



LOUISE L. E. MILLER
TOWN ADMINISTRATOR
TEL. (508) 358-3620
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. KARLSON
DOUGLAS A. LEVINE

BOARD OF SELECTMEN

Friday, May 8, 2020

11:00 a.m.

Wayland Town Building

Council on Aging 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.

***In compliance with the revised Open Meeting Law requirements, we will live stream the meeting on WayCAM. Public Comment will be received by Phone at 508-358-6812 for this meeting. The phone number will be active during the public comment portion of the meeting. Thank you in advance for your patience; we intend to address all calls that come in during the Public Comment period.**

11:00 am 1. Call to Order, Review Agenda for Public

11:02 am 2. Enter into Executive Session

- I. Pursuant to Massachusetts General Laws Chapter 30A, Section 21, (a) (2) to conduct a strategy session in preparation for contract negotiations with non-union personnel (Town Administrator); and
- II. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (2), (3), and (6), to review and approve the executive session minutes of April 24, 2020.

APPROVE AND HOLD: Executive Session minutes of April 24, 2020.

11:15 am 3. Announcements and Public Comment (moved to item 4 below*)

11:20 am 4. COVID-19: Town Administrator update and review of Response Plan; vote any necessary actions including but not limited to:

1. Health Department Update
2. Update on Governor's Actions
3. Update on Town's Finances
4. Update on COVID-19 Relief Fund and food assistance efforts
5. Update on meeting protocols
6. Update on Town Meeting
7. Update on Town Election

12:20 pm 5. Public Comment*

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| 12:30 pm | 6. Town Administrator Contract: discussion and vote to approve FY20 salary and contract extension |
| 12:45 pm | 7. Board and Committee Appointments: discussion and vote to approve process |
| 12:55 pm | 8. Audit Management Letter: review report of Audit Committee, discussion and possible vote to reissue Management Letter |
| 1:05 pm | 9. Minutes: Review and vote to approve minutes of May 1, 2020 |
| 1:10 pm | 10. Consent: Review and vote to approve (see separate sheet) |
| 1:15 pm | 11. Correspondence Review |
| 1:20 pm | 12. Selectmen's reports and concerns |
| 1:25 pm | 13. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any |
| 1:30 pm | 14. Adjourn |

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CONSENT CALENDAR

1. Vote the question of designating and approving signing authority to Louise Miller, Town Administrator on items listed below.
2. Vote the question of approving and signing the weekly payroll and expense warrants
3. Vote the question of authorizing for the Town of Wayland COVID-19 Relief Fund expenditures to be made by Louise Miller, Town Administrator and Elizabeth Doucette, Assistant Town Administrator.
4. Vote the question of approving and signing Contract 20-1062-1 with TBA Architects for On-Call Architectural and Engineering Services for a term of three (3) years.
5. Vote the question of approving and signing Contract 20-1062-1 with DiGiorgio Associates, Inc for On-Call Architectural and Engineering Services for a term of three (3) years.
6. Vote the question of approving and signing Contract 20-1062-1 with Rotti, McGroddy Design Collaborative, LLC for On-Call Architectural and Engineering Services for a term of three (3) years.
7. Vote the question of authorizing Louise Miller, Town administrator to execute each On-Call Architectural and Engineering Services task order.
8. Vote the question of approving three (3) yard signs to be displayed from May 11, 2020 to May 18, 2020 at the following locations: Old Connecticut Path and Cochituate Road (Five Paths), Route 20/Old Connecticut Path by the Coach Grill and Fire Station Two in Cochituate by League of Women Voters to promote residents to complete the 2020 Census.
9. Vote the question of approving two (2) sandwich boards to be displayed from May 9, 2020 to May 16, 2020 at the following locations: Fire Station Two in Cochituate Rd and Route 20/Old Connecticut Path by the Coach Grill by Wayland-Weston Youth Football organization to promote registration.
10. Vote the question of accepting with thanks 17 donations totaling \$3,961.00 to the Wayland COVID-19 Relief Fund.