

PACKET

April 10

2020



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

LOUISE L. E. MILLER
TOWN ADMINISTRATOR
TEL. (508) 358-3620
www.wayland.ma.us

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

REVISES AGENDA POSTED AT 11:22AM ON APRIL 8, 2020

BOARD OF SELECTMEN

Friday, April 10, 2020

11:3000 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.**

- 11:30 am 1. Call to Order, Review Agenda for Public
- 11:32 am 2. Announcements and Public Comment (moved to item 4 below*)
- 11:35 am 3. COVID-19: Town Administrator update and review of Response Plan; vote any necessary actions, including but not limited to:
 - ~~1. Food deliveries to residents~~
 - 1. Legislative Update: Town Meetings and Budgets
 - 2. Update on FY2020 budgets and Town finances
 - 3. Board/Committee meetings
 - 4. Issues related to COVID-19 response:
 - a. Construction projects and permits
 - b. Residents congregating
 - c. Signage
 - d. Helping neighbors: groceries, errands
 - e. Dogs
 - 5. COVID-19 Relief Fund, discussion and vote to establish
- 11:55 am 4. Public Comment*
- 12:00 pm 5. Minutes: Review and vote to approve minutes of April 3, 2020
- 12:05 pm 6. Consent: Review and vote to approve (see separate sheet)
- 12:10 pm 7. Correspondence Review

BOARD OF SELECTMEN
Friday, April 10, 2020
11:30 a.m.
Wayland Town Building
41 Cochituate Road, Wayland, MA

12:15 pm 8. Selectmen's reports and concerns

12:20 pm 9. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any

12:25 pm 10. Adjourn

April 9, 2020

Dear Governor Baker:

Thanks to you and your team for your continued leadership during the COVID-19 pandemic. We appreciate that you have moved quickly to file executive orders and legislation to address the issues facing cities and towns, and have made your leadership team available to work with us, to answer our questions, and to respond to our concerns.

Projections from scientists and medical experts show that we are poised to see a dire increase in COVID-19 cases in Massachusetts, likely starting this week. We hope the strict social distancing measures, which we, and you, have strongly advocated for will continue to reduce transmission, resultant loss of life, and strain on our health care system. Time is quickly running out to prepare for the exponential surge of cases that threatens to overwhelm our health care system. Many of us are engaged in efforts to quickly stand up quarantine and isolation/recovery centers. If people choose not to comply with the present Advisory, we will further overburden our system and potentially thousands more people will needlessly die.

We feel strongly that now is the time to turn the Department of Public Health's Stay Home Advisory into a Stay Home Order, and to further limit the long list of "essential businesses."

A more stringent **Stay Home Order** will provide clear and critical guidance that for the next several weeks at least, residents shouldn't leave their homes. We recognize enforcing such an Order will be difficult, but at this critical juncture, the strength of the message is far more important than enforcement. We feel the overwhelming majority of residents will comply voluntarily if the directive from the top is firm enough.

We urge you to **narrow the list of essential businesses** and leave open only those businesses that support manufacturing or distribution of COVID-19 response supplies (e.g parcel services and gas stations), along with those that provide essential food, pharmacy, and consumer financial services. We are also requesting a temporary **state-wide moratorium on non-essential public construction** for a period of no less than 3 weeks, with a strong recommendation that private construction be curtailed during the same time. Consistent with these recommendations, we appreciate the guidance issued by the Department of Public Health on April 7 specifying the maximum permissible occupancy levels in grocery stores.

Scientific data is incontrovertible: *now* is the moment to take these additional steps. As we brace for the peak of COVID-19 infections in our Commonwealth, nothing is more important than saving as many lives as possible. We urge you to stand with us and implement a statewide order so that we can address this crisis together and with consistency.

Sincerely,

Mayor Joseph A. Curtatone
City of Somerville

Adam Chapdelaine, Town Manager
Town of Arlington

Mayor Paul Heroux
City of Attleboro

City Manager Louis A. DePasquale
City of Cambridge

Thomas G. Ambrosino, City Manager
Town of Chelsea

Mayor Carlo DeMaria, Jr.
City of Everett

Mayor Yvonne M. Spicer
City of Framingham

Joseph J. Domelowicz Jr., Town Manager
Town of Hamilton

Mayor Alex Morse
City of Holyoke

Mayor Thomas M. McGee
City of Lynn

Mayor Paul Brodeur
City of Melrose

Andrew Sheehan, Town Administrator
Town of Middleton

Antonio Barletta, Town Administrator
Town of Nahant

Mayor Donna Holaday
City of Newburyport

Mayor Thomas W. Bernard
City of North Adams

Mayor David J. Narkewicz
City of Northampton

Mayor Linda Tyer
City of Pittsfield

Mayor Brian M. Arrigo
City of Revere

Sean R. Fitzgerald, Town Administrator
Town of Swampscott

Meghan Jop, Executive Director
Town of Wellesley

Anthony Ansaldi, Town Administrator
Town of Wenham

DRAFT



COVID-19 SOCIAL DISTANCING WHAT IT MEANS, HOW TO DO IT

LOUISE MILLER, TOWN ADMINISTRATOR
JULIA JUNGHANNS, HEALTH DIRECTOR
RUTH MORI, PUBLIC HEALTH NURSE

APRIL 9, 2020

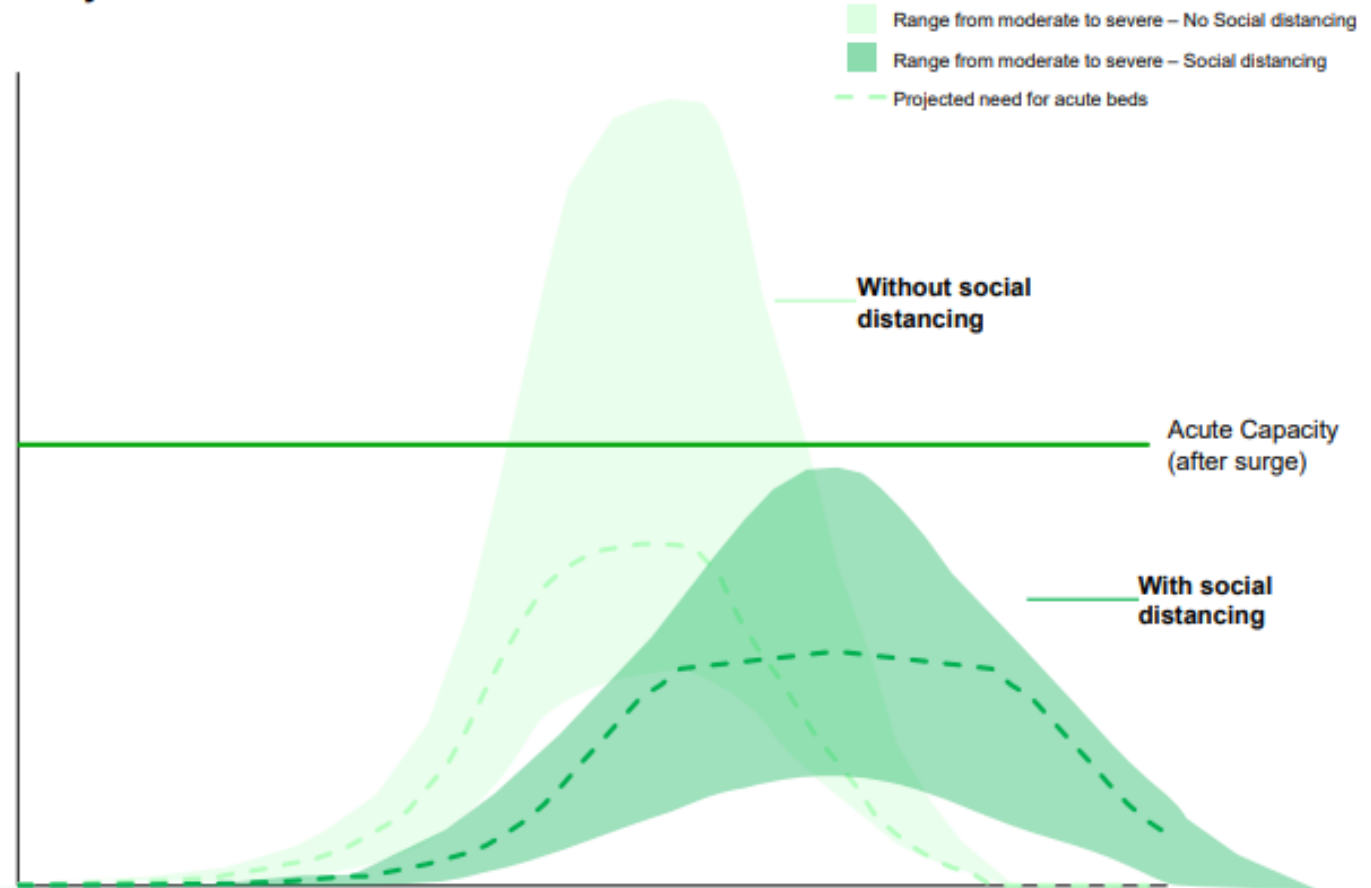


Limiting face-to-face contact with others is the best way to slow the spread of COVID-19

COVID-19 overburdens our ability to provide effective medical care

Social distancing in MA can help “flatten the curve” and relieve stress on our health system & healthcare workers

ILLUSTRATIVE





How Massachusetts is Flattening The Curve

- Governor's Stay-At-Home Advisory
- Mandatory Closure of Non-Essential Businesses
- Social Distancing



Governor's Stay-At-Home Advisory



- Limit interactions only to people who live within your own household
- Do not gather with family and friends who live elsewhere
- Enjoy online or telephone social interaction





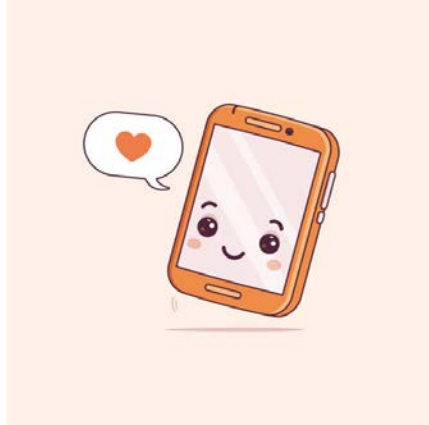
What can I do during the stay-home-advisory?

- Best thing to do is stay at home as much as possible
- Only go out for essential needs – food and medicine
 - Safe food handling guidelines (on website)
 - Pharmacy hours and delivery (on website)
- When outdoors, participate in solitary activities or activities with household members only





What if I am concerned about a neighbor or a relative?



- Call neighbors and friends to check on them
- Elders and others are at high-risk for COVID-19
 - Avoid physical contact
 - Phone call, email, video call
 - Set up an appointment to drive by or walk by and talk from a distance through a window or door



- Establish a network with neighbors and friends to check on each other by email or phone
- Help Lines are listed on the last page of this presentation



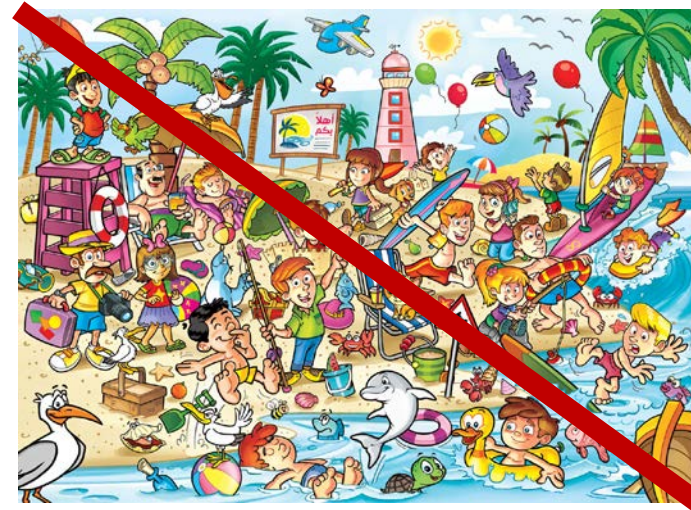


Mandatory Closure of Non-Essential Businesses

- List of essential businesses on the state website

<https://www.mass.gov/info-details/covid-19-updates-and-information>

- This is not a vacation





Why Practice Social Distancing

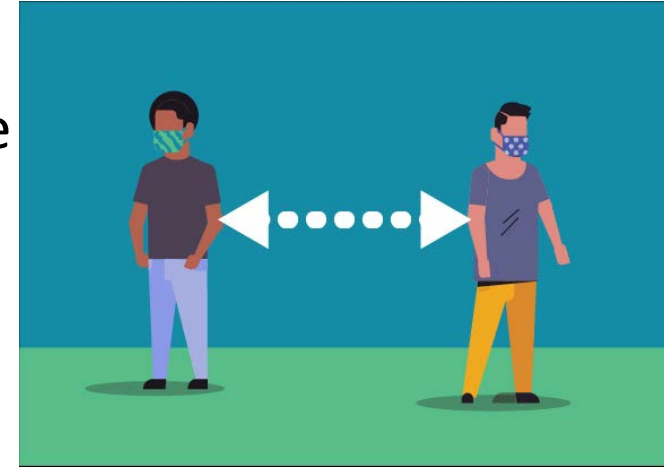


- Social distancing helps limit contact with infected people and contaminated surfaces
- COVID-19 spreads to people in close contact
- Asymptomatic people who seem healthy can spread the disease
- COVID-19 can be spread if a person touches an object or surface that has the virus and then touches their own nose, mouth, or eyes
- The virus can live for days on objects and surfaces



How To Practice Social Distancing

- Stay at least 6 feet (2 meters) from other people
- Limit non-essential activity
- Do not gather in groups
- Cover your face when outside your house
(strongly recommended
by Wayland Board of Health)





What Can I Do To Help Slow The Spread of COVID-19

- Parents
 - Remind your children that they may not gather in groups
 - Playgrounds, fields and beaches are closed
 - Group activities are not allowed
- Maintain heightened cleaning protocols
 - Wash hands often
 - Disinfect surfaces
- Be considerate
 - Assume that both you and the person with whom you are interacting have COVID-19
 - Protect yourself and protect others
- Stay home
 - Limit outings and interactions with others to essential needs only
- Self-report
 - Please call the Health Department and your primary care physician if you have symptoms.



What If I Need Help

- **Health Department Coronavirus Hotline at 508-358-6805: for those experiencing symptoms, concerns about exposure and seeking information specific to the COVID-19 virus**
- **Town's General Help Line at 508-358-7701: for residents who may need assistance obtaining basic and important life necessities, such as food or medications**
- **The Council on Aging's Phone Line at 508-358-2990 : for those needing CoA services or to be added to the CoA's list for a friendly check in**
- **Youth and Family Services Help Line at 508-358-4293: for those needing help with emotional support or mental health services**
- **For immediate mental health services, call Psychiatric Emergency Services, in Framingham, at (800) 640-5432**
- **For a complete list of contacts, please visit www.wayland.ma.us**



Federal Bureau of Investigation Boston Division

April 1, 2020

FBI Boston community partners,

As we face the COVID-19 pandemic together, I wanted to share with you the continued efforts being made by the entire FBI Boston team to protect communities across the greater New England region. As you know, FBI operations are directed toward national security and violations of federal law, and we continue that work unabated. We are taking a comprehensive approach to prepare for a variety of scenarios related to COVID-19 and have issued internal guidance covering everything from rotating shifts, teleworking, workplace precautions, and more.

With all the worry and uncertainty out there, there are still things you can count on: the FBI is here, and we're going to stay here to protect you, no matter what. The last thing the American people need, in the middle of this pandemic, is criminals trying to take advantage of them and profit off their concerns. That is the kind of thing we need to stay especially vigilant about, and why we will not let our guard down.

We are asking you to stay vigilant as well. The FBI's Internet Crime Complaint Center (IC3.GOV) has released guidance to guard against Internet scams and cybercrime specifically related to COVID-19. You can learn more about these scams here: <https://www.ic3.gov/media/2020/200320.aspx>. You can also find additional resources related to COVID-19 on the FBI's website at <https://www.fbi.gov/coronavirus>.

As many of you turn to video-teleconferencing (VTC) platforms to stay connected in the wake of the COVID-19 crisis, we've received reports of VTC hijacking, also called "Zoom-bombing." The FBI has received multiple reports of conferences being disrupted by pornographic and/or hate images, and threatening language. Earlier this week, we issued a public service announcement (PSA) that includes some basic steps that can be taken to prevent teleconference hijacking from occurring. You can access that PSA here: <https://www.fbi.gov/contact-us/field-offices/boston/news/press-releases/fbi-warns-of-teleconferencing-and-online-classroom-hijacking-during-covid-19-pandemic>.

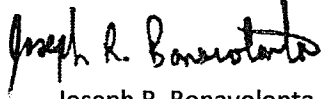
In the weeks to come we will be providing information for businesses, parents, educators, caregivers, and children about the dangers of online sexual exploitation, ransomware campaigns, cyber fraud, and other threats that thrive in uncertain times such as these.

The FBI is built for times like this. While none of us has ever faced a pandemic, the FBI has shown time and again its resilience in the face of unprecedented adversity. In many ways, the FBI wrote the playbook on what to do when there is no playbook, and that's why the American people can look to us with confidence. We share a commitment to protect the American people in spite of any circumstance,

to do our part to limit the spread of the virus, and to ensure the safety and well-being of community, employees, and their families.

As always, we appreciate your support of the FBI Boston team, and of all law enforcement. Stay safe and well.

Yours in partnership,

A handwritten signature in black ink that reads "Joseph R. Bonavolonta". The signature is written in a cursive style with a prominent initial "J" and a long, sweeping underline.

Joseph R. Bonavolonta
Special Agent in Charge

FBI Warns of Teleconferencing and Online Classroom Hijacking During COVID-19 Pandemic

As large numbers of people turn to video-teleconferencing (VTC) platforms to stay connected in the wake of the COVID-19 crisis, reports of VTC hijacking (also called “Zoom-bombing”) are emerging nationwide. The FBI has received multiple reports of conferences being disrupted by pornographic and/or hate images and threatening language.

Within the FBI Boston Division’s area of responsibility (AOR), which includes Maine, Massachusetts, New Hampshire, and Rhode Island, two schools in Massachusetts reported the following incidents:

In late March 2020, a Massachusetts-based high school reported that while a teacher was conducting an online class using the teleconferencing software Zoom, an unidentified individual(s) dialed into the classroom. This individual yelled a profanity and then shouted the teacher’s home address in the middle of instruction.

A second Massachusetts-based school reported a Zoom meeting being accessed by an unidentified individual. In this incident, the individual was visible on the video camera and displayed swastika tattoos.

As individuals continue the transition to online lessons and meetings, the FBI recommends exercising due diligence and caution in your cybersecurity efforts. The following steps can be taken to mitigate teleconference hijacking threats:

Do not make meetings or classrooms public. In Zoom, there are two options to make a meeting private: require a meeting password or use the waiting room feature and control the admittance of guests.

Do not share a link to a teleconference or classroom on an unrestricted publicly available social media post. Provide the link directly to specific people.

Manage screensharing options. In Zoom, change screensharing to “Host Only.”

Ensure users are using the updated version of remote access/meeting applications. In January 2020, Zoom updated their software. In their security update, the teleconference software provider added passwords by default for meetings and disabled the ability to randomly scan for meetings to join.

Lastly, ensure that your organization’s telework policy or guide addresses requirements for physical and information security.

If you were a victim of a teleconference hijacking, or any cyber-crime for that matter, report it to the FBI’s Internet Crime Complaint Center at [ic3.gov](https://www.ic3.gov). Additionally, if you receive a specific threat during a teleconference, please report it to us at [tips.fbi.gov](https://www.tips.fbi.gov) or call the FBI Boston Division at (857) 386-2000.

School Closings Due to COVID-19 Present Potential for Increased Risk of Child Exploitation

Questions regarding this release should be directed to your local FBI field office.

Due to school closings as a result of COVID-19, children will potentially have an increased online presence and/or be in a position that puts them at an inadvertent risk. Due to this newly developing environment, the FBI is seeking to warn parents, educators, caregivers, and children about the dangers of online sexual exploitation and signs of child abuse.

Background

Online sexual exploitation comes in many forms. Individuals may coerce victims into providing sexually explicit images or videos of themselves, often in compliance with offenders' threats to post the images publicly or send the images to victims' friends and family.

Other offenders may make casual contact with children online, gain their trust, and introduce sexual conversation that increases in egregiousness over time. Ultimately this activity may result in maintaining an online relationship that includes sexual conversation and the exchange of illicit images, to eventually physically meeting the child in-person.

In order for the victimization to stop, children typically have to come forward to someone they trust—typically a parent, teacher, caregiver, or law enforcement. The embarrassment of being enticed and/or coerced to engage in unwanted behavior is what often prevents children from coming forward. Offenders may have hundreds of victims around the world, so coming forward to help law enforcement identify offenders may prevent countless other incidents of sexual exploitation.

Abuse can occur offline through direct contact with another individual. During these uncertain conditions, where time with other adults and caregivers has increased immensely, parents/guardians should communicate with their children about appropriate contact with adults and watch for any changes in behavior, including an increase in nightmares, withdrawn behavior, angry outbursts, anxiety, depression, not wanting to be left alone with an individual, and sexual knowledge.

Recommendations

Parents and guardians can take the following measures to help educate and prevent children from becoming victims of child predators and sexual exploitation during this time of national emergency:

Online Child Exploitation

Discuss Internet safety with children of all ages when they engage in online activity.

Review and approve games and apps before they are downloaded.

Make sure privacy settings are set to the strictest level possible for online gaming systems and electronic devices.

Monitor your children's use of the Internet; keep electronic devices in an open, common room of the house.

Check your children's profiles and what they post online.

Explain to your children that images posted online will be permanently on the Internet.

Make sure children know that anyone who asks a child to engage in sexually explicit activity online should be reported to a parent, guardian, or other trusted adult and law enforcement.

Remember that victims should not be afraid to tell law enforcement if they are being sexually exploited. It is not a crime for a child to send sexually explicit images to someone if they are compelled or coerced to do so.

Child Abuse Awareness

Teach your children about body safety and boundaries.

Encourage your children to have open communication with you.

Be mindful of who is watching your child for childcare/babysitting, playdates and overnight visits.

If your child discloses abuse, immediately contact local law enforcement for assistance.

Children experiencing hands-on abuse may exhibit withdrawn behavior, angry outbursts, anxiety, depression, not wanting to be left alone with a specific individual, non-age appropriate sexual knowledge, and an increase in nightmares.

Victim Reporting

Reporting suspected sexual exploitation can help minimize or stop further victimization, as well as lead to the identification and rescue of other possible victims. If you believe you are—or someone you know is—the victim of child sexual exploitation:

Contact your local law enforcement agency.

Contact your local FBI field office or submit a tip online at tips.fbi.gov.

File a report with the National Center for Missing & Exploited Children (NCMEC) at 1-800-843-5678 or online at www.cybertipline.org.

When reporting, be as descriptive as possible in the complaint form by providing as much of the following as possible:

Name and/or user name of the subject.

Email addresses and phone numbers used by the subject.

Websites used by the subject.

Description of all interaction with the subject.

Try to keep all original documentation, emails, text messages, and logs of communication with the subject. Do not delete anything before law enforcement is able to review it.

Tell law enforcement everything about the online encounters—we understand it may be embarrassing for the parent or child, but providing all relevant information is necessary to find the offender, stop the abuse, and bring him/her to justice.

More information about the FBI's guidance on child sexual exploitation and protecting your kids.

For up-to-date information and accurate information about COVID-19, visit coronavirus.gov, cdc.gov/coronavirus, and usa.gov/coronavirus.



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

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JULIA JUNGHANNS, R.S., C.H.O.
DIRECTOR OF PUBLIC HEALTH
TEL. (508) 358-3617
www.wayland.ma.us

To: All Residents
From: Wayland Board of Health, Health Director and Public Health Nurse
Date: April 6, 2020
Re: **Weekly Board of Health Update: COVID-19 Case Status; Notice of Death; Strong Recommendation To Wear Face Coverings; Social Distancing Guidance; Avoidance of Others not in Household**

At its weekly meeting of April 3, 2020, the Board of Health reviewed the COVID-19 Case Status provided by the Health Director and the Public Health Nurse in the memorandum attached.

The Health Director and Public Health Nurse advised the Board of Health that a Wayland resident had passed away at a local hospital from COVID-19. The Public Health Nurse was conducting a contact investigation to identify with whom this individual had been in close contact. At the time, it appeared that the resident had little contact with people in the Wayland community.

The Board of Health discussed the current stay-at-home advisory for Massachusetts residents during this time of community spread of COVID-19. The Board of Health vote unanimously the following guidance for Wayland residents:

1. **The Board of Health highly recommends that you wear facial covering (mask, scarf or bandana) when venturing outside of your home and into areas where you may encounter other individuals, especially indoors (shopping areas).**
2. When you need to go to a store or other place where you may encounter other individuals, **the Board of Health strongly urges the continued practice of social distancing**; i.e. maintaining a distance of 6 feet from other people. Not all people exhibit symptoms. By maintaining social distancing, you reduce the chance of coming into contact with individuals who may be carrying the infection. The Board of Health also strongly advises continued hand washing, using hand sanitizer, and not touching your face.
3. The Board of Health encourages checking on friends and neighbors with a telephone call. **During this stay at home advisory, you should refrain from interacting in person with anyone who does not live within your own household.**

The Wayland Board of Health (BOH) continues to urge all residents and businesses to self-report any COVID-19 symptoms to the **Coronavirus Hotline at 508-358-6805 and your primary care physician.** *This is critically important to assist with the Town's case tracking and being aware of all COVID-19 cases in Wayland, whether residents or business employees.* The Health Department maintains patient confidentiality on this and all health matters.

All residents should evaluate their own health and determine if they are feeling mildly ill with a head cold, headache, "sniffles", congestion, cough and/or experiencing any CDC identified symptoms of COVID-19, which include fever, cough, and shortness of breath. COVID-19's symptoms mimic the seasonal flu or a bad cold. **If you or anyone in your family has any symptoms of being ill, we advise you to stay quarantined at home until you are feeling better and follow up with the Health Department and your primary care physician as needed.**

If you need help with basic life necessities such as food and obtaining medications, please call **508-358-7701. The Town will provide help.**



TOWN OF WAYLAND BOARD OF HEALTH

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

Julia Junghanns, R.S., C.H.O.
DIRECTOR OF PUBLIC HEALTH
TEL. (508) 358-3617

Ruth Mori, MSN, R.N.
PUBLIC HEALTH NURSE
TEL. (508) 358-3617

Wayland COVID-19 Case Status – April 3, 2020

The Wayland Health Department is actively monitoring the status of the COVID-19 pandemic in Wayland. The reporting structure below is designed to balance the privacy of affected individuals as much as possible while keeping the public informed about COVID-19 activity in Wayland.

| | Total Cases to date | Cases as of previous report date | New Cases since last report | Cases Removed from Quarantine/Isolation since last report | Total Current Active Cases |
|---|---------------------|----------------------------------|-----------------------------|---|----------------------------|
| Confirmed (LAB) COVID-19 cases | 16 | 15 as of 4/1/2020 | 1 as of 4/3/2020 | 5 as of 4/1/2020 | 11 as of 4/3/2020 |
| *Presumed Covid-19 (symptoms no test) self-report | 3 | 3 as of 4/1/2020 | 0 as of 4/3/2020 | 0 as of 4/1/2020 | 3 as of 4/3/2020 |

*These cases have not been lab confirmed by MDPH. These are individuals who have self-reported to the Wayland Health Department that their physician has diagnosed them as having Covid-19 due to their symptoms they described to their physician. These cases are not documented elsewhere.

The information below is regarding Confirmed Covid-19 cases only

Sex

| | |
|--------|----|
| Female | 6 |
| Male | 10 |

Age

| | |
|-------|---|
| <19 | 0 |
| 20-29 | 2 |
| 30-39 | 1 |
| 40-49 | 3 |
| 50-59 | 4 |
| 60-69 | 3 |
| >70 | 3 |

Regional Data

| | Massachusetts | Middlesex County | Wayland |
|-----------------|-----------------------|-----------------------|---------------------|
| Confirmed Cases | 8966 as of 4/2 4pm | 1870 as of 4/2 4pm | 16 as of 4/3 9am |



TOWN OF WAYLAND

WWW.WAYLAND.MA.US

BEACH CLOSED DUE TO COVID-19

WAYLAND IS FOLLOWING STATE GUIDELINES REGARDING PROHIBITED AND ALLOWED ACTIVITY

TRANSITORY ACTIVITY IS ALLOWED, SUCH AS

- WALKING
- RUNNING
- BIKING

SOLITARY RECREATIONAL ACTIVITY IS ALLOWED, SUCH AS

- SOLITARY FISHING

STATIONARY ACTIVITY IS PROHIBITED, SUCH AS

- SITTING
- SUNBATHING
- USE OF PICNIC TABLES

PARTICIPATORY RECREATIONAL ACTIVITY IS PROHIBITED, SUCH AS

- ALL ACTIVITIES THAT BRING PEOPLE IN CLOSE PROXIMITY
- ALL ACTIVITIES THAT BRING PEOPLE IN CONTACT

ALL DOGS MUST BE LEASHED

ALL PLAYGROUNDS REMAIN CLOSED

FOLLOW SOCIAL DISTANCING AND WAYLAND BOARD OF HEALTH RECOMMENDATIONS

- WEAR A MASK WHEN OUTSIDE YOUR HOME
- STAY HOME IF YOU ARE SICK
- DO NOT CONGREGATE
- STAY 6 FEET OR MORE AWAY FROM OTHER PEOPLE

Town of Wayland COVID-19 Relief Fund



There are Wayland residents who need our help.

Wayland families are in need of food/grocery support during the COVID-19 public health emergency. The Governor's Stay at Home advisory now extends to May 4th, and some families find that they do not have sufficient food resources.

Residents may have a financial need, others may be uncomfortable leaving the house for the essential purpose of going to the grocery store, and some residents are themselves or have family members with compromised health and should not leave the house.

The Town of Wayland has established the COVID-19 Relief Fund to collect financial donations and will use the funds to purchase groceries from Donelan's and Stop & Shop. Weekly pick-ups/deliveries to residents start the week of April 6th. Any Wayland individual or family with a self-identified need will be included. The Town is also coordinating with the three food pantries in Wayland.

To Donate: Go to www.wayland.ma.us



- Click on the "Online Payments" button (near bottom)
- Select Wayland in the Municipality drop down menu
- Click the gray "Click here to View or Pay your bills" box
- Select "Donation" in the left column
- Complete the requested information

For those who are in need of basic food resources, please call 508-358-7701.

All donations made to The Town of Wayland are tax deductible; funds will be held in a separate COVID-19 donation account established by Wayland's Treasurer. At the end of the Town's COVID-19 relief effort, any remaining funds will be shared equally between the [Wayland Community Fund](#) and [The Friends of the Wayland Council On Aging](#). Please call 508-358-3620 with any questions.

Thank you to all for taking care of our Wayland community.





LOUISE L. E. MILLER
TOWN ADMINISTRATOR
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Draft Meeting Minutes
BOARD OF SELECTMEN
Friday, April 3, 2020
11:00 a.m.
Wayland Town Building
Council Aging Room
41 Cochituate Road, Wayland, MA

Note: In compliance with the March 12, 2020 Massachusetts Office of the Governors' Order Suspending Certain Provisions of the Open Meeting Law M.G.L. Chapter 30A, Section 20, the March 24, 2020 Board of Selectmen meeting was livestreamed on local broadcast on WayCAM. Public Comment was accessible by telephone during the time designated for Public Comment.

Attendance: Lea T. Anderson, Mary M. Antes, Thomas J. Fay, Cherry C. Karlson, Douglas A. Levine (L. Anderson, T. Fay, and D. Levine participated remotely by videoconferencing; M. Antes by phone, and C. Karlson participated by teleconferencing and was also present at Town Building.)

Also Present: Town Administrator, Louise Miller; IT Director, Mike McCann; Town Engineer Paul Brinkman; Management Analyst, Jason Adams

A1. Call to Order by Chair, Review the Agenda for the Public C. Karlson called the meeting of the Board of Selectmen to order at 11:13 a.m. when a quorum was available, and noted that the meeting would be broadcast live and recorded for later broadcast by WayCAM. C. Karlson announced that members of the Board would participate remotely to maintain social distance, and gave a phone number (508-358-6812) for the public to call to offer comments during the Public Comment agenda item. C. Karlson reviewed the agenda for the public.

A2. Announcements M. Antes reminded residents that they should respond to the 2020 US Census form. L. Anderson announced that Sunday April 5, at 4:00 p.m. the Wayland Interfaith Leadership Association would hold a town wide vigil on Zoom and were looking for a two minute statement from a member of the Board. L. Anderson volunteered to deliver the statement, and the Board agreed. C. Karlson expressed her appreciation for Town staff who had been working hard throughout the state of emergency. M Antes thanked C. Karlson for her efforts.

A5. Proposed Resolution: Discuss and Potential vote to approve resolution recognizing resident health care workers

T. Fay read a draft of the resolution to honor and recognize the tireless efforts of health care workers who are Wayland residents. The Board discussed some edits to the draft, and added the term first-responders to recognize Police and Fire as well.

M. Antes moved, seconded by L. Anderson, that the Board of Selectmen support and adopt the draft resolution as amended. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A3. COVID-19: Town Administrator Update and Review of Response Plan; vote as necessary, including but not limited to: Extension of Governor's Stay-At-Home order; Food Safety and Food Pantry Guidance; Update on Annual Town Meeting, including designation of Public Safety Official

L. Miller reported that the Town sent out an update through the website alerting residents of all the town services being offered. She reminded all residents that if they have symptoms or are diagnosed or self-quarantining, they need to contact the Health Department.

L. Miller reported that the Town was taking requests for help with food, prescriptions or other essential needs. The Town was providing pick-up and delivery. Not all prescriptions, by law, can be delivered; the Town is providing that service.

L. Miller reported that the School Superintendent planned to expand the student food services for those in need. The Town would continue to provide help with groceries for seniors and others who need meal delivery, and in some cases where residents just need help being connected to food delivery.

L. Miller reported that the Town had increased Youth & Family Services offerings, and increased the number of hours for staff, in a coordinated effort with the Superintendent of Schools.

L. Miller announced that the Town may be calling on volunteers to help next week to assist with services supplementing existing food pantry services.

L. Miller reported that Governor Baker extended the Stay-At-Home order and closure of non-essential businesses until May 4, which coincided with school closures. Town continues to provide essential services.

L. Miller informed the Board to expect more updates soon, that would include information on closure of the beach and additional guidelines on safe-food handling for groceries and take out, and social distancing.

L. Miller reported that the Moderator made a declaration of recess and continuance to postpone Town Meeting on April 2; legislation was still pending at the state level to reschedule further than 30 days.

T. Fay commended Town staff for the updated website with comprehensive resources for residents. T. Fay asked L. Miller's opinion on advice for residents cooped up for several weeks. L. Miller answered that it is extremely difficult to follow stay-at-home guidance, and the Town found that the order is not being uniformly followed. Police have been enforcing prohibitions on congregating and issued reminders on social distancing. L. Miller expressed concern for residents who are well-intentioned by supporting neighbors - but all residents need to ensure that they are following guidelines to not put others at risk.

L. Miller informed the Board that the Board of Health (BOH) voted to highly recommend that everyone in Wayland who must go in public to cover their face, with a scarf, bandana or mask; but to preserve n95 masks and surgical masks for front line workers. The BOH also recommended to continue practices of handwashing and social distancing. L. Miller stressed the strong recommendation to contact one's health provider and the Wayland Health Department if someone is symptomatic. L. Miller noted it was critical for the Health Department to know about all symptomatic residents to trace all potential contacts. L. Miller noted that the BOH was using the term "clinical diagnosis" for people who had been instructed to self-quarantine by a physician without a confirmed lab-test; clinically diagnosed cases are being treated as positive cases.

L. Miller reported the total number of COVID-19 cases was sixteen (16) where nine (9) were active cases, five (5) had been resolved, three (3) clinically diagnosed cases, and one (1) death of a Wayland resident due to COVID-19, the first. The death occurred outside of Wayland, but the person resided in Wayland. Health Department-trained Public Health Nurses would conduct the contact investigation following state guidelines.

L. Miller recommended that the Board designate the Chief of Police, Patrick Swanick, as the Public Safety Official for the purposes of postponing Annual Town Meeting.

D. Levine moved, seconded by T. Fay, that the Board of Selectmen designate the Chief of Police, Patrick Swanick, pursuant to Chapter 39 Section 10A(d) to serve as the Public Safety Official for the purposes of postponing Annual Town Meeting. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

D. Levine updated the Board that the state legislation intended to help municipalities postpone Town Meetings had passed, and Governor Baker was expected to sign it that day.

A8. Wastewater: Discussion with Town Engineer, Paul Brinkman on River's Edge project

wastewater requirements L. Miller reported that the Town was investigating the opportunity to expand the

Wastewater Treatment Facility (WWTF) services based on the capacity of the WWTF. P. Brinkman reviewed his memo regarding the ability to increase the capacity for the WWTF to serve more customers.

C. Karlson became disconnected from the meeting at 12:04 p.m.

M. Antes asked how changes in the WWTF capacity would affect River's Edge. P. Brinkman answered that the WWTF could take on that capacity without changing the permit.

C. Karlson re-connected to the meeting by phone at 12:08 p.m. and opened the meeting for Public Comment.

A6. Financial Borrowing: Discussion and potential vote of short-term financing (BAN) for \$525,000, one year maturity, issued on April 2, 2020 for the purpose of financing River's Edge soil disposal; a. Designate signing authority for all related documents to Louise Miller, Town Administrator L. Miller reported that the bond anticipation note expired in April 2020 and that there was a need to rollover the BAN for Rivers Edge soil removal, because the closing date was moved. A notice to extend the closing date by 30 business days was approved last week. L. Miller reported that the bond for \$525,000 was put out to bid, and the Town received four bids ranging from 1.72% to 2.74% for the twelve (12) months ending April 2021. L. Miller noted that this would allow for enough time to close on the purchase and sale of land for the River's Edge Project. The lowest qualified bid was Newburyport Bank. L. Miller also reported that Town received guidance from the Department of Revenue (DOR), that a quorum of the Board would need to physically sign the documents, and the signing authority cannot be designated to the Town Administrator as was listed on the agenda. The topic was tabled for Public Comment.

A4. Public Comment (Public phone line 508-358-6812)

R. Turner, Nob Hill Road, asked the Board where the public could obtain masks as recommended by the BOH. L. Miller noted masks, scarves, bandanas or any face covering could be used, in the absence of personal protective equipment (PPE), to meet the Board of Health's recommendation.

A7. Open Meeting Law (OML) Complaint: discussion and potential vote to approve response to the OML complaint dated March 3, 2020 from resident George Harris pertaining to the Board of Selectmen's meeting held February 3, 2020

D. Levine moved, seconded by L. Anderson, that the Board of Selectmen vote to approve, sign and send to the Division of Open Government the written response to an OML complaint dated March 3, 2020 from resident George Harris pertaining to the Board of Selectmen's meeting held on February 3, 2020, as amended. In discussion, D. Levine and L. Anderson recommended edits. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A12. Selectmen's reports and concerns D. Levine informed the Board that there was a grassroots group calling themselves Neighbors4Seniors assisting seniors, and an advisement was made to the group to make sure the volunteers do not seek private or confidential information, and that any information should also be transmitted to the Town. L. Miller reminded the public that neighbors who are running errands for others, need to maintain social distancing guidelines, and both parties need to clean groceries, wear gloves and masks. C. Karlson reminded the public that a good strategy would be to act as if you and the recipient both have the coronavirus. The Health Department has learned that the coronavirus is being spread through well-intentioned volunteers.

A6. (Revisited) Financial Borrowing: Discussion and potential vote of short-term financing (BAN) for \$525,000, one year maturity, issued on April 2, 2020 for the purpose of financing River's Edge soil disposal; a. Designate signing authority for all related documents to Louise Miller, Town Administrator

M. Antes moved, seconded by L. Anderson, that the Board of Selectmen vote to authorize the issuance of a BAN in the amount of \$525,000 with a one year maturity, to Newburyport Bank at the rate of 1.72%. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A9. Minutes: Review and vote to approve minutes of March 27, 2020

L. Anderson moved, seconded by M. Antes, that the Board of Selectmen vote to approve the meeting minutes of March 27, 2020, as amended. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A10. Consent: Review and vote to approve (see separate sheet)

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 approving and signing Contract #20-2031 with Ti-SALES, Inc. for Supply of Water Meters at a cost of \$313,948.37
4. Vote the question of approving and signing Contract #20-2035 with Markings, Inc. for Roadway and Parking Lot Line Painting Services at a cost not to exceed \$40,335.95 for one (1) year with two (2) 1-year options to renew

M. Antes moved, seconded by L. Anderson, that the Board of Selectmen vote to approve the Consent Calendar and delegate the signing authority to Town Administrator Louise Miller for the items listed in the Board Packet. In discussion, C. Karlson noted a corrected version of Consent Item 3. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A11. Correspondence Review. The Board reviewed correspondence included in the Board Packet.

A13. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any. There were none.

A14. Adjourn D. Levine moved, seconded by M. Antes, to adjourn the meeting at 12:30 p.m. Roll Call Vote: 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 April 3, 2020

1. Updated version of Consent Item 3: Contract #20-2031 with Ti-SALES, Inc. for Supply of Water Meters at a cost of \$313,948.37

Items included as part of the Agenda Packet for discussion during the Board of Selectmen Meeting of April 3, 2020

1. US Census Information for Residents, dated April 2, 2020
2. COVID-19 Notice: Date: March 26, 2020 at 1:30 p.m.: Re: Transfer Station– Immediate Changes
3. COVID-19 Notice: Date: March 27, 2020 at 4:30 p.m. Re: COVID-19 Testing and Reporting
4. COVID-19 Notice: Date: March 27, 2020 at 4:30 p.m. Attachment: COVID-19 Testing Facilities
5. COVID-19 Notice: Date: March 27, 2020 at 3:00 p.m. Re: Town Services for Residents' Needs
6. COVID-19 Notice: Date: April 1, 2020 at 1:45 p.m. Re: Update on Governor's Orders: Stay-At-Home, Closures and Essential Services
7. COVID-19 Notice: Date: April 2, 2020 at 2:00 p.m. Re: Annual Town Meeting - postponed
8. Annual Town Meeting Declaration of Recess and Continuance of April 5, 2020 Annual Town Meeting, from Moderator Dennis J. Berry, dated April 2, 2020
9. Proposed Draft of Resolution Recognizing Resident Health Care Workers
10. Open Meeting Law complaint filed by resident George Harris for the Board of Selectmen meeting held on February 3, 2020, dated March 3, 2020 Attachments: Exhibit 1 Meeting Agenda February 3, 2020; Exhibit 2 February 3, 2020 Meeting Minutes
11. DRAFT of response from Cherry Karlson, Board of Selectmen Chair to George Harris re: Open Meeting Law complaint
12. DPW Memo from Paul Brinkman, Town Engineer, to Fred Knight, Chair of Wastewater Management District Commission on Wastewater Treatment Plant Capacity dated October 30, 2017.
13. Schematic of District Route 20 Assigned Capacities Publication dated October 2019

14. Wayland Town Center Master List of Design Flow Allocation, dated January 8, 2020 Andrews Avenue - Lillian Way
15. Draft of Board of Selectmen Meeting Minutes held on 03-27-2020

CORRESPONDENCE

1. Correspondence from Michael McCann, IT Director, to the Chairs of the Town Boards and Committees dated March 30, 2020 Re: Production Suggestions from WayCAM for Meetings Held via Zoom

PUBLIC DOCUMENTS PROVIDED TO THE BOARD OF SELECTMEN FROM April 2, 2020 THROUGH AND INCLUDING APRIL 9, 2020 OTHERWISE NOT LISTED AND INCLUDED IN THE CORRESPONDENCE PACKET FOR April 10, 2020

Items distributed to the Board of Selectmen –April 3, 2020 – April 9, 2020
(none)

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of April 3, 2020
(none)

Items included as part of the Agenda Packet for discussion during the April 10, 2020 Board of Selectmen Meeting

1. Letter to the Massachusetts Administration from local municipality Mayors and administrators dated April 8, 2020
2. Social Distancing Power Point Presentation
3. FBI Boston Division Letter to Boston community partners re: COVID-19 dated April 10, 2020
4. FBI warning of Teleconferencing and Online Classroom Hijacking during COVID-19 Pandemic
5. FBI notification on School closings due to COVID-10 presenting potential for increased risk of child exploitation
6. Notice on COVID-19 Board of Health update April 3, 2020
7. Notice on COVID-19 Wayland update of COVID-19 cases April 5, 2020
8. Notice on COVID-19 Notice of Beach Closure and new guidelines April 6, 2020
9. Draft of Wayland COVID-19 Relief Fund Notice April 8, 2020
10. Draft of Board of Selectmen Meeting Minutes held on 04-03-2020

BOARD OF SELECTMEN
Friday, April 10, 2020
11:30 a.m.
Wayland Town Building
41 Cochrane Road, Wayland, MA

CONSENT CALENDAR

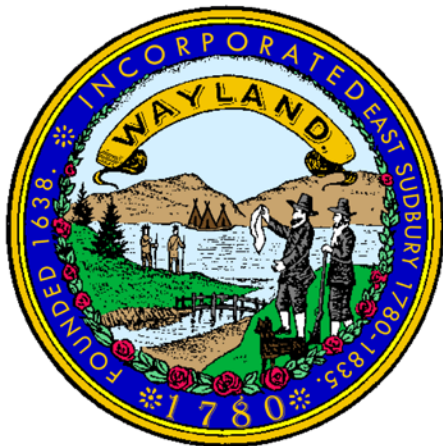
1. Vote the question of designating and approving signing authority to Louise Miller, Town Administrator on items listed below.
2. Vote the question of approving and signing the weekly payroll and expense warrants
3. Vote to extend the deadline for paying taxes from May 1 to June 1, 2020 for all taxpayers who had filed an abatement request with the Board of Assessors.
4. Vote to extend the deadline for paying taxes from May 1 to June 1, 2020 for all taxpayers who have filed for a tax exemption with the Board of Assessors.
5. Vote to sign Certificates of Achievement in recognition of becoming an Eagle Scout to: Dylan Lane Bonanno and Collin Joseph Hess.

Certificate of Achievement

*On behalf of the Town of Wayland,
its Board of Selectmen presents this certificate to*

Collin Joseph Hess

*in recognition of achieving the highest award of Eagle Scout,
Troop 1 Cochituate, and setting an example of honor and courage,
loyalty and service.*



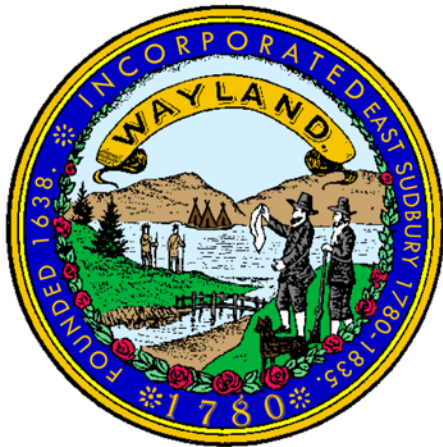
April 10, 2020

Certificate of Achievement

*On behalf of the Town of Wayland,
its Board of Selectmen presents this certificate to*

Dylan Lane Bonanno

*in recognition of achieving the highest award of Eagle Scout,
Troop 1 Cochituate, and setting an example of honor and courage,
loyalty and service.*



April 10, 2020

BOARD OF SELECTMEN
Friday, April 10, 2020
11:30 a.m.
Wayland Town Building
Selectmen's Meeting Room
41 Cochituate Road, Wayland, MA

CORRESPONDENCE

1. Correspondence from Cherry Karlson, Board of Selectmen Chair to George Harris, Wayland Resident dated April 3, 2020 Re: Response to the Open Meeting Law Complaint filed on March 3, 2020.
2. Correspondence from Mira Netsky, Massachusetts Office of the Attorney General to George Harris, Wayland Resident dated April 6, 2020 Re: Open Meeting Law Complaint filed on March 3, 2020.
3. Correspondence from Board of Selectmen to Boy Scout Troop 1 of Cochituate, dated April 7, 2020 re: Thank you for donation of hand sanitizer, cleaning products and non-perishable food for distribution to the residents of the Town.
4. Correspondence from Board of Selectmen to Canghai Lu & Jing Xu, dated April 7, 2020 re: Thank you for donation of paper masks by employees and residents of the Town.
5. Correspondence from Board of Selectmen to Neil McPherson, dated April 7, 2020 re: Thank you for donation of 200 isolation gowns for use by Wayland's Firefighters.