

PACKET

November 4

2019



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

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN

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

BOARD OF SELECTMEN
Monday, November 4, 2019
6:15 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.

- 6:15 pm 1. Call Meeting to Order
- 6:17 pm 2. Town Manager Special Act: working session to review and discuss latest draft with town counsel (via phone), develop FAQs, identify next steps
- 7:00 pm 3. Review agenda for the public
- Announcements Public Comment
- 7:10 pm 4. Bond Anticipation Note (BAN): Review, approve and vote on BAN for \$6,300,000 bond anticipation note for costs associated with the Town's High School Athletic Complex renovation project.
- 7:15 pm 5. Metropolitan Planning Organization (MPO) Elections: Vote Mary Antes as designee; select candidate
- 7:20 pm 6. Minutes: Vote to approve Board of Selectmen minutes of October 15, 2019 and and October 28, 2019
- 7:25 pm 7. State of the Town: Identify potential discussion topics
- 7:30 pm 8. Joint meeting with the Board of Public Works to interview and vote to appoint to fill an open seat on the Board of Public Works, with a term ending upon the completion of Annual Town Meeting, April 2020. Candidates: Joseph Berkowitz, Robert Goldsmith, Patrick Murphy, Joseph Polizzotti

RECEIVED
TO: TOWN CLERK
10/31/19
NOV 31 PM 2:05

BOARD OF SELECTMEN
Monday, November 4, 2019
6:15 p.m.
Wayland Town Building
Selectmen's Meeting Room
41 Cochituate Road, Wayland, MA

Proposed Agenda – Page Two

- 8:15 pm 9. Annual Town Meeting (ATM) 2020: Review revised article submission forms (draft) and instructions
- 8:30 pm 10. FY2021 Operating Budget: Update
- 8:45 pm 11. Joint meeting with the Board of Assessors to interview and vote to appoint to fill an open seat on the Board of Assessors, with a term ending upon the completion of Annual Town Meeting, April 2020. Candidate: Philip Park.
- 9:00 pm 12. Town Administrator's Report
1. Transmit Town Administrator goal achievement report
 2. Liquor License Updates: Wayland Variety & Deli; 110 Grill and Primebar Grill
 3. Loker Field Peer Review
 4. Regulations: Health, Stormwater and Water
 5. Appointment of Tree Warden
 6. Flood Plain Manager Designation
 7. Affordable Housing: Housing Production Plan price quote, Community Preservation Committee (CPC) applications
- 9:15 pm 13. Consent Calendar: Review and vote to approve (see separate sheet)
- 9:20 pm 14. Correspondence Review
- 9:25 pm 15. Selectmen's reports and concerns
- 9:30 pm 16. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any

BOARD OF SELECTMEN
Monday, November 4, 2019
6:15 p.m.
Wayland Town Building
Selectmen's Meeting Room
41 Cochituate Road, Wayland, MA

Proposed Agenda – Page Three

9:35 pm 17. Enter into Executive Session

- I. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to litigation – Stephen Cass v. Town of Wayland; and
- II. Pursuant to Massachusetts General Laws to G.L. c. 30A, Section 21(a) (1), (7) and (9): to discuss complaints brought against public officers. Specifically, the Board will discuss and determine whether further action should be taken with respect to five Open Meeting Law complaints filed by George Harris against the Board of Selectmen on 11/13/18, 1/4/19, 2/1/19, 3/4/19, and 5/29/19, as a result of mediation regarding said complaints; to comply with or act under the authority of any general law. Specifically, the Board will convene in executive session to comply with G.L. c. 233, Section 23C with regard to the confidentiality of the Open Meeting Law complaint mediation referenced above. To meet or confer with a mediator, as defined in section 23C of chapter 233. Specifically, the Board will discuss and consider possible action to be taken as a result of the confidential mediation with George Harris of the above-referenced Open Meeting Law complaints; and
- III. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) and (6) to review and approve the executive session minutes of October 15, 2019 and October 28, 2019

APPROVE AND HOLD: Executive Session minutes of October 15, 2019 and October 28, 2019

10:15 pm 18. Adjourn

2.) Town Manager
Special Act - with
revision notes

DRAFT 106/28-1/19
SELECT BOARD/TOWN MANAGER ACT

Special Act of Legislation Creating Select Board/Town Manager Form of Government in the Town of Wayland

[HISTORY: Adopted by the Annual Town Meeting of the Town of Wayland 5-3-2004 by Art. 11. Amendments noted where applicable.]

GENERAL REFERENCES

Boards, commissions and committees — See Ch. 6.
Finances — See Ch. 19.
Personnel — See Ch. 43.
Board of Selectmen — See Ch. 58.
Town Administrator — See Ch. 60.
Treasurer and Collector — See Ch. 72.
Director of Public Works — See Ch. 151.

§ 1. The Renaming of Select Board. ~~(new)~~

1.1 The Board of Selectmen in the Town of Wayland shall hereafter be known as the Select Board, who shall be vested with all of the powers and duties conferred upon a board of selectmen by any general or special law. All references to the Board of Selectmen contained in the Town Code shall be construed as referring to the Select Board, and all powers and duties conferred upon the Board of Selectmen by the Town Code shall be vested in the Select Board. (new)

1.2 ~~The executive powers of the Town shall be vested in the~~ Select Board ~~shall be the chief executive officers of the Town,~~ and ~~the Select Board~~ shall serve as the chief policymaking body of the Town. (new)

1.3 The Select Board shall consist of five (5) residents of the Town, elected by ballot, to serve a term of three (3) years. The terms of the members of the Select Board shall be staggered such that one (1) or two (2) members shall be elected each year. (new)

1.4 The Select Board shall develop and promulgate policy directives and guidelines which shall be followed by all agencies serving under it and, in conjunction with other elected Town officers and multiple-member bodies, shall develop and promulgate policy guidelines designed to bring the operation of all town agencies into harmony; provided, however, nothing in this section shall authorize any member of the Select Board or a majority of such members to become involved in the day-to-day administration of a town agency. (new)

1.54 The Select Board shall cause the by-laws, rules and regulations of the Town to be enforced. (new)

~~1.65 The Select Board shall have full authority as agents of the Town to employ counsel to commence, prosecute and defend suits in the name of the Town. Said authority shall not extend to employing counsel to the School Committee.~~

1.676 The Select Board shall appoint a Town Manager, Town Counsel, independent auditor and any other boards, committees, and commissions according to Town Code, statute or any special act. The Select Board shall also appoint any other multi-member boards for whom no other method of appointment is provided by Town Code, statute or special act. *(new)*

1.78 The Select Board shall have full authority as agents of the Town to employ counsel to commence, prosecute and defend suits in the name of the Town, unless otherwise especially ordered by vote of the Town. Said authority shall not extend to employing counsel to the School Committee. *(inmodified from current Code, Section 58-1)*

1.89 The Select Board shall cause an adequate supply of the full Town report to be available in the Town offices at Wayland Center and in the public library in Wayland Center from which to furnish a copy to any interested person, and it shall cause the warrant and Finance Committee's report with recommendations to be served as provided in Section 36-2 of the Town Code. *(in modified from current Code, Section 58-2)*

1.940 The Select Board shall have the authority to declare a state of emergency in the Town of Wayland upon the occurrence of any disaster, catastrophe, fire, flood, earthquake, storm or other natural calamity. Any state of emergency proclaimed by the Select Board shall, unless sooner terminated by proclamation of the Select Board, terminate five days from the day it takes effect. *(in modified from current Code, Section 58-3)*

1.10 The Select Board shall have full authority to establish rules and regulations, binding upon all boards, commissions, committees, councils, authorities, officials and employees of the Town of Wayland, governing:

- a. The use of Town-owned vehicles during a state of emergency in the Town declared by the Select Board pursuant to Section 1.10 of this Act.
- b. The marking of Town-owned vehicles.
- c. Recordkeeping and reporting requirements pertaining to the operation and maintenance of Town-owned vehicles.
- d. Personal use of Town-owned vehicles and fuel, such as for commuting travel, by officials and employees of the Town.
- e. Reimbursement for the use of privately owned vehicles by employees and officials while on Town business. *(in modified from current Code, Section 58-4)*

§ 2. Appointment and qualifications of Town Manager.

2.1 The Select Board, by an affirmative vote of at least four (4) members, may appoint a Town Manager ~~as the Town's chief executive officer~~ for a term of years as the Select Board deems to be in the best interests of the Town. The Town Manager shall receive such aggregate compensation and benefits, not exceeding the amount appropriated, as the Select Board may determine. The Select Board may, but is not required to, establish a written employment contract with the Town Manager pursuant to Massachusetts General Laws Chapter 41, Section 108N, to provide for the salary, fringe benefits, and other conditions of employment. The Town Manager position shall be a non-union position. *(modified from current Code)*

2.2 The Town Manager shall be appointed on the basis of educational, management and administrative qualifications and experience, including at least a bachelor's degree in a related field

of study from an accredited four-year college or university. The Town Manager shall have considerable professional experience, consisting of compensated service in municipal administration or an equivalent combination of education and business management experience. *(in current Code)*

2.3 The Town Manager shall devote full-time to the responsibilities of the office. The Town Manager shall hold no elective Wayland Town office. The Town Manager may be appointed by the Select Board to any other compatible Town office or position, but he/she shall engage in no other business or occupation without advance written authorization by the Select Board. *(in current Code)*

§ 3. Authority and responsibilities of Town Manager.

3.1 Administrative Authority and Responsibilities

- a. The Town Manager shall be the chief administrative and operating officer of the Town. *(new)*
- b. The Town Manager shall be responsible for managing, supervising and executing all of the activities noted in this Act, the Town Manager's job description, and any other duties assigned to the Town Manager by the Select Board or in compliance with federal and state law and the Town Code and Town policies. *(in current Code)*
- c. The Town Manager will not set Town policy, but will ensure there is appropriate coordination in the implementation of Town policy working across all Town departments in conjunction with all elected and appointed boards and committees. *(in current Code)*
- d. The Town Manager shall ensure that all Town departments, boards, commissions and committees comply with the Town's financial, personnel and legal policies and procedures, as well as all Town Meeting votes, Town Code, federal and state law. *(modified from current Code)*
- e. The Town Manager shall be responsible for overseeing, coordinating, and making recommendations that may impact multiple Town boards and committees, broadly or in detail, regarding Town financial, personnel and legal activities. *(in current Code)*
- f. The Town Manager shall be responsible for the management of all financial, administrative and operational affairs of the Town and Town departments, including the Police and Fire Departments and all boards, commissions and committees but excluding the School Department, provided, however, that all boards, commissions and committees shall continue to exercise permitting and/or policy-making authority as provided in state law. *(modified from current Code)*
- g. The Town Manager shall understand and have a working knowledge of the statutory authority and responsibility held by ~~certain~~ department heads and elected and appointed boards, commissions and committees so s/he can effectively support these officers in the execution of their duties. Unless expressly stated herein, nothing in

this Act is intended to reassign policy-making or permit granting statutory authority of any department head or any elected or appointed board, commission or committee to the Town Manager. *(modified from current Code)*

- h. With respect to Town policies and programs that impact multiple areas of Town government, the Town Manager shall work with all elected and appointed boards, commissions and committees and Town department heads, be **responsible** ~~accountable~~ for ensuring there is appropriate administration and coordination both (i) in the implementation and on-going adherence to Town policies; and (ii) in the development and execution of such policies and programs. *(modified from current Code)*
- i. With respect to the development, implementation and execution of policies and programs affecting various Town departments, the Town Manager shall:
 - i) Coordinate the setting of priorities with the rest of the Town government;
 - ii) Communicate activities, including projects, plans and studies, so that necessary input is received from all areas of Town government that should be involved in those initiatives; and
 - iii) Coordinate efforts so that cross-functional services to residents and others are effectively and consistently delivered. *(in current Code)*
- j. With the exception of the School Department and Library, and except as otherwise provided in the Town Code or Chapter 347 of the Acts of 2008, to streamline services, the Town Manager may create a new department, may reorganize, eliminate or consolidate Town departments or functions, in whole or in part, and may assign functions of one department to another department, subject to the approval of the Select Board. *(new)*
- k. The Town Manager is designated as the Town's Records Access Officer under the Public Records statute. The Town Manager shall, directly or through the Town's various departments, boards, commissions and committees, provide for the preparation, filing and maintenance of all records and reports on behalf of the Town. *(modified from current Code)*
- lk. The Town Manager oversees crisis intervention in emergency situations, working with other key Town department heads, and addresses any systemic problems impacting multiple areas of the Town as they arise. The Town Manager shall ensure priority items are properly attended to and bring concerns about problem resolution to related boards, commissions and committees, and ultimately, to the Select Board for assistance in resolution, if necessary. *(in current Code)*

3.2 Financial Authority and Responsibilities

- a. The Town Manager shall be the chief financial officer of the Town. *(new)*
- b. The Town Manager shall initiate, ~~draft~~ **prepare** and have general oversight of the process of preparing the Town's annual operating and capital budgets **for submission**

to the Finance Committee. To assist the Town Manager in preparing the proposed annual operating and capital budgets, all department heads, boards, commissions and committees of the Town, including the School Department, shall furnish all relevant information and submit to the Town Manager, in writing and in such form as the Town Manager shall prescribe, a detailed estimate of the appropriations required and available funds. *(new)*

- c. The Town Manager shall draft prepare and update a five-year capital budget for all Town departments for submission to the Finance Committee. *(new)*
- d. The Town Manager shall work with the Finance Director and Finance Committee to:
 - i) Develop long-term financial strategies addressing operational and capital financial needs of the Town;
 - ii) Establish set budgetary guidelines to be used in the development of annual budgets;
 - iii) Review all operating and capital budgets of all Town departments and make recommendations to the affected boards, commissions and committees and to the Finance Committee about priorities important to budget development; and
 - iv) Evaluate actual expenditures and receipts against budgets and coordinate with affected department heads, boards, commissions and committees the development of plans to manage to the budget or obtain Finance Committee approval for Reserve Fund transfers, in advance of spending, when possible. *(in current Code)* ~~The Town Manager shall prepare and update a five-year capital budget for all Town departments. *(new)*~~
- e. The Town Manager shall serve as the Town's chief procurement officer pursuant to state and federal law and shall ensure that all Town departments comply with applicable procurement laws. The Town Manager may, in his or her discretion, delegate any procurement responsibilities. *(modified from current Code)*
- f. Unless any statute or special act provides to the contrary, the Town Manager shall be authorized to execute all grant applications and shall award and execute all contracts binding the Town up to a set amount to be established by policy set by the Select Board. *(new)*

3.3 Personnel Authority and Responsibilities

- a. Department Heads ~~with Elected Boards:~~ Except as expressly provided herein, the Town Manager shall appoint on the basis of merit and fitness alone, all department heads or similar positions, in consultation with the respective ~~elected~~ boards, commissions and committees that the Department Heads support and in compliance with any applicable provision of a collective bargaining agreement, with the exception of the School Department and Library. *(modified from current Code)*
- b. ~~Department Heads with Appointed Boards:~~ ~~Except as expressly provided herein, the Town Manager shall appoint on the basis of merit and fitness alone all department~~

~~heads for departments with appointed boards, commissions and committees and in compliance with any applicable provision of a collective bargaining agreement. (modified from current Code)~~

e.b. Department Employees (subordinate to Department Head or similar position): The Town Manager shall be responsible for appointing on the basis of merit and fitness alone, all subordinate employees of each Town department, in compliance with any applicable provision of a collective bargaining agreement, with the exception of the School Department. *(modified from current Code)*

d.c. Unless otherwise provided under this Act, the Town Manager shall be responsible for appointing all other appointed officers or employees for whom no other method of appointment is provided by the Town Code or other special act. *(new)*

e.d. Discipline and Removal for Cause: The Town Manager may, for cause, remove or discipline any department head or similar position, with the exception of the School Department and Library Director, and shall, in consultation with the applicable Department Head or similar position, remove or discipline all subordinate employees of each Town department, with the exception of the School Department. *(new)*

e.e. The Town Manager shall appoint, on the basis of merit and fitness alone, with ratification by a vote of at least three members of the Select Board, and evaluate, discipline and, for cause, remove, without the ratification of the Select Board:

- i) A Police Chief;
- ii) A Fire Chief;
- iii) A Finance Director ~~who may have the authority and responsibilities of a Town accountant;~~ and *(modified from current Code)*
- iv) A Town Clerk. *(new)*

e.f. In the event of a vacancy, disability or absence greater than thirty (30) days, of any department head or any position appointed by the Town Manager, the Town Manager may appoint someone to serve in an acting or interim capacity. *(new)* ~~With the exception of the School Department and Library, and except as otherwise provided in the Town Code or Chapter 347 of the Acts of 2008, to streamline services, the Town Manager may create a new department, may reorganize, eliminate or consolidate Town departments or functions, in whole or in part, and may assign functions of one department to another department, subject to the approval of the Select Board. (new)~~

e.g. Working with the Town's Human Resource Department, the Town Manager shall be responsible for the daily administration of the Town-wide personnel system, including the maintenance of personnel records and the enforcement of personnel policies, rules and regulations and managing personnel costs to ensure maximum efficiency and fairness across Town departments. *(in current Code)*

e.h. Evaluations: The Town Manager may develop a performance evaluation process and establish performance standards not inconsistent with any terms of any collective

Commented [CMM1]: Further discussion by Board required on this section.

bargaining agreement. *(new)* The Town Manager shall be responsible for the annual evaluation of job performance of all Town department heads, including the Town Clerk and other positions appointed by the Town Manager but excluding the School Department and Library Director, and may incorporate any input or recommendations received from any elected or appointed board, commission or committee served by such department heads. Evaluation of the Library Director shall include input of the Town Manager. The Town Manager ~~shall may also~~ be responsible for ~~ensuring the completion of~~ annually evaluations of the job performance of subordinate Town employees, excluding those of the School Department. *(modified from current Code)*

~~f.i.~~ The Town Manager shall serve as the agent of the Select Board and negotiate collective bargaining agreements on behalf of the Select Board in accordance with General Laws Chapter 150E, provided, however, that such agreements shall be subject to ratification by the Select Board and subject to funding by Town Meeting. The Town Manager may appoint confidential staff to assist with collective bargaining. *(new)*

3.4 Facilities/Property Authority and Responsibilities

- a. The Town Manager shall be responsible for the construction, reconstruction, restoration, rehabilitation, repair and maintenance of all Town buildings and all Town real and personal property, and information technology and infrastructure. Nothing in this provision shall be construed as conferring any authority upon the Town Manager to have access to information that is otherwise unauthorized under state law. *(new)*
- b. The Town Manager shall, directly or through the Town's various departments, boards, commissions and committees, maintain an inventory of all Town-owned real and personal property. *(in current Code)*

3.5 Transitional Authority and Responsibilities *(all new)*

- a. With the enactment of this Act by the General Court, Chapter 320 of the Acts of 2004, An Act Relative to the Position of Town Administrator in the Town of Wayland, shall be repealed.
- ~~b.~~ Following the enactment of this Act, the Select Board shall appoint a Town Manager, and if the Select Board so chooses, the incumbent Town Administrator may be appointed Town Manager.
- ~~c.~~ Following the enactment of this Act by the General Court, any reference to the Town Administrator existing in any provision of the Town Code or any other special act shall be construed as referring to the Town Manager. All powers and duties conferred upon the Town Administrator by the Town Code or other special act shall be vested in the Town Manager, unless otherwise provided in this Act.

b.d. Question: Consider repeal of Sections 58 and 60 of the Town Code here or separate article at Town Meeting?

§ 4. Removal of the Town Manager.

The Town Manager may be removed by an affirmative vote of at least four (4) members of the Select Board in accordance with the provisions of the Town Manager's contract. *(modified from current Code)*

§ 5. Acting Town Manager.

If the Town Manager shall be absent from his/her office for up to fourteen (14) days, the Town Manager may designate a qualified person to serve as the Acting Town Manager and to perform the duties of the Office of the Town Manager during this period of absence. In the event the office of Town Manager shall be vacant for more than fourteen (14) days, the Select Board may appoint a qualified person to serve as the Acting Town Manager and to perform the duties of the Office of the Town Manager during the period of any vacancy caused by the Town Manager's absence, illness, suspensions, removal or resignation. The appointment by the Select Board shall be for a period not to exceed six months, but such appointment may be extended by an additional two months by majority vote of the Select Board. *(modified from current Code)*

§ 6. Town Clerk To Become Appointed Position. *(new)*

6.1 Upon the effective date of this Act, the position of Town Clerk shall cease to be elected and shall become a position appointed by the Town Manager pursuant to Sections ~~3.3~~ ~~ef 2-3-b~~ and 6 of this Act.

6.2 The incumbent in the office of Town Clerk shall continue to serve until the expiration of the term for which elected as Town Clerk, and at the expiration of that term, ~~a~~ the Town Clerk shall be appointed by the Town Manager as provided in Section ~~3.3~~ of this Act. If the incumbent in the office of Town Clerk vacates said office prior to the expiration of the term for which the Town Clerk was elected, the office of Town Clerk shall cease to be an elected position and shall be appointed by the Town Manager as provided in Section ~~3.3~~ of this Act.

~~6.3 In the event that the Town Moderator is not available or absent from Town Meeting, the Town Clerk shall serve as Moderator pro tem.~~

Commented [CMM2]: Town Counsel to confirm language and statute.

§ 7. Conflict with Other Acts or Town Code.

In the event that there is a conflict between any provision of this Act and any provision of the Town Code or other special act pertaining to the Town of Wayland, this Act shall prevail.

§ 8. Time for Taking Effect. *(new)*

This Act shall take effect upon its passage by the General Court.

2.) Town Manager
Special Act -
Clean copy

DRAFT 10/28 /19
SELECT BOARD/TOWN MANAGER ACT

Special Act of Legislation Creating Select Board/Town Manager Form of Government in the Town of Wayland

[HISTORY: Adopted by the Annual Town Meeting of the Town of Wayland 5-3-2004 by Art.11. Amendments noted where applicable.]

GENERAL REFERENCES

Boards, commissions and committees — See Ch. 6.
Finances — See Ch. 19.
Personnel — See Ch. 43.
Board of Selectmen — See Ch. 58.
Town Administrator – See Ch. 60.
Treasurer and Collector — See Ch. 72.
Director of Public Works – See Ch. 151.

§ 1. The Select Board.

1.1 The Board of Selectmen in the Town of Wayland shall hereafter be known as the Select Board, who shall be vested with all of the powers and duties conferred upon a board of selectmen by any general or special law. All references to the Board of Selectmen contained in the Town Code shall be construed as referring to the Select Board, and all powers and duties conferred upon the Board of Selectmen by the Town Code shall be vested in the Select Board. *(new)*

1.2 The Select Board shall be the chief executive officers of the Town and shall serve as the chief policymaking body of the Town. *(new)*

1.3 The Select Board shall consist of five (5) residents of the Town, elected by ballot, to serve a term of three (3) years. The terms of the members of the Select Board shall be staggered such that one (1) or two (2) members shall be elected each year. *(new)*

1.4 The Select Board shall develop and promulgate policy directives and guidelines which shall be followed by all agencies serving under it and, in conjunction with other elected Town officers and multiple-member bodies, shall develop and promulgate policy guidelines designed to bring the operation of all town agencies into harmony; provided, however, nothing in this section shall authorize any member of the Select Board or a majority of such members to become involved in the day-to-day administration of a town agency. *(new)*

1.5 The Select Board shall cause the by-laws, rules and regulations of the Town to be enforced. *(new)*

1.6 The Select Board shall appoint a Town Manager, Town Counsel, independent auditor and any other boards, committees, and commissions according to Town Code, statute or any special act. The Select Board shall also appoint any other multi-member boards for whom no other method of appointment is provided by Town Code, statute or special act. *(new)*

1.7 The Select Board shall have full authority as agents of the Town to employ counsel to commence, prosecute and defend suits in the name of the Town, unless otherwise especially ordered by vote of the Town. Said authority shall not extend to employing counsel to the School Committee. *(in current Code, Section 58-1)*

1.8 The Select Board shall cause an adequate supply of the full Town report to be available in the Town offices at Wayland Center and in the public library in Wayland Center from which to furnish a copy to any interested person, and it shall cause the warrant and Finance Committee's report with recommendations to be served as provided in Section 36-2 of the Town Code. *(in current Code, Section 58-2)*

1.9 The Select Board shall have the authority to declare a state of emergency in the Town of Wayland upon the occurrence of any disaster, catastrophe, fire, flood, earthquake, storm or other natural calamity. Any state of emergency proclaimed by the Select Board shall, unless sooner terminated by proclamation of the Select Board, terminate five days from the day it takes effect. *(in current Code, Section 58-3)*

1.10 The Select Board shall have full authority to establish rules and regulations, binding upon all boards, commissions, committees, councils, authorities, officials and employees of the Town of Wayland, governing:

- a. The use of Town-owned vehicles during a state of emergency in the Town declared by the Select Board pursuant to Section 1.10 of this Act.
- b. The marking of Town-owned vehicles.
- c. Recordkeeping and reporting requirements pertaining to the operation and maintenance of Town-owned vehicles.
- d. Personal use of Town-owned vehicles and fuel, such as for commuting travel, by officials and employees of the Town.
- e. Reimbursement for the use of privately owned vehicles by employees and officials while on Town business. *(in current Code, Section 58-4)*

§ 2. Appointment and qualifications of Town Manager.

2.1 The Select Board, by an affirmative vote of at least four (4) members, may appoint a Town Manager for a term of years as the Select Board deems to be in the best interests of the Town. The Town Manager shall receive such aggregate compensation and benefits, not exceeding the amount appropriated, as the Select Board may determine. The Select Board may, but is not required to, establish a written employment contract with the Town Manager pursuant to Massachusetts General Laws Chapter 41, Section 108N, to provide for the salary, fringe benefits, and other conditions of employment. The Town Manager position shall be a non-union position. *(modified from current Code)*

2.2 The Town Manager shall be appointed on the basis of educational, management and administrative qualifications and experience, including at least a bachelor's degree in a related field of study from an accredited four-year college or university. The Town Manager shall have considerable professional experience, consisting of compensated service in municipal administration or an equivalent combination of education and business management experience. *(in current Code)*

2.3 The Town Manager shall devote full-time to the responsibilities of the office. The Town Manager shall hold no elective Wayland Town office. The Town Manager may be appointed by the Select Board to any other compatible Town office or position, but he/she shall engage in no other business or occupation without advance written authorization by the Select Board. *(in current Code)*

§ 3. Authority and responsibilities of Town Manager.

3.1 Administrative Authority and Responsibilities

- a. The Town Manager shall be the chief administrative and operating officer of the Town. *(new)*
- b. The Town Manager shall be responsible for managing, supervising and executing all of the activities noted in this Act, the Town Manager's job description, and any other duties assigned to the Town Manager by the Select Board or in compliance with federal and state law and the Town Code and Town policies. *(in current Code)*
- c. The Town Manager will not set Town policy, but will ensure there is appropriate coordination in the implementation of Town policy working across all Town departments in conjunction with all elected and appointed boards and committees. *(in current Code)*
- d. The Town Manager shall ensure that all Town departments, boards, commissions and committees comply with the Town's financial, personnel and legal policies and procedures, as well as all Town Meeting votes, Town Code, federal and state law. *(modified from current Code)*
- e. The Town Manager shall be responsible for overseeing, coordinating, and making recommendations that may impact multiple Town boards and committees, broadly or in detail, regarding Town financial, personnel and legal activities. *(in current Code)*
- f. The Town Manager shall be responsible for the management of all financial, administrative and operational affairs of the Town and Town departments, including the Police and Fire Departments and all boards, commissions and committees but excluding the School Department, provided, however, that all boards, commissions and committees shall continue to exercise permitting and/or policy-making authority as provided in state law. *(modified from current Code)*
- g. The Town Manager shall understand and have a working knowledge of the statutory authority and responsibility held by department heads and elected and appointed boards, commissions and committees so s/he can effectively support these officers in the execution of their duties. Unless expressly stated herein, nothing in this Act is intended to reassign policy-making or permit granting statutory authority of any department head or any elected or appointed board, commission or committee to the Town Manager. *(modified from current Code)*

- h. With respect to Town policies and programs that impact multiple areas of Town government, the Town Manager shall work with all elected and appointed boards, commissions and committees and Town department heads, be responsible for ensuring there is appropriate administration and coordination both (i) in the implementation and on-going adherence to Town policies; and (ii) in the development and execution of such policies and programs. *(modified from current Code)*
- i. With respect to the development, implementation and execution of policies and programs affecting various Town departments, the Town Manager shall:
 - i) Coordinate the setting of priorities with the rest of the Town government;
 - ii) Communicate activities, including projects, plans and studies, so that necessary input is received from all areas of Town government that should be involved in those initiatives; and
 - iii) Coordinate efforts so that cross-functional services to residents and others are effectively and consistently delivered. *(in current Code)*
- j. With the exception of the School Department and Library, and except as otherwise provided in the Town Code or Chapter 347 of the Acts of 2008, to streamline services, the Town Manager may create a new department, may reorganize, eliminate or consolidate Town departments or functions, in whole or in part, and may assign functions of one department to another department, subject to the approval of the Select Board. *(new)*
- k. The Town Manager is designated as the Town's Records Access Officer under the Public Records statute. The Town Manager shall, directly or through the Town's various departments, boards, commissions and committees, provide for the preparation, filing and maintenance of all records and reports on behalf of the Town. *(modified from current Code)*
- l. The Town Manager oversees crisis intervention in emergency situations, working with other key Town department heads, and addresses any systemic problems impacting multiple areas of the Town as they arise. The Town Manager shall ensure priority items are properly attended to and bring concerns about problem resolution to related boards, commissions and committees, and ultimately, to the Select Board for assistance in resolution, if necessary. *(in current Code)*

3.2 Financial Authority and Responsibilities

- a. The Town Manager shall be the chief financial officer of the Town. *(new)*
- b. The Town Manager shall initiate, draft and have general oversight of the process of preparing the Town's annual operating and capital budgets for submission to the Finance Committee. To assist the Town Manager in preparing the proposed annual operating and capital budgets, all department heads, boards, commissions and committees of the Town, including the School Department, shall furnish all relevant information and submit to the Town Manager, in writing and in such form as the

Town Manager shall prescribe, a detailed estimate of the appropriations required and available funds. *(new)*

- c. The Town Manager shall draft and update a five-year capital budget for all Town departments for submission to the Finance Committee. *(new)*
- d. The Town Manager shall work with the Finance Director and Finance Committee to:
 - i) Develop long-term financial strategies addressing operational and capital financial needs of the Town;
 - ii) Establish set budgetary guidelines to be used in the development of annual budgets;
 - iii) Review all operating and capital budgets of all Town departments and make recommendations to the affected boards, commissions and committees and to the Finance Committee about priorities important to budget development; and
 - iv) Evaluate actual expenditures and receipts against budgets and coordinate with affected department heads, boards, commissions and committees the development of plans to manage to the budget or obtain Finance Committee approval for Reserve Fund transfers, in advance of spending, when possible. *(in current Code)*
- e. The Town Manager shall serve as the Town's chief procurement officer pursuant to state and federal law and shall ensure that all Town departments comply with applicable procurement laws. The Town Manager may, in his or her discretion, delegate any procurement responsibilities. *(modified from current Code)*
- f. Unless any statute or special act provides to the contrary, the Town Manager shall be authorized to execute all grant applications and shall award and execute all contracts binding the Town up to a set amount to be established by policy set by the Select Board. *(new)*

3.3 Personnel Authority and Responsibilities

- a. Department Heads: Except as expressly provided herein, the Town Manager shall appoint on the basis of merit and fitness alone, all department heads or similar positions, in consultation with the respective boards, commissions and committees that the Department Heads support and in compliance with any applicable provision of a collective bargaining agreement, with the exception of the School Department and Library. *(modified from current Code)*
- b. Department Employees (subordinate to Department Head or similar position): The Town Manager shall be responsible for appointing on the basis of merit and fitness alone, all subordinate employees of each Town department, in compliance with any applicable provision of a collective bargaining agreement, with the exception of the School Department. *(modified from current Code)*

- c. Unless otherwise provided under this Act, the Town Manager shall be responsible for appointing all other appointed officers or employees for whom no other method of appointment is provided by the Town Code or other special act. *(new)*
- d. Discipline and Removal for Cause: The Town Manager may, for cause, remove or discipline any department head or similar position, with the exception of the School Department and Library Director, and shall, in consultation with the applicable Department Head or similar position, remove or discipline all subordinate employees of each Town department, with the exception of the School Department. *(new)*
- e. The Town Manager shall appoint, on the basis of merit and fitness alone, with ratification by a vote of at least three members of the Select Board, and evaluate, discipline and, for cause, remove, without the ratification of the Select Board:
 - i) A Police Chief;
 - ii) A Fire Chief;
 - iii) A Finance Director; and *(modified from current Code)*
 - iv) A Town Clerk. *(new)*
- f. In the event of a vacancy, disability or absence greater than thirty (30) days, of any department head or any position appointed by the Town Manager, the Town Manager may appoint someone to serve in an acting or interim capacity. *(new)*
- g. Working with the Town's Human Resource Department, the Town Manager shall be responsible for the daily administration of the Town-wide personnel system, including the maintenance of personnel records and the enforcement of personnel policies, rules and regulations and managing personnel costs to ensure maximum efficiency and fairness across Town departments. *(in current Code)*
- h. Evaluations: The Town Manager may develop a performance evaluation process and establish performance standards not inconsistent with any terms of any collective bargaining agreement. *(new)* The Town Manager shall be responsible for the annual evaluation of job performance of all Town department heads, including the Town Clerk and other positions appointed by the Town Manager but excluding the School Department and Library Director, and may incorporate any input or recommendations received from any elected or appointed board, commission or committee served by such department heads. Evaluation of the Library Director shall include input of the Town Manager. The Town Manager shall be responsible for ensuring the completion of annual evaluations of the job performance of subordinate Town employees, excluding those of the School Department. *(modified from current Code)*
- i. The Town Manager shall serve as the agent of the Select Board and negotiate collective bargaining agreements on behalf of the Select Board in accordance with General Laws Chapter 150E, provided, however, that such agreements shall be subject to ratification by the Select Board and subject to funding by Town Meeting. The Town Manager may appoint confidential staff to assist with collective bargaining. *(new)*

3.4 Facilities/Property Authority and Responsibilities

- a. The Town Manager shall be responsible for the construction, reconstruction, restoration, rehabilitation, repair and maintenance of all Town buildings and all Town real and personal property, and information technology and infrastructure. Nothing in this provision shall be construed as conferring any authority upon the Town Manager to have access to information that is otherwise unauthorized under state law. *(new)*
- b. The Town Manager shall, directly or through the Town's various departments, boards, commissions and committees, maintain an inventory of all Town-owned real and personal property. *(in current Code)*

3.5 Transitional Authority and Responsibilities *(all new)*

- a. With the enactment of this Act by the General Court, Chapter 320 of the Acts of 2004, An Act Relative to the Position of Town Administrator in the Town of Wayland, shall be repealed.
- b. Following the enactment of this Act, the Select Board shall appoint a Town Manager, and if the Select Board so chooses, the incumbent Town Administrator may be appointed Town Manager.
- c. Following the enactment of this Act by the General Court, any reference to the Town Administrator existing in any provision of the Town Code or any other special act shall be construed as referring to the Town Manager. All powers and duties conferred upon the Town Administrator by the Town Code or other special act shall be vested in the Town Manager, unless otherwise provided in this Act.
- d. Question: Consider repeal of Sections 58 and 60 of the Town Code here or separate article at Town Meeting?

§ 4. Removal of the Town Manager.

The Town Manager may be removed by an affirmative vote of at least four (4) members of the Select Board in accordance with the provisions of the Town Manager's contract. *(modified from current Code)*

§ 5. Acting Town Manager.

If the Town Manager shall be absent from his/her office for up to fourteen (14) days, the Town Manager may designate a qualified person to serve as the Acting Town Manager and to perform the duties of the Office of the Town Manager during this period of absence. In the event the office of Town Manager shall be vacant for more than fourteen (14) days, the Select Board may appoint a qualified person to serve as the Acting Town Manager and to perform the duties of the Office of the

Town Manager during the period of any vacancy caused by the Town Manager's absence, illness, suspensions, removal or resignation. The appointment by the Select Board shall be for a period not to exceed six months, but such appointment may be extended by an additional two months by majority vote of the Select Board. *(modified from current Code)*

§ 6. Town Clerk To Become Appointed Position. *(new)*

6.1 Upon the effective date of this Act, the position of Town Clerk shall cease to be elected and shall become a position appointed by the Town Manager pursuant to Sections 3.3.e and 6 of this Act.

6.2 The incumbent in the office of Town Clerk shall continue to serve until the expiration of the term for which elected as Town Clerk, and at the expiration of that term, a Town Clerk shall be appointed by the Town Manager as provided in Section 3 of this Act. If the incumbent in the office of Town Clerk vacates said office prior to the expiration of the term for which the Town Clerk was elected, the office of Town Clerk shall cease to be an elected position and shall be appointed by the Town Manager as provided in Section 3 of this Act.

6.3 In the event that the Town Moderator is not available or absent from Town Meeting, the Town Clerk shall serve as Moderator pro tem.

§ 7. Conflict with Other Acts or Town Code.

In the event that there is a conflict between any provision of this Act and any provision of the Town Code or other special act pertaining to the Town of Wayland, this Act shall prevail.

§ 8. Time for Taking Effect. *(new)*

This Act shall take effect upon its passage by the General Court.

Town of Wayland, Massachusetts

\$6,300,000 High School Athletic Complex Renovation Bond Anticipations Notes

On Tuesday, October 29, 2019, Maura O'Connor, Town Treasurer, received competitive bids from seven municipal note underwriters for a \$6,300,000 bond anticipation note for costs associated with the Town's High School Athletic Complex renovation project. TD Securities was the winning bidder with a net interest cost (NIC) of 1.32%. Other bids ranged from 1.3623% to 1.8948% (NIC). The Town will receive the funds on November 8, 2019 and the 100 day note will be payable on February 18, 2020. In addition to the principal amount of \$6,300,000, the Town will receive a premium of \$18,900 at closing.

The Town plans to retire the notes in February with proceeds of a long term bond issue. The Town has voted to exclude from the levy limitations of Proposition 2 ½ the principal and interest payments on the notes and bonds for this project.

At their meeting on November 4, 2019, the Board of Selectmen will be asked to review and approve the results of the sale and sign the notes and closing papers. The form of approving vote has been prepared by Bond Counsel and is attached for your reference.

Town of Wayland, Massachusetts

\$6,300,000 General Obligation Bond Anticipation Notes

Sale Date: 10/29/2019
Dated Date: 11/8/2019
Delivery Date: 11/8/2019
Due Date: 2/18/2020
Days Per Year: 360
Day Count: 100
Bank Qualified: Yes
Rating: None



Bidder	Underwriter	Principal	Coupon Rate	Premium	Interest	Net Interest	NIC	Prorata Premium	Prorata Interest	Award	Reoffering Yield
TD Securities	•	\$6,300,000	2.40%	\$18,900.00	\$42,000.00	\$23,100.00	1.3200%	\$18,900.00	\$42,000.00	\$6,300,000	
Jefferies LLC	•	\$6,300,000	2.50%	\$19,909.00	\$43,750.00	\$23,841.00	1.3623%				
Piper Jaffray & Company	•	\$6,300,000	2.50%	\$19,593.00	\$43,750.00	\$24,157.00	1.3804%				
BNY Mellon Capital Markets	•	\$6,300,000	2.50%	\$18,459.00	\$43,750.00	\$25,291.00	1.4452%				
Oppenheimer & Co.	•	\$6,300,000	2.75%	\$20,355.00	\$48,125.00	\$27,770.00	1.5869%				
Century Bank	•	\$5,000,000	2.75%	\$13,750.00	\$38,194.44	\$24,444.44	1.7600%				
Roosevelt & Cross	•	\$6,300,000	3.00%	\$19,341.00	\$52,500.00	\$33,159.00	1.8948%				
Award Totals								\$18,900.00	\$42,000.00	\$6,300,000	

Weighted Average Net Interest Cost: 1.3200%

MUNICIPAL PURPOSE LOAN

Town of Wayland, Massachusetts

\$6,300,000 General Obligation Bond Anticipation Notes

Sale Date: 10/28/2019
 Dated Date: 11/8/2019
 Delivery Date: 11/8/2019
 Due Date: 2/18/2020
 Bank Qualification: Yes



<u>Purpose</u>	<u>Vote Date(s)</u>	<u>Reference</u>	<u>Amount Authorized</u>	<u>Previous Issues</u>	<u>Bonds, Grants, and/or Paydowns</u>	<u>Renewal This Issue</u>	<u>New This Issue</u>	<u>Total This Issue</u>	<u>Balance Unissued</u>	<u>Original Issue Date</u>	<u>Prorata Interest</u>	<u>Prorata Premium</u>	
High School Athletic Complex Renovation	4/30/2019	Ch. 44, s. 7(1)	\$7,075,000	\$0	\$0	\$0	\$6,300,000	\$6,300,000	\$775,000	11/8/2019	\$42,000.00	\$18,900.00	EXEMPT
Totals			\$7,075,000	\$0	\$0	\$0	\$6,300,000	\$6,300,000	\$775,000		\$42,000.00	\$18,900.00	

The MPO (Metropolitan Planning Organization)

<https://www.bostonmpo.org/home>

What is an MPO? An MPO is a federally required regional transportation policy-making organization made of representatives from local government, regional transit operators, and state transportation agencies.

MPOs were created to ensure that existing and future expenses for transportation projects and programs were based on a "3-C planning process":

- Continuing – Planning must be maintained as an ongoing activity and should address both short-term needs and the long-term vision for the region;
- Cooperative – The process must involve a wide variety of interested parties through a public participation process; and
- Comprehensive – The process must cover all transportation modes and be consistent with regional and local land-use and economic-development plans

What do MPO's do? MPOs create a fair and impartial setting for effective regional decision making in the metropolitan area with inclusionary approaches to effectively engage communities and stakeholders.

Election Process <https://www.bostonmpo.org/mpo-election-2019>

Each CEO in the region may vote for one candidate municipality for each open seat.

Ballots may be cast in one of the following ways:

1. By Absentee Ballot ([pdf](#)) ([html](#)), delivered by mail or in person to MAPC by 5:00 PM the day before the election, November 5, 2019.
2. By the CEO, in person, on November 6, 2019, at the MAPC Fall Council Meeting.
3. By a designee, in person, on November 6, 2019, at the MAPC Fall Council Meeting.

On the day of the election, the designated officers of MAPC and the MBTA Advisory Board supervise the election. Ballots are cast by municipal CEOs or their designees. Designees shall present a letter or ballot signed by the CEO of the municipality they are representing to MAPC staff in person or by mail by 4:45 PM on the day of the election. Designees may represent only one municipality in the election. The CEO may require the designee to vote for a specific individual or vest discretion in the designee.

If the CEO is unable to attend the election and does not designate another individual to attend, an absentee ballot ([pdf](#)) ([html](#)) may be filed. Absentee ballots are valid for any election—for example, a run-off election in case of a tie—held on the day of the MPO election for which the candidates selected on the ballot are still eligible to receive votes.

No faxed or emailed absentee ballots will be accepted; they must be filed in person or by mail by 5:00 PM on the day before the election with MAPC:

Boston Region MPO Elections
Metropolitan Area Planning Council
60 Temple Place
6th Floor
Boston, MA 02111

5.) mpo Absentee
Ballot

2019 MPO Absentee Ballot

The MPO Election will be held on Wednesday, November 6, 2019
MAPC Fall Council Meeting
Colonnade Hotel
120 Huntington Avenue, Boston, MA 02116

**Absentee ballots must be delivered by November 5, 2019
via mail or in person (No Fax or Email) by 5 PM to:
BOSTON REGION MPO ELECTIONS
Metropolitan Area Planning Council
60 Temple Place, 6th Floor
Boston, MA 02111**

Each Chief Elected Official, regardless of which sub-region they are in, or whether they represent a city or a town, may cast one vote for each of the four open MPO seats.

Vote for only one from the Metro West Regional Collaborative

- | | | |
|--------------------------|------------|------------------------------------|
| <input type="checkbox"/> | Ashland | Steve Mitchell, Chair Select Board |
| <input type="checkbox"/> | Framingham | Yvonne M. Spicer, Mayor |

Vote for only one from the Minuteman Advisory Group on Interlocal Coordination

- | | | |
|--------------------------|-------|----------------------------------|
| <input type="checkbox"/> | Acton | Joan Gardner, Chair Select Board |
|--------------------------|-------|----------------------------------|

Vote for only one from the Inner Core Committee

- | | | |
|--------------------------|------------|----------------------------|
| <input type="checkbox"/> | Somerville | Joseph A. Curtatone, Mayor |
|--------------------------|------------|----------------------------|

Vote for only one from the South Shore Coalition

- | | | |
|--------------------------|----------|--|
| <input type="checkbox"/> | Rockland | Michael O'Loughlin, Chair Select Board |
|--------------------------|----------|--|

Municipality _____ Chief Elected Official _____
(Signature)

(Print or type name)

Fill this box out only if you (Mayor or Chair Select Board) are appointing someone to vote in your place in person on November 6th at the MAPC Fall Council Meeting.

Designation of alternate (by Mayor or Chair Select Board):

I hereby authorize _____ to cast the ballot for _____
(name) (municipality)

Chief Elected Official (signature)

Date

Boston Region Metropolitan Planning Organization

The Boston Region Metropolitan Planning Organization (MPO) is responsible for conducting the federally required metropolitan transportation planning process for the Boston metropolitan area. This planning process is often called the 3C process because it is continuing, cooperative, and comprehensive. The MPO uses this process to develop a vision for transportation in the region and to decide how to allocate federal and state transportation funds to transportation programs and projects that improve roadway, transit, bicycle, and pedestrian infrastructure. The vision established by the MPO is integral to each of the certification documents that the MPO is required to produce: the [Long-Range Transportation Plan](#), [Transportation Improvement Program](#), and [Unified Planning Work Program](#).

The Boston Region MPO encompasses 97 cities and towns ([pdf map](#)) ([html list](#)), covering approximately 1,360 square miles and stretching from Boston to Ipswich in the north, Marshfield in the south, and to approximately Interstate 495 in the west. The region is home to nearly three million people and supports about two million jobs. The communities in the region range from relatively rural towns, such as Dover, to large urban centers, such as Boston and Cambridge. Therefore, transportation planning must take into account the demographic, cultural, and environmental diversity of the region, and consider the various means by which residents and visitors travel in the region.

Cooperatively selecting transportation programs and projects for funding is a role of the MPO's 22 voting [members](#). The membership, which is documented in the MPO's Memorandum of Understanding ([pdf](#)) ([html](#)), includes state agencies, regional entities, and municipalities. Each fall, four municipal seats on the MPO's board are up for election. The chief elected officials of the municipalities in the region vote to elect these members. You can learn more about this process on the [election page](#). The work of the MPO is performed by the [Central Transportation Planning Staff](#) under the direction of the MPO board. Throughout its work, the MPO promotes a strong [public involvement program](#), collaborating with interested parties on an ongoing basis.

In all of its programs and activities, the MPO complies with Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act, and other federal and state non-discrimination statutes and regulations. Learn about the MPO's nondiscrimination policy and how to submit a complaint [here](#).

The activities of the MPO are periodically reviewed by the Federal Highway Administration and Federal Transit Administration. The latest Certification Review Report ([pdf](#)) was issued in April 2019.

5.) MPO Elections - Framingham Statement

RECEIVED

OCT 30 2019

Board of Selectmen
Town of Wayland



Dr. Yvonne M. Spicer
Mayor

Thatcher W. Kezer III
Chief Operating Officer

OFFICE OF THE MAYOR
Memorial Building, Room 121
150 Concord Street
Framingham, MA 01702

Phone (508) 532-5401
Fax (508) 532-5409

mayor@framinghamma.gov
www.framinghamma.gov

October 18, 2019

Louise Miller
Town Administrator
Town of Wayland
41 Cochituate Road
Wayland MA 01778

RE: MPO Elections

Dear Ms. Miller,

I am asking for your assistance to put before the Wayland Board of Selectmen for their consideration to retain Framingham as the MetroWest Region representative on the Boston Region Metropolitan Planning Organization (MPO). The election deadline for this seat is Wednesday, November 6th, with absentee ballots being accepted up to November 5th, for those communities not attending the MAPC Annual Board meeting and MPO election.

The City of Framingham has represented the MetroWest region on the Boston Region MPO for a number of years and, as the largest population center and transportation hub of the MetroWest region, desires to continue in that role.

Since the last MPO election, Framingham has transitioned from a town form of government to a city form of government and elected me as its first ever Mayor. Framingham has demonstrated its dedicated commitment to addressing the region's transportation issues and to work collaboratively with its municipal partners.

Under my administration, Framingham is increasing its commitment by assigning staff within its Public Works Division to provide additional staff support to my designee to address the many transportation challenges, not just for Framingham, but for the MetroWest and entire Boston MPO region. This staff will be tasked to work collaboratively with the other communities to understand their priorities to advance projects that serve each community's economic efforts and the region's efforts to improve vital transportation links throughout our communities.

I've also made a commitment to work with other communities throughout the MAPC region that are served by rail, another important transportation effort, as a member of the Commuter Rail Communities Coalition, to create a unified voice for a true transformation of our regional rail system.

Framingham is host to major transportation thoroughfares. We have two exits on the Mass Pike, we have Route 9 that cuts through from end to end, and we have the junction of Routes 135 and 126, carrying a lot of the MetroWest region's traffic, into our downtown. We are a major train hub, with a MBTA designated superstation and CSX rail yards in our downtown. We are committed to addressing the real transportation challenges we are facing.

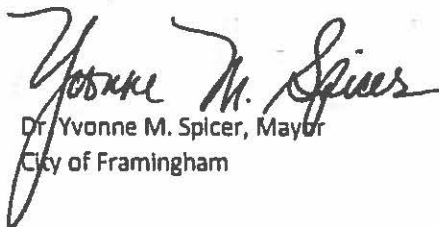
I also know that many of you are also facing significant transportation challenges in your respective communities, and we intend to be a partner in your efforts, to meet your challenges.

My designee on the MPO is my Chief Operating Officer, Thatcher Kezer, who has a lot of experience in working on transportation issues. You may already know him as a former Senior Vice President for MassDevelopment, where he was a leader in creating a regional shuttle service to serve the workforce in the Devens region and served on the Montachusett MPO. Thatcher is the former Mayor of Amesbury, where he served on the Merrimack Valley MPO and Regional Transit Authority. He is a former staff member of MAPC, where he helped create and staffed the Metro Mayors Coalition and a former Legislative Analyst for the MMA, working on transportation issues on Beacon Hill on behalf of all the communities. Together, he and I are committed to working collaboratively to help all communities to address our region's transportation challenges.

I have enclosed copies of the MPO election absentee ballot and a description of the MPO.

The City of Framingham hopes to continue in its role supporting the region to make the best decisions possible while using our scarce transportation dollars to benefit the entire MPO region. I ask for your vote to retain Framingham as the MetroWest representative on the MPO. I thank you for your support for this position.

Sincerely,



Dr. Yvonne M. Spicer, Mayor
City of Framingham

2019 MPO Statement of Candidacy

(250 Word Limit)

Municipality: Ashland

Chief Elected Official: Steven Mitchell

(Suggestions include a brief statement of qualifications; comments on the importance of transportation to the region; and expectations for the Boston Metropolitan Planning Organization)

Ashland believes that working regionally is very important, and serving on the MPO is among the most important contributions the Town can make to MetroWest, and to the Boston region. The MPO is a significant commitment, but one that is very important considering the significant federal and state funds that are directed to important transportation investments.

With new leadership at the Boston MPO, and with transportation a high priority across the state, this is an important time to set a course for transportation policy and investments, and for continued advancement in best practices for performance measurement and accountability.

Ashland would be honored to serve and to earn your support. Seven-year Select Board member Yolanda Greaves is the Town's designee. Yolanda is a champion for Complete Streets, regional initiatives, public transportation, and TIP projects. She is the current chair of the MetroWest Regional Collaborative (the MAPC subregion), and serves on the MAPC Executive Committee, bringing strong working relationships within and beyond MetroWest, as well as personal experience in guiding projects through the TIP process.

Ashland appreciates the commitment of time, energy and focus that is required to successfully serve on the MPO, and asks for your nomination and your vote at the MPO election.



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

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

6.) Draft BOS
minutes of
October 15, 2019

BOARD OF SELECTMEN

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

DRAFT

Board of Selectmen

Meeting Minutes

October 15, 2019

7:00 p.m.

Wayland Town Building

Selectmen's Meeting Room

41 Cochituate Road, Wayland

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

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

A1. Call to Order by Chair C. Karlson called the meeting of the Board of Selectmen to order at 7:01 p.m. in the Selectmen's Meeting Room in the Wayland Town Building when a quorum was present, noted that the meeting will likely be broadcast and videotaped for later broadcast by WayCAM, and reviewed the agenda for the public.

A2. Announcements and Public Comment The COA is holding a meeting tomorrow night about Medical Marijuana at 7:00 p.m. in the Senior Center. The Domestic Violence Roundtable will sponsor a vigil at 7:00 p.m. on Oct. 24. A ceremony at Heard Pond will take place this weekend at 10:00 a.m.

D. Levine entered the meeting at 7:05 p.m.

Gretchen Schuler, 126 Old Connecticut Path, discussed her frustration with the Town's purchasing procedures as they relate to Community Preservation Committee projects.

Larry Kiernan, 17 Concord Rd. and Paul Penfield from Weston, announced that the Mass Central Rail Trail ribbon cutting event will take place at 10:30 a.m. on Saturday in Wayland and later in the day in Weston. L. Kiernan thanked the many people and groups who worked on this project.

C. Karlson stated that the Board received an email from Mike Lowery to L. Anderson asking to be discussed in announcements and public comments. She said it will be available in next week's correspondence.

A3. Enter into Executive Session; Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to collective bargaining with the Wayland Teachers Association, Wayland Educational Secretaries Association, Wayland Food Service Association, Custodians & Maintenance Local 116 regarding health insurance payroll deductions

At 7:15 p.m., C. Karlson moved, seconded by M. Antes, that the Board of Selectmen enter into Executive Session Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (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. 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, Arthur Unobskey, School Superintendent, and Kathie Steinberg, School Committee member.

The Board will reconvene in approximately 20 minutes for the purpose of continuing the meeting.

The Board returned to open session at 7:36 p.m.

A4. Board and Committee Appointments

1. Cultural Council: Interview and possible vote to appoint Sean Ahearn to the Cultural Council to a term ending June 30, 2022

2. Dog Control Appeals Board: Interview and possible vote to appoint Matt Brandi as an associate member for a term ending June 30, 2022

Sean Ahearn and Matt Brandi appeared before the Board and discussed their experience and interest in serving on the Cultural Council and the Dog Control Appeals Board, respectively. The Board asked both applicants questions and thanked them for volunteering.

M. Antes moved, seconded by D. Levine, to appoint Sean Ahearn to the Cultural Council to a term ending June 30, 2022 and Matt Brandi as an associate member on the Dog Control Appeals Board to 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.

3. Audit Committee: Vote to appoint Chris Ryan to the Audit Committee, representing the School Committee, for a term ending June 30, 2022. M. Antes moved, seconded by L. Anderson, to appoint Chris Ryan to the Audit Committee representing the School Committee for 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.

A5. Annual Town Meeting: Discussion and potential vote to approve ATM Schedule; review and potential vote to approve revised Article submission forms; potential articles

L. Anderson moved, seconded by D. Levine, to approve the Annual Town Meeting schedule as presented in the packet with the amendments as made tonight. YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

The Board discussed potential articles regarding the budget, COA/CC and the Planning Board. The revised article submission forms were not ready for discussion yet.

A6. Select Board/Town Manager Special Act: Update and next steps L. Anderson discussed the update on the Select Board/Town Manager Special Act. She confirmed that Town Counsel would like to attend the working session on Oct. 28 at 5:30 p.m. L. Anderson also listed the main areas of concern committees have expressed about the proposed act: checks and balances; definitions of accountability, responsibility, oversight; hiring/evaluations of staff; and conflict resolution.

A9. Town Administrator Evaluation: Review draft form; discuss timeline C. Karlson reported that Town Counsel had significant changes to the process of the evaluation. C. Karlson referred to the procedure that the Board went through last year. She reviewed the schedule ahead for the evaluation and will incorporate the dates discussed and send out the schedule.

A10. Minutes: Vote to approve Board of Selectmen minutes of September 23, 2019 and October 8, 2019. M. Antes moved, seconded by L. Anderson, that the Board of Selectmen approve the minutes of September 23, 2019 as amended, and October 8, 2019. YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A12. Correspondence Review C. Karlson said she responded to the person who was concerned with an increase in expenses relative to health insurance (item#1). T. Fay asked how the Town would deal with the inquiry about Wayland's Veterans Memorial (item #12). L. Miller said that would fall under Facilities Director B. Keefe. M. Antes asked about the correspondence regarding cable expirations (item #7). Wayland's Economic Development Committee letter regarding use of parcels of land (item#14) and the snow plowing appeal (item#8) were also discussed.

A7. Council on Aging /Community Center Project: Discussion and potential vote to issue Request for Proposals (RFP) L. Miller reported that there was a meeting about the COA/CC RFP process. The structure of the RFP was discussed, and L. Miller reviewed the Town's options and timeline. T. Fay talked about Wayland's need for more space for their seniors to receive services. He also noted the opportunity for generational interaction.

M. Antes moved, seconded by D. Levine, that the Board of Selectmen authorize the Town Administrator to release an RFP for the Council on Aging/Community Center. YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A8. Town Administrator's Report

- 1. Bond Anticipatory Note Issuance** L. Miller reported that the Town will need to issue a bond anticipatory note for the High School field project and Fire Station #2 for about \$7 million. Hilltop, the Town's financial advisor, put together a timeline for issuance and Nov. 4 will be the date to approve the bid results for the note and sign the paperwork. It would be a 3-month anticipatory note.
- 2. Signage Wayfinding Grant: Update** L. Miller reported that the work is progressing very well and currently is in the ideation stage. On December 5, 2019 concepts will be presented. The Dept. of Housing and Community Development will be issuing technical grants, which may be up to \$200,000 per community.
- 3. Facilities: Update** L. Miller reported that some projects needed to be rebid and she went over the status of projects including walk-in refrigeration at the Middle School and Happy Hollow School, Wayland Depot repairs, Loker kitchen, Town Building HVAC and Land Use Space Redesign, Fire Station #2, Town Building windows and doors, High School field project, and street lights.
- 4. Loker School Roof Project:** L. Miller reported that there was an initial planning meeting and B. Keefe will be working with the architect. The MSBA invited the Town to the October board meeting to review the project and timeline. Staff is hoping to have the project cost estimate for review for the Jan. 2 meeting.
- 5. Open Meeting Law Mediation: Update** L. Miller reported that she is currently working on dates and that the Board will need to sign a mediation agreement. Terms have not been finalized yet.
- 6. Five-Year Draft Capital Improvement Plan (CIP): Update** This was distributed last week to the Finance Committee. There was a correction on page 6. The next steps are to review the recommendations with department managers and meet with various boards as necessary.
- 7. FY2021 Operating Budget: Update** L. Miller reported that all departments have submitted their operating budget requests. A schedule will be provided to each Finance Committee and BoS liaisons for meetings with department heads. L. Miller reported that a letter from the FinCom chair regarding FY2021 spending levels was received. L. Miller has some concerns and will respond. C. Karlson noted that FinCom's Chair said they are open to discussion.
- 8. Regulations: Health, Stormwater and Water** L. Miller reported that the Board of Health, Conservation Commission, and Board of Public Works are currently working on these regulations. Drafts are being reviewed by relevant staff.
- 9. West Suburban Health Group: Update** The WSHG is on budget so far this year. L. Miller discussed a potential conflict of interest for an employee and the Board's options if the employee can't be a part of WSHG discussions.

A11. Consent Calendar: Review and vote to approve (see separate sheet)

1. Vote the question of approving and signing the weekly payroll and expense warrants.
2. Vote the question of approving a One-day Liquor License for the sale or service of Beer & Wine to be consumed on the premises of St. Ann's Hall, 134 Cochituate Road, Wayland, MA, for an event (Misgivings: A "Divine" Comedy) presented by the Knights of Columbus Good Shepard Council #16156, on Saturday, November 2, 2019 from 6:00 pm to 11:00 pm.
3. Vote the question of approving and signing invoice #122453 from KP Law, dated September 27, 2019, for professional services rendered through August 31, 2019, in the amount of \$148.45.
4. Vote the question of approving and signing invoice #122576 from KP Law, dated September 28, 2019, for professional services rendered through August 31, 2019, in the amount of \$10,811.90.
5. Vote to approve the determination that Benefits Manager, Donna M. Lemoyne's, financial interest, in service as an Alternate Member of West Suburban Health Group, is not so substantial as to be likely to affect the integrity of the services which the Town of Wayland may expect from her.

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. Selectmen's reports and concerns C. Karlson asked that a discussion about the Surface Water Quality Committee be put on the next agenda. The Town Planner is working with the owner of Town Center to designate some dedicated rail trail parking spaces. C. Karlson has received communication from the resident requesting a fence viewing and is still gathering information at this point. M. Antes attended the Fire Department's open house. She expressed concern about the recent articles about artificial turf and noted that the Board needs more information. T. Fay asked about more parking at the Library. L. Miller said they are looking at plans now. T. Fay also brought up the Town's purchasing process that was mentioned in public comment. He asked about the need for additional staffing. C. Karlson said she is still in talks with WayCAM for a future Buzz program on The State of the Town.

A14. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any:
 None.

A15. Enter into Executive Session 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 New England Police Benevolent Association (NEPBA)/Wayland Police Officers Union (WPOU) Local 176, and Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to litigation Ordway v. Town of Wayland pending with the Massachusetts Commission Against Discrimination (MCAD), 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) (3) and (6) to review and approve the executive session minutes of August 26, 2019, September 9, 2019, September 23, 2019 and October 2, 2019, and APPROVE AND HOLD: Executive Session minutes of August 26, 2019, September 9, 2019, September 23, 2019 and October 2, 2019. 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.

At 9:17 p.m., C. Karlson moved, seconded by L. Anderson, that the Board of Selectmen enter into Executive Session Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a) (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 New England Police Benevolent Association (NEPBA)/Wayland Police Officers Union (WPOU) Local 176, and Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to litigation *Ordway v. Town of Wayland* pending with the Massachusetts Commission Against Discrimination (MCAD), 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

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, and Elizabeth Doucette, Assistant Town Administrator. The Board will reconvene in approximately 30 minutes solely for the purpose of adjourning.

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

A17. Adjourn D. Levine moved, seconded by T. Fay, to adjourn the meeting at 10:04 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 October 15, 2019.

1. Correspondence from Louise Miller, Town Administrator, to Board of Selectmen, dated October 15, 2019, re: Town Administrator Update
2. Updated page 6 of [Five-Year Draft Capital Improvement Plan FY2021-FY2025 \(October 10, 2019\)](#)
3. Comments from Gretchen Schuler re: Community Preservation Projects (presented during public comment)
4. Draft of correspondence from Louise Miller, Town Administrator; Arthur Unobskey, School Superintendent; and Brian Keveny, Finance Director, to the Finance Committee, dated October 16, 2019, re: FY2021 Operating Budget Spending Level
5. The Beacon, a publication of the Massachusetts Municipal Association, October 2019 (distributed to Cherry Karlson, Doug Levine, Lea Anderson)
6. The Dudley Pond Association Fall 2019 newsletter (distributed to Cherry Karlson; Lea Anderson; Doug Levine; and Thomas Fay)
7. National Grid "We are Committed to Safety" direct mail piece (to Cherry Karlson)

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

1. List of open Board/Committee Appointments
2. Correspondence from Jayson Brodie, Chair, Wayland Board of Assessors, to Cherry Karlson, Chair, Board of Selectmen and the Board of Selectmen, dated October 7, 2019, re: resignation of Steven Glosky as a member of the Wayland Board of Assessors
3. Letter of interest dated September 13, 2019 from Sean Ahearn re: Wayland Cultural Council
4. CV of Matt Brandi
5. Draft of 2020 Annual Town Election/Annual Town Meeting Schedule
6. 2020 ATM potential articles as of October 10, 2019
7. Draft of Wayland Town Administrator Evaluation
8. Draft of September 23, 2019 Board of Selectmen meeting minutes
9. Draft of October 8, 2019 Board of Selectmen meeting minutes
10. Correspondence to Louise Miller, Town Administrator; Arthur Unobskey, School Superintendent; Board of Selectmen; School Committee; and Brian Keveny, Finance Director, from the Finance Committee, dated October 4, 2019, re: FY2021 Operating Budget Spending Level

11. Town of Wayland Five-Year Draft Capital Improvement Plan FY2021-FY2025 dated October 10, 2019

CORRESPONDENCE

1. Correspondence from resident Rosamond Geller, to Cherry Karlson, Chair, Board of Selectmen (emails also sent to other Board of Selectmen), dated October 8, 2019, re: Wayland Property Taxes
2. Correspondence from Sean Lauziere, Community Relations & Economic Development Specialist, Eversource Energy, to Louise Miller, Town Administrator; Teri Hegarty, Executive Assistant; Cherry Karlson, Chair, Board of Selectmen; Doug Levine, Selectman; Thomas Fay, Selectman; Mary Antes, Selectman; Lea Anderson, Selectman; Thomas Holder, Director, DPW; Patrick Swanick, Chief of Police; Neil McPherson, Fire Chief; and Doug Leard, Local Emergency Management Coordinator; dated October 8, 2019, re: Pipeline Fact Sheet and First Responder Training
3. Report from Julia Junghanns, Director, Public Health, dated October 7, 2019, re: Board of Health Director's Report
4. Correspondence from Jeffrey Roeloffs, Clerk's Office, Middlesex Superior Court, Civil Division, dated October 3, 2019, re: Bernstein, et. al. v. Wayland Planning Board, et al., Civil Action No. 2008-0552 (Middlesex Superior Court), Joint Motion for 10-Day Extension of Deadline to File Post-Hearing Briefs.
5. Correspondence from Greg Franks, Sr. Manager, Government Affairs, Xfinity, to Chairman and Members of the Board, dated October 3, 2019, re: Xfinity TV Channel Updates
6. Notice of Filing, Public Hearing and Procedural Conference from The Commonwealth of Massachusetts, Department of Public Utilities, dated September 13, 2019, re: Petition of Boston Gas Company and Colonial Gas Company, each d/b/a National Grid, for approval of their 2016-2018 Energy Efficiency Three-Year Term Report
7. Correspondence from Shonda Green, Department Secretary, Commonwealth of Massachusetts, Department of Telecommunications and Cable, to Chairman, Board of Selectmen, dated October 3, 2019, re: License Expiration Notice
8. Residential Private Road Snow & Ice Policy Appeal Application from resident Steven Baccei rec'd October 7, 2019
9. Report from Patrick Swanick, Chief of Police, received October 3, 2019, re: Monthly Police Department Report for September 2019
10. Correspondence from Sarah Bursky, Community Planner/Rivers Manager, Wild and Scenic Rivers Program National Park Service, to Sara Bursky, Community Planner/Rivers Manager, National Park Service and Anne Slugg, Chair, Community Planner/Rivers Manager, Wild and Scenic Rivers Program, National Park Service, dated October 3, 2019, re: Wild and Scenic River Community Grant Funds available
11. Notice of Filing, Public Hearing and Procedural Conference from The Commonwealth of Massachusetts, Department of Public Utilities, dated September 13, 2019, re: Petition of NSTAR d/b/a Eversource Energy, for approval of their 2016-2018 Energy Efficiency Three-Year Term Report
12. Correspondence from resident Margaret Dergalis, to Cherry Karlson, Chair, Board of Selectmen, dated October 10, 2019, re: maintenance of Wayland Veterans Memorial
13. Correspondence from Carrie Benedon, Assistant Attorney General, Commonwealth of Massachusetts, to resident George Harris, dated October 4, 2019, re: June 27, 2019 complaint with the Wayland Board of Selectmen
14. Memorandum from the Wayland Economic Development Committee, to the Wayland Board of Selectmen, approved September 13, 2019, re: Recommendation for Consideration for Use of Parcels of Land

8). BOPW interviewee
Joseph Berkowitz

Dear Selectmen,

It is a pleasure to meet you via email! Attached please find my professional resume. I have listed my local volunteer experience at the bottom of my resume.

I would like to thank you for your consideration and time to review and share my resume and credentials. I am very excited about the prospect of joining the DPW as Citizen Member. The opportunity to step up and help with this important position really resonates with me. It brings me back to the days of my youth into young adulthood when my late Dad Ron Berkowitz held numerous positions in the town of Randolph MA, as Conservation Commissioner, Board of Health member, School Committee member, was a town meeting member and several other elected or appointed positions. I spent many a day and cold night campaigning, holding signs up on street corners and talking with people at the local super market and various other high traffic spots around town. Making signs in our living room and then hanging them up throughout town. Soliciting folks to wear a "Berkowitz" pin or put a bumper sticker on their car. Going to the speeches and stumps with my Dad. Attending the victory party's and on occasion concession speech's. Inevitably having to take the signs down. It always left me with a great feeling knowing that my Dad was making a difference (or at least trying to) for the betterment of the town and his fellow citizens.

Those experiences I kept in mind when I was attended my first licensing hearing in the city of Boston to be named manager of record for a liquor license and entertainment license for the Lyons Group and later on for the several other appointments I had in the city of Boston including owning my own liquor license. The process and procedure were reminiscent of the meetings my Dad had brought me to in my teens and into college. Civic duty and the stewardship of public trust were important then as they are now.

My family and I moved to Wayland in 2015 and have had an absolute terrific experience here. We have found many friends and wonderful people in this town. Both my children (Max 5th grade and Maya 3rd grade) attend Happy Hollow. My wife Caryn is a teacher in the Wellesley public school system. I am a youth soccer coach for WAYA and BAYS, volunteer coach for the Wayland youth wrestling program as well as Wayland youth baseball. My Family and I have all gotten great things from Wayland and now I feel it is time to give back.

Please let me know if I can provide any further detail about myself or if you would like any personal references.

Thank you and best regards,
Joe

Joseph S. Berkowitz

Wayland, MA. 01778

PROFILE

Senior executive sales leader and trusted advisor who grows revenue aggressively in competitive markets. Has grown book of business from zero to \$110M, through cold calling and networking to accumulate over 35 companies comprised of startups to fortune 1000 companies, with typical sale of \$5-\$7M annually. Prior experience as Managing Partner of \$4M business with 40% growth margin, placed in several turnaround situations. Has created a business by raising capital and managing every aspect of design, set up and operation of multi million-dollar venture.

PROFESSIONAL EXPERIENCE

SelecTech Inc.- Director of Sales & Marketing

March 2019 - Present

- Direct all of SelecTech's flooring lines sales and marketing activities, recruit and train all sales reps, dealers and distributors.
- Profitably grow flooring business by continuing to grow existing dealer relationships and create and manage alternative distribution.
- Create and execute detailed, effective trainings, sales plans, marketing plans. Manage SEO, PR team.
- Facilitate & present AIA certification LU/HSW trainings, creating content for Architect and Design firms.

Insperty- Certified Business Performance Advisor

April 2012 – February 2019

- Trusted advisor and consultant to Business Owners, Members of C-Suite and KDM's.
- Responsible for developing and creating new sales opportunities and relationships in highly competitive local and national markets.
- Get buy in and maintain trust throughout an organization's KDM's and Key Stakeholders. Collaborate across various departments to cross sell organizations. Helping to empower clients to achieve and exceed their business goals and improve the performance of their organization.
- Help prospects and clients navigate a complex sales process. Present and demonstrate web based portals and other technology offerings/product lines. Prepare detailed and complex financial comparisons, models, pro forma's and amortization tables.
- Achieved and exceeded sales & retention goals by fostering, growing and servicing my existing client base to ensure successful client renewal's as well as procure additional business opportunities.
- Developed and maintain database of over 5,000 prospects by using traditional methods and out of the box thinking all documented in CRM and updated thoroughly and consistently.

Medical Development Group- Vice President Business Development

August 2011 – Present

- Create annual budget & business development plan, help to develop and recruit new sponsors, members & volunteer's for a Non-Profit Medical Device, LS and Med Tech group.
- Helped to grow membership base to over 400 members. MDG connects with over 4,000 individuals in the New England Region in the Health Care and related Industries. Helped to bring on over 25 Sponsor Companies.
- Created new business alliances with other Health Care organizations and Academic Institutions: Mass Bio, MassMedic, M2D2, Umass Medical School, Regis College, NSTC, Venture Forum, IEE Net.
- Co-Chair all Networking events, 4-5 events held annually attracting over 600 attendee's.

MILITARY SERVICE

U.S. Army National Guard, Specialist E-4

EDUCATION

University of Houston, C. T. Bauer School of Management
University of Massachusetts Boston

AWARDS & RECOGNITIONS

President's Club 2013

Million Dollar Club 2015, 2016, 2017, 2018

Improper Bostonian Award Winner 2001, Stuff @ Night Award Winner 1999, 2002

Prior experience as: President & CEO Zoom Restaurant LLC 2001-2003, Managing Partner Bertucci's Corporation 2003-2012, General Manager Lyons Group 1995-2001

Wayland Youth Soccer Coach, Wayland Youth Wrestling Coach volunteer, Wayland Youth Baseball Coach volunteer, Member of Wayland Dads, Happy Hollow Volunteer

8.) BoPW Interviewee
Robert Goldsmith

Robert Goldsmith

Wayland, MA 01778

Experience

Post 2005

DPW Board Member (elected), Wayland, MA

DPW Board Member on Community Preservation Committee, Wayland, MA

Conservation Commission Commissioner, Wayland, MA

Co-Chair of Surface Water Quality Committee, Wayland, MA

Board Director, CMCM Holding Company (successor to CeraMem Corporation), Waltham, MA

Board Director, New School of Music, Cambridge, MA

Trustee, Xi Chapter Zeta Beta Tau Fraternity (MIT), Boston, MA

1986 - 2005 CeraMem Corporation, Waltham, MA

Founder and President -- 1986 to 2005 (retired)

Formed startup company to develop and commercialize ceramic membrane products for microfiltration, ultrafiltration, gas separations, and air pollution control. Served as President and Chairman of the Board for CeraMem Separations, Inc., a commercialization joint venture with the Exxon Chemical Company and Corning, Inc. for products developed in SBIR programs. Continued until 2018 to manage continuing relationship with Veolia Water Technologies, a purchaser of CeraMem Corporation technologies.

1981 - 1986 Koch Process Systems, Inc., Westborough, MA

Vice President, Technology Development -- 1984 to 1986

Responsible for commercial development at corporate level. Evaluated business acquisitions and technology licensing, with supporting technical, market, and business analyses.

Vice President, Cryogenic Technology Division -- 1981 to 1984

Managed two business units which supplied custom-designed and standard cryogenic plants (helium liquefiers and refrigerators) and gas treating plants (nuclear reactor offgas and FGD systems). Was responsible for business unit profitability with direction of a staff of 35, including marketing and sales, project management, engineering, drafting, and R&D functions.

1967 - 1981 Koch Membrane Systems (formerly Abcor, Inc.), Cambridge and Wilmington, MA

Vice President, New Markets & Food & Dairy Divisions -- 1978 to 1981

Directed marketing and sales of membrane process systems to several industrial markets. Managed a staff of 15.

Director, Technology Development Dept., Walden Division -- 1973 to 1978

Headed corporate contract R&D department. Research areas included air, water, and solid waste treatment, membrane chemistry, membrane processes, and other novel separation processes. Several processes and products were commercialized by other divisions. Managed technical, cost, and schedule performance on contracts.

Research Engineer/Program Manager, R&D Division -- 1967 to 1973

Education:

Massachusetts Institute of Technology, Cambridge, MA

Ph.D. in Chemical Engineering, 1966; S.B. in Chemical Engineering, 1962

Tau Beta Pi, Sigma Xi, Dean's List, National Merit Scholar

Institut des Recherches sur la Catalyse, Lyon, France

NSF Postdoctoral Fellow -- 1966 to 1967

Publications:

Over one-hundred papers, over twenty patents

8.) BoPW Interviewee
Patrick Murphy

Hegarty, Teri

Subject: DPW Appointment

From: Murphy, Patrick M. [mailto:patrick.murphy@summitpartners.com]
Sent: Thursday, October 3, 2019 12:34 PM
To: Hegarty, Teri <thegarty@wayland.ma.us>
Subject: DPW Appointment

Hi Teri,

I'm writing regarding the open position on the Wayland Board of Public Works. I was notified about the opening through David Silverman and the Wayland Dads' softball league, and had a subsequent conversation with Mike Wegerbauer about the position.

Mike let me know that there are at least two other people who are also interested in the position, each of whom has some experience in town government (and the DPW specifically). Just to get this out of the way, that's not me! I haven't served in any public role, but would love to get more involved with the town. To that end, I'd like to throw my hat in the ring for consideration.

I'm happy to provide any information you might need or want, and also happy to catch up live or on the phone. Looking forward to talking with you soon.

Best,
Pat Murphy
(1 Oxbow Road)



Patrick Murphy
Summit Partners

----- Confidentiality Disclaimer and Privacy -----

This electronic transmission (and any attached document) contains confidential information from Summit Partners, and is for the sole use of the individual or entity to whom it is addressed and may be privileged, confidential or exempt from disclosure under law. If you are not the intended recipient of this email, or the employee or agent responsible for delivering it to the intended recipient, you are hereby notified that any other dissemination, distribution or copying of this transmission is strictly prohibited. If you receive this message in error, please notify Summit Partners at postmaster@summitpartners.com and destroy the attached message (and all attached documents) immediately. Thank you for your cooperation.

PATRICK MICHAEL MURPHY

• Wayland, MA 01778 •

EXPERIENCE

SUMMIT PARTNERS LP

Boston, MA

Vice President

2016 – Current

- In-house counsel for credit affiliate of Summit Partners, an alternative asset management firm with more than \$19 billion of assets under management globally deployed into various equity and fixed income opportunities.
- Responsible for all aspects of deal structuring and documentation.
- Lead attorney on all credit affiliate compliance issues.

PROSKAUER ROSE LLP

Boston, MA

Associate, Multi-Tranche Finance Group

2010 – 2016

- Focused primarily on asset-based and cash-flow lending, first lien, second lien, subordinated and mezzanine financings (including first out/last out and “unitranche” structures), acquisition, recapitalization and other leveraged financings, cross-border financings and restructurings
- Authored multiple chapters for a Proskauer partner’s private equity textbook
- Awarded the 2012 Golden Gavel Award in recognition of exemplary pro bono service
- Representative Clients: Credit Suisse, Czech Asset Management, L.P., Fifth Street Finance Corp., Golub Capital LLC, Kohlberg Kravis Roberts & Co. L.P., John Hancock Life Insurance Company, Maranon Capital L.P., Medley Capital Corporation, Morgan Stanley, NewStar Financial, Inc., Oaktree Capital Management, Prospect Capital Corporation, THL Credit, Inc., Sankaty Advisors

THE LEGAL AID JUSTICE CENTER

Charlottesville, VA

Volunteer Attorney

2010 – 2011

- Provided legal assistance and representation to clients pursuing unemployment benefits with the state of Virginia as a member of the employment law group

UNIVERSITY OF CONNECTICUT HEALTH CENTER

Farmington, CT

Law Clerk for Zita Lazzarini, JD, MPH

Spring and Summer 2008

- Researched and wrote on various health law issues, focusing primarily on criminal laws relating to HIV exposure and transmission both in the United States and abroad; assisted in Rapid Policy Assessment and Response HIV Program

CONECO ENGINEERS & SCIENTISTS

West Bridgewater, MA

Environmental Geologist

2006 - 2007

- Managed emergency-response environmental work throughout Massachusetts and Rhode Island
- Supervised crews of five to ten workers, oversaw clients’ compliance with Department of Environmental Protection (DEP) and federal environmental regulations and authored reports for filing with the DEP

RUSTIC PATHWAYS

Fiji Islands

Program Manager

Summer 2006

- Organized all aspects of and led community service trips throughout the Fijian Islands for groups of approximately 15 students

EDUCATION

THE UNIVERSITY OF CONNECTICUT SCHOOL OF LAW

Hartford, CT

Juris Doctor, with Honors

2007 - 2010

GPA and Class Rank:

3.67, 17th out of 172

Honors:

Dean’s Scholarship Recipient; First Place Scholarship Winner – NRA Civil Rights Defense Fund Law Student Writing Contest; Nina E. Olson and Janet Spragens Low Income Tax Clinic Award

Journal Membership:

Connecticut Law Review, Symposium Editor

Activities:

Alva P. Loiselle Moot Court Competition, Capital Punishment Hockey Team

COLGATE UNIVERSITY

Hamilton, NY

Bachelor of Arts in Environmental Geology

2001 - 2005

Honors:

Dean’s Award for Academic Excellence; *Brown Bag Lecture Series*. Guest Lecturer

Activities:

Colgate University Geological Society, Club Hockey

ADDITIONAL

Proficient in French, former LSAT instructor, lifeguard and hockey coach

Joseph J. Polizzotti Jr.

Wayland MA 01778

8.) BoPW Interviewee - Joseph Polizzotti, Jr.

Goals: Obtain a senior leadership position in the development & construction industry. I crave an energetic, high energy, & team-oriented approach. I am anxious to become a leader who focuses on getting the most out of his team accomplishing company and project specific goals.

New England Development, Boston, MA

2014 - Present

Construction Manager

Responsible for all phases of construction from concept to completion. I have completed a diverse range of projects at NED. The projects have included outlet malls (Little Rock AR & Des Moines IA), bathroom renovation at the White Elephant, a 15 Lot subdivision, a 5-lot subdivision, two spec homes, and large-scale cottage and pile repairs to the Nantucket Boat Basin. I am always the construction manager, but have often functioned as a general contractor, hiring and managing all the sub-contractors.

EDENS, Boston, MA

2010-2014

Construction Manager

Responsible for all phases of construction from concept to completion. My position specialized in the redevelopment of properties in an existing portfolio. My project responsibilities included preconstruction budgeting, estimating, bidding, construction management, tenant coordination, & closeout. I work closely with investment management, permitting, municipalities, consultants, contractors, and utility providers to meet specified project budgets. I effectively managed five of the company's most successful redevelopments.

CBL & Associates Properties, Inc., Waltham, MA

2006-2010

Tenant Coordination Manager / Construction Coordinator

I was responsible for all phases of development, tenant coordination, and construction for three large scale ground up developments which included, Milford Marketplace, CT (130,000 sq ft), York Town Center, PA (300,000 sq ft), and Settlers Ridge, PA (488,000 sq. ft); I orchestrated on time deliveries for the following "big box" tenants: Best Buy, Dick's Sporting Goods, Staples, Ross Dress For Less, Bed Bath & Beyond, Christmas Tree Shops, REI, Barnes & Noble, LA Fitness, Cinemark, Giant Eagle, & Whole Foods; Effectively communicated with municipalities, engineers, architects, and contractors to ensure all budgets and deadlines were met; Collaborated with tenants on all phases of design and construction to obtain certificates of occupancy in an expedited fashion.

The Kay Companies, Inc., Newton, MA

2003-2006

Business Development Manager, 12/04-5/06

Aggressively obtained new clients through relationship building; Managed client relations; Attended trade shows and conferences to obtain new business

Project Manager, 9/03-12/04

Responsible for all phases of retail construction (grocery anchored centers) projects from \$1 - 10million;

Samuels & Associates, Boston, MA

2001-2002

Property Manager / Project Manager

Managed nine grocery anchored centers totaling 992,939 square feet; Created additional value by implementing capital improvement projects at various shopping centers; Oversaw tenant coordination.

Caron Building Corporation, Ashland, MA

2000-2001

Construction Supervisor/Assistant Project Manager

Supervised daily on-site work of large commercial tenant fit up projects totaling up to 30,000 square feet; Managed multiple trades, sometimes totaling thirty men, to ensure high quality and a safe work environment;

WJK Construction, Easthampton, NY

2000

Framer and Carpenter, High End Residential Homes

State Street Bank (SSGA), Boston, MA

1998-1999

Account Controller, Equity Mutual Funds

EDUCATION

Daniels College of Business, University of Denver 2003
Masters in Real Estate and Construction Management, Dean's List

Framingham State College, Framingham, MA 1998
Bachelor of Science in Business Administration, w/ Concentration in Finance
Dean's List

AFFILIATIONS

ICSC

- Member of the Center Build Planning Committee
 - o 2017 Sponsorship
 - o 2018 Work Shops
 - o 2019 Work Shops - Co-Chair

Licensed Massachusetts Construction Supervisor

Wayland Little League

- Board Member
- VP of Sponsorship
- Head coach for 9-10-year-old group

Framingham Youth Hockey

- Assistant Coach
- USA Hockey Certified – Squirt Level
- Safe Sport Certified

Wayland Youth Soccer

- Head Coach – Boys K-3
- Head Coach – Girls Kindergarten

ADDITIONAL

Successfully rehabbed two distressed residential properties: a two-family in Brighton, and a single family in Wayland.

Project List for Joseph Polizzotti Jr. as of 3.21.19

BULKHEAD REPLACEMENT – NANTUCKET MA

Owner New England Development
Architect Moffat & Nichol
Contract Amount \$ 20,000,000
Project Type Marine
Projected Completion Date Spring 2021
Description Replace bulkhead around Old south Wharf & Commercial Wharf. Upgrade and replace utilities & finger piers.
My Role Construction Manager

JARED COFFIN HOUSE RENOVATION – NANTUCKET MA

Owner New England Development
Architect SNCG
Contract Amount \$ 5,000,000
Project Type Restaurant & Hospitality
Projected Completion Date Spring of 2020
Description Construct a tap room in the basement. Add 5 suites where existing dinning room and HR office is on the 1st floor.
My Role Construction Manager

LOLA EXPANSION – NANTUCKET MA

Owner New England Development
Architect Emeritus
Contract Amount \$ 200,000
Project Type Restaurant
Completion Date Spring 2019
Description Add covered outdoor patio to LOLA 41
My Role Construction Manager

COTTAGE PILE REPAIRS – NANTUCKET MA

Owner New England Development
Architect Moffat & Nichol
Contract Amount \$ 4,000,000
Project Type Marine
Completion Date Spring 2019
Description Repair piles and bracing under existing cottages on Old South Wharf
My Role Construction Manager

WAUWINET RENOVATION – NANTUCKET MA

Owner New England Development
Architect Gauthier Stacy
Contract Amount \$ 3,000,000
Project Type Hospitality
Completion Date Spring 2019
Description Renovate 37 Rooms & Cottages
My Role Construction Manager

5 LOT SUBDIVISION & 2 SPEC HOMES – NANTUCKET, MA

Owner New England Development
Architect BPC & RJO
Contract Amount \$ 7,500,000
Project Type Residential Sub Division
Completion Date Summer 2018
Description Construct underground utilities.
Install road. Install site landscaping &
remove invasive species. Construct
two high-end spec homes.
My Role Construction Manager

WHITE ELEPHANT SUBDIVISION – NANTUCKET, MA

Owner New England Development
Engineer RJ O'Connell
Contract Amount \$ 7,000,000
Project Type Residential
Completion Date Early Summer 2018
Description Hired all sub-contractors.
Negotiated contracts. Demolished
existing town homes. Installed
utilities & drainage. Installed new
road. Installed landscaping
My Role General Contractor & Construction
Manager

STORM JUNO REPAIRS - NANTUCKET, MA

Owner New England Development
Engineer WSP Engineering
Contract Amount \$ 3,000,000
Project Type Hospitality
Completion Date Spring 2018
Description Repairs to entire portfolio after
large winter storm. Highest water
levels since the Perfect Storm of
1991)
My Role Construction Manager

WHITE ELEPHANT RENOVATION – NANTUCKET MA

Owner New England Development
Architect
Contract Amount \$ 3,000,000
Project Type Hospitality
Completion Date Spring 2018
Description Renovate 41 Bathrooms
My Role Construction Manager

OUTLETS OF DES MOINES – ALTOONA, IA

Owner New England Development
Architect HFA Allevato
Contract Amount \$ 45,000,000 (330,000 sq. ft)
Project Type Outlet Center
Completion Date Fall 2017
Description New Outlet Mall
My Role Construction Manager & Assist with Tenant Coordination

OUTLETS OF LITTLE ROCK – LITTLE ROCK, AR

Owner New England Development
Architect HFA Allevato
Contract Amount \$ 55,000,000 (370,000 sq. ft)
Project Type Outlet Center
Completion Date October 2015
Description New Outlet Mall
My Role Construction Manager

STORM JUNO REPAIRS – NANTUCKET, MA

Owner New England Development
Architect WSP Engineering.
Contract Amount \$ 5,000,000
Project Type Resort Construction. Marina Rebuild
Completion Date Phase I-7/1/2015 Phase II-6/1/2016
Description Rebuild Boat Basin. Install new Pedestals, Plumbing, & Electric.
Major Resort Repairs.
My Role Construction Manager

EAST GREENWICH REDEVELOPMENT – EAST GREENWICH RI

Owner EDENS
Architect Scott Griffin Architects
Contract Amount \$ 4,074,000
Project Type Façade and Sidewalk Renovation
Completion Date 3/14 – 9/14
Description Façade Renovation, Sidewalk replacement. New Amenities
My Role Construction Manager & Tenant Coordinator

BROOKSIDE REDEVELOPMENT – BRIDGEPORT, CT

Owner EDENS
Architect Amenta Emma
Contract Amount \$3,500,000
Project Type Re-tenant existing center.
Addition for Sports Authority
Scheduled Completion Date 11/13 – 10/14
Description Re-tenant existing center.
Key tenant – Sports Authority
Move four tenants and build addition
For Sports Authority.
My Role Construction Manager & Tenant
Tenant Coordinator

ACTON REDEVELOPMENT – ACTON, MA

Owner EDENS
Architect Amenta Emma
Contract Amount \$5,826,000
Project Type Redevelopment
Scheduled Completion Date 7/22/13 – 7/1/14
Description Building & Site Redevelopment
My Role Construction Manager

BURLINGTON CROSSROADS REDEVELOPMENT – BURLINGTON, MA

Owner EDENS
Architect Amenta Emma
Contract Amount \$5,800,000
Project Type Redevelopment
Scheduled Completion Date 6/1/13 – 7/1/13
Description Building & Site Redevelopment
Key Tenants – Busa Wine, Michaels
My Role Construction Manager

SHOPPES AT PAIGE POINT – LA FITNESS – STOUGHTON, MA

Owner EDENS
Engineer Bohler
Contract Amount \$500,000
Project Type Sitework for LA Fitness
Scheduled Completion Date 3/11 – 3/12
Description Sitework & Pad prep
Site lighting, paving, sidewalks,
Grease trap
My Role Construction Manager

BISHOPS CORNER REDEVELOPMENT – WEST HARTFORD, CT

Owner EDENS
Architect Amenta Emma
Contract Amount \$20,596,000
Project Type Redevelopment
Scheduled Completion Date Fall 2011 – Fall 2013
Description Building & Site Redevelopment
Key Tenants – Wal Mart
Neighborhood Market,
Marshalls, Noodles, Message
Envy, Max Beverage, Blue Plate
Kitchen, Qdoba, AT&T, Pet Value
My Role Construction Manager & Tenant
Coordinator

NEWPORT BANK – EAST GREENWICH, RI

Owner EDENS
Engineer Bohler
Contract Amount \$300,000 (Approximate)
Project Type New Outparcel
Scheduled Completion Date 3/11 – 12/11
Description Site work for bank
My Role Construction Manager

MIDDLESEX MALL REDEVELOPMENT – BURLINGTON, MA

Owner EDENS
Architect Amenta Emma
Contract Amount \$10,524,000
Project Type Site & Building Redevelopment
Scheduled Completion Date Fall of 2011 – Fall 2012
Description Building & Site Redevelopment
Key Tenants – Market Basket
Nordstrom Rack, DSW, 5-Guys
Verizon, Eastern Bank, Burton's
My Role Construction Manager & TC

SETTLERS RIDGE – PITTSBURGH, PA

Owner	CBL & Associates Properties
Architect	KA Architecture
Contract Amount	\$110,000,000 (Approximate)
Project Type	New Lifestyle Center (488,000 sq ft)
Scheduled Completion Date	Fall 2009 – Phase II Fall of 2011
Description	New Hybrid/Lifestyle Center. Tenants Include – Giant Eagle, Cinemark, REI, Barnes & Noble, LA Fitness, Ross Dress for Less, Michael's, Pet Supplies Plus, Ulta, PF Chang's, Red Robin, Five Below, Vitamin Shoppe, First Watch, Verizon, Omaha Steaks, Sport Clips, Learning Express, Panera Bread, SAGA Japanese Steakhouse, Cadillac Ranch Restaurants, Emmert Dental, Dairy Queen, Qdoba, Ulta, Shoe Carnival.
My Role	Tenant Coordinator / Construction Manager / Development Manager / Project Manager

THE YORK TOWN CENTER – YORK, PA

Owner	CBL & Associates Properties
Architect	Carter Burgess
Contract Amount	\$42,000,000 (Approximate)
Project Type	New Strip Center (300,000 sq ft)
Completion Date	Fall 2007
Description	New Strip Center. Tenants Include – Staples, Dick's Sporting Goods, Christmas Tree Shops, Best Buy, Ross Dress for Less, Bed Bath & Beyond, Ulta, Sleepy's, Five Below, David's Bridal, Justice, Pearle Vision, Quiznos, Aspen Dental.
My Role	Tenant Coordinator / Construction Manager / Development Manager / Project Manager

MILFORD MARKETPLACE – MILFORD, CT

Owner	CBL & Associates Properties
Architect	Allevato Architects
Contract Amount	\$25,000,000 (Approximate)
Project Type	New Lifestyle Center (130,000 sq ft)
Completion Date	Fall 2007
Description	New Lifestyle Shopping Center Tenants include – Whole Foods, Justice, Ann Taylor Loft, Chicos, White House Black Market, Joseph A. Banks, Banana Republic, J. Jill, Coldwater Creek, Tengda Restaurant, Athletes Foot, Floris Day Spa, Message Envy, Sport Clips
My Role	Tenant Coordinator / Construction Manager / Development Manager / Project Manager

BUSINESS DEVELOPMENT FROM 12/04 – 5/06

WOBURN MALL – WOBURN, MA

Owner/Reference	KGI Properties/Great Island Development
Architect	Carter Burgess
Contract Amount	\$10,000,000 (Approximate)
Project Type	Renovation/New Construction
Completion Date	December 2004
Description	Renovation of Payless Shoe, Cigar Store, Mall Offices, Mall Concourses, New Sports Authority
My Role	Project Manager & Assistant PM

ROCHE BROTHERS – ACTON, MA

Owner/Reference	Roche Brothers
Architect	Plan B
Contract Amount	\$4,000,000
Project Type	Remodel
Completion Date	November 2004
Description	Supermarket remodel while open
My Role	Project Manager

ROCHE BROS. VILLAGE/Lot 4 – EASTON, MA

Owner/Reference Samuels & Associates
Architect Edwards & Kelcey
Contract Amount \$2,000,000
Project Type New Construction
Completion Date November 2004
Description New Ground Up Shell for Strip Retail 15,000sq ft
My Role Project Manager

SOUTHCAPE VILLAGE – MASHPEE, MA

Owner/Reference C. Talanian Realty Co., Inc.
Architect Prelwitz/Chilinski Associates
Contract Amount \$11,000,000 (Approximate)
Project Type New Construction
Completion Date August 2004
Description New Ground Up Supermarket and Strip Retail
My Role Assistant Project Manger

CRATE & BARREL – KITTERY, ME

Owner/Reference Crate & Barrel
Architect Teng Associates
Contract Amount \$1,000,000
Project Type Remodel
Completion Date July 2004
Description Remodel Old Building for Crate & Barrel Outlet Currently there #1 Outlet
My Role Project Manager

MIDDLESEX COMMONS – BURLINGTON, MA

Owner/Reference Edens & Avant
Architect Carter Burgess
Contract Amount \$1,00,000
Project Type Remodel/Addition
Completion Date July 2004
Description Addition of 20,000 sq. ft of retail for Old Navy
My Role Project Manager



TOWN OF WAYLAND

9.) ATM 2020 -
Opening of ATM
Warrant

TO: Board of Selectmen, Boards and Committees
FROM: Louise Miller, Town Administrator
DATE: December XX, 2019
RE: ATM Warrant Opening: Announcement for Board and Committees and Article Form

ANNOUNCEMENT: OPENING OF THE ANNUAL TOWN MEETING WARRANT

1. Warrant opening and closing: The Annual Town Meeting Warrant opens Friday, December 13, 2019 at 8:30 am and closes Wednesday, January 15, 2020 at 4:30 pm.
2. Article submission form: Attached is the 2020 form for submission of a warrant article for Annual Town Meeting. Please feel free to use additional pages.
3. Submission procedure: Please submit the article form in hard copy to the Town Administrator's Office, signed by the Chair, or designee, after a vote of the public body, no later than Wednesday, January 15, 2020 at 4:30 pm. The article form must also be submitted via email in Microsoft Word to thegarty@wayland.ma.us.

The proposing board/committee vote to submit must be recorded (date and quantum of vote).

Each article will be assigned to a liaison from the Board of Selectmen and Finance Committee.

4. Article description: The article description should contain a description and scope of the request. It should not be in legal form, but instead define the request. After submission of the article, Town Counsel will put the request in legal form and may make any required edits.
5. Background information: Finance Committee asks that you complete this section of the form as a *draft* for its consideration. The Finance Committee will finalize its comments for the Warrant.
6. Proposing body's comments: Article Proposers, may, at their discretion, submit comments of up to 150 words which will be included if the Finance Committee includes comment. In most cases, these comments can be incorporated into the Finance Committee's comments.
7. Finance Committee ATM Warrant Workshop: Article proposers must attend the Finance Committee's ATM Article Workshop on Tuesday, January 21, 2020 to make a brief presentation. Please be in touch with the Finance Committee liaison to discuss your article. As new information becomes available about the article, you may be asked to attend additional meetings with the Finance Committee and/or the Board of Selectmen.
8. Maps, exhibits: Maps and exhibits may be provided whenever appropriate and are due by February 25, 2020. Please contact Teri Hegarty in the Town Administrator's Office if you require assistance from Town staff to create a map. Preparation of maps and exhibits are the responsibility of the Article Proposer and should be legible for printing in the Warrant and viewing on the screen at Town Meeting. All maps and exhibits must be provided as separate documents

Please feel free to call me any time for assistance.

Louise Miller, Town Administrator
O: (508) 358-3620
C: (781) 697-6018



TOWN OF WAYLAND

9.) ATM 2020 -
Sponsoring Board
Article Request

SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

Attach extra pages if necessary

Article Title: _____

Estimated Cost: _____

Article Description (final language to be provided by Town Counsel):

Background Information (to be used by Finance Committee to draft its Comments):

Proposer's Comments (if needed, 150-word limit per Town Code):

Proposing Board: _____

Contact Person: _____

Phone (For Publication in Warrant): _____

Town Email (For Publication in Warrant): _____

Board Vote (Quantum) To Submit Article: _____

Date of Board Vote: _____

Signature: _____ **Date:** _____
Chair of Proposing Board



TOWN OF WAYLAND
WARRANT ARTICLE PROCESS: Guide for Petitioners

9.) ATM 2020 -
 Warrant Article
 Process: Guide for
 Petitioners

Citizens have the right to submit articles for consideration by the Town Meeting. Such articles must be in writing and signed by ten or more registered voters for Annual Town Meeting (ATM) or 100 or more registered voters for Special Town Meeting (STM), using the attached form. All petitioners' articles must be submitted in accordance with the law on or before January 15 or such time as may be fixed by the Board of Selectmen, and all such articles for Special Town Meeting must be so presented on or before the date fixed by the Selectmen for closing of the warrant for such meeting. All petitioners' articles having the required number of qualified signatures must be included in the Town Meeting Warrant by state statute.

The Board of Selectmen and the Finance Committee encourage citizens to work with appropriate Town boards to achieve their goals whenever possible before submitting petitioners' articles.

ATM Timeline and Process

Date	Action	Responsibility
December / January <i>(2020 DATE is 1/6)</i>	<i>Hold a workshop for citizens interested in submitting petition for Annual Town Meeting. Potential articles and the submission process may be discussed with the Selectmen.</i>	Board of Selectmen
On or before January 15 or such earlier time as may be fixed by the Board of Selectmen <i>(2020 DATE IS 1/15 AT 4:30 PM)</i>	<i>Submit petitioners' articles for Annual Town Meeting both on paper with signatures and by email (to thegarty@wayland.ma.us) in Microsoft Word. Articles are collected and numbered, and copies are given to the Board of Selectmen, Finance Committee, Moderator, and Town Counsel. Signatures on the petition are verified by the Town Clerk.</i>	Town Administrator
January - March	<i>Review articles, determine their order, vote positions on most articles; may meet with petitioners. The Board will discuss substantive articles with petitioners and attend the Finance Committee's meeting with petitioners.</i>	Board of Selectmen
January - March FINANCE COMMITTEE WORKSHOP 1/21/20	<i>Study each petitioner's article and prepare a report for the Warrant. The Finance Committee meets with petitioners to discuss articles at a public meeting. The Committee may explore alternative means for accomplishing the article's objective. A member of the Committee is assigned to the article to prepare a report for the Warrant, including comments and pro and con arguments and the Committee's recommendation to Town Meeting.</i>	Finance Committee
January - March	<i>Meet with Finance Committee and/or Board of Selectmen to discuss article; write report of no more than 150 words to be printed in the Warrant if desired and if the Finance Committee prepares a report. Such discussions help to identify issues that require further work on the part of the petitioner as well as to identify arguments for and against passage.</i>	Petitioners
February	<i>Town Counsel will review articles for form, legislative intent, and procedural compliance and will provide main motion and the quantum of vote required for passage. Town Counsel will not render written opinions or give advice to petitioners about substantive legal issues and will not advise petitioners when there is a potential conflict of interest between the petitioners and the town.</i>	Town Counsel
Approximately 7 days prior to ATM <i>(2020 DATE is 3/30)</i>	<i>Attend Finance Committee Warrant Article Workshop. Petitioners should attend this workshop to present their warrant article.</i>	Selectmen with Moderator and Finance Committee
ATM	<i>Move the article and make a brief presentation on the merits of the article. Movers of articles have a limited amount of time to explain and present arguments in favor of passage of the article (currently 7 minutes). This presentation is made at the procedural (center) microphone. Petitioners may prepare handouts and slides. If the motion differs substantially from the article printed in the warrant, printed copies must be prepared for the moderator and made available for people attending Town Meeting.</i>	Lead Petitioner
ATM	<i>Consider each article at Annual Town Meeting. Citizens are encouraged to debate the merits of articles, ask questions, and make amendments when appropriate. Main motions in excess of 25 words that differ significantly from the Warrant and amendments in excess of 10 words must be legibly written for submission to the moderator and made available to people attending Town Meeting. Please refer to the Moderator's Rules in the warrant for more detailed guidance.</i>	Town Meeting attendees



TOWN OF WAYLAND

9.) ATM 2020 -
Petitioners' Article
for ATM

PETITIONERS' ARTICLE FOR WAYLAND TOWN MEETING

Attach additional pages if necessary

Lead Petitioner's Name*: _____

Phone (For Discussing Article): _____

Email (For Publication in Warrant): _____

*Lead Petitioner: The lead petitioner will serve as spokesperson for the article and will be the contact person for the Finance Committee, Board of Selectmen, and Planning Board, if the petition is a zoning issue.

Article Title: _____

Estimated Cost: _____

Article Text for Warrant: To determine whether the Town will vote to:

#	Print Name Legibly	Signature	Print Street Address
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			



TOWN OF WAYLAND

PETITIONERS' ARTICLE FOR WAYLAND TOWN MEETING

Page 2

Attach additional pages if necessary

Background Information (to be used by the Finance Committee in drafting its comments);

Petitioners' Comments (Town Code limit of 150 words):

Signature: _____

Date: _____

Lead Petitioner



TOWN OF WAYLAND

PETITIONERS' ARTICLE FOR WAYLAND TOWN MEETING

Page 3

Attach additional pages if necessary

Article Text for Warrant: To determine whether the Town will vote to:

#	Print Name Legibly	Signature	Print Street Address
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

BIOTECHNOLOGY EXECUTIVE & HEALTHCARE LEADERSHIP QUALIFICATIONS SUMMARY

Dr. Parks has more than 18 years of healthcare and biotechnology experience as physician, leader, technologist, strategic advisor, and military officer with significant accomplishments in leading teams, commercialization of new products, new business development, and research & technology development. With 18 years of experience in clinical practice, more than 10 years of experience in biotechnology and life sciences, and 14 years of military leadership in experience in the special operations community, he leverages exceptional communication and problem-solving skills in highly matrixed environments while employing an adaptive, systems-based analytical perspective to lead, encourage innovation, promote cross-functional teamwork, and achieve operational excellence through execution.

PROFESSIONAL EXPERIENCE

Exact Sciences Corporation, Madison, WI

Senior Director - Head of Population Health, February 2019 – present.

Responsibilities include: Selected by executive management to launch and lead a new function focused on Population Health management. Our vision is to build-out a strategic capability leveraging alliances, data, health economics and outcomes research and analytic technologies to collaborate with payers, health systems/IDNs, and purchasers of healthcare to improve population-level decision-making and outcomes related to oncology: prevention, early detection, and treatment of cancer. Additional responsibilities include: support and drive execution of value-based agreements, advise on brand and market access strategy for new products (via acquisition & pipeline), launch of an expanded age indication for Cologuard (45-49), research & development strategy, and evidence generation & publication strategy.

Exact Sciences Corporation, Madison, WI

Senior Director - Head of Medical Affairs, February 2017 – February 2019.

Responsibilities included: Over 2 years, built-out and led the Medical Affairs function of a rapidly growing biotechnology company focused on oncology and the early detection of cancer. Served as the Medical Leader for the Exact Sciences – Pfizer Alliance. Member of the Commercial Leadership Team during a period of over 200% growth in revenue, worked at the level of functional Vice President and reported to the President. Cologuard with areas of responsibility include leading a team which: develops and executes Medical Affairs strategy including external thought leader strategy and engagement; Field Medical strategy and execution; Evidence Generation & Med/Sci Communication strategy and execution; Investigator Initiated Research; Medical Information and Medical Education content creation, management, and distribution; Cross-function partnership (e.g., Market Access, Marketing, Sales, Legal/Compliance, Clinical Operations, Regulatory Affairs, Research & Development), advisement to the executive management team on pipeline technologies (including liquid biopsy) focused on global markets, clinical trial strategy and design, and with due diligence for merger, acquisitions, and strategic alliances; enterprise level Medical, Legal, Review; Grant, investigator initiated research review committee member. Responsible for an operating budget of over \$15M/year. People management included leading team of 25+ with plans for continued growth in 2019 – 2020.

Draper, Cambridge, MA

Corporate Medical Director & Neurotechnology Business Lead, July 2013 – February 2017.

Responsibilities included: New business development to capture and manage a \$30 million dollar neurotechnology portfolio of transformative next generation neuromodulation technologies funded by DARPA, NIH, and industry partners; strategic and technical advisement on all biomedical new business development initiatives and product development with a focus on neurotechnology, cardiovascular, oncology, and infectious disease; new partner engagement and account management; Led Medical Affairs and Clinical/Pre-clinical Development, KOL engagement and Regulatory and strategy for new product development (devices and diagnostics). Other early stage technologies included: cell therapy systems for oncology, chip-based organ systems, and rapid diagnostics. Management responsibilities included managing 2-4 teams of 5-15 engineers and scientists working on product development projects and pre-clinical and clinical trials.

Draper, Cambridge, MA

Distinguished Member of the Technical Staff, Research Scientist for Decision Support Systems, May 2012 – July 2013.

Responsibilities included: Led a business development strategy to win and execute a \$6M contract to develop a next generation technology leveraging applied neuroscience and multimodal data analytics. Promoted to a senior business development and portfolio management role after the successful transition of the technology to the U.S. government customer.

Procter & Gamble, Boston, MA

Senior Physician & Consulting Global Medical Leadership Team Member, June 2015 – February 2017.

Responsibilities included: Senior medical leader responsible for global health and security strategy and risk mitigation, disability management, and new technology integration into research, development, and manufacturing; medical leadership of a patient centered medical home healthcare delivery system for a worksite based primary care and wellness center; active participation and leadership on medical management key performance indicators including disability management, crisis management and new technology integration; union negotiations related to health, disability and benefits. Responsible for an operating budget of over \$10M/year.

H2I, LLC, Boston, MA

Founder, Research Scientist and Technology Advisor. Supported a Federal Government Science & Technology Office as SETA (Scientific Engineering Technical Advisor) and physician-scientist, February 2010 – May 2012.

Responsibilities included: Medical & Scientific Affairs leadership in support of a multi-million dollar research portfolio focused on applied neuroscience and advanced technology research and development.

Harvard Medical School, Cambridge Health Alliance, Boston, MA.

Clinical Instructor of Medicine, Clinical Occupational and Preventive Medicine Physician, June 2010 – present.
Responsibilities include: Teaching and clinical supervision of medical students and physicians in training.

Harvard University School of Public Health, Boston, MA.

Visiting Scientist, June 2010 – present.

Initiative for Productivity and Health Management, Associate Director, April 2011 – April 2015.

Chief Resident and Clinical Research Fellow, July 2007 – June 2008.

Resident in Occupational and Environmental Medicine, July 2006 – June 2008.

Lifespan Corporation, Providence, RI.

Medical Director, Lifespan Health Plan, May 2008 – February 2010.

Medical Director, Lifespan Occupational Health Services, 4 hospital healthcare system, May 2008 – February 2010.

Responsibilities included: Medical management and leadership for a self-insured health plan with over 25,000 insured lives; health benefit modernization and redesign; negotiations with union representatives on health, benefits, disability, and medicolegal topics; designed and implemented a new enterprise wide Occupational and Employee Health program; managed a clinical and non-clinical team of 15 nurses, case managers, nurse practitioners, physical therapists, and physicians; participated in hospital committees and task forces including the 2009 H1N1 Pandemic response, business continuity and crisis management, Health/Safety/Security, and Infection Control. Responsible for an operating budget of over \$8M/year.

National Security Agency, Occupational Health, Environmental, and Safety Services, Fort Meade, MD

Visiting Resident Physician, April 2008.

U.S. Navy Reserves, Sea, Air, and Land (SEAL) TEAM EIGHTEEN, Norfolk, VA

Executive Officer, Medical Department Head & Undersea Medical Officer, Reservist, Commander, October 2008 – December 2014. Voluntary separated and honorably discharged, December 2014.

U.S. Navy Reserves, Naval Special Warfare Operational Support Team TWO, Norfolk, VA

Undersea Medical Officer & Assistant Medical Department Head, June 2007 – October 2008.

U.S. Navy, Naval Special Warfare Group TWO, Norfolk, VA

Senior Medical Officer & Medical Department Head, Global Medical Director, July 2005 – July 2006.

U.S. Navy, Naval Special Warfare Group TWO, Norfolk, VA

Undersea and Diving Medical Officer, June 2003 – June 2006.

Responsibilities included: Global medical leader for the east coast US Navy Special Operations (SEAL – Sea Air & Land) teams. Provided medical advisement to senior military leaders including general officers and admirals; responsible for the management of a \$25M annual budget and the medical supervision of over 100 US Navy SEAL medics and 20 US Navy Corpsman deployed to over 30 countries; developed and launched a pilot program for human performance optimization and injury prevention; 5 deployments to conflict and combat zones.

U.S. Navy, Naval Undersea Medical Institute, New London, CT

U.S. Navy, Diving and Salvage Training Center, Panama City, FL

Undersea and Diving Medical Officer Candidate, January – June 2003.

U.S. Navy, Naval Hospital Bremerton, Bremerton, WA. General Medical Officer, July – December 2002.

EDUCATION & MEDICAL LICENSURE

Harvard University School of Public Health, Boston, MA

Occupational and Environmental Medicine Residency and Clinical Research Fellowship. June 2006 – June 2008.

Harvard University School of Public Health, Boston, MA

Masters of Occupational Health and Health Care Management, June 2006 – June 2007.

Harvard Medical School & Harvard School of Public Health, Boston, MA

Program in Clinical Effectiveness, June – August 2006.

Puget Sound Family Medicine Internship, Bremerton, WA

Family Medicine Internship. Naval Hospital Bremerton. June 2001 – June 2002.

Tulane University School of Medicine, New Orleans, LA

Doctor of Medicine, August 1997 – May 2001.

Tulane University School of Public Health and Tropical Medicine, New Orleans, LA

Masters of Public Health and Tropical Medicine, May 2001.

Davidson College, Davidson, NC

Bachelor of Arts, Magna Cum Laude, Philosophy and Medical Ethics, May 1996.

Senior Honors Thesis, "*Cystic Fibrosis: From the Salty Kiss to the Moral Obligation of Germline Gene Therapy*"

Board Certification: Occupational Medicine, American Board of Preventive Medicine, January 2009.

State(s) of Medical Licensure: MA, 2007 – present | #231232; RI, 2008 – 2010 | #MD12778; IN, 2002 – 2007 | #01056804A

National Provider Identification Number: 1194798371

Human Subjects Research Training (NIH, CITI) and Clinical Trials (GCP): current

Select Advanced Academic Course Work: Financial Management and Control, Financial Transactions and Analysis, Operations Management, Ergonomics and Human Factors, Applied Regression Techniques, Clinical Epidemiology, Healthcare Operations & Quality, and Principles in Toxicology (Radiologic, Chemical, & Biologic), Information Technology in Healthcare.

COMMITTEES AND POSITIONS HELD

Exact Sciences

- **Data Science and Analytics Steering Committee**, Physician leader, February 2019 – present.
- **Publication Review Committee**, Member, February 2017 – present.
- **Research Review Group**, Member, February 2017 – present.
- **Medical, Legal, Review Committee- Lead Medical Reviewer**, February 2017 – February 2019.

Procter & Gamble

- **Business Continuity and Crisis Management Team**, Member, June 2015 – February 2017.
- **Global New Technology Integration Working Group**, Member, June – February 2017.

Novartis Institutes for Biomedical Research

- **Institutional Biosafety Committee**, Occupational Health & Safety Advisor, June 2011 – February 2015.
- **Novartis Emergency Management (NEM) Team**, June 2011 – February 2015.
- **Health, Safety, & Environment (HSE) Steering Committee Member**, March 2011 – February 2013.

American College of Occupational & Environmental Medicine (ACOEM.ORG)

- **Fellow**, 2011 – present.
- **Traumatic Brain Injury Diagnosis and Treatment Guideline**, Panel Chairman, 2015 – 2017.
- **House of Delegates**, Member, 2014 – 2017.
- **Delegate to the American Medical Association**, 2007-2008

New England College of Occupational & Environmental Medicine (NECOEM.ORG)

- **Board of Directors**, November 2010 – present.
- **President**, December 2014 – December 2016.
- **President-elect**, November 2012 – November 2014.
- **Annual Conference Planning Committee**, Chair, 2011 – 2012.
- **Annual Conference Planning Committee Chair**, Member, January 2010 – present.

U.S. Navy

- **Medical After Action Report Working Group**, Senior Advisor for Biomedical Research, Naval Special Warfare Command, 2011.
- **Department of Defense Human Performance Optimization & Technology Assessment Working Group**, 2006.
- **Integrated Process Team (IPT) Member**, Naval Special Warfare Group TWO, 2005 – 2006.
- **Executive Committee on Medicine**, Naval Special Warfare Command, 2003 – 2006.
- **Medical Equipment and Medication Review Committee**, Naval Special Warfare Command, 2003 – 2006.

PROFESSIONAL AFFILIATIONS

- **American College of Medical Quality**, Member, 2017 – present.
- **American College of Occupational and Environmental Medicine**, Fellow, 2006 – present.
- **New England College of Occupational and Environmental Medicine**, 2006 – present. Past President.
- **American College of Preventive Medicine**, Diplomate, 2008 – present.
- **Society for Neuroscience**, 2014 – 2017.
- **Institute of Electric and Electronic Engineers (IEEE)**, 2012 – 2017.
- **Massachusetts Medical Society**, 2009 – present.
- **United States Special Operations Medical Association**, 2003 – 2010.

HONORS AND AWARDS

Procter & Gamble, Star Award for Exceptional Leadership Contributions, December 2016

Draper, Outstanding Contribution Award, July 2014.

New England College of Occupational & Environmental Medicine (NECOEM), Moore Medical Scholarship, 2010.

Federal Motor Carrier Safety Administration (FMCSA) and American College of Occupational and Environmental Medicine (ACOEM) Medical Fellow Research Program Grant, 2007 – 2008.

American College of Occupational & Environmental Medicine (ACOEM) Residents' Research Award, 2008.

Harvard Education and Research Center (ERC) for Occupational Safety and Health Scholarship, 2006 – 2007.

Occupational Physicians Scholarship Fund (OPSF) Scholarship Recipient, 2006 – 2008.

Naval Hospital Bremerton, Puget Sound Family Residency Program

- Ranked as the top Family Medicine Intern by attending physicians and fellow residents, 2002.

Tulane University School of Medicine

- *C. Thorpe Ray Award* for the most outstanding 3rd year internal medicine clerkship student, 2000.

Tulane University School of Public Health

- Awarded the Dean's Scholarship in the Masters in Public Health Program in Tropical Medicine, 1997 – 2001.

Davidson College

- *Frontis W. Johnson Thesis Award.* Most outstanding senior thesis, 1996.
- *Samuel E. & Mary West Thatcher Award.* Most outstanding pre-medical student, 1996.
- Southern Conference Football Academic Honor Roll, 1992 – 1995.
- Academic Scholarship, 1992 – 1996.

U.S. Navy

- Navy and Marine Corps Commendation Medal (2)
- Navy and Marine Corps Achievement Medal
- Combat Action Ribbon
- Afghanistan Campaign Medal
- Global War on Terrorism Service Medal
- National Defense Medal
- Expert Qualification for Rifle and Pistol
- Commanding Officer's Commendation, 2002.
- U.S. Navy Health Professions Scholarship (HPSP) and Officer Commission, 1997 – 2001.

Boy Scouts of America

- Eagle Scout, 2 out of 100 scouts reach scouting's highest level of achievement

SCIENTIFIC RESEARCH AND PROJECT MANAGEMENT EXPERIENCE (EXAMPLES)

Exact Sciences Corporation, February 2017 – present. As Senior Director of Population Health, leading and advising on corporate and central laboratory data strategy, research and development product life cycle support, generation of real-world evidence, and total cost of care and cost effectiveness models for existing products and pipeline assets. Formerly, Head of Medical Affairs, led and advised on numerous initiatives and projects related to building and expanding the Medical Affairs function including building a national KOL network, executing a Medical & Scientific Communication Plan and Annual Operating Plan including Medical Education strategy, field based Medical Affairs team strategies and tactics, and the generation of real world evidence.

SUBNETS (Systems-Based Neurotechnology for Emerging Therapies), May 2014 – February 2017. This DARPA (Defense Advanced Research Projects Agency) funded multi-year program pursues a new investigative approach that establishes the characteristics of distributed neural systems and attempts to develop and apply therapies (for traumatic brain injury, depression, anxiety) that incorporate near real-time recording, analysis and stimulation in next-generation devices inspired by current Deep Brain Stimulation (DBS) systems. My role was to lead and coordinate Draper's multidisciplinary engineering team in the execution of the research and development of the project. Patents pending. PI: Christopher Salthouse.

HAPTIX (Hand Proprioception and Touch Interfaces), February 2015 – February 2017. This DARPA (Defense Advanced Research Projects Agency) funded multi-year program pursues new prosthetic technologies that provide amputees with feelings

of touch and proprioception. Draper is developing a novel implantable neurotechnology and electrodes for use in humans. My

PARKS | - 5 - of -7-

role was to lead Draper's multidisciplinary engineering team in the execution of the research and development project and to coordinate the regulatory aspects of the project and commercialization of the technologies. PI: John Lachapelle.

Draper Internal Research & Development (Electroparticles for Neuromodulation), January 2015 – February 2017. Draper funded project that aims to develop miniaturized implantable electroparticles capable of recording from and stimulation of nervous tissue. If successful, these technologies could revolutionize how neuromodulation is performed and how patients are diagnosed and treated. PI: Daniel Freeman.

Visualization of Emergent Events in the Neuro-ICU, Program Manager, July 2013 – June 2015. This clinical decision support project was funded by the US Army Telemedicine Advanced Technology and Research Center (TATRC) to develop improved visualizations of multi-modal data for recognition of emerging sepsis and SIRS in the neuro-ICU. PI: Sarah Miller.

Integrated Medical Environment Decision Support (IMEDS), Research Scientist, January 2013 – January 2015. IMEDS was an internally funded effort at Draper that aimed to improve quality of ICU care and reduce healthcare costs by developing real-time clinical decision support applications to improve clinical decision-making. Draper leveraged engineering capabilities by synchronizing and integrating multi-modal data sources (e.g., physiological monitors, devices, electronic health record) to provide actionable information to the clinical care team. Selected to lead Draper's multi-institutional consortium to accelerate technology development and leading healthcare companies.

Soldier System and Systems Engineering Architecture Program, Scientific Advisor, January 2013 – May 2014. This project was funded by the US ARMY and aims to develop a comprehensive Soldier System systems engineering architecture (SET – Soldier Equipment Task framework) that encompasses the citizen-soldier-veteran life cycle. My role was to provide advisement on applied neuroscience and human performance.

Field-based Blood Donor Pathogen Card, Scientific Advisor, August 2012 – July 2014. This project was funded by Department of Defense/USSOCOM with the goal of establishing a point-of-care integrated multi-pathogen detection test kit for pre-screening blood donor candidates for emergency blood transfusions.

Applications of Fusion Algorithms and Technology Integration to Improve Credibility Assessment, Research Scientist & Technical Director, September 2012 – May 2013. This federal government sponsored project integrated additional physiological sensors to an existing technology, implemented decision-support fusion algorithms, and designed and developed a novel user interface to improve decision support to operators performing credibility assessment tasks. Patent pending.

Modeling Dyadic Interactions, Research Scientist, September 2012 – May 2013. This IARPA (Intelligence Research Projects Activity) Seedling applied novel statistical and mathematical techniques (e.g., machine learning) to model physiological coherence between two individuals during a dynamic interview; patent pending.

Human Performance & Credibility Assessment, Technology Integration, Research Scientist & Scientific, Engineering, Technical Assistance (SETA), February 2010 – May 2012. This federal government sponsored project focused on leveraging a multi-disciplinary research, engineering, and technology integration team in the psycho-physiological assessment of credibility under various experimental conditions at the Draper Laboratory.

Applied Hypobaric Clinical Research, Harvard School of Public Health, Co-Investigator, 2007 – 2010.

The project focused on establishing a conceptual framework for researching passenger and crew health and comfort in hypobaric environments. The specific aims of the project are to investigate the physiologic effects of hypobaric and hypoxic environments in susceptible populations using a simulation chamber and in-flight, field-based experimental settings. The project is a collaborative effort with the Harvard School of Public Health, the Boeing Company, the Aeroliner Cabin Environment Research Center of Excellence (ACER COE), Federal Aviation Administration (FAA), and the Civil Aerospace Medical Institute (CAMI).

Federal Motor Carrier Safety Administration (FMCSA) and American College of Occupational and Environmental Medicine (ACOEM) Medical Fellow Research Program

Medical Fellow Research Program Project, Principal Investigator, 2007 – 2011.

The grant provides funding for an awardee to pursue an original research initiative aimed at improving worker health and safety in commercial drivers and improving public safety and public health.

Harvard-NIOSH Education and Research Center (ERC) Pilot Research Project, Harvard University School of Public Health, Co-Principal Investigator, 2007 – 2008.

The project entitled, "Obstructive Sleep Apnea and Commercial Motor Vehicle Operators: An implementation study of the Joint Task Force's consensus guidelines," investigated the value of the application of a consensus approach to screening truck drivers for obstructive sleep apnea (OSA) during periodic Department of Transportation medical qualification examinations. Results published in JOEM, 2009.

Human Performance Initiative, U.S. Navy, Principal Investigator and Action Officer, 2005 – 2006.

- Instrumental in acquiring funding (\$3M) and initiating the Special Operations Committee's first Human Performance Initiative for Injury Prevention and Rehabilitation, a collaborative research, occupational demand assessment, functional training, and pre-rehabilitation program designed to improve the performance and operational lifespan of Naval Special Warfare operators.
- Leadership led to an Institutional Review Board (IRB) approval for research, staffing support, and a military construction project to implement a strategic human capital initiative and human performance optimization pilot program.
- This pilot program directly supported initiatives to establish a human performance program of record at USSOCOM and was a precursor the Preservation of the Force and Family initiative (<http://www.socom.mil/POTFF/default.aspx>).

PUBLICATIONS, ABSTRACTS, & POSTERS

Weiser E, Parks PD, et al. Cross-sectional Adherence with the Multi-target Stool DNA Test for Colorectal Cancer Screening: Real-world Data from a Large Cohort of Older Adults, *Journal of Medical Screening*, in press.

Mlinarevich N, Powe BD, Parks PD, et al. The role of nurse practitioners in improving colorectal cancer screening rates with the noninvasive, multi-target stool DNA test. American Association of Nurse Practitioners National Conference 2019. Indianapolis, IN.

Hathway JM, Jensen IS, Cyr PL, Koshy TI, Parks PD, Weinstein MC. Economic Analysis of Colorectal Cancer Screening from Multiple Stakeholder Perspectives: Key Components to Improve Practical Applications in the US. 2019 International Society for Pharmacoeconomics and Outcomes Research Annual Meeting. New Orleans, LA.

Weiser E, Parks PD, Swartz RK, van Thomme J, Limburg P, Berger BM. Potential to Improve Colorectal Cancer Screening Rates and Quality Metrics with the Multi-target Stool DNA System. American College of Medical Quality Annual Conference 2019. Bethesda, MD.

Weiser E, Parks PD, Swartz RK, et al. Achieving High Compliance with a Noninvasive Multi-target Stool DNA Test for Colorectal Cancer Screening. 2019 Dialogue for Action[®] on Cancer Screening and Prevention. Arlington, VA.

Gause S, Parks PD, Weiser E, et al. The role of physician assistants in improving colorectal cancer screening rates with the multi-target stool DNA test. American Academy of Physician Assistants 2019 Conference. Denver, CO.

Weiser E, Parks PD, Swartz RK, van Thomme J, Limburg P, Berger BM. Colorectal Cancer Screening: Compliance with Multi-target Stool DNA Testing among Medicare Beneficiaries. Digestive Disease Week 2019, San Diego, CA.

Swartz RK, Weiser E, Parks PD, Van Thomme J, Limburg P, Berger BM. Colorectal Cancer Screening: Association of Provider Factors and State-Level Colorectal Cancer Screening Rates with Multi-Target Stool DNA Testing Compliance among Medicare Beneficiaries. Society for General Internal Medicine Annual Meeting 2019. Washington, DC.

Parks PD, Weiser E, Mlinarevich N, Van Thomme J, Berger BM. Improving Colorectal Cancer Screening Rates and Quality Metrics in Family Medicine Practices with the Multitarget Stool DNA System, American Academy of Family Practice, poster, September 24, 2018.

Stern A, Mlinarevich N, Sandler N, Van Thomme J, Parks PD. The Role of Nurse Practitioners in Improving Colorectal Cancer Screening Rates, American Academy of Nurse Practitioners, poster, June 26, 2018.

Parks PD, Weiser E, Sandler N, Mlinarevich N, Berger B. Improving Colorectal Cancer Screening Rates and Quality Metrics with the Multitarget Stool DNA System, American College of Medical Quality, abstract and oral presentation, April 13, 2018.

Parks PD, et al. *Diagnosis and Treatment Guideline for Traumatic Brain Injury*, American College of Occupational & Environmental Medicine, selected as Evidence-based Practice Panel Chairman for the development of a multidisciplinary comprehensive evidence-based guideline to address diagnosis, treatment, return to work/play, and disability management for traumatic brain injury. November 2017.

Bjune CK, Marinis TF, Sriram TS, Brady JM, Wheeler JJ, Moran JE, Parks PD, Widge AS, Dougherty DD, Eskandar EN. "Packaging Architecture for an Implanted System that Monitors Brain Activity and Provides Therapeutic Stimulation," *Journal of Microelectronics and Electronics Packaging*, 2016;13:2:64-70.

Wheeler JJ, Baldwin KB, Bjune CK, LaChapelle JP, Parks PD, Widge AS, Dougherty DD, Eskandar EE, Moran JE. "Design and development innovations and challenges for an implantable device for closed-loop control of neuropsychiatric disorders." Society for Neuroscience Annual Meeting, 2015, Chicago, IL USA.

- Chin SP, Hamilton L, **Parks PD**, Moran JE, Widge AS, Dougherty DD, Eskandar EE. "Power efficient neural signal processing and closed-loop control algorithm design for an implantable device." Proceedings for the Society for Neuroscience Annual Meeting, 2015, Chicago, IL, USA.
- Bjune CK, Marinis TF, Sriram TS, Brady JM, Wheeler JJ, Moran JE, **Parks PD**, Widge AS, Dougherty DD, Eskandar EN. "Package Architecture and Component Design for an Implanted Neural Stimulator with Closed Loop Control" Proceedings for the 37th Annual International Conference of the IEEE Engineering in Medicine and Biology Society (EMBS) (presentation & conference proceedings), Milan, Italy, August, 2015.
- Hamilton L, McConley M, Angermueller K, Goldberg D, Corba M, Kim L, **Parks PD**, Chin SP, Widge AS, Dougherty DD, Eskandar EE, Moran JE. "Neural Signal Processing and Closed-Loop Control Algorithm Design for an Implanted Neural Recording and Stimulation System." Proceedings for the 37th Annual International Conference of the IEEE Engineering in Medicine and Biology Society (EMBS) (presentation & conference proceedings), Milan, Italy, August, 2015.
- Wheeler JJ, Baldwin KB, Kindle A, Guyon D, Nugent B, Segura CA, Rodriguez J, Czarnecki A, DiSpirito H, LaChapelle JP, Moran JE, **Parks PD**, Widge AS, Dougherty DD, Eskandar EE. "An Implantable 64-Channel Neural Interface with Reconfigurable Recording and Stimulation." Proceedings for the 37th Annual International Conference of the IEEE Engineering in Medicine and Biology Society (EMBS) (presentation & conference proceedings), Milan, Italy, August, 2015.
- Zhang C, Varvarigou V, **Parks PD**, Gautam S, Vela-Bueno A, Malhotra A, Kales SN. Psychomotor Vigilance Testing of Professional Drivers in the Occupational Health Clinic: a Potential Objective Screen for Daytime Sleepiness. *J Occup Environ Med.* 2012;54:296-302.
- Parks PD**, Pransky GS, Kales, SN. Iatrogenic Disability and Narcotics Addiction after Lumbar Fusion in a Worker's Compensation Claimant. *Spine.* 2010;35:E549-553.
- Parks PD**, Durand G, Tsismenakis AJ, Vela-Bueno A, Kales SN. Screening for Obstructive Sleep Apnea during Commercial Driver Medical Examinations. *J Occup Environ Med.* 2009;51:275-282.
- Kales SK, Durand G, **Parks PD**. Barriers to the diagnosis and treatment of obstructive sleep apnea in commercial drivers. Poster session presented at: International Conference on Fatigue Management in Transportation Operations: A Framework for Progress; 2009 March 24-26; Boston, MA.
- Durand G, **Parks PD**, Kales SN. Alleged Daytime Somnolence in a Professional Driver: Approaching the Fitness for Duty Determination. *J Occup Environ Med.* 2008;50:1086-1088.
- Lueken R, Heffner A, and **Parks PD**. Treatment of Severe Carbon Monoxide Poisoning Using a Portable Hyperbaric Chamber. *Annals of Emergency Medicine.* 2006;48:319-322.
- Parks PD**. Senior Honors Thesis, "Cystic Fibrosis: From the Salty Kiss to the Moral Obligation of Germline Gene Therapy." Davidson College, Center for Interdisciplinary Studies. Advisor: Robert Manning, Ph.D. 1996.

References available upon request



WAYLAND POLICE DEPARTMENT

WAYLAND, MASSACHUSETTS 01778

12.) TA's Report -
a) Liquor License
Update - Compliance
check



PATRICK SWANICK
CHIEF OF POLICE

Memorandum

10/29/2019

To: Louise Miller, Town Administrator
From: Chief Patrick Swanick
RE: Liquor Compliance Check Violation

RECEIVED
OCT 30 2019
Board of Selectmen
Town of Wayland

On October 28, 2019 the Wayland Police conducted compliance checks of all the establishments licensed to sell alcohol in Wayland. Two underage individuals working as agents for the Wayland Police Department were allowed to purchase alcohol without showing proof of age at one establishment.

The businesses that allowed an underage person to purchase alcohol without proof of age was the 110 Grill, located at 175 Commonwealth Road, Wayland.

The licensee is believed to be in violation of their liquor license because they sold alcohol to an underage person as documented in the attached report. Additionally, the TIPS certification roster was not available as required by the town's Rules and Provisions Regarding the Sale of Alcoholic Liquor, and a review of the TIPS certification roster revealed that most employee's certification had expired.

I respectfully request that the Board of Selectmen schedule a hearing in accordance with Chapter 138: Section 64 of the Massachusetts General Laws to hear evidence of these charges, and that the licensee be given notice of this hearing so they may be heard.

The licensee found to be in violation:

Christine Barone- Manager
110 Grill
175 Commonwealth Road
Wayland, MA 01778

cc: Louise Miller, Town Administrator
Board of Selectmen



LICENSE ALCOHOLIC BEVERAGES

The Town of Wayland
MASSACHUSETTS
HEREBY GRANTS A

COMMON VICTUALLER License to Expose, Keep for Sale, and to Sell All Kinds of Alcoholic Beverages

To Be Drunk On the Premises

The 110 Grill Management, LLC, d/b/a 110 Grill, Christine Barone, Manager, on the premises at 175 Commonwealth Avenue, Wayland, MA 01778.

4,800 square feet of space, more or less, along with a 1,000 s.f., more or less, outdoor patio. Five entrances, occupancy 180, seating capacity: 148 inside and 32 patio

This license is granted and accepted upon the express condition that the licensee shall, in all respects, conform to all the provisions of the Liquor Control Act, Chapter 138 of the General Laws, as amended, and any rules or regulations made thereunder by the licensing authorities. This license expires December 31, 2019, unless earlier suspended, cancelled or revoked.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures this 3rd day of December, 2018.

The Hours during which Alcoholic Beverages may be sold are from 8:00 a.m. to 12:00 p.m. midnight, except Sundays, 10:00 a.m. to 12:00 p.m.; holidays as directed.

Sea T. Anderson

Clemey Chavira

Mary M. Antes

Tris J. Juri

Robert J. ...

LICENSING BOARD

THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN
A CONSPICUOUS POSITION WHERE IT CAN EASILY BE READ

Wayland Police Department

**38 Cochituate Road
Wayland, MA 01778
(508) 358-4721
Incident Report**



**Incident Number: 2019000015798
File No: N/A
Dispatch Incident Number: 2019000017319
Print Date: October 30, 2019
Printed By: pswanick**

Incident Information										
Occurred On/From	Day of Week	Date	Time	Occurred To	Day of Week	Date	Time	Reported On	Date	Time
	Mon	10/28/2019	3:50:51PM		Mon	10/28/2019	3:50:51PM	→	10/28/2019	3:50:51PM
Reported As PD-Compliance Check P:015798			Incident Type - Primary PD-Compliance Check			Arresting Officer				
Incident Address 38 Cochituate Road, Wayland, MA 01778						Reporting Officer Det. Sergeant Jamie Berger (71JB)				
Sector North		Mut Aid Ambulance 1st		Mut Aid Ambulance 2nd		Census Tract		Landmark		
Business Name N/A				Incident Types - Other				Action Taken Logged		

Related Incident Summary			
Incident No.	Date	Nature	Notes
No Related Incidents reported for Incident #: 2019000015798			

Wayland Police Department

38 Cochituate Road
 Wayland, MA 01778
 (508) 358-4721
Incident Report



Incident Number: 2019000015798
File No: N/A
Dispatch Incident Number: 2019000017319
Print Date: October 30, 2019
Printed By: pswanick

Associated Businesses Summary

Type	Name	Primary Phone #	Secondary Phone #
Other	Sperry's Liquors Address: 87 Andrew Avenue, Wayland, MA 01778	N/A	N/A
Other	The Local Address: 1 Andrew Avenue, Wayland, MA 01778	(508) 276-8263	N/A
Other	Giacomo's Ristorante Address: 14 Elissa Avenue, Wayland, MA 01778	(508) 276-5150	N/A
Other	Takara Restaurant Address: 15 Elissa Avenue, Wayland, MA 01778	N/A	N/A
Other	Wayland Variety And Deli Address: 70 Boston Post Road, Wayland, MA 01778	(508) 358-7790	N/A
Other	Gulf Gas Station Address: 28 Boston Post Road, Wayland, MA 01778	(508) 358-4258	N/A
Other	Post Road Liquors Address: 44 Boston Post Road, Wayland, MA 01778	(508) 358-4300	N/A
Other	Lavin's Liquor Store Address: 330 Old Connecticut Path, Wayland, MA 01778	(508) 653-8771	N/A
Other	Donelan's Market Address: 177 Commonwealth Road, Wayland, MA 01778	(508) 653-5881	N/A
Other	Villa Restaurant Address: 124 East Plain Street, Wayland, MA 01778	(508) 653-8570	N/A
Other	Wayland Wine + Spirits Address: 302 Commonwealth Road, Wayland, MA 01778	(508) 545-1815	N/A
Other	Dudley Chateau Address: 20 Crest Road, Wayland, MA 01778	(508) 655-0100	N/A
Other	China Rose Restaurant Address: 15 East Plain Street, Wayland, MA 01778	(508) 975-4953	N/A
Offender	110 Grill Address: 171 Commonwealth Road, Wayland, MA 01778	(508) 975-4437	N/A

Involved Officers

Officer Title	Officer Name	Officer Type	Division
Det. Sergeant	Jamie Berger	Reporting Officer	Detective Division
Det. Sergeant	Jamie Berger	Responding Officer	Detective Division

IBR/UCR Offenses

Offense Number	IBR Type	Chapter	Section	Statute ID / IBR Type Description
No Incident Offenses Recorded for Incident #: 2019000015798				

Complaint Charges

Seq #	Chapter	Section	Name (Last, First, MI)	Description of Offense
No Complaint Offenses Recorded for Incident #: 2019000015798				

Vehicle Info

Reg Plate - State (Year)	Vehicle Year, Make, Model	VIN	Primary Color	Second Color	Insurance Co.
No Vehicle Info Recorded for Incident #: 2019000015798					

Wayland Police Department

38 Cochituate Road
Wayland, MA 01778
(508) 358-4721

Incident Report



Incident Number: 2019000015798
File No: N/A
Dispatch Incident Number: 2019000017319
Print Date: October 30, 2019
Printed By: pswanick

Property

No Property Info reported for Incident # 2019000015798

Citations

Citation No	Code	Date	Status	Statute	Description
No Citations reported for Incident #: 2019000015798					

Permits

Permit No	Type	Issue Date	Expire Date	Status	Issued To/Notes
No Permits recorded for Incident #: 2019000015798					

Wayland Police Department

38 Cochituate Road
Wayland, MA 01778
(508) 358-4721

Incident Report



Incident Number: 2019000015798
File No: N/A
Dispatch Incident Number: 2019000017319
Print Date: October 30, 2019
Printed By: pswanick

Narratives for Incident Number 2019000015798 ? Yes

Other Narratives not authorized for print? None

Narratives this user authorized to print:

Narrative by: Det. Sergeant Jamle Berger (71JB) Division: Detective Division

Date & Time	Narrative Description	Entered by	Status	Reviewed by	Last Edit Date
10/29/2019 06:58	Alcohol Compliance Checks	Det. Sergeant Jamie Berger (71JB)	Open	Chief of Police Patrick Swanick	10/30/2019

On Monday, October 28, 2019, I conducted underage alcohol compliance checks of all establishments that are licensed to sell alcoholic beverages within the Town of Wayland with the exception of Sandy Burr Country Club (Closed), Wayland Country Club (Closed) and Prime Bar (Closed).

I utilized two individuals that were under 21 years of age and gave them explicit instructions to attempt to purchase alcohol without showing any identification. They were also told that if asked their age, they would tell their correct age.

At approximately 1645 hrs, I sent the two underage individuals into the 110 Grill, located at 171 Commonwealth Road, Wayland to attempt to purchase alcohol without showing any identification. Once inside the 110 Grill, the individuals sat at the bar, spoke with the bartender, who was later identified as Jess Wolford, and ordered one Coors draft and one Wormtown draft. The individuals paid \$13.91 for the two beers using a \$20.00 bill and obtained a receipt.

I entered into the 110 Grill and photographed the two beers that were ordered. I spoke with the bartender, Wolford, identified myself and advised her that she had served two underage individuals, which she responded, "oh fuck!". I asked Wolford for the Manager and she went into the back of the restaurant. Two managers met with me, Sam Redlinger and Rich Barnes. I advised them that their establishment had sold alcoholic beverages to two underage individuals and I requested their "TIPS" Certification book, which would contain all "TIPS" certified employees. Redlinger advised me that they did not have their "TIPS" Certification book available. I asked if Wolford was "TIPS" certified, and they did not know. I spoke with Wolford again and asked if she had her "TIPS" certification card, she stated that she did not. She stated that she had worked at APEX in Marlborough, and had gotten it through there, but did not have it on her and had never received the actual card from them.

I advised Redlinger and Barnes that they had three (3) violations. 1. Serving alcohol to underage individuals. 2. TIPS Certification book unavailable. 3. Most of the staff is not TIPS certified. 4. Wolford (Bartender) did not have her TIPS Certification card.

I was given the General Manager's card, Christine Barone by Redlinger and I told them I would stop back down to the 110 Grill tomorrow to speak with her.

On Tuesday, October 29, 2019, I went to the 110 Grill and met with the General Manager, Christine Barone. I spoke with them about the violations that occurred last evening and asked for their TIPS Certification Book. This book should contain all the employees who work at that restaurant that are certified as TIPS certified servers/bartenders. When I opened the book, most of the pages were dated 8/8/2016. All of the employees listed were expired on 8/8/2019. I asked Barone about this and if the employees listed were still employed at this 110 Grill, she stated that most were not. In fact, I read numerous names to Barone from the list and she stated that they were not employed. I asked Barone if she had a current list of employees who were working and TIPS certified, she stated that she did not. I asked her how many bartenders were employed, she stated approximately six (6); and out of those six (6), none were TIPS certified, with the exception of the bartender who served underage individuals last evening, but could not produce her TIPS certification card.

In the TIPS certification book, another individuals information was included, but not his TIPS certification and he was no longer an employee. One other individuals TIPS certification card was included and was an employee and it was not expired.

I suggested to Barone that she bring in TIPS certification trainers to conduct trainings immediately. Barone stated by the end of the week, everyone would be TIPS certified. I advised her that I would come back to make sure that this was done.

Wayland Police Department

**38 Cochituate Road
Wayland, MA 01778
(508) 358-4721
Incident Report**



**Incident Number: 2019000015798
File No: N/A
Dispatch Incident Number: 2019000017319
Print Date: October 30, 2019
Printed By: pswanick**

Narrative by: Det. Sergeant Jamie Berger (71JB) Division: Detective Division (continued)

<u>Date & Time</u>	<u>Narrative Description</u>	<u>Entered by</u>	<u>Status</u>	<u>Reviewed by</u>	<u>Last Edit Date</u>
10/29/2019 06:58	Alcohol Compliance Checks	Det. Sergeant Jamie Berger (71JB)	Open	Chief of Police Patrick Swanick	10/30/2019

I advised them that a police report would be written and forwarded to the Board of Selectmen regarding the violations.

The receipt of the transaction and photographs of the individuals were entered into evidence.

Respectfully Submitted,
Detective Sergeant Jamie D. Berger
Wayland Police Department

Signature - Reporting Officer

Signature - Reviewing Officer



WAYLAND POLICE DEPARTMENT

WAYLAND, MASSACHUSETTS 01778



PATRICK SWANICK
CHIEF OF POLICE

Memorandum

10/29/2019

To: Louise Miller, Town Administrator
From: Chief Patrick Swanick
RE: Wayland Variety Liquor Violation – Final Disposition

RECEIVED
OCT 30 2019
Board of Selectmen
Town of Wayland

On August 9, 2019 the Massachusetts Alcoholic Beverage Control Commission (ABCC) sent a letter to the Board of Selectmen concerning a liquor law violation that occurred in Wayland.

On Wednesday July 10, 2019 at approximately 5:10 p.m. agents from the ABCC conducted a compliance check at the Wayland Variety and Deli located at 70 Boston Post Road. The report indicated that an employee sold an alcoholic beverage to a person under twenty-one years of age in violation of M.G.L. Chapter 138 Section 34. A hearing was scheduled for September 24, 2019.

At the September 24th hearing, the Commission found that the Licensee violated 204 CMR 2.05 (2)- Permitting an illegality on the licensed premises, to wit: M.G.L. Ch.138-s34 –Sale or delivery of an alcoholic beverage to a person under twenty-one (21) years of age. The Commission issued a WARNING.

I contacted the ABCC to inquire if the Town and Local Board could impose its own penalty as the Licensee was on probation and warned that any violation could result in a suspension of their license. The Commission recommended that the Town not impose any additional penalties. In a similar situation a hearing concluded; “The Commission is entrusted with the authority under M.G.L.c. 138 s 67 to review the Local Board’s decisions; not the other way around.”

The Town should not take any further action and consider the matter disposed of.

**PUBLIC DOCUMENTS PROVIDED TO THE BOARD OF SELECTMEN FROM
OCTOBER 24, 2019 THROUGH AND INCLUDING OCTOBER 31, 2019 OTHERWISE
NOT LISTED AND INCLUDED IN THE CORRESPONDENCE PACKET FOR
NOVEMBER 4, 2019**

Items distributed to the Board of Selectmen – October 24, 2019 – October 31, 2019

1. Correspondence from Lea Anderson, to Cherry Karlson, Doug Levine, Mary Antes, Thomas Fay, dated October 27, 2019, re: Select Board/Town Manager Act – updated feedback from presentations
2. Correspondence from Cherry Karlson, to Thomas Fay, Doug Levine, Mary Antes and Lea Anderson, dated October 26, 2019, re: Economic Development Committee – Committee Purpose and Appointments

**Items Distributed for Information and Use by the Board of Selectmen at the Meeting of
October 28 2019**

1. Select Board/Town Manager Act: Questions/comments raised at presentations (updated 10/27/19)
2. Correspondence from Cherry Karlson, Chair, Board of Selectmen, to the Board of Selectmen, dated October 26, 2019, re: EDC Committee Purpose and Appointments
3. Correspondence from Richard Turner, Chair, Public Ceremonies Committee, to the Board of Selectmen, received October 28, 2019, re: Invitation to Selectmen for Veterans day
4. "Massachusetts Lakes and Ponds Are Under Siege by Invasive Aquatic Plants," article from 89.7 WGBH, Boston's Local NPR, (distributed during Public Comment by Michael Lowery)

**Items included as part of the Agenda Packet for discussion during the November 4, 2019
Board of Selectmen Meeting**

1. Draft Select Board/Town Manager Act – with revisions (dated October 28, 2019)
2. Select Board/Town Manager Act – clean copy (dated October 28, 2019)
3. Town of Wayland Massachusetts \$6,300,000 High School Athletic Complex Renovation Bond Anticipations Notes information
4. The MPO (Metropolitan Planning Organization) overview
5. MPO Absentee Ballot
6. MPO Elections – City of Framingham Statement of Candidacy
7. MPO Elections – Town of Ashland Statement of Candidacy
8. Draft of October 15, 2019 Board of Selectmen Meeting Minutes
9. Cover letter from Joseph S. Berkowitz
10. CV of Joseph S. Berkowitz
11. CV of Robert Goldsmith
12. Cover letter from Patrick Michael Murphy
13. CV of Patrick Michael Murphy
14. CV of Joseph J. Polizzotti, Jr.
15. Correspondence from Louise Miller, Town Administrator, to Board of Selectmen, Boards and Committees, dated December XX, 2019, re: ATM Warrant Opening: Announcement for Board and Committees and Article Form
16. Sponsoring Board Article Request (form) for Town Meeting
17. Warrant Article Process: Guide for Petitioners- ATM Timeline and Process
18. Petitioner's Article (form) for Wayland Town Meeting
19. CV of Philip D. Parks, MD, MPH
20. Correspondence from Chief Patrick Swanick, to Louise Miller, Town Administrator, dated October 29, 2019, re: Liquor Compliance Check Violation (includes copy of 2019 liquor license for 110 Grill and Incident Report Number: 2019000015798 dated October 30, 2019)
21. Correspondence from Chief Patrick Swanick, to Louise Miller Fown Administrator, dated October 29, 2019, re: Wayland Variety Liquor Violation – Final Disposition

BOARD OF SELECTMEN
Monday, November 4, 2019
6:15 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 authorizing Louise Miller, Town Administrator, to sign documents to enable the transfer of Wayland's Local Cultural Council Allocation of \$5,500 and all other documents required for administration of the funds.
3. Vote the question of approving and signing a certificate of commendation from the Town to Erik Swanke, the most recent Eagle Scout from Troop 1 Cochituate Boy Scouts. Erik and his team built two wooden collection boxes for retired American flags, one of which currently graces the entry hall at the Town Building.
4. Vote the question of approving and signing invoice #122962 from KP Law, dated October 28, 2019, for professional services rendered through September 30, 2019, in the amount of \$7,626.52.
5. Vote to sign agreement **20-1047** with **Conway Technology Group** in the amount **\$50,832** annually of for lease of copiers/printers
6. Vote to approve the determination that Town Administrator, Louise Miller's financial interest, in service as a board member of West Suburban Health Group and a member of the West Suburban Health Group's steering committee is not so substantial as to be likely to affect the integrity of the services which the Town of Wayland may expect from her.

4.) KP Law Invoice
#122962

KP LAW, P.C.
101 ARCH STREET
BOSTON, MA 02110
(617) 556-0007

INVOICE NO: 122962

WAYLAND TOWN HALL
41 COCHITUATE ROAD
WAYLAND, MA 01778

IN REFERENCE TO: PROFESSIONAL SERVICE
THROUGH

September 30, 2019

October 28, 2019

TOTAL FEES:	\$7,543.00
TOTAL COSTS:	<u>\$83.52</u>
BALANCE DUE:	<u>\$7,626.52</u>

BOARD OF SELECTMEN
Monday, November 4, 2019
6:15 p.m.
Wayland Town Building
Selectmen's Meeting Room
41 Cochituate Road, Wayland, MA

CORRESPONDENCE

1. Memorandum of Agreement between the Middlesex Sheriff's Office and Wayland regarding use of the Middlesex Sheriff's Office Regional Safekeep Holding Facility
2. Correspondence from Geoffrey Larsen, Building Commissioner, to Robert Dionisi, Jr., 365 Boston Post Road, Suite 214, Sudbury, MA 01776, dated October 28, 2019, re: 4 Meadowview Road, request for zoning enforcement
3. Correspondence from Mike Lowery, to Lea Anderson, Selectman, dated October 29, 2019, re: Comments on Conflict of Interest Process discussion at the October 28, 2019 Board of Selectmen meeting
4. Correspondence from Amy Kwesell, KP Law, to Clerk, Civil, Middlesex Superior Court, dated October 24, 2019, re: David Bernstein, et al. v. Wayland Planning Board, et al.
5. Correspondence from Michael Sweeney, Executive Director, Massachusetts State Lottery Commission, to Board of Selectmen, dated October 22, 2019 re: KENO To Go game
6. Correspondence from Mike Lowery, to Lea Anderson, Selectman, and Toni Moores, Chair, Surface Water Quality Committee, dated October 15, 2019, re: Comment on Selectmen's agenda of October 15, 2019
7. Correspondence from Katherine Brenna, Recreation Director and Louise Miller, Town Administrator, to Recreation Commission and the Board of Selectmen, dated October 23, 2019, re: Oxbow Meadows Field Project
8. Community Choice Aggregation (presentation), dated November 4, 2019
9. Wayland Energy and Climate Committee: Additional Background on Consumer Choice Aggregation