
PACKET

October 2

2019



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

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

2019 SEP 30 11:52 AM

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

REVISED

(revision to agenda posted Sept. 30, 2019 at 4:26pm)

BOARD OF SELECTMEN

Wednesday, October 2, 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. Swearing in of Police Officer Colin Whitney
- 7:15 pm 3. Announcements and Public Comment
- 7:25 pm 4. Board and Committee Appointments
1. Municipal Affordable Housing Trust: Interview and possible vote to appoint Jacqueline Espiritusanto-Vega to the Municipal Affordable Housing Trust, representing the Wayland Housing Partnership, to a two-year term ending June 30, 2021
 2. Cultural Council: Interview and possible vote to appoint Rebecca Ahmed to the Cultural Council to a three-year term ending June 30, 2022
 3. Housing Partnership: Interview and possible vote to appoint Daria Tucker to the Wayland Housing Partnership, representing the Planning Board, to a three-year term ending June 30, 2022.
- 7:40 pm 5. Public Safety Capital Improvement Plan (CIP): Update from Town Administrator and Fire Chief, Police Chief and Police Lieutenant
- 7:50 pm 6. Capital Improvement Plan: Discussion of five-year Draft Capital Improvement Plan (CIP) with Town Administrator and Finance Director; vote on individual CIP requests for Board of Selectmen

BOARD OF SELECTMEN
Wednesday, October 2, 2019
7:00 p.m.
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41 Cochituate Road, Wayland, MA

Proposed Agenda – Page Two

- 8:15 pm 7. Annual Town Meeting: Discussion and potential vote to approve ATM Schedule; review and potential vote to approve revised Article submission forms
- 8:25 pm 8. Select Board/Town Manager Special Act: Update and next steps, including setting a date for Board of Selectmen working session
- 8:35 pm 9. Town Administrator's Report
1. Bond Anticipatory Note Issuance
 2. Town Counsel: Spencer Circle; Library restrictions, Town Building Restrictions
 3. River's Edge: Update
 4. Signage Wayfinding Grant: Update
 5. Citizens' Academy
 6. Stormwater Management Plan Update
 7. Open Meeting Law Mediation: Update
 8. Legislative Update Relative to Collective Bargaining Dues
- 8:55 pm 10. Town Administrator Evaluation: Review draft form; discuss timeline
- 9:05 pm 11. Minutes: Vote to approve Board of Selectmen minutes of September 23, 2019
- 9:10 pm 12. Consent Calendar: Review and vote to approve (see separate sheet)
- 9:15 pm 13. Correspondence Review
- 9:20 pm 14. Selectmen's reports and concerns
- 9:30 pm 15. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any
- 9:35 pm 16. Enter into Executive Session
- I. 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
 - II. Pursuant to Massachusetts General laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to collective bargaining with the New England Police Benevolent Association (NEPBA)/Wayland Police Officers Union (WPOU) Local 176, and

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Proposed Agenda – Page Three

- III. Pursuant to Massachusetts General Laws, Chapter 30, section 21 (3) to discuss strategy with respect to collective bargaining with Wayland Firefighters Local 1978, International Association of Firefighters, AFL-CIO, and
- IV. 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

9:55 pm 17. Adjourn

4.) Board and
Committee Appointments

Town of Wayland
Board/Committee Appointments
Status as of September 24, 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>Term Ending Date</u>
Audit Committee (4 positions)	
Representing Selectmen	June 30, 2022
Representing Selectmen	June 30, 2020
Representing Finance Committee	June 30, 2020
Representing School Committee	June 30, 2022
Cable Advisory Committee	open
Cultural Council (multiple positions)	3 year terms
Dog Control Appeals Board	June 30, 2022
Finance Committee	June 30, 2022
Municipal Affordable Housing Trust (2 positions)	
Priority to Housing Partnership member	June 30, 2021
Priority to resident with real estate law experience	June 30, 2020
Senior Tax Relief Committee (3 positions)	
At large position	June 30, 2020
At large position	June 30, 2022
Representing Finance Committee	June 30, 2022
Wastewater Management District Commission	June 30, 2022

2019 SEP 24 AM 9:10

RECEIVED
TOWN OF WAYLAND
TOWN CLERK

Jacqueline Espiritusanto-Vega

Wayland, MA 01778

Summary

Experienced office management professional specializing in directing administrative work flow processes. Extensive experience working in a fast-paced environment with sensitivity to low income individuals. Ability to multitask while building a rapport with a wide range of customers. Proficient in MS Office Word, Excel, Outlook, and proprietary (property management) databases like Timberline, Tracker, PHA Web and CHAMP.

Professional Experience

Framingham Housing Authority, Framingham, MA

Tenant Selector/Occupancy Specialist (2017-present)

- Coordinate with Receptionist the intake of State/Federal Public Housing Applications and Input into PHA Web and CHAMP database for Management and Tracking
- Determine applicant initial eligibility and accurate rent shares through review and analysis of documentation and information obtained by interviews, inquires and/or third parties that verify family composition, income, assets and other factors affecting eligibility and rent calculations
- Answer Waitlist Application inquiries by phone, mail or in person
- Review and make eligibility determinations on Emergency Applications and Schedule Appeal hearings when necessary
- Manage and Coordinate with Maintenance Director all vacancies for new admissions and Reasonable Accommodation transfers
- Establish smooth transition with Family and Elderly/Disabled Housing Managers for all new Admission participants

Waltham Housing Authority, Waltham, MA

Receptionist/Intake Coordinator (2016-2017)

- Answer and direct all incoming calls on a multi-line phone system, answer Public Housing and Section-8 Program questions as necessary
- Intake of all State/Federal Public Housing Applications, Section 8 Applications and input into SHARP/Centralized Wait List databases for Management and Tracking
- Execute monthly Update mailings in order to maintain accurate Waiting lists
- Collection of Rental payments for all Public Housing Program participants and Section-8 repayment agreements
- Assist Family and Elderly Housing Managers as needed with day to day interactions and mass mailings for program participants

4.) Board and
Committee Appointments
1.) Jacqueline
Espiritusanto-Vega
Municipal
Affordable
Housing Trust

SMOC Rental Assistance, Framingham, MA

Program Representative (2014-2016)

- Performed regular recertifications of households including E.I.V. online income verification, third party income verification, verification of assets, verification of all household member's status
- Process Household composition and Income changes and prepare leases and contracts as necessary
- Familiarized and adhered to rules and regulations as stipulated in Federal and State guidelines
- Took initiative to create an employer contact list for the use of employment verification of our program participants
- Implemented a new and more efficient filing system for pending re-certifications files
- Created a Welcoming environment for our Spanish speaking program participants

SMOC Non-Profit Housing Corporation, Framingham, MA

The SMOC Housing Corporation is a full service real estate organization that performs all property and asset management functions.

Office Manager (2008-2013)

- Redesigned administrative processes streamlining functions, eliminating redundancy, and expediting workflow
- Go to person managing and updating Timberline Real Estate database maximizing efficiency
- Coordinated and enforced Team Engagement meetings boosting co-worker morale and increasing revenue
- Reorganized the Legal processes by implementing tighter controls and therefore minimizing expenses

SMOC Non-Profit Housing Corporation, Framingham, MA

Assistant Office Manager (2004-2008)

- Administered all A/R transactions for entire housing portfolio efficiently and accurately
- Provided support to twelve Housing Coordinators for all our service regions
- Took initiative to cross train all business office staff while performing daily office tasks
- Implemented new and more efficient Accounts Receivable procedures minimizing daily workload and ensuring proper security of cash handling

Middlesex Savings Bank, Westboro, MA

Item Processor (2002-2008) concurrent

- Accurately sorted and prepared daily bank deposits for scanning while operating imaging machine
- Balanced all scanned bank deposit images ensuring accurate deposit on all client accounts
- Printed, folded, and mailed up to 100 bank statements on slow processing days
- Entrusted to serve as weekend supervisor handling the work flow for the day

SMOC Non-Profit Housing Corporation, Framingham, MA

A/R Administrative Assistant (1998-2004)

- Efficiently processed all rental collection transactions meeting daily deadlines
- Inputted and maintained all Property Management transactions ensuring accurate rental history
- Provided database reporting on a weekly basis to 10 Housing Coordinators
- Prepared multiple bank deposits, meeting the required daily deadline
- Greeted all customers in person and/or on phone and directed to appropriate departments
- Prepared work orders, logged requests into centralized spreadsheet and communicated emergency calls to Maintenance supervisor

TD Banknorth (formerly known as Metrowest Bank), Framingham, MA

Item Processor (1998-2002) concurrent

- Accurately sorted and prepared daily deposits for computer imaging minimizing scanning delays
- Balanced all scanned images ensuring accurate deposit on all client accounts
- Assisted in the operation of the imaging machine improving efficiency
- Entrusted opening/closing the office on weekends and handling the work flow for the day

Education

Associates Degree, Computer Science
Interamerican University of Aguadilla, Puerto Rico

4.) Board and Committee
Appointments
2.) Rebecca Ahmed
Cultural Council

Rebecca J Ahmed

Wayland MA 01778

Project Manager with 9+ years of experience in the healthcare and life science industry conducting business and market research, meeting and team facilitation, cross-divisional workstreams, special project/initiative implementation.

MilliporeSigma

Head of the Digital Academy

Aug 2019 – Present

Reporting into Senior Vice President, Human Resources (Executive Board Member)

Responsibilities:

- Managing RFP process to start up a new global, company wide initiative: The Digital Academy
- Managing executive stakeholders and delivering executive level presentations
- Defining, coordination, and running multiple strategic sourcing Internship projects; managing partnerships with Princeton University, Boston University, and Washington University St Louis

Strategic Projects Manager

July 2018 – Aug 2019

Reporting into Vice President, Head of LS Chemicals

Achievements:

- Designed and implemented a professional development framework aimed at supporting Product Managers in skills development and career mapping
- Lead cross-franchise marketing planning activities, driving for commercial and digital engagement
- Designed and coordinated Life Science Internship Pilot Program in conjunction with other stakeholders, representing business viewpoints in NA graduate sourcing program
- Facilitated formal and informal touchpoints across all customer segment teams, regions, and internal stakeholders

Responsibilities:

- Operational Excellence within Chemicals Leadership Team
- Defining and executing on key priorities across LSC business, including coordination of strategic planning, cross-functional marketing coordination, professional development programs, and commercial training activities
- Tracking various execution against key metrics
- Defining and developing potential new strategic ventures

Strategic Projects Manager

April 2017 – July 2018 (1.5 years)

Reporting into Head of Strategic Projects, eBusiness (formerly Marketing Strategy & Execution, Research Solutions)

Achievements:

- Successfully coordinated 100+ stakeholder Marketing Planning Workstream
- Supported establishment of multiple new leadership teams through process roadmapping, meeting facilitation, and ad hoc project support across multiple functions

Responsibilities:

- MSX & eBusiness Team Facilitation
- Customer Experience Project Management
- Ad hoc Strategic Project Management
- Marketing Planning Process (spanning 7 global product franchises)

Information Analyst

October 2013 – April 2017 (3.5 years)

Reporting into Head of Life Science Strategic Intelligence (formerly Business & Competitive Information)

Achievements:

- Designed, implemented, and maintained Competitive Intelligence SharePoint Dashboard for 300+ top executives to monitor competitors and peers
- Conducted quarterly analysis of market and competitors for delivery to top executives
- Supported LS Commercial GTM Strategy with in depth secondary market research support
- Compiled Competitive Landscape for LS Legal Department on CRISPR Gene Editing
- Supported Merck Innovation Cup with on-site and virtual research assistance to support international start-up competition

Responsibilities:

- Ad Hoc Business and Patent/Scientific Intelligence Requests
- Earnings Call, Analyst Day, and Conference Transcript Analysis
- Creating presentation grade deliverables in PowerPoint, Excel, and PDF
- Daily Newsletter Publication and stakeholder management for Biopharma Business Brief
- Monthly and Quarterly Clinical Literature Alerts
- Vendor Management and purchasing
- Hiring and Management of temporary staff
- Systems Migration and Project Management

Boston Scientific

Knowledge Resources, Natick, MA

March 2012 – October 2013 (1.5 years)

Information Specialist

Department of Veterans Affairs

Boston Library Service, Jamaica Plain, MA

May 2010-February 2012 (2 years)

Librarian

Education

University of Maine, Orono, ME

BA in Anthropology, Archaeology
May 2010

Simmons College, Boston, MA
MS in Library and Information Science
May 2012

References available upon request



TOWN OF WAYLAND
41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

5) Public Safety
Capital Improvement
Plan (CIP)

MEMORANDUM

To: Louise Miller, Town Administrator
From: Neil McPherson, Fire Chief
Sean Gibbons, Police Lieutenant
Patrick Swanick, Police Chief
Date: September 30, 2019
Re: Public Safety Communication System Capital Improvement Request

An antenna for the public safety radio system was struck by lightning in early July, which rendered the Wayland police and fire radio frequencies inoperative. This caused a significant risk to the residents of the community and first responders. An immediate but temporary action plan was implemented while repairs were made to the existing radio communication system. This incident revealed significant deficiencies and a lack of redundancy in the current system.

The issues with the radio communication system are a result of decisions made over a long period of time, and there is no simple solution that will fix these issues in the short term. Radio system design and installation can be complicated, so we have done our best to simplify this document. More detail can be provided upon request.

This document was drafted to identify recommended actions and associated costs (where possible). Some of the required actions may require hiring a consultant to identify solutions. These actions are broken into the following categories: immediate, short term, medium term, and long term.

Immediate – There are some immediate steps that have been and will be taken.

- **Duplex technology** – At the time of the lightning strike on Reeves Hill, the police and fire departments operated on separate radio frequencies using multiplex technology. Wayland only has one transmission location. Multiplex technology requires multiple locations for redundancy. While multiple transmission locations are a long-term solution to public safety communication, we have, in the short term, modified the existing system to operate using duplex technology. This allows the police and fire departments to use separate antennas for their communication. Prior to using duplex technology, the police and fire departments shared an antenna system. Using duplex technology creates redundancy in the event of equipment failures or loss of one of the two antennas due to a lightning strike or other disaster.

Status: Completed

Cost: Claim submitted to insurance subject to \$5,000 deductible

- **Maintenance/Inspection of radio sites** – We have identified potential issues at the public safety departments' radio receiver sites. These issues range from rodent infestation to improper grounding and antennas. The Town does not currently have a maintenance and testing program. The fire department is developing in-house resources to inspect the equipment as part of a more comprehensive plan to maintain and test the performance of the radio transmission sites and

equipment. The public safety departments have contracted with a vendor to inspect and make necessary immediate repairs to each of the sites. This vendor will also review the condition of the one back-up repeater at Reeves Hill.

Status: In progress

Cost: \$10,000 - \$15,000

Short Term

- **Create a fiber link between Reeves Hill and the Public Safety Building** - When one of the receiver sites receives a radio transmission, it is transmitted to a comparator at the Public Safety Building (PSB) and then to Reeves Hill for transmission. The speed of the data transmission and reliability of sending the data are paramount to the safety of first responders. Typically, towns use a fiber link for primary transmission with microwave as back-up. Wayland's current system uses a microwave link for primary transmission, which is susceptible to physical and electronic interference as well as inferior speed. There is currently no redundancy if this part of the system fails. This change would consist of purchasing equipment for the PSB dispatch center and Reeves Hill and then leasing a fiber line from Verizon.

Status: FY2021 Budget TBD

Cost:

Option #1 - \$45,000 for town to expand fiber line and purchase equipment

Option #2 - \$12,000 for equipment and \$200 monthly cost

- **Replace non P-25 compliant radios** – The police and fire departments have been frugal and have frequently reused radios. This is not considered a best practice, as they provide for our first responders' critical lifeline. The Town's older radios lack current technology and are not P-25 compliant, which is a public safety standard. The lack of P-25 radios impacts Wayland's ability to communicate with other agencies on interoperability channels (the ability to communicate with agencies on different frequencies). It also prevented the police department from being able to utilize the BAPER (Boston Area Police Emergency Radio Network) frequencies during the radio outage experienced in July.

All non-P-25 compliant radios for the police department should be replaced immediately. All non-P-25 compliant portable radios for the fire department should be replaced immediately. The mobile radios for the fire department could be replaced over two years. However, there is no cost saving to such an approach. The estimated cost of implementation for police, fire and dispatch is:

Portable radios	\$147,000
Mobile radios	\$100,000

Status: Capital request FY 2021

Cost: \$247,000

Long Term

- **Repeater replacement** – The current police and fire repeaters are not public safety grade and are not P-25 compliant. The current police and fire repeaters need to be replaced with public safety grade equipment that is also P-25 compliant. This project will include moving the existing repeaters to the PSB.

Status: Capital request FY 2022

Cost - \$150,000

- **Develop additional transmission site** – The town has a major vulnerability in that it depends upon Reeves Hill to transmit all radio communications.

It is recommended that a back-up system be established. This redundancy can occur by one of two suggested methods. This can only occur after completing a propagation study, at minimal cost to the Town.

1. Co-locating our equipment on a new or existing cellular/radio tower or structure
2. Use existing receiver sites and change them to transmit/ receive sites creating a simulcast system (a fail-safe system whereby if one site goes down there are immediate back-ups)

Status: Capital request FY 2023

Cost - \$150,000

- **Upgrade dispatch console at PSB** – The communication center has a dispatch console and control unit that is more than 10 years old. The technology has rapidly evolved, and it is likely that the support for this system will end within the next five years. The requested funds will be used to replace this equipment with modern technology.

Status: Capital budget FY 2024

Cost - \$150,000

- **Develop second PSAP** – The town has a major vulnerability in that it has no back-up Public Safety Answering Point (PSAP) site. In the event that the primary PSAP is damaged at the PSB, the town currently does not have a back-up site which could be used to dispatch public safety. This request would allow for the development of a secondary PSAP () at a location to be determined.

Status: Capital budget FY 2025

Cost - \$100,000

Miller, Louise

9.) TA's Report
8.) Legislative Update
Relative to

Collective Bargaining
Dues

From: KP Law, P.C. <KPLAW@k-plaw.com>
Sent: Friday, September 27, 2019 3:39 PM
Subject: KP Law, P.C. eUpdate - Massachusetts Legislature Passes Chapter 73 of the Acts of 2019, "An Act Relative to collective Bargaining Dues"



Massachusetts Legislature Passes Chapter 73 of the Acts of 2019, "An Act Relative to Collective Bargaining Dues"

Recently, the Massachusetts Legislature enacted "An Act Relative to Collective Bargaining Dues", Chapter 73 of the Acts of 2019 ("the Act"), providing public sector unions with new rights following the United States Supreme Court's June 2018 decision in Janus v. AFSCME. Prior to the Janus decision, public sector unions had been permitted to require non-member employees to pay a so-called "agency" or "fair share" fee based on the cost of the union's collective bargaining activities on the grounds that non-members nevertheless benefitted from said activities. The Janus decision held that public sector employees who are not union members cannot be required to pay fees to the union as a condition of their employment, reasoning that public employees cannot be required to support an organization that they have chosen not to join on the basis of differing political beliefs. The Act, aiming to address certain issues resulting from the Janus decision, enables unions to require non-members to pay certain fees under specific circumstances, providing increased union access to non-member employees, and establishing a period during which an employee cannot revoke an existing authorization to pay union dues or other fees.

With respect to collecting fees from non-member employees, the Act amends G.L. c.150E, §5 to authorize a union to require a non-member to pay the reasonable costs and fees associated with processing a grievance or arbitration brought by the union at that non-member's request, as well as anticipated proportional costs and fees prior to a hearing on the grievance or arbitration. The union's duty to represent a non-member is tied to that non-member's payment of these costs and fees, and the union is relieved of that duty if the non-member fails to pay. This marks a significant change from the current state of the law, which requires unions to represent an employee within their bargaining unit, regardless of union membership, at no cost to the employee.

The Act also creates a new section, G.L. c.150E, §5A. This section sets forth a non-exhaustive list of public employer obligations to non-union employees who are members of a particular union's bargaining unit, including the following:

- Meet with individual employees on the employer's premises during the work day to investigate and discuss grievances, workplace-related complaints, and other workplace issues;
- Conduct worksite meetings on the employer's premises during lunch or other non-work breaks, and before and after the workday, to discuss workplace issues, collective bargaining negotiations, administration of collective bargaining agreements, and other matters related to an exclusive representative's duties or internal union matters regarding the governance or business of the union;
- Meet with newly-hired employees for a minimum of 30 minutes within 10 calendar days of the date of hire either during new employee orientation or at other individual or group meetings;
 - With respect to school employees, the employer shall inform the union of a hiring decision within 10 calendar days of a prospective employee's *acceptance of an offer* of employment. Further, at this time, the employer shall provide, in spreadsheet or whatever form to which the union agrees, the employee's name, job title, worksite location, home address, work telephone number, home and personal cellular telephone numbers, date of hire, work e-mail address, and personal e-mail address to the extent that these telephone numbers and e-mail addresses are on file with the employer;
- Use the employer's e-mail system to communicate with bargaining unit members regarding official union matters, including but not limited to elections, election results, meetings, and social activities, provided this use does not unreasonably burden network capability or system administration; and
- Use government buildings and other facilities owned or leased by government entities to conduct meetings with unit members regarding bargaining negotiations, administration of collective bargaining agreements, investigation of grievances, other workplace-related complaints and issues and internal union matters, provided this use does not interfere with governmental operations.

An employer's failure to provide access as required above will constitute grounds for an unfair labor practice charge.

Finally, the Act revises state law pertaining to payroll deduction authorizations. When an employee signs an authorization permitting the deduction of union dues or other fees to be paid to the union, the authorization, pursuant to its terms, may be irrevocable for a period of up to one year and revocable only as provided in the terms of the authorization. If the authorization is not for a specific period, the default is that 60 days' notice is required to revoke the authorization. There is currently litigation pending in other parts of the country questioning the constitutionality of a similar provision. Accordingly, until the matter is settled,

we are advising that all public employers work with the unions representing their workforce to avoid the inclusion of such revocation periods.

Note that despite the Governor's objections to the Act because of lack of privacy protection for employee contact information, the General Court overrode the Governor's veto on September 19, 2019. Accordingly, the Act takes effect on December 18, 2019, 90 days thereafter.

Please contact any member of the KP Law Labor and Employment Practice Group (617.556.0007) with any questions regarding fees, authorizations, and access obligations under the Act, or any other employment or labor matter.

Disclaimer: This information is provided as a service by KP Law, P.C. This information is general in nature and does not, and is not intended to, constitute legal advice. Neither the provision nor receipt of this information creates an attorney-client relationship with KP Law, P.C. Whether to take any action based upon the information contained herein should be determined only after consultation with legal counsel.

THE LEADER IN PUBLIC SECTOR LAW
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DRAFT

Town Administrator Evaluation

POLICY AND PURPOSE

The purpose of this evaluation instrument is to formally appraise the Town Administrator's performance on an annual basis or as required by contract. The document allows the Board of Selectmen to assess the Town Administrator's performance in management practices, in job requirements as stated in the contract and/or job description, and in the accomplishment of goals. Through the evaluation procedure, Board members will recognize strengths, offer positive feedback, and suggest any areas that require corrective action.

The final overview document showing compiled scores and comments summarized by the Chair or his or her designee will be discussed and released in open session.

PROCEDURE

1. The period of evaluation is September 1 through August 30.
2. The Town Administrator will submit a narrative self-evaluation including a report on goal achievement. A copy of the report and a blank evaluation form will be distributed to each Board member.
3. The Town Administrator makes the decision whether to waive the right to privacy as to his/her written performance evaluation of the past year. If he/she chooses to waive this right, it should be stated for the record at a Board meeting and also specifically noted in the minutes.
4. Board members will complete their evaluations forms and give them to the Chairman in a regular meeting by a date set by the Chairman.
5. The Chairman or his or her designee will compile scores from individual evaluation forms and develop a consensus overview document.
6. The Chairman will give the individually completed performance evaluation forms to the Human Resources Manager who will place them in the Town Administrator's personnel file.
7. Board members may meet individually with the Town Administrator to discuss aspects of the performance review document.
8. The Chairman will provide the other Board members and the Town Administrator with the consensus evaluation overview document at least one week prior to the date at which the document will be publicly released.
9. The overview document will be released by the Chair at a public meeting of the Board of Selectmen.

Selectman:

**Town of Wayland
Town Administrator Performance Evaluation
Form**

Instructions

A space has been provided for each statement within the performance areas. Check the number which most accurately reflects the level of performance for each factor. If you did not have an opportunity to observe or make a determination on a particular factor, please indicate so by marking N/A in the Rank space.

Rating Scale (1-5)

- Unsatisfactory (1) The Administrator's work performance is inadequate and inferior to the standards of performance required for the position.
- Improvement Needed (2) The Administrator's work performance does not consistently meet the standards of the position.
- Meets Expectations (3) The Administrator's work performance consistently meets the standards of the position.
- Exceeds Expectations (4) The Administrator's work performance is frequently or consistently above the level of a satisfactory employee.
- Excellent/Highly Commendable (5) The Administrator's work performance is consistently excellent when compared to the standards of the job.

1. Personal Characteristics: Exhibits honest and ethical behavior; acts in a fair and equitable manner; effectively deals with unforeseen issue and problems; shows resilience by maintaining energy and motivation despite constant demands. Responds well to stressful situations. Displays creativity, innovation, flexibility and appropriate risk taking.	Board Member Suggestions & Comments	Rank
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<p>2. Professionalism: Is fully knowledgeable and committed to the field of local government management; seeks to enhance skills and abilities through educational opportunities; actively participates in professional municipal management organizations; encourages staff training and development.</p>	<p>Board Member Suggestions & Comments</p>	<p>Rating</p>
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<p>3. Public Relations/Communications: Projects a positive image in the community; is reasonably open and available to the public and responsive to citizen complaints or requests; communicates effectively to the media; keeps the citizenry informed of current issues in Town government. Maintains good communications with the business community. Supports and recognizes the efforts of volunteer citizens and groups. Maintains effective communications with state and federal elected representatives, other communities, state agencies, and municipal organizations.</p>	<p>Board Member Suggestions & Comments</p>	<p>Rating</p>
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<p>4. Board Support/ Relations Offers professional advice to the Board, including appropriate alternatives and recommendations, based upon thorough study and analysis; implements policy matters and other directives adopted by the Board of Selectmen; keeps Board members informed of issues and activities in Town government and in the community; listens and understands Selectmen's concerns; maintains a professional working relationship with the Board, promoting a climate of mutual respect and trust.</p>	<p>Board Member Suggestions & Comments</p>	<p>Rating</p>
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<p>5. Organizational Leadership/Personnel Management: Provides leadership, motivation and support within the organization; effectively delegates tasks and assignments; builds and motivates a team, providing direction and monitoring/adjusting performance as required. Assures selection for employment of the best-qualified personnel; assures systematic performance evaluation of staff in the organization; establishes high standard of performance for all Department Heads; recognizes, develops, and utilizes their leadership abilities; effectively leads collective bargaining efforts with unions, keeping the Board informed on progress; strives to maintain good staff morale and maintains open, honest and professional relationships with staff.</p>	<p>Board Member Suggestions & Comments</p>	<p>Rating</p>
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<p>6. Financial Management Prepares a timely and realistic annual budget proposal in a manner that promotes full understanding of issues and needs; employs sound fiscal management practices for the development of the operating and capital budget recommendations; effectively monitors and controls budget expenditures; provides complete and accurate financial information to facilitate budget deliberations; creatively manages available resources to increase productivity and efficiency; develops and maintains a long-term financial plan for the Town;</p>	<p>Board Member Suggestions & Comments</p>	<p>Rating</p>
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<p>7. Planning and Organization Creates and facilitates an environment for long-range and strategic planning; identifies opportunities to improve productivity, innovation,</p>	<p>Board Member Suggestions & Comments</p>	<p>Rating</p>
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staff development and cost efficiencies; develops proposals for cost effective reorganization of Town operations; establishes appropriate goals and objectives for performance.		
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8. Achievement of Goals Shows appropriate progress to the year's goals as indicated on the attached self-evaluation.	Board Member Suggestions & Comments	Rating
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OVERALL RATING	Board Member Suggestions & Comments	Rating
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**Town Administrator Performance Evaluation Form
Acknowledgement of Receipt**

This is to acknowledge the fact that the performance review was conducted by the Board of Selectmen in accordance with the procedures and that the Town Administrator has received the overview document with the compilation of scores.

BOARD OF SELECTMEN

Date: _____

TOWN ADMINISTRATOR

Date: _____

**PUBLIC DOCUMENTS PROVIDED TO THE BOARD OF SELECTMEN FROM
SEPTEMBER 19, 2019 THROUGH AND INCLUDING SEPTEMBER 30, 2019
OTHERWISE NOT LISTED AND INCLUDED IN THE CORRESPONDENCE
PACKET FOR OCTOBER 2, 2019**

**Items distributed to the Board of Selectmen – September 19, 2019 – September 30, 2019
(none)**

**Items Distributed for Information and Use by the Board of Selectmen at the Meeting of
September 23, 2019**

1. Correspondence from Louise Miller, Town Administrator, to Board and Committee Chairs and Department Managers, dated September 19, 2019 re: FY21 Budget Request Guideline (Includes attachments with FY21 Budget Guideline; FY21 Finance Committee Liaisons; FY21 Selectmen Liaisons; Department Functions and Goals for FY 21; Departmental Descriptions and Goals; FY 21 Explanatory Statement of Changes)
2. Correspondence from Paul Brinkman, Town Engineer, to Louise Miller, Town Administrator and Board of Selectmen, dated September 22, 2019, re: Wayland High School Wastewater Treatment Plant Operations Restart
3. Correspondence from Mike Lowery, to Cherry Karlson, Chair, Board of Selectmen and Lea Anderson, Selectman, dated September 16, 2019, re: Disclosure for Non-elected Municipal Employee (Includes attachments Disclosure by Non-elected Municipal Employee of Financial Interest and Determination by Appointing Authority as Required by G.L. C. 268A, § 19; and two papers, namely, "Incentivizing the Public to Support Invasive Species Management: Eurasian Milfoil Reduces Lakefront Property Values," by Julian D. Olden and Mariana Tamayo, *PLOS ONE*, October 2014, Vol. 9, Issue 10; and "The Effects of Aquatic Invasive Species on Property Values: Evidence from Quasi-Experiment," by Eric J. Horsch and David J. Lewis, *Land Economics*, Vol. 85, No 3 (Aug. 2009), pp. 391-409, University of Wisconsin Press.
4. Resumes of Bob Farrington, Evans Huber and Joshua Wernig
5. "Uncovering the Past: Massachusetts Archaeology Month, October 2019" (booklet distributed to Cherry Karlson, Chair, Board of Selectmen)
6. National Grid safety information brochure (distributed to Cherry Karlson, Chair, Board of Selectmen)
7. *Governing Magazine*, September 2019 (distributed to Cherry Karlson, Chair, Board of Selectmen and Lea Anderson, Selectman)

**Items included as part of the Agenda Packet for discussion during the October 2, 2019
Board of Selectmen Meeting**

1. Draft of Town Administrator Evaluation Form
2. Board/Committee Appointment Status as of September 24, 2019
3. CV of Jacqueline Espiritusanto-Vega
4. CV of Rebecca Ahmed
5. Correspondence from Neil McPherson, Fire Chief; Patrick Swanick, Police Chief; Sean Gibbons, Police Lieutenant, to Louise Miller, Town Administrator, dated September 30, 2019, re: Public Safety Communication System Capital Improvement Request
6. Correspondence from KP Law, to Louise Miller, dated September 27, 2019, re: KP Law, P.C. eUpdate – Massachusetts Legislature Passes Chapter 73 of the Acts of 2019, "An Act relative to Collective Bargaining Dues"

BOARD OF SELECTMEN
Wednesday, October 2, 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 one (2) sandwich boards at the following locations: Old Connecticut Path and Cochituate Road (Five Paths) and Route 20/Old Connecticut Path by the Coach Grill, for the time period of November 10, 2019 – November 17, 2019 to promote the Friends of the Wayland Public Library Fall Book & Bake Sale.
3. 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 19, 2019 – October 26, 2019 to promote the Wayland Children and Parents Association's Monster Mash/Trunk or Treat event on October 26, 2019.
4. Vote the question of approving one (1) sandwich board at the following location: Town Center (corner of Routes 20 and 27) for the time period of October 21, 2019 – October 28, 2019 to promote Red Barn Pre-school enrollment.
5. Vote the question of approving the Dudley Woods Gift of \$300.00 from Alan Palevsky and Flavia Zorniotti for proposed gifts of a bench, maple tree, and dog waste station and disposal costs.
6. Vote to ratify the signature of Louise L. E. Miller, Town Administrator, for Technical and Advisory Representation, 20-1035, with BETA in the amount of \$3,500.00 for School Street 40B Development.
7. Vote to sign the Commonwealth of Massachusetts-Town of Wayland Drinking Water Bond dated October 24, 2019, previously approved by the Board of Selectmen

BOARD OF SELECTMEN
Wednesday October 2, 2019
7:00 p.m.
Wayland Town Building
Selectmen's Meeting Room
41 Cochituate Road, Wayland, MA

CORRESPONDENCE

1. Correspondence from KP Law, to Louise Miller, Town Administrator, dated September 25, 2019, re: KP Law, P.C. eUpdate – Department of Public Health Issues Emergency Order Banning Sale and Display of Vaping Products
2. Year 1 Annual Report Massachusetts Small MS4 General Permit Reporting Period: May 1, 2018-June 30, 2019
3. Correspondence from Mike Lowery, Board of Public Works, to Tom Holder, Director, Public Works; Louise Miller, Town Administrator; Arthur Unobskey, School Superintendent, dated September 27, 2019, re: Timeline for including school bus parking on former landfill south of Route 20
4. Press release from Julia Junghanns, Director of Public Health, dated September 26, 2019, re: Cyanobacteria advisory for blue green algae in Lake Cochituate
5. Correspondence from Mike Lowery, to Cherry Karlson, Chair, Board of Selectmen, dated September 24, 2019, re: 2019-09-23 BoS Meeting – Pam's run signs
6. Correspondence from Lauren Goldberg, KP Law, to Cherry Karlson, Chair, Board of Selectmen and members of the Board of Selectmen, dated September 18, 2019, re: Proposal for Labor and Employment Legal Services
7. Correspondence from Walter White, Chairperson, Architectural Access Board, Commonwealth of Massachusetts, Division of Professional Licensure, Office of Public Safety and Inspections, Architectural Access Board, to Main Street Property, Inc., c/o Barken Management, dated September 26, 2019 re: 110 Grill, Decision of the Board: Complaint Resolution