

**PACKET**

**MAY 15**

**2020**



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 15, 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. Announcements and Public Comment (moved to item 6 below\*)
- 11:05 am 3. 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 Town Meeting
  - 5. Update on Town Election
- 12:05 pm 4. Public Comment\*
- 12:10 pm 5. Minutes: Review and vote to approve minutes of May 1, 2020 and May 8, 2020
- 12:15 pm 6. Consent: Review and vote to approve (see separate sheet)
- 12:20 pm 7. Correspondence Review
- 12:25 pm 8. Selectmen's reports and concerns
- 12:30 pm 9. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any
- 12:35 pm 10. Adjourn



# 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 Update – MAY 8, 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	Total Cases Removed from Quarantine/Isolation	Total Current Active Cases
Confirmed (LAB) COVID-19 cases	86	60 as of 4/29/2020	26 as of 5/8/2020	4 since 4/29/2020	44 as of 5/8/2020
*Presumed Covid-19 (symptoms no test) self-report	6	6 as of 4/29/2020	0 as of 5/8/2020	0 since 4/29/2020	1 as of 5/8/2020

\*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 Lab Confirmed Covid-19 cases only

### Sex

Female	44
Male	42

### Total Cases as of 5/8/2020

Active Non-Hospitalized	42
Active Hospitalized	2
Recovered	32
Deceased	10
Total	86

### Age

<19	0
20-29	8
30-39	2
40-49	5
50-59	12
60-69	10
70-79	10
80-89	17
90-99	19
100-109	3

Live/work within Wayland Long Term Care Facilities (LTC)	54
Live/work within the Wayland General Community	32

### Regional Data

	Massachusetts	Middlesex County	Wayland Reported	Wayland Actual
Confirmed Cases	73,721 As of 5/7 4pm	16,676 As of 4/29 4pm	86 As of 5/6 4pm	86 As of 5/8 8am



# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

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

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

To: All Residents  
From: Town Administrator and Health Director  
Date: May 8, 2020  
Re: Frequently Asked Questions (FAQs) on Governor's Order Regarding Wear Mask and Face Coverings in Public

## **What is the effective date for the Order requiring face coverings?**

This Order will become effective on Wednesday, May 6, 2020 and will remain in effect until the Governor rescinds it, or the state of emergency ends, whichever comes first.

## **What are the requirements of the Order?**

The Order requires that every person over the age of five (5) wear a mask or cloth face covering in the following instances:

- When in a place open to the public, whether indoor or outdoor and when the person is unable to maintain social distancing; or
- When a person is inside, or waiting in line outside of any grocery store, pharmacy, or other retail store; or
- When a person is providing or using the services of any taxi, car, livery, ride-sharing, or similar service or any means of mass public transit, or while within an enclosed or semi-enclosed transit stop or waiting area.

This also applies to all workers and customers of businesses or other organizations open to the public that are permitted to operate as COVID-19 Essential Businesses

## **Are children between two (2) and five (5) years of age required to wear a mask or face covering under the Order?**

Children between the ages of two (2) and five (5) years of age are encouraged to wear a mask or face covering, but it is up to the discretion of the parent or guardian. As a result, the Order does not require such children to wear a mask or face covering.

## **What is a "mask or face covering"?**

There is no official definition other than the requirement that the mask or face covering covers the person's nose and mouth. The DPH Guidance advises that such masks or coverings should:

- fit securely and comfortably against the side of the face;
- be secured with ties or ear loops;
- allow for breathing without restriction; and
- be able to be laundered and dried without damage or change of shape.

- Further, the Order strongly discourages individuals from using medical-grade masks to comply with the Order. These masks should be reserved for use by healthcare workers or first responders.

**May businesses require customers to wear masks or face coverings while on their property?**

Yes, businesses have the right to decline the entry of any customer who refuses to wear a mask or face covering for non-medical reasons. Businesses cannot, however, decline entry of a customer for failing to wear a mask or face covering because of a medical condition. Businesses may also consider providing other reasonable accommodations to individuals with medical conditions or disabilities such as curbside service. Individuals with medical conditions or disabilities who are denied service because they are unable to wear a facemask can file a complaint with the Massachusetts Attorney General's Office.

**How is the Order enforced?**

The Order states that the Department of Public Health, local boards of health, and authorized agents under G.L. c. 111, § 30 are authorized to enforce the Order and if necessary, may do so with the assistance of State or municipal police. The Order provides that violations of this Order will be punished in the following manner: (a) a warning for the first offense; and (b) a civil citation and fine of up to \$300.00 for the second or subsequent offense.

## **Board of Selectmen: ATM 2020 Discussion**

May 15, 2020

**ATM 2020:** currently discussed for June 15, within 7 days of election as required by Town Code. Special legislation provides that the Code may be suspended as a result of the COVID-19 public health emergency.

### **Quorum - reduced**

The Governor's order prohibiting gatherings of 10 or more is still in effect.

During the public health emergency, state law allows the Board to reduce the ATM quorum to 10% of the Code required 100 attendees.

What is an acceptable number for a quorum?

The Board cannot limit attendance at Town Meeting.

### **Prerequisites to ATM with quorum of 100 (standard)**

Need Governor's allowance for groups of 100/200/500+ to congregate (timing unknown)

To make informed FY2021 budget decisions, we need:

- Guidance on revenue and budget from the State (timing unknown, likely July - August)
- Guidance on local receipts from the Finance Director (due third week of May)
- Time for staff to adjust proposed budget, review with Finance Committee, receive public input, and inform voters of changes (due two weeks before ATM date)

Set ATM date approximately 6-8 weeks after receiving the latest of:

- Governor's allowance for groups of 100/250/500+ to congregate (timing unknown)
- Guidance on revenue from the State (timing unknown, likely July - August)
- Guidance on local receipts from the Finance Director (due third week of May)

This allows time for staff to adjust the proposed budget as needed, review changes with the Finance Committee, receive public input, and inform voters of changes (due two weeks before ATM)

### **FY2021 Funding**

Follow DOR/DLS guidance for submitting a 1/12<sup>th</sup> budget (based on FY2020 budget) for July and August expenditures.

FY2021 Budget will be determined at Town Meeting.



# 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

## **Draft Meeting Minutes** **BOARD OF SELECTMEN**

**Friday, May 1, 2020**  
**11:00 a.m.**

**Wayland Town Building**  
**Council on 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, this meeting of the Board of Selectmen was livestreamed on local broadcast on WayCAM. Public Comment was received 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, M. Antes, T. Fay, and D. Levine participated remotely by tele-videoconferencing; and C. Karlson participated by tele-videoconferencing and was also present at Town Building.)

**Also Present:** Town Administrator, Louise Miller; Business Analyst, Jason Adams; IT Director, Mike McCann; Assistant Town Administrator, Elizabeth Doucette; Town Clerk, Anna Ludwig

**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 11:03 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 encouraged residents to respond to the 2020 US Census. C. Karlson read a statement written by Richard Turner, Chair of the Public Ceremonies Committee, announcing the cancellation of the Memorial Day parade and ceremonies.

**A3. COVID-19: Town Administrator update and review of Response Plan; vote as necessary actions, including but not limited to: 1. Health Department Update; 2. Update on Governor's actions; 3. Memorial Day Activities; 4. Extension of Annual Town Meeting; 5. Town Meeting: discussion of decision points for scheduling Annual Town Meeting or a possible Special Town Meeting; 6. Election: discussion of potential plan for June 9, 2020 election; 7. Procedures for Committee Meetings; 8. Masks; 9. Congregating**

**A3.1. Health Department Update** L. Miller reported that the Board of Health had confirmed 48 total cases in Wayland as of Apr. 24, and the state reported 50 cases. L. Miller reminded the Board of the reasons there continued to be a discrepancy in the case counts.

**A3.2. Update on Governor's actions** L. Miller reported that the Governor extended the order prohibiting gatherings, the stay-at-home advisory and the closure of non-essential businesses for two more weeks to May 18. L. Miller reported that the Board could expect to receive more guidance from the Governor in the coming week in regard to a phased re-opening plan. L. Miller reported that she met with the Town department managers, and each department will develop a phased plan to prepare for the physical return to work and re-opening of Town business. L. Miller noted that the Town would potentially continue to keep the buildings closed to the public.

**A3.3. Memorial Day Activities** C. Karlson reiterated the statement from the Public Ceremonies Committee announcing the cancellation of Memorial Day ceremonies; Wayland Scouts would help place American flags on gravesites in the cemeteries to honor veterans.

**A3.4. Extension of Annual Town Meeting** L. Miller reported that the Town Moderator amended and renewed the continuance of Annual Town Meeting (ATM) from the date of April 30 to May 30; ATM can only be extended in thirty (30) day increments. The First Amendment and Renewal will be posted online. L. Miller recommended that the Board discuss the logistics and consequences of having a Town Meeting, and not having a Town Meeting. L. Miller noted that there is pending special legislation that might allow some municipalities to hold a Town Meeting virtually, but it is only applicable to representative town meeting format, not open town meeting format.

**A3.5. Town Meeting: discussion of decision points for scheduling Annual Town Meeting or a possible Special Town Meeting** L. Miller noted that the Board may want to consider a reduction in the warrant and postpone articles that can wait. L. Miller also discussed examples of election challenges that need to be managed, such as the logistics of facilities, equipment, how to maintain fairness for high-risk individuals, and the potential need for multiple venues which would add considerations for parking and transportation. L. Miller noted that at some point the Town will have to vote the FY2021 budget. C. Karlson noted that many people are working on creative logistics of Town Meeting, including the Town Moderator and Town Clerk. L. Miller noted that there are some capital projects that need to be prioritized, such as the Rte. 27 bridge project, accessibility improvements in schools, and the repairs to the Loker School roof.

**A3.6. Election: discussion of potential plan for June 9, 2020 election** L. Miller noted that there was special legislation that authorized the postponement of the election to June 9, but required the election to occur before June 30, 2020. L. Miller reported that there were three potential ways for voters to vote: absentee ballots, mail-in early voting ballots, and in-person voting at polling locations on the designated Election Day. L. Miller reported that the Town Clerk, Anna Ludwig, had been working on the logistics of how to hold state and local elections safely. L. Miller noted that the polling locations and hours would likely remain the same, but the Town was exploring the possibility of polling outdoors.

A. Ludwig joined the meeting and encouraged Wayland registered voters to vote by mail either through absentee ballot or early-voting by mail which can both be returned to Town Building. The Town Clerk's preferred method of voting is through absentee ballot. L. Miller reported that there would be more information forthcoming regarding in-person absentee voting and voter registration that can be conducted during business hours at the Town Clerk's Office by appointment. There are designated dates where residents could conduct the business with the Town Clerk outdoors. T. Fay asked A. Ludwig to describe the difference between absentee voting and early-voting by mail. A. Ludwig described that both types of ballots are not opened until Election Day, but only absentee voters may have an opportunity to change a vote up until Election Day. A. Ludwig reported that due to the pandemic the state is allowing early voting by mail only for the Town Election on June 9; typically early-voting is not conducted for municipal elections.

T. Fay recommended using young adults to work the polls who may be at less risk. D. Levine suggested better ways to communicate the FAQs (Frequently Asked Questions) regarding the election.

**A3.7. Procedures for Committee Meetings** L. Miller recommended that the Town continue to facilitate public meetings only during business hours while the security, accessibility and integrity of meetings are under review for two more weeks. L. Miller reported that all meetings are broadcast live on WayCAM, even if there is no video feed; public comment is available by phone. L. Miller noted that public hearings have different challenges and participation requirements. D. Levine reported that several other nearby towns were utilizing Zoom to hold meetings and hearings both in daytime and evening hours. IT Director, M. McCann joined the meeting and added that other municipalities may host meetings in webinar mode, which gives strong controls to the meeting moderator. M. McCann stressed that security and the simplicity of participation was a priority. C. Karlson noted that currently only essential business was allowed. T. Fay recommended that the topic be added to a future agenda.

**A3.8. Masks** C. Karlson noted that the Board of Health would meet later in the day on May 1 to vote on the topic of elevating the existing advisory to an order to wear face coverings.



**A3.9. Congregating** L. Miller reported that the Conservation Department, DPW and Police have been patrolling public properties for several weeks. The number of complaints regarding group gatherings has decreased. The complaints regarding dogs continue. L. Miller reported that residents organized a schedule of celebratory car parades for graduating Wayland High School seniors, and the Police Department assisted. The Police Department indicated it would be able to help facilitate such celebratory events with advance notice. The Town would issue some guidance soon. L. Anderson thanked the Wayland Police.

**A4. Public Comment** C. Karlson opened the meeting to the public for comment.

**A5. Health Insurance Waiver Policy: discussion and potential vote to waive three year waiting period**

L. Miller reported that the Health Insurance Waiver Policy document was on the Town website, and was shared with the Board. The policy appears on page 2 of Town of Wayland Health Insurance Incentive Waiver Program Guidelines and there has been a request to waive the three year waiting period. L. Miller reported that the Board typically voted on the package once every three years. L. Miller explained if an employee has health insurance with the Town and later opts out of the health insurance plan, the Town makes a payment to the employee for waiving the health insurance. The current agreement requires employees to wait three years before being re-enrolling in the Town sponsored health insurance plan, and there is a request to waive the three-year waiting period.

T. Fay moved, seconded by M. Antes, that the Board of Selectmen approve to waive the three-year waiting period of the Health Insurance Waiver Policy, 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.

**A4. Public Comment (revisited)**

Richard Turner, Nob Hill Road, asked the Board if there were any questions regarding the Public Ceremonies Committees statement. There were none. R. Turner reported that he would send the statement to the Town Crier.

**A6. Minutes: Review and vote to approve minutes of April 24, 2020**

L. Anderson moved, seconded by M. Antes, that the Board of Selectmen vote to approve the meeting minutes of April 24, 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.

**A7. 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 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 invoice #125550 from KP Law, dated April 24, 2020, for professional services rendered through March 31, 2020, in the amount of \$179.00.
5. Vote the question of approving and signing invoice #125520 from KP Law, dated April 23, 2020, for professional services rendered through March 31, 2020, in the amount of \$72.50.
6. Vote the question of approving and signing invoice #125548 from KP Law, dated April 24, 2020, for professional services rendered through March 31, 2020, in the amount of \$12,316.73.
7. Vote the Question of approving and designating the Chair to sign the Inquiries of Those Charged with Governance form for the annual audit.

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.

**A8. Correspondence Review.** The Board reviewed correspondence included in the Board Packet.

**A9. Selectmen's reports and concerns** D. Levine reported that he received an email from Anette Lewis regarding meetings of Boards and Committees held remotely in the City of Newton. T. Fay asked if

accommodations are in place for residents who may not be in a position to pay property taxes. L. Miller answered that the Treasurer is working with residents who need more time to make payments. L. Anderson reported that the Energy & Climate Committee co-chair asked about grant applications for programs such as Climate Action Plans and Energy Resiliency programs, and requested that the Board add the topic to a future agenda. M. Antes reminded the Board that the 495 Newsletter reported that Municipal Vulnerability Action grants are due on June 11, 2020 at 2:00 p.m. C. Karlson asked that the Town Clerk or Town Administrator make announcements publically to remind the candidates that the election has moved to June 9. L. Anderson reported that the Board of Selectmen would deliver more masks to the essential businesses that are open in Wayland.

**A10. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any** There were none.

**A4. Public Comment (revisited)** Deb Harrison, of Cochituate, noted that she was a high-risk resident of over 60 years old, and encouraged all the public to wear masks. C. Karlson shared with D. Harrison that the Board had voted support of the Board of Health's order to wear face coverings in public, and the BOH would act on it later in the day.

**A11. Adjourn** D. Levine moved, seconded by M. Antes, to adjourn the meeting at 12:45 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 May 1, 2020**

1. Memorandum from Louise Miller, Town Administrator to Board of Selectmen re: 2020 Annual Town Meeting Discussion Outline April 30, 2020
2. Memorandum from Louise Miller, Town Administrator to Board of Selectmen re: Annual Town Election – June 9, 2020 Update May 1, 2020
3. Town Health Insurance Incentive Waiver Program Guidelines July 1, 2019 – June 30, 2022
4. Statement from Public Ceremonies Committee re: the cancelation of Memorial Day ceremonies.

**Items included as part of the Agenda Packet for discussion during the Board of Selectmen Meeting of May 1, 2020**

1. Notice on COVID-19 Wayland update of COVID-19 cases April 21, 2020
2. Notice on COVID-19 Wayland update of COVID-19 cases April 29, 2020
3. Notice on COVID-19 update on Governor's Orders Extended to May 18, 2020 on April 30, 2020
4. Town of Wayland Declaration of Recess and Continuance of April 5, 2020 Annual Town Meeting dated April 30, 2020
5. Draft of Board of Selectmen Meeting Minutes held on 04-24-2020

**CORRESPONDENCE**

1. Correspondence from George Harris, Wayland Resident to Cherry Karlson, Board of Selectmen Chair dated April 27, 2020 Re: Open Meeting Law complaint filed April 13, 2020 for Board of Selectmen meeting held March 27, 2020.
2. Correspondence from Cherry Karlson, Board of Selectmen Chair to George Harris, Wayland Resident dated April 27, 2020 Re: Open Meeting Law complaint filed April 13, 2020 for Board of Selectmen meeting held March 27, 2020
3. Correspondence from Board of Selectmen to Wenhui Zhou, dated April 13, 2020 re: Thank you for donation of 2000 flat paper surgical-type masks for use by employees and residents of the Town.



# 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

**Draft Meeting Minutes**  
**BOARD OF SELECTMEN**  
**Friday, May 8, 2020**  
**11:00 a.m.**  
**Wayland Town Building**  
**Council on 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, this meeting of the Board of Selectmen was livestreamed on local broadcast on WayCAM. Public Comment was received 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, M. Antes, T. Fay, and D. Levine participated remotely by tele-videoconferencing; and C. Karlson participated by tele-videoconferencing and was also present at Town Building.)

**Also Present:** Town Administrator, Louise Miller; Business Analyst, Jason Adams; IT Director, Mike McCann; Assistant Town Administrator, Elizabeth Doucette

**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 11:10 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. Enter into Executive Session 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 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**

At 11:14 a.m., Chair C. Karlson moved, seconded by D. Levine, that the Board of Selectmen enter into Executive Session Pursuant to Massachusetts General Laws Chapter 30A, Section 21, (a) (2) to conduct a strategy session in preparation for contract negotiations with non-union personnel (Town Administrator); and 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 with the anticipation of approving and holding said minutes.

The Chair declared 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: M. Antes, L. Anderson, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

The Chair invited attendance by Louise Miller, Town Administrator; Elizabeth Doucette, Assistant Town Administrator; Kathleen Buckley, Human Resources Manager.

C. Karlson declared the Board reconvened in open session at 11:29 a.m.

**A3. Announcements** C. Karlson announced a donation to the Town. The Wayland Youth Lacrosse league had cancelled the spring season due to the pandemic; they offered the opportunity for families to donate a portion of the registration refunds to the COVID-19 Relief Fund. About 40 families donated over \$10,000 to the COVID-19 Relief Fund. The Board expressed appreciation.

**A4. Audit Management Letter: review report of the Audit Committee, discussion and possible vote to reissue Management Letter** C. Karlson tabled this topic until a future meeting.

**A5. 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**

**A5.1. Health Department Update** L. Miller reported that the Board of Health (BOH) announced that there are 26 new cases of COVID-19 this week in Wayland; 25 of these cases were located in long-term care, assisted care or nursing facilities. L. Miller reported that Wayland's Health Director, Public Health Nurse, and she continue to feel positive about the Town's response and that residents are following directives regarding stay at home and social distancing. The BOH would prepare a local order and guidance on mask wearing.

**A5.2. Update on Governor's actions** L. Miller reported that the Governor re-opened golf courses on a limited basis, as of May 7. The state issued guidance on the re-opening that generated a long list of questions seeking clarification. C. Karlson noted there are two golf courses in Wayland and both have been in contact with the Town Administrators Office and the Health Department regarding the re-opening. As businesses reopen there will be many questions. T. Fay suggested holding Zoom meetings with business owners as a more efficient way of communicating and answering questions.

**A5.3. Update on Town's Finances** L. Miller noted that the Board Packet included the third quarter financial report for FY2020, and it included projections through year-end. The report was also presented to the Finance Committee. L. Miller noted that a reduction in revenue is expected for the Waste Water Enterprise Fund.

C. Karlson referenced an email from a resident to the Board from May 3, which inquired about bus contracts, the opportunity to return unspent tax dollars to residents, and the potential furlough of Town employees. C. Karlson asked L. Miller to summarize those topics in writing for residents who cannot view the public meetings. L. Miller did not know at the time the value of all the Town contracts not being paid. L. Miller reported that there is special legislation pending that would authorize school departments to continue to pay on contracts to secure services for the future. L. Miller noted that there was currently no mechanism to return taxes to taxpayers if it were applicable; budget surplus typically is appropriated as free-cash in the following fiscal year. L. Miller noted that the Town had assessed the possibility of furloughing employees, but almost all employees are able to work remotely and/or report to work. Only seasonal employees or employees associated with pay-for-services in the School Department would be susceptible to furlough. L. Miller noted that the Town is self-insured for health insurance and after a cost-analysis determined that it was not cost effective for Wayland to furlough employees through the end of this fiscal year.

L. Anderson asked when the Town would make decisions about FY2021. L. Miller answered that the April revenue information would be available soon, and it would inform a projection for FY2021. L. Miller advised the Board that the Town could expect to see some reduction in state aid revenue and in expenditures for non-essential expenses and personnel overtime.

T. Fay asked how the pandemic is affecting residents' ability to pay real estate taxes. L. Miller noted that the Treasurer would provide a report on that topic soon. T. Fay asked about reallocating staff to departments that will see an increase in workload once re-opened. L. Miller noted some departments are able to conduct business as usual, but she anticipated that staff may be reassigned to assist with the Town Election. T. Fay asked for an update on the permitting software. L. Miller reported that the bids are being evaluated now.

**A5.4. Update on COVID-19 Relief Fund and food assistance efforts** C. Karlson noted that the Town was in the fifth week of providing food assistance and support to over twenty Wayland families, who may have financial difficulties, underlying health issues or otherwise quarantined in the household. Volunteers continue to help facilitate.

**A5.5. Update on meeting protocols** L. Miller reported that in consultation with IT Director, M. McCann, they have been assessing protocols to maintain the security, accessibility and integrity of public meetings, understanding not everyone in Town has a computer and internet. L. Miller noted that public hearings have different challenges and participation requirements. C. Karlson noted that since the state of emergency was declared, about 14 different committees have held about 40 public meetings. T. Fay noted that the reality of

holding remote public meetings will extend into the future, and recommended that the Town hire staff or use volunteers to allow meetings to occur in the evenings. L. Miller noted that there was a plan to extend meeting slots into evening hours, but WayCAM broadcast cannot handle simultaneous meetings. L. Miller anticipated more staff would become available as re-opening phases begin. L. Miller stressed that boards and committees should be mindful during the state of emergency, to only include agenda topics that classify as essential business and to be more efficient, instead of carrying topics across many weeks of meetings. D. Levine noted that many other towns and communities are having meetings and hearings in the evening and using Zoom exclusively and he volunteered to work with IT to give boards and committees the opportunity to meet in the evening. L. Miller noted that any format the meetings take will still require trained staff to broadcast the meeting on WayCAM. Boards in other communities have decided that public access broadcast is not necessary.

**A5.6. Update on Town Meeting** L. Miller noted that there is pending special legislation, Senate Bill 2680, that might allow some municipalities to hold a Town Meeting virtually, but it is only applicable to representative town meeting formats, not open town meeting formats. The legislation also would allow the Town to hold a Town Meeting outside town limits, if a larger venue was needed to distance voters. The legislation also has a provision to reduce the quorum to ten percent of the normal quorum; in Wayland the quorum is 100 voters. Under this provision only necessary budgetary items could be acted on, or items to meet federal deadlines. T. Fay asked about holding a limited ATM or Special Town meeting. L. Miller expressed support for those options. M. Antes expressed concern for holding a meeting outside of Town.

**A5.7. Update on Town Election** L. Miller reported that the special legislation requires public notification, and the document included the Board packet is to be published. The document is titled Press Release 2020 Annual Town Election Information May 7, 2020. L. Miller reported that the Town Clerk had been working on the logistics of how to hold state and local elections safely, working with staff and volunteers to process the ballot requests, and recruit staff and volunteers for Election Day. L. Miller noted that only eight previous poll workers responded that they were willing to work the polls. The Town would need about forty more workers and may inquire with the COVID-19 volunteer list. L. Miller noted the need to send a reminder to residents about what is on the ballot. D. Levine asked about the sign boards in Town, and C. Karlson noted Town Code requires the posting two weeks ahead of the election.

L. Miller reported that a press release from the Massachusetts School Building Authority (MSBA) to all districts was also included in the Board Packet. This pertains to the Loker School Roof. L. Miller reported that the Loker School roof design is 80% complete and will be ready to go out to bid this May. L. Miller noted that the project is expected to benefit from a favorable bidding environment, and the bid results would be available by June 24. L. Miller noted that the project would need both a Town Meeting vote and the passage of a debt exclusion ballot question to move forward. D. Levine asked about the playground projects. L. Miller noted that the bid documents are being prepared and under review by an architect, and the projects will be bid in June. L. Miller noted that federal law requires that playgrounds be accessible to all.

**A6. Public Comment** C. Karlson opened the meeting to the public for comment. There was none.

**A7. Town Administrator Contract: discussion and vote to approve FY20 salary and contract extension** C. Karlson reported that the Board discussed the topic at an Executive Session earlier in the meeting. C. Karlson reviewed the timeline for the Board. An evaluation and salary review were due September 10, 2019; the Board delivered the review on December 9, 2019, and has had two negotiating discussions on December 16, 2019 and April 24, 2020. The Board voted in Executive Session to enter into a Memorandum of Agreement (MOA) with the Town Administrator to extend the contract one year, now set to expire on September 9, 2022 and to set the TA salary at \$195,000 retroactive to Sept. 10, 2019. C. Karlson thanked L. Miller for her patience and noted that this extension gives the Town the stability of her continued leadership and places this salary in the lower range of compensation for other Town Administrators and Town Managers in the area. C. Karlson noted that the vote in public session is the public ratification of the vote previously taken in executive session.

L. Anderson moved, seconded by D. Levine, that the Board of Selectmen approve the Memorandum of Agreement (MOA) between the Town of Wayland and Town Administrator, dated May 8, 2020. In discussion, T. Fay commended L. Miller for her work before and throughout the pandemic. D. Levine

echoed T. Fay's comments. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

**A8. Board and Committee Appointments: discussion and vote to approve process** C. Karlson discussed several items in the packet regarding board and committees positions that are appointed by the Board, including a list of appointments expiring on June 30, 2020. C. Karlson described that the Board is in a unique position, because typically the elections have already happened before the Board begins the annual appointment process. C. Karlson noted that Board appointments are a lengthy process and proposed a plan to expedite the process. C. Karlson proposed that the Board send out the letters to current appointees, post all the appointed positions set to open to the public at large by June 30, 2020, and then first act on the responses from candidates that are both re-appointments to the same position, and uncontested, because interviews would not be necessary.

M. Antes moved, seconded by L. Anderson, that the Board of Selectmen approve the process for the appointment of Board and Committee members. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

**A9. Health Insurance Waiver Policy: discussion and potential vote to clarify payment of waiver incentive** L. Miller explained that an issue exists in the Health Insurance Waiver policy. The policy, which is intended to recognize the cost-savings to the Town, pays any eligible employee who waives the benefit of a town-sponsored health insurance plan a portion of the savings. This drafted clarification ensures that the Town does not make any payment to the employee until the employee settles any balance due to the Town for health insurance deductions. L. Miller noted Superintendent of Schools, Arthur Unobskey disagrees that the Board can require any adjustment to an employee's paycheck. C. Karlson suggested adding the topic to the next agenda.

**A10. Minutes: Review and vote to approve minutes of May 1, 2020** The approval of the May 1, 2020 meeting minutes was tabled to the next meeting.

**A11. 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 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. *(Note: Item 3 was excluded from the vote, because it was approved on May 1, 2020)*
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 20-1062-2 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 20-1062-3 with Brett Thibault Architect for On-Call Architectural and Engineering Services for a term of three (3) years.
7. Vote the question of approving and signing Contract 20-1062-4 with Rotti, McGroddy Design Collaborative, LLC for On-Call Architectural and Engineering Services for a term of three (3) years.
8. Vote the question of authorizing Louise Miller, Town administrator to execute each OnCall Architectural and Engineering Services task order.
9. 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 of Wayland to promote residents to complete the 2020 Census.
10. 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 and Cheer organization to promote registration.
11. Vote the question of accepting with thanks 17 donations totaling \$3,961.00 to the Wayland COVID-19 Relief Fund.

12. Vote the question to ratify Agreement with Clifton Larsen Associates for Water and Wastewater Receivables Reconciliation.

M. Antes moved, seconded by L. Anderson, to approve the Consent Calendar in the Board Packet, excluding item 3. In discussion, M. Antes noted the week-long duration for the yard signs in item 9 would require weekly approvals. T. Fay asked L. Miller to explain the on-call design and architectural engineering firms listed in items 3, 4 and 5. L. Miller noted these were for routine and small scale projects for the Town. L. Anderson noted the generous donations in item 11. YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

**A12. Correspondence Review.** The Board reviewed correspondence included in the Board Packet.

**A13. Selectmen's reports and concerns** T. Fay recommended that the Board consider the future of Open Town Meeting format in Wayland, and the potential need to explore other options that leverage technology. M. Antes noted the need to keep the US Census signs up through July. C. Karlson recommended adding the item to a future Consent Calendar. C. Karlson noted that the Boards' iPads needed to be updated and the Board members should return them to the Town Administrators Office.

**A14. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any** There were none.

**A15. Adjourn** T. Fay moved, seconded by D. Levine, to adjourn the meeting at 1:12 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 May 8, 2020**

There were none

#### **Items included as part of the Agenda Packet for discussion during the Board of Selectmen Meeting of May 8, 2020**

1. Final Report to the Wayland Board of Selectmen from the Wayland Audit Committee regarding the FY19 Audit Cycle dated April 30, 2020
2. Town of Wayland Management letter from Melanson Heath for the Year Ending June 30, 2019.
3. Notice on COVID-19 Wayland update Order: Wear Mask and Face Coverings in Public May 1, 2020
4. Notice from Wayland Public Ceremonies Committee on Cancellation of all Memorial Day Ceremonies and Parade on Monday, May 25th, 2020
5. Budget Status Report FY2020 3rd Quarter from Brian Keveny, Finance Director May 4, 2020
6. Press Release 2020 Annual Town Election Information May 7, 2020
7. Town of Wayland Town Administrator Employment Contract August 6, 2018
8. Board and Committee Vacancies as of June 30, 2020
9. SAMPLE Appointment Letter May 1, 2020
10. List All non-elected Committee Terms Expiring 2020
11. REVISED - Health Insurance Incentive Waiver Program Guidelines July 1, 2019 – June 30, 2022
12. Policies and Procedures excerpt page 14 Signs – Public Display and Use of Town Signboards

#### **CORRESPONDENCE**

1. Correspondence from Board of Selectmen to Margo Melnicove, dated May 4, 2020 re: Thank you for donation of food items to be distributed to residents of the Town in need.
2. Correspondence from Judy Orloff, Town of Wayland Resident to Director of Community Development, Metrowest Chamber of Commerce dated May 4, 2020 re: developing and providing service commitments for young high school and college people in the area.

**PUBLIC DOCUMENTS PROVIDED TO THE BOARD OF SELECTMEN FROM May 7, 2020 THROUGH AND INCLUDING May 14, 2020 OTHERWISE NOT LISTED AND INCLUDED IN THE CORRESPONDENCE PACKET FOR May 15, 2020**

**Items distributed to the Board of Selectmen –May 8, 2020 – May 15, 2020**  
(none)

**Items Distributed for Information and Use by the Board of Selectmen at the Meeting of May 8, 2020**  
(none)

**Items included as part of the Agenda Packet for discussion during the May 8, 2020 Board of Selectmen Meeting**

1. Notice on COVID-19 Wayland update of COVID-19 cases May 8, 2020
2. Notice on COVID-19 Wayland update on FAQs re Facemasks in public May 8, 2020
3. Board of Selectmen Annual Town Meeting Discussion of options May 15, 2020
4. Draft of Board of Selectmen Meeting Minutes held on 05-01-2020
5. Draft of Board of Selectmen Meeting Minutes held on 05-08-2020



**BOARD OF SELECTMEN**  
**Friday, May 15, 2020**  
**11:00 a.m.**  
**Wayland Town Building**  
**41 Cochituate 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 the question of approving and signing Contract 20-2038 with Mayer Tree Service, Inc. for wood and wood waste grinding at a cost of \$7,300.
4. Vote the question of approving and signing Contract 20-1074 with Girard & Associates, LLC for emergency medical quality control services for a term of three (3) years at a cost of \$53,900.
5. Vote the question of approving three (3) yard signs to be displayed from May 18, 2020 to May 25, 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 of Wayland to promote residents to complete the 2020 Census.
6. Vote the question of approving two (2) sandwich boards to be displayed from May 16, 2020 to May 23, 2020 at the following locations: Old Connecticut Path & Cochituate Rd (Five Paths) and Town Center (Corner of Routes 20 and 27) by Wayland-Weston Youth Football and Cheer organization to promote registration.
7. Vote the question of accepting with thanks 51 donations totaling \$10,280.00 to the Wayland COVID-19 Relief Fund.

**TOWN OF WAYLAND, MASSACHUSETTS  
AGREEMENT FOR  
WOOD & WOOD WASTE GRINDING SERVICES  
CONTRACT NO. 20-2038  
MAYER TREE SERVICES, INC.**

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 2020 by and between the TOWN of Wayland, a municipal corporation duly organized under the laws of Massachusetts and having a usual place of business at 41 Cochituate Road, Wayland, Massachusetts, hereinafter referred to as the “TOWN”, and **Mayer Tree Services, Inc.**, having a usual place of business at **9 Scots Way, P.O. Box 517, Essex, MA 01929**, hereinafter referred to as the “CONTRACTOR”.

**WITNESSETH:**

WHEREAS, the TOWN invited the submission of proposals for the provision of **Wood and Wood Waste Grinding Services**, hereinafter “the Project”; and

WHEREAS, the CONTRACTOR submitted a Proposal to perform the work required to complete the Project; and

WHEREAS, the TOWN has decided to award the contract therefor to the CONTRACTOR.

NOW, THEREFORE, the TOWN and the CONTRACTOR agree as follows:

1. CONTRACT DOCUMENTS. The Contract Documents consist of this Agreement, the **Request for Price Quotes dated April 30, 2020** and the CONTRACTOR’s Proposal dated **May 8, 2020**. The Contract Documents constitute the entire Agreement between the parties concerning the work, and all are as fully a part of this Agreement as if attached hereto.
2. THE WORK. The Work consists of **Wood and Wood Waste Grinding Services**. Contractor to furnish all equipment, labor and fuel necessary to self- load and grind all wood and wood waste debris within specified area. All ground materials are to be the property of contractor and shall be removed off-site. Approximate quantity of wood waste is 1600 – 2000 cubic yards. Quantities are estimated only and not guaranteed amounts.
3. TERM OF CONTRACT. This Agreement shall be in effect from the above date of agreement and shall expire on **June 30, 2020**, unless terminated earlier pursuant to the terms hereof.
4. COMPENSATION.

- A. The TOWN shall pay the CONTRACTOR as full compensation for the performance of the work outlined in Section 2 above, the lump sum amount of **\$7,300**, as specified in CONTRACTOR's Proposal dated **May 8, 2020**.
  - B. The acceptance by the CONTRACTOR of final payment for items and/or services provided shall be deemed a release of the TOWN from any and all claims and liabilities under this Agreement.
  - C. Neither the TOWN's review, approval or acceptance of, nor payment for any of the items and/or services provided shall be construed to operate as a waiver of any rights of the TOWN under the Agreement or any cause of action arising out of the performance of the Agreement.
  - D. The TOWN shall cancel this Agreement if funds are not appropriated or otherwise made available to support continuation of performance in any fiscal year succeeding the current fiscal year as required by G.L. c. 30B, 12(c)(3).
4. PAYMENT OF COMPENSATION. The TOWN shall make payments within thirty (30) days after its receipt of Invoice.
  6. LIABILITY OF THE TOWN. The TOWN's liability hereunder shall be to make all payments when they shall become due, and the TOWN shall be under no further obligation or liability. Nothing in this Agreement shall be construed to render the TOWN or any elected or appointed official or employee of the TOWN, or their successors in office, personally liable for any obligation under this Agreement.
  7. INDEPENDENT CONTRACTOR. The CONTRACTOR acknowledges and agrees that it is acting as an independent contractor for all work and services rendered pursuant to this Agreement, and shall not be considered an employee or agent of the TOWN for any purpose.
  8. INDEMNIFICATION. The CONTRACTOR shall indemnify, defend, and hold the TOWN harmless from and against any and all claims, demands, liabilities, actions, causes of actions, costs and expenses, including attorney's fees, arising out of the CONTRACTOR's breach of this Agreement or the negligence or misconduct of the CONTRACTOR, or the CONTRACTOR's agents or employees.
  9. INSURANCE.
    - A. The CONTRACTOR shall obtain and maintain in full force and effect during the term of this Agreement the insurance coverage in companies licensed to do business in the Commonwealth of Massachusetts, and acceptable to the TOWN, as set forth below:

<u>Disability Insurance</u>	
<u>General Liability</u>	
Bodily Injury Liability	\$1,000,000 per occurrence

Property Damage Liability	\$ 300,000 per occurrence
(or combined single limit)	\$1,000,000 per occurrence
Medical	\$ 5,000 per occurrence

Automobile Liability

Bodily Injury Liability	\$ 500,000 per occurrence
Property Damage Liability	\$ 500,000 per occurrence
(or combined single limit)	\$1,000,000 per occurrence

B. All policies shall identify the TOWN as an additional insured and shall provide that the TOWN shall receive written notification at least 30 days prior to the effective date of any amendment or cancellation. Certificates evidencing all such coverages shall be provided to the TOWN upon the execution of this Agreement. Each such certificate shall specifically refer to this Agreement and shall state that such insurance is as required by this Agreement. Failure to provide or to continue in force such insurance shall be deemed a material breach of this Agreement and shall be grounds for immediate termination.

10. ASSIGNMENT. The CONTRACTOR shall not assign, sublet or otherwise transfer this Agreement, in whole or in part, without the prior written consent of the TOWN, and shall not assign any of the moneys payable under this Agreement, except by and with the written consent of the TOWN.

11. TERMINATION. A. Termination for Cause. If at any time during the term of this Agreement the TOWN determines that the CONTRACTOR has breached the terms of this Agreement by negligently or incompetently performing the work, or any part thereof, or by failing to perform the work in a timely fashion, or by failing to perform the work to the satisfaction of the TOWN, or by not complying with the direction of the TOWN or its agents, or by otherwise failing to perform this Agreement in accordance with all of its terms and provisions, the TOWN shall notify the CONTRACTOR in writing stating therein the nature of the alleged breach and directing the CONTRACTOR to cure such breach within ten (10) days. The CONTRACTOR specifically agrees that it shall indemnify and hold the TOWN harmless from any loss, damage, cost, charge, expense or claim arising out of or resulting from such breach regardless of its knowledge or authorization of the actions resulting in the breach. If the CONTRACTOR fails to cure said breach within ten (10) days, the TOWN may, at its election at any time after the expiration of said ten (10) days, terminate this Agreement by giving written notice thereof to the CONTRACTOR specifying the effective date of the termination. Upon receipt of said notice, the CONTRACTOR shall cease to incur additional expenses in connection with this Agreement. Upon the date specified in said notice, this Agreement shall terminate. Such termination shall not prejudice or waive any rights or action which the TOWN may have against the CONTRACTOR up to the date of such termination, and the CONTRACTOR shall be liable to the TOWN for any amount which it may be required to pay in excess of the compensation provided herein in order to complete the work specified herein in a timely manner. Upon such

termination, the CONTRACTOR shall be entitled to compensation for all satisfactory work completed prior to the termination date, as determined by the TOWN.

B. Termination for Convenience. The TOWN may terminate this Agreement at any time for convenience by providing the CONTRACTOR written notice specifying therein the termination date which shall not be sooner than **sixty (60) days** from the issuance of said notice. Upon receipt of said notice, the CONTRACTOR shall cease to incur additional expenses in connection with this Agreement. Upon such termination, the CONTRACTOR shall be entitled to compensation for all satisfactory work completed prior to the termination date, as determined by the TOWN, such payment not to exceed the fair value of the services provided hereunder.

The CONTRACTOR may terminate this Agreement at any time for convenience by providing the TOWN written notice specifying therein the termination date which shall not be sooner than **sixty (60) days** from the issuance of said notice.

12. INSPECTION AND REPORTS. The TOWN shall have the right at any time to inspect the work of the CONTRACTOR. Whenever requested, CONTRACTOR shall immediately furnish to the TOWN full and complete written reports of his operation under this Contract in such detail and with such information as the TOWN may request.
13. ROYALTIES AND PATENTS. The CONTRACTOR shall pay all applicable royalties and license fees. In addition, the CONTRACTOR hereby represents that it is duly authorized to use any process or other intellectual property rights held by third parties in the performance of this Agreement, it shall defend all suits or claims for infringement of any patent or other intellectual property rights and shall indemnify and hold the TOWN harmless from loss on account thereof.
14. SUCCESSOR AND ASSIGNS. This Agreement is binding upon the parties hereto, their successors, assigns and legal representatives. Neither the TOWN nor the CONTRACTOR shall assign or transfer any interest in the Agreement without the written consent of the other.
15. COMPLIANCE WITH LAWS. The CONTRACTOR shall comply with all Federal, State and local laws, rules, regulations and orders applicable to the work provided pursuant to this Agreement, such provisions being incorporated herein by reference, and shall be responsible for obtaining all necessary licenses, permits, and approvals required for the performance of such work.
16. NOTICE. Any and all notices, or other communications required or permitted under this Agreement, shall be in writing and delivered by hand or mailed postage prepaid, return receipt requested, by registered or certified mail or by other reputable delivery service, to the parties at the addresses set forth on Page 1 or furnished from time to time in writing hereafter by one party to the other party. Any such notice or correspondence shall be deemed given when so delivered by hand, if so mailed, when

deposited with the U.S. Postal Service or, if sent by private overnight or other delivery service, when deposited with such delivery service.

17. SEVERABILITY. If any term or condition of this Agreement or any application thereof shall to any extent be held invalid, illegal or unenforceable by the court of competent jurisdiction, the validity, legality, and enforceability of the remaining terms and conditions of this Agreement shall not be deemed affected thereby unless one or both parties would be substantially or materially prejudiced.
18. GOVERNING LAW. This Agreement shall be governed by, construed and enforced in accordance with the laws of the Commonwealth of Massachusetts and the CONTRACTOR submits to the jurisdiction of any of its appropriate courts for the adjudication of disputes arising out of this Agreement.
19. WAGE RATES. Prevailing Wage Rates as determined by the Commissioner of the Department of Labor and Workforce Development under the provisions of Massachusetts General Laws, Chapter 149, Section 26 to 27G, as amended, apply to this project. It is the responsibility of the Contractor to provide the Town with certified payrolls and to comply with all requirements of the above-cited statutes.  
  
The schedules of prevailing wage rates are included as Exhibit A in the Contract Documents.
20. ENTIRE AGREEMENT. This Agreement, including all documents incorporated herein by reference, constitutes the entire integrated agreement between the parties with respect to the matters described. This Agreement supersedes all prior agreements, negotiations and representations, either written or oral, and it shall not be modified or amended except by a written document executed by the parties hereto.

**CONTRACT AGREEMENT NO. 20-2038  
WOOD AND WASTE WOOD GRINDING SERVICES**

IN WITNESS WHEREOF, the parties hereto have executed this Agreement. All portions of the Contract Documents have been signed or identified by Owner and Contractor or by Engineer on their behalf.

This Agreement will be effective on the date indicated above.

AGREED:

**TOWN OF WAYLAND, MASSACHUSETTS**  
(Owner)

**Town of Wayland, by its Board of Selectmen**

\_\_\_\_\_ Date: \_\_\_\_\_  
Louise L. E. Miller, Town Administrator

**CONTRACTOR: Mayer Tree Service, Inc.**

By \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City and State)

\_\_\_\_\_  
(email address)

**CONTRACT AGREEMENT NO. 20-2038  
WOOD AND WOOD WASTE GRINDING SERVICES**

Approved as Project Manager:

By \_\_\_\_\_ Date: \_\_\_\_\_  
Thomas Holder, Public Works Director

Approved as Chief Procurement Officer:

By \_\_\_\_\_ Date: \_\_\_\_\_  
Louise L. E. Miller, Town Administrator

Approved as to Form:

By \_\_\_\_\_ Date: \_\_\_\_\_  
KP Law, P.C., Town Counsel

In accordance with G.L. c.44, Section 31C, this is to certify that an appropriation in the amount of this contract is available therefor and that the Town Administrator has been authorized to execute the contract and approve all requisitions and change orders.

By \_\_\_\_\_ Date: \_\_\_\_\_  
Brian, Keveny, Director of Finance

Appropriation No.: \_\_\_\_\_

Purchase Order No.: \_\_\_\_\_



**TOWN OF WAYLAND, MASSACHUSETTS  
AGREEMENT FOR  
EMERGENCY MEDICAL QUALITY CONTROL / REVIEW SERVICES  
CONTRACT NO. 20-1074  
GIRARD & ASSOCIATES, LLC**

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 2020 by and between the TOWN of Wayland, a municipal corporation duly organized under the laws of Massachusetts and having a usual place of business at 41 Cochituate Road, Wayland, Massachusetts, hereinafter referred to as the “TOWN”, and **Girard & Associates, LLC**, having a usual place of business at **P. O. Box 1144, Westport, MA 02790**, hereinafter referred to as the “CONTRACTOR”.

**WITNESSETH:**

WHEREAS, the TOWN invited the submission of proposals for the provision of **Emergency Medical Quality Control and Review Services**, hereinafter “the Project”; and

WHEREAS, the CONTRACTOR submitted a Proposal to perform the work required to complete the Project; and

WHEREAS, the TOWN has decided to award the contract therefor to the CONTRACTOR.

NOW, THEREFORE, the TOWN and the CONTRACTOR agree as follows:

1. CONTRACT DOCUMENTS. The Contract Documents consist of this Agreement, the Request for Price Quotes and the CONTRACTOR’s Price Quote, dated **May 1, 2020**. The Contract Documents constitute the entire Agreement between the parties concerning the work, and all are as fully a part of this Agreement as if attached hereto.

THE WORK. The Work consists of the provision of **Emergency Medical Quality Control and Review Services**, an education-based Emergency Medical Services Quality Improvement (QI) program for the Wayland Fire Department, as required by the state department of Emergency Medical Services.

2. TERM OF CONTRACT. This Agreement shall be in effect from the above date of agreement and shall expire on **May 22, 2023**, unless terminated earlier pursuant to the terms hereof.

4. COMPENSATION.

A. The TOWN shall pay the CONTRACTOR as full compensation for the performance of the work outlined in Section 2 above at the following rates:

- **Year 1 - \$17,800**
- **Year 2 - \$17,800**



Automobile Liability

Bodily Injury Liability	\$ 500,000 per occurrence
Property Damage Liability	\$ 500,000 per occurrence
(or combined single limit)	\$1,000,000 per occurrence

B. All policies shall identify the TOWN as an additional insured and shall provide that the TOWN shall receive written notification at least 30 days prior to the effective date of any amendment or cancellation. Certificates evidencing all such coverages shall be provided to the TOWN upon the execution of this Agreement. Each such certificate shall specifically refer to this Agreement and shall state that such insurance is as required by this Agreement. Failure to provide or to continue in force such insurance shall be deemed a material breach of this Agreement and shall be grounds for immediate termination.

10. ASSIGNMENT. The CONTRACTOR shall not assign, sublet or otherwise transfer this Agreement, in whole or in part, without the prior written consent of the TOWN, and shall not assign any of the moneys payable under this Agreement, except by and with the written consent of the TOWN.

11. TERMINATION. A. Termination for Cause. If at any time during the term of this Agreement the TOWN determines that the CONTRACTOR has breached the terms of this Agreement by negligently or incompetently performing the work, or any part thereof, or by failing to perform the work in a timely fashion, or by failing to perform the work to the satisfaction of the TOWN, or by not complying with the direction of the TOWN or its agents, or by otherwise failing to perform this Agreement in accordance with all of its terms and provisions, the TOWN shall notify the CONTRACTOR in writing stating therein the nature of the alleged breach and directing the CONTRACTOR to cure such breach within ten (10) days. The CONTRACTOR specifically agrees that it shall indemnify and hold the TOWN harmless from any loss, damage, cost, charge, expense or claim arising out of or resulting from such breach regardless of its knowledge or authorization of the actions resulting in the breach. If the CONTRACTOR fails to cure said breach within ten (10) days, the TOWN may, at its election at any time after the expiration of said ten (10) days, terminate this Agreement by giving written notice thereof to the CONTRACTOR specifying the effective date of the termination. Upon receipt of said notice, the CONTRACTOR shall cease to incur additional expenses in connection with this Agreement. Upon the date specified in said notice, this Agreement shall terminate. Such termination shall not prejudice or waive any rights or action which the TOWN may have against the CONTRACTOR up to the date of such termination, and the CONTRACTOR shall be liable to the TOWN for any amount which it may be required to pay in excess of the compensation provided herein in order to complete the work specified herein in a timely manner. Upon such termination, the CONTRACTOR shall be entitled to compensation for all satisfactory work completed prior to the termination date, as determined by the TOWN.

B. Termination for Convenience. The TOWN may terminate this Agreement at any time for convenience by providing the CONTRACTOR written notice specifying

therein the termination date which shall not be sooner than **sixty (60) days** from the issuance of said notice. Upon receipt of said notice, the CONTRACTOR shall cease to incur additional expenses in connection with this Agreement. Upon such termination, the CONTRACTOR shall be entitled to compensation for all satisfactory work completed prior to the termination date, as determined by the TOWN, such payment not to exceed the fair value of the services provided hereunder.

The CONTRACTOR may terminate this Agreement at any time for convenience by providing the TOWN written notice specifying therein the termination date which shall not be sooner than **sixty (60) days** from the issuance of said notice.

12. INSPECTION AND REPORTS. The TOWN shall have the right at any time to inspect the work of the CONTRACTOR. Whenever requested, CONTRACTOR shall immediately furnish to the TOWN full and complete written reports of his operation under this Contract in such detail and with such information as the TOWN may request.
13. ROYALTIES AND PATENTS. The CONTRACTOR shall pay all applicable royalties and license fees. In addition, the CONTRACTOR hereby represents that it is duly authorized to use any process or other intellectual property rights held by third parties in the performance of this Agreement, it shall defend all suits or claims for infringement of any patent or other intellectual property rights and shall indemnify and hold the TOWN harmless from loss on account thereof.
14. SUCCESSOR AND ASSIGNS. This Agreement is binding upon the parties hereto, their successors, assigns and legal representatives. Neither the TOWN nor the CONTRACTOR shall assign or transfer any interest in the Agreement without the written consent of the other.
15. COMPLIANCE WITH LAWS. The CONTRACTOR shall comply with all Federal, State and local laws, rules, regulations and orders applicable to the work provided pursuant to this Agreement, such provisions being incorporated herein by reference, and shall be responsible for obtaining all necessary licenses, permits, and approvals required for the performance of such work.
16. NOTICE. Any and all notices, or other communications required or permitted under this Agreement, shall be in writing and delivered by hand or mailed postage prepaid, return receipt requested, by registered or certified mail or by other reputable delivery service, to the parties at the addresses set forth on Page 1 or furnished from time to time in writing hereafter by one party to the other party. Any such notice or correspondence shall be deemed given when so delivered by hand, if so mailed, when deposited with the U.S. Postal Service or, if sent by private overnight or other delivery service, when deposited with such delivery service.
17. SEVERABILITY. If any term or condition of this Agreement or any application thereof shall to any extent be held invalid, illegal or unenforceable by the court of competent jurisdiction, the validity, legality, and enforceability of the remaining

terms and conditions of this Agreement shall not be deemed affected thereby unless one or both parties would be substantially or materially prejudiced.

18. GOVERNING LAW. This Agreement shall be governed by, construed and enforced in accordance with the laws of the Commonwealth of Massachusetts and the CONTRACTOR submits to the jurisdiction of any of its appropriate courts for the adjudication of disputes arising out of this Agreement.
19. ENTIRE AGREEMENT. This Agreement, including all documents incorporated herein by reference, constitutes the entire integrated agreement between the parties with respect to the matters described. This Agreement supersedes all prior agreements, negotiations and representations, either written or oral, and it shall not be modified or amended except by a written document executed by the parties hereto.

**CONTRACT AGREEMENT NO. 20-1074  
EMERGENCY MEDICAL QUALITY CONTROL / REVIEW SERVICES**

IN WITNESS WHEREOF, the parties hereto have executed this Agreement. All portions of the Contract Documents have been signed or identified by Owner and Contractor or by Engineer on their behalf.

This Agreement will be effective on the date indicated above.

AGREED:

**TOWN OF WAYLAND, MASSACHUSETTS**  
(Owner)

**Town of Wayland, by its Board of Selectmen**

\_\_\_\_\_ Date: \_\_\_\_\_  
Louise L. E. Miller, Town Administrator

**CONTRACTOR: Girard & Associates, LLC**

By \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
(Name)  
\_\_\_\_\_  
(Title)  
\_\_\_\_\_  
(Address)  
\_\_\_\_\_  
(City and State)  
\_\_\_\_\_  
(email address)

**CONTRACT AGREEMENT NO. 20-1074  
EMERGENCY MEDICAL QUALITY CONTROL / REVIEW SERVICES**

Approved as Project Manager:

By \_\_\_\_\_ Date: \_\_\_\_\_  
Neil McPherson, Fire Chief

Approved as Chief Procurement Officer:

By \_\_\_\_\_ Date: \_\_\_\_\_  
Louise L. E. Miller, Town Administrator

Approved as to Form:

By \_\_\_\_\_ Date: \_\_\_\_\_  
KP Law, P.C., Town Counsel

In accordance with G.L. c.44, Section 31C, this is to certify that an appropriation in the amount of this contract is available therefor and that the Town Administrator has been authorized to execute the contract and approve all requisitions and change orders.

By \_\_\_\_\_ Date: \_\_\_\_\_  
Brian, Keveny, Director of Finance

Appropriation No.: \_\_\_\_\_

Purchase Order No.: \_\_\_\_\_

## Crandall, Seath

---

**From:** Crandall, Seath  
**Sent:** Tuesday, May 5, 2020 9:57 AM  
**To:** Mary Antes  
**Subject:** Re: Consent Calendar Item

Thanks Mary. I will put the request on the consent starting May 11th for one week and will keep it on the calendar for all following meetings.

---

**From:** Mary Antes <mantes2@verizon.net>  
**Sent:** Tuesday, May 5, 2020 9:49 AM  
**To:** Crandall, Seath <scrandall@wayland.ma.us>  
**Subject:** RE: Consent Calendar Item

[**NOTICE:** This message originated outside of the **Town of Wayland Email System -- DO NOT CLICK on links or open attachments** unless you are sure the content is safe.]

ASAP. Since this a once in ten year event and full participation is extremely important, and the request has to be made weekly, can the request be on every consent calendar until, say, September?

Thanks,

Mary

---

**From:** Crandall, Seath [mailto:scrandall@wayland.ma.us]  
**Sent:** Tuesday, May 5, 2020 8:55 AM  
**To:** Mary Antes  
**Cc:** Karlson, Cherry  
**Subject:** Re: Consent Calendar Item

Hi Mary,

I got confirmation that requests are only for 1 week increments but you can continue to repeat your requests. Which week do you wish to start?

best,

Seath

---

**From:** Mary Antes <mantes2@verizon.net>  
**Sent:** Tuesday, May 5, 2020 8:46 AM  
**To:** Crandall, Seath <scrandall@wayland.ma.us>  
**Subject:** RE: Consent Calendar Item

[**NOTICE:** This message originated outside of the **Town of Wayland Email System -- DO NOT CLICK on links or open attachments** unless you are sure the content is safe.]

I'm thinking ongoing because the census is ongoing. The Concord League I considering a second and better sign to replace these at some point.



Mary

---

**From:** Crandall, Seath [mailto:scrandall@wayland.ma.us]  
**Sent:** Tuesday, May 5, 2020 8:20 AM  
**To:** Mary Antes  
**Subject:** RE: Consent Calendar Item

Hi Mary,

Thank you for your request. What dates are you thinking of having the signs up? We usually only allow residents to have them up in 1 week increments but I am asking some clarification on that.

I'll be sure to add it to the calendar once you get me the dates.

Best

Seath Crandall (He/Him/His)  
Management Analyst  
Town of Wayland  
41 Cochituate Road  
Wayland, MA 01778  
Phone: 508-358-3621

---

**From:** Mary Antes <mantes2@verizon.net>  
**Sent:** Monday, May 4, 2020 7:28 PM  
**To:** Crandall, Seath <scrandall@wayland.ma.us>  
**Subject:** Consent Calendar Item

[NOTICE: This message originated outside of the **Town of Wayland Email System -- DO NOT CLICK on links or open attachments** unless you are sure the content is safe.]

Hi Seath,

Cherry asked me to forward this request to you for the consent calendar for Friday's meeting. I am requesting permission to put up lawn signs urging people to complete the 2020Census at three of the town's four sign locations: Five Paths, Station 2, and across from Coach Grill. I have received permission from Chief Swanick to place one at the public safety building and from Tom Holder to put one on the island at Waltham Road. I have not yet heard from Allyson Mizoguchi about placing a sign at the high school.

Thanks,

Mary

---

**From:** Mary Antes [mailto:mantes2@verizon.net]  
**Sent:** Wednesday, April 22, 2020 6:21 PM  
**To:** Karlson, Cherry (ckarlson@wayland.ma.us)  
**Subject:** FW: Consent Calendar Item

---

**From:** Mary Antes [<mailto:mantes2@verizon.net>]

**Sent:** Tuesday, April 7, 2020 10:54 AM

**To:** Miller, Louise ([lmiller@wayland.ma.us](mailto:lmiller@wayland.ma.us))

**Subject:** Consent Calendar Item

Hi Louise,

The League of Women Voters of Concord-Carlisle's Complete Count Committee has asked the Wayland League to put up lawn signs on major roads urging people to complete the census. I have six signs that I would like to place at the following locations: at the town sign locations at Five Paths, Station 2, and across from Coach Grill, at the Public Safety Building (in place of the sign board at the Town Center), on the island at Waltham Road and Concord Road, and at the high school. Cherry thought this could be a consent calendar item.

Thanks very much.

Mary

## Crandall, Seath

---

**From:** Ted Harding <ted.harding@gmail.com>  
**Sent:** Wednesday, April 29, 2020 11:55 AM  
**To:** Crandall, Seath  
**Subject:** Re: Football sign at transfer station

[**NOTICE:** This message originated outside of the **Town of Wayland Email System -- DO NOT CLICK on links or open attachments** unless you are sure the content is safe.]

Hi Seath,

Thank you for your quick response. Can we get approved for the following times and the locations below:

- a. Fire Station Two in Cochituate Rd: 5/9 - 5/16 and 5/23 - 5/30
- b. Old Connecticut Path & Cochituate Road (Five Paths): 5/16 - 5/23 and 5/30 - 6/6
- c. Route 20/Old Connecticut Path by the Coach Grill: 5/9 - 5/16 and 5/23 - 5/30
- d. Town Center (Corner of Routes 20 & 27): 5/16 - 5/23 and 5/30 - 6/6

Thanks so much for your help.

Best Regards,

Ted

On Wed, Apr 29, 2020 at 11:39 AM Crandall, Seath <[scrandall@wayland.ma.us](mailto:scrandall@wayland.ma.us)> wrote:

Hi Mike & Ted,

Thank you for your sandwich board request, let me see if I can assist you. Below are some guidelines regarding sandwich board requests for the Town.

1. You may only be able to have the board(s) on display for a maximum of 1 week. Please let me know the dates you would like for the board(s) to be displayed.
2. There are only 4 approved locations for boards to be on display. They are below. Please select which location(s) you would like to use.
  - a. Fire Station Two in Cochituate Rd
  - b. Old Connecticut Path & Cochituate Road (Five Paths)
  - c. Route 20/Old Connecticut Path by the Coach Grill
  - d. Town Center (Corner of Routes 20 & 27)

3. Once your request is submitted to me I will include it in the next BoS meeting (next week 5/08). They will vote then at which point I will email you letting you know of the decision.

Let me know if you have any questions.

Best,

Seath Crandall (He/Him/His)

Management Analyst

Town of Wayland

41 Cochituate Road

Wayland, MA 01778

Phone: 508-358-3621

---

**From:** Holder, Thomas <[tholder@wayland.ma.us](mailto:tholder@wayland.ma.us)>

**Sent:** Wednesday, April 29, 2020 11:10 AM

**To:** Wegerbauer, Mike <[mwegerbauer@yahoo.com](mailto:mwegerbauer@yahoo.com)>; Ted Harding <[ted.harding@gmail.com](mailto:ted.harding@gmail.com)>

**Cc:** Crandall, Seath <[scrandall@wayland.ma.us](mailto:scrandall@wayland.ma.us)>

**Subject:** RE: Football sign at transfer station

Hi Mike/Ted – To keep consistency with sign board registration, I would still log them in with the Selectmen’s office (I have copied Seath Crandall on this email) to ensure that the Transfer Station is an allowable location. I am open to having them placed at the Transfer Station, would recommend at the entrance near Route 20. There is already a lot of directional signage within the property.

I hope this helps.

Tom

**BOARD OF SELECTMEN**  
**Friday, May 15, 2020**  
**11:00 a.m.**  
**Wayland Town Building**  
**Selectmen's Meeting Room**  
**41 Cochituate Road, Wayland, MA**

**CORRESPONDENCE**

1. Correspondence from Molly Upton, Town of Wayland Resident to Board of Selectmen dated May 8, 2020 re: Suggestion on other ways public comment can be received during public meetings.
2. Correspondence from Rosamond Geller, Town of Wayland Resident to Board of Selectmen dated May 3, 2020 re: Suggestion to Address Wayland Residents' Plight during COVID-19 Pandemic.
3. Correspondence from Teresa Bean, Town of Wayland Resident to Board of Selectmen dated May 11, 2020 re: Comment on the logistics of Annual Town Meeting during the COVID-19 Pandemic.
4. Correspondence from Mike Lowery, Town of Wayland Resident to Board of Selectmen dated May 11, 2020 re: Concern regarding the temporary signs placed by the League of Women Voters promoting the 2020 census.
5. Correspondence from Mira Netsky, Office of the Attorney General Division of Open Government to George Harris, Town of Wayland resident May 11, 2020 re: notice on receipt of Open Meeting Law complaint filed with the Wayland Board of Selectmen on or about March 3, 2020.
6. Correspondence from George Harris, Town of Wayland Resident to Carrie Bredon, Office of the Attorney General Division of Open Government May 11 re: Open Meeting Law Complaint Dated March 3, 2020 – Wayland Board of Selectmen
7. Correspondence from George Harris, Town of Wayland Resident to Carrie Bredon, Office of the Attorney General Division of Open Government May 13 re: Open Meeting Law Complaint Dated March 4, 2020 – Wayland Board of Selectmen
8. Correspondence from Mira Netsky, Office of the Attorney General Division of Open Government to George Harris, Town of Wayland resident May 13, 2020 re: notice on receipt of Open Meeting Law complaint filed with the Wayland Board of Selectmen on or about March 4, 2020.
9. Correspondence from Mira Netsky, Office of the Attorney General Division of Open Government to George Harris, Town of Wayland resident May 14, 2020 re: notice on receipt of Open Meeting Law complaint filed with the Wayland Board of Selectmen on or about April 13, 2020.