. The gift this year is \$15,000. C. Karlson suggested that a thank you note to be sent to the DPA.

T. Fay moved, seconded by M. Antes, that the Board of Selectmen approve the receipt of a \$15,000 gift from the Dudley Pond Association for the treatment of water at Dudley Farms, including the use of funds for tape weed harvesting. YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A7. Annual Report: Discussion, review and potential vote to approve Board members discussed their revisions. C. Karlson said she would make revisions and submit a new version for the September 23, 2019 meeting. She also asked Board members to send her their corrections for the public record.

A8. Select Board/Town Manager Act: Update and next steps L. Anderson discussed the community sessions and board and committee liaison meetings that have been held. C. Karlson reviewed the status of all the liaison assignments with Board members. It was decided the Board will have assigned dates by the Sept. 23 meeting and they will pick a date for a working session as well.

A9. COA/CC Facility: Discuss space needed and options and process for lease, lease-purchase, and for purchase of property or land C. Karlson announced that the Board had voted to take the RFP for space out of executive session and discuss it under this agenda item. The discussion tonight is not about the need for a COA/CC, as the Board is unified on that issue. L. Miller discussed the RFP process and the decisions that need to be made. L. Miller suggested the Board and COA focus on the amount of space that will be needed and if the Town will lease or purchase. A discussion ensued regarding the process and requirements about the financing and RFP. T. Fay will look into the scope of building and programming. L. Miller will research municipal finance information regarding the possibility of using a debt exclusion to build out leased property. L. Miller will also consider the timeline of other projects in the queue.

A10. Town Administrator's Report

- 1. Open Meeting Law Mediation** No update.
- 2. Public Documents Requests Update** The Town is continuing to have a discussion with the Secretary of State's Supervisor of Records regarding records of Town Counsel that are not in the Town's records. L. Miller discussed a current case pending before the SJC. The timeline of the decision is not yet known. The Town will abide by the decision. In the meantime, the Town will produce as much information as possible. The Town is also creating a Police Department log document that can be sent to requesters. This is being produced by the Police Department personnel.
- 3. River's Edge Project at 484-490 Boston Post Road Update** L. Miller said she has a scheduled call tomorrow with Town Counsel about the memo from the Planning Board with numerous questions, but in the meantime none of the boards can take any action.
- 4. Facilities Update** No updates at this time. L. Miller has started a memo summarizing the status of open projects. She also wants to discuss a request for additional personnel in the Facilities Department.
- 5. Plowing Private Roads Appeals** The Town has not received any appeals at this time.
- 6. School Bus Parking Update** The RFP was issued by the state, but it is unknown what will happen to the property. The Town is still working on bringing electricity to the bus parking area.
- 7. Oxbow Meadow Field Update** There have been some issues with vandalism, but there was not any loss of the turf. This was a purposeful tampering with the irrigation system and spray painting. Signage has been posted reminding people they are being videotaped.
- 8. Automatic Meter Reading Procurement Update** Procurement will begin shortly and the project will take a substantial amount of time.
- 9. Loker Roof MSBA Project** The MSBA has assigned an owner's project manager and the architect to design the roof. The project will be starting shortly.

A11. Minutes: Vote to approve Board of Selectmen minutes of August 26, 2019.

D. Levine moved, seconded by M. Antes, to approve the regular session minutes of August 26, 2019, as amended. YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A12. 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 one (1) sandwich board at Old Connecticut Path and Cochituate Road (Five Paths) for the time period of December 2, 2019 - December 9, 2019 to promote the Troop 1 Boy Scout's Annual Christmas Tree Fundraising Sale
3. Vote the question of approving and signing contract 20-1012 in the amount of \$1,059,457 to engage Tower Construction, Corp. for construction of buildings at Wayland High School Athletic field.
4. Vote to ratify the signature of Louise L. E. Miller, Town Administrator, for contract 20-1026 in the amount of \$11,100 to engage Solitude Lake Management for mechanical harvesting of tape grass at Dudley Pond.
5. Vote the question of approving and signing contract 20-2001 to engage Ellingwood Construction, Inc. for the provision of On-Call Paving Services.
6. Vote the question of approving and signing contract 20-2008 in the amount of \$1,238,758.51 to engage R.N Construction, Corp. for Phase III Boston Post Road Water Main Improvements.
7. Vote to authorize Louise L. E. Miller, Town Administrator, to approve and sign contract 20-2013 for the provision of Tree Management Services.
8. Vote the question of approving and signing Contract Amendment No. 1 of Contract 18-1037 in the amount of \$256,000 to engage Weston & Sampson Engineers, Inc. for the provision of Design & Engineering Services for Athletic Fields and Stadium Renovations.
9. Vote to approve the gift of \$15,000 from the Dudley Pond Association to the Dudley Pond Grant Account for the expenditure of \$15,000 from the Dudley Pond Grant Account for the provision of herbicide treatment of Eurasian milfoil at Dudley Pond, by Solitude Lake Management, as recommended by the Surface Water Quality Committee. Expenditure of \$30,000 from the Dudley Pond Grant Account was previously approved for this purpose.
10. Vote the question of approving and signing invoice #122116 from KP Law, dated August 23, 2019, for professional services rendered through July 31, 2019, in the amount of \$12,033.26.

L. Miller discussed (Item #3) regarding the building at the Wayland High School Athletic Field. She said the Town contacted the lowest bidder to see if the RFP packet was correct. She said there are funds available in the contingency for the project. She also noted Item #8.

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

A13. Correspondence Review M. Antes suggested that Mr. Ingoldsby should be thanked (item #4) for his work on pruning the apple trees at Heard Farm.

A14. Selectmen's reports and concerns T. Fay discussed the Conservation Commission producing a mission statement. C. Karlson said the Conservation Administrator is working on one now. He also inquired about modifying remaining Beer and Wine Liquor Licenses. L. Miller said the Town could petition for more All Alcohol Liquor Licenses, but she will look into amending them. He also discussed Green Community Aggregation. L. Anderson reported that she met with the chair of the Board of Assessors and requested that the tax classification hearing be held on Nov. 25. C. Karlson said she met with the owner of Town Center to discuss various issues like signage and wastewater.

A16. Adjourn L. Anderson moved, seconded by D. Levine, to adjourn the meeting at 9:42 p.m. YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of September 9, 2019.

1. Fiscal 2021 Financial Summit ppt
2. Beacon Publication (distributed to Lea Anderson, Cherry Karlson, and Doug Levine)
3. MMA 2019-2020 Directory (distributed to Lea Anderson, Cherry Karlson and Doug Levine)

Items Included as Part of Agenda Packet for Discussion During the September 9, 2019 Board of Selectmen's Meeting

1. Draft Minutes of BoS meeting of August 26, 2019

CORRESPONDENCE

1. Correspondence from Wayland resident Paul Church, to Patrick Swanick, Chief of Police, dated September 2, 2019, re: concerns around designation of Town as a "welcoming community."
2. Wayland Historic District Commission Public Hearing notice for September 19, 2019 and September 19, 2019 meeting agenda.
3. Monthly Police Department report from Patrick Swanick, Chief of Police, to the Board of Selectmen, dated August 2019.
4. Correspondence from Joseph Ingoldsby, J.E. Ingoldsby, ASLA, Natural and Cultural Landscapes, to Linda Hansen, Conservation Director and Members of the Conservation Commission, dated August 5, 2019, re: pruning of apple trees at the historic Heard Farm
5. Correspondence from Amy Kwesell, KP Law, to Clerk, Land Court, Boston, MA, dated August 23, 2019, re: Duane E. Galbi v. Jonathan Sachs, et al. (Town of Wayland Zoning Board of Appeals) Land Court No. 19 MISC 000389-DRR
6. Correspondence from Louise Miller, Town Administrator, to Rebecca Murray, Supervisor of Records, Commonwealth of Massachusetts, dated August 27, 2019, re: Update on Appeal Determination for SPR 19/1441.

**PUBLIC DOCUMENTS PROVIDED TO THE BOARD OF SELECTMEN FROM
SEPTEMBER 6, 2019 THROUGH AND INCLUDING SEPTEMBER 19, 2019
OTHERWISE NOT LISTED AND INCLUDED IN THE CORRESPONDENCE
PACKET FOR SEPTEMBER 23, 2019**

**Items distributed to the Board of Selectmen – SEPTEMBER 6, 2019 – SEPTEMBER 19,
2019**

(none)

**Items Distributed for Information and Use by the Board of Selectmen at the Meeting of
September 9, 2019**

1. Fiscal 2021 Financial Summit ppt
2. Beacon Publication (distributed to Lea Anderson, Cherry Karlson, and Doug Levine)
3. MMA 2019-2020 Directory (distributed to Lea Anderson, Cherry Karlson and Doug Levine)

**Items included as part of the Agenda Packet for discussion during the September 23, 2019
Board of Selectmen Meeting**

1. Board/Committee Appointments Status of September 16, 2019
2. Cover letter and CV of Susan Warren
3. Draft of Board of Selectmen 2019 Annual Report submission
4. Draft of Board of Selectmen minutes of September 9, 2019

BOARD OF SELECTMEN
Monday, September 23, 2019
7:00 p.m.
Wayland Town Building
Selectmen's Meeting Room
41 Cochituate Road, Wayland, MA

CONSENT CALENDAR

1. Vote the question of approving and signing the weekly payroll and expense warrants
2. Vote the question of approving and signing contract **20-1021** in the amount of \$42,210 to engage Village Green Restoration for the provision of Historical Building Restoration of the Wayland Train Depot.
3. Vote to ratify the signature of Louise L. E. Miller, Town Administrator, for a 3-year lease, **20-1029L**, with Hewlett Packard in the amount of \$38,944.50 for School Department chrome books.
4. Vote to ratify the signature of Louise L. E. Miller, Town Administrator, for contract **20-1030** in the amount of \$4,750 to engage Mass Audubon for the provision of an ecological management plan for Greenways.
5. Vote the question of approving and signing contract **20-1031** for an amount not to exceed \$7,000 to engage David A. Velluti for the provision on Real Estate Data Collection Services.
6. Vote to ratify the signature of Louise L. E. Miller, Town Administrator, for contract **20-1032** in the amount of \$12,800 to engage Solitude Lake Management for Phase II of mechanical harvesting of tape grass at Dudley Pond.
7. Vote to authorize Louise L. E. Miller, Town Administrator, to approve and sign contract **20-1033** in the amount of \$100,500 to engage Pare Corporation for the provision of Snake Brook Dam Design Services.
8. Vote to authorize Louise L. E. Miller, Town Administrator, to approve and sign contract **20-1034** for an amount not to exceed \$5,800 to engage BSC Group for the provision of Stormwater Management Peer Review Services at Five Path Road Subdivision.
9. Vote the question of approving and signing contract **20-2013** in the amount of \$67,400 to engage Stumpy's Tree Services for the provision of Tree Management Services.
10. Vote the question of approving and signing invoice #121728 from **KP Law**, dated **June 30, 2019**, for professional services rendered through June 30, 2019, in the amount of \$2,139.03.

-more-

11. Vote the question of approving and signing invoice #121690 from **KP Law**, dated **June 30, 2019**, for professional tax services rendered through June 30, 2019, in the amount of \$499.00.
12. Vote the question of approving one (1) sandwich board at Old Connecticut Path and Cochituate Road (Five Paths) for the time period of October 20, 2019 – October 27, 2019 to promote the Wayland High School Robotics Team's town-wide STEM Fair on October 27, 2019.
13. Vote the question of approving three (3) sandwich boards at the following locations: Fire Station Two in Cochituate; Old Connecticut Path and Cochituate Road (Five Paths); and Town Center (corner of Routes 20 and 27) for the time period of October 3, 2019 – October 10, 2019 to promote the Wayland Children and Parents Association's event – Smart Financial Planning for Your Family on October 10, 2019.
14. Vote to expend \$15,000 for the preparation of a design concept to improve lighting, planting, and connectivity along Route 20. The approximate limits will correspond to those associated with the Route 20 Sidewalk Improvements project. Design options will include pocket parks, street trees and gathering spaces, ornamental lighting, connectivity from Route 20 to the Town Center and the Rail Trail, and landscape enhancements. Design will also include a colored plan, up to three (3) concept sketches, and estimate of probable construction costs. The design will be coordinated with the Town's branding consultant.
15. Vote to authorize Louise L. E. Miller, Town Administrator, to sign contract 18-2016, amendment #2 with Tata & Howard, in the amount of \$167,900 for Phase III Boston Post Road Water Main Extension engineering services.

BOARD OF SELECTMEN
Monday, September 23, 2019
7:00 p.m.
Wayland Town Building
Selectmen's Meeting Room
41 Cochituate Road, Wayland, MA

CORRESPONDENCE

1. Correspondence from resident Duane Galbi, to Teri Hegarty, Executive Assistant, dated September 12, 2019, re: request for email acknowledgement of records retention request left on desk
2. Correspondence from resident Duane Galbi, to Town Clerk and Records Access Officer/Town Administrator, dated September 12, 2019, re: records retention request
3. Correspondence from resident Elizabeth Natenshon, to Cherry Karlson, dated September 6, 2019, re: The facts and liability regarding 5G deployments
4. Correspondence from Louise Miller, Town Administrator, to Nhat H. Le, Chief Operating Officer, MA Office of Business Development, dated September 10, 2019, re: Verification of municipal service area of the 495/MetroWest Partnership
5. Correspondence from Teri Hegarty, Executive Assistant, to Tim Hooton, ABCC Investigator, dated September 16, 2019, re: updated LLA Certification for the Sperry's Liquor license transfer
6. Correspondence from Wayland resident Liss Ouradnik, to Teri Hegarty, Executive Assistant, dated August 23, 2019, re: request for asphalt curb between road and lawn
7. Media release from Patrick Swanick, Chief, Wayland Police Department, re: Be Aware of Scammers, received September 16, 2019
8. Correspondence from Katherine A. Gardner-Westcott, Chair, Wayland Historical Commission, to Cherry Karlson, Chair, Board of Selectmen and Gretchen Schuler, Chair, Community Preservation Committee, dated September 16, 2019, re: Reappointment to CPC
9. Correspondence from Lea Anderson, Board of Selectmen, from Jenna Cramer, of the Wayland Public Schools, dated September 10, 2019, re: Happy Hollow 5th Grade Petition sent to the Board of Selectmen
10. October is Massachusetts Archaeology Month! Mansion Inn: The Making of a Scholar (flyer)