

PACKET

June 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

REVISED VERSION 2 (two)
Revises 1ST revised agenda posted June 8, 2020 at 12:16pm

BOARD OF SELECTMEN
Wednesday, June 10, 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

11:05 am 3. Restaurants: review, discuss and potential vote on outdoor service applications for the following restaurants:

1. Giacomo's Ristorante, 14 Elissa Avenue, Wayland
2. The Local Wayland, 400 Boston Post Rd, Wayland
3. Dudley Chateau, 20 Crest Rd, Wayland

11:20 am 4. Committee Appointments: Discussion and potential vote to appoint the following positions:

Committee	Appointee	Term End Date
Audit Committee	Klaus Shigley	June 30, 2023
Surface Water Quality	Norm Marowitz	June 30, 2023
Wayland Housing Partnership	Mary Antes	June 30, 2023
Youth Advisory Committee	Tyler Castagno	June 30, 2023
Youth Advisory Committee	Rabbi Louis Polisson	June 30, 2023

11:25 am 5. COVID-19: Town Administrator update and review of Response Plan; vote any necessary actions including but not limited to:

1. State Re-opening plan Phase II
 - a. Recreation

BOARD OF SELECTMEN
Wednesday, June 10, 2020
11:00 a.m.
Wayland Town Building
41 Cochrane Road, Wayland, MA

- b. Council on Aging
- 2. Annual Town Meeting – materials from MMA Webinar

11:35 am 6. Minutes: Review and vote to approve minutes of June 5, 2020

11:37 am 7. Consent: Review and vote to approve (see separate sheet)

11:40 am 8. Correspondence Review

11:45 am 9. Selectmen's reports and concerns

11:50 am 10. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any

11:55 am 11. Adjourn

Crandall, Seath

Subject: FW: Applications for Temporary Outdoor Seating
Attachments: APPLICATION FOR TEMPORARY OUTDOOR SEATING.docx; RESTAURANT MANDATORY SAFETY STANDARDS.pdf; Restaurants_Checklist_Eng_FINAL.pdf

From: "Hegarty, Teri" <thegarty@wayland.ma.us>
Date: Monday, June 8, 2020 at 4:37 PM
To: "Hegarty, Teri" <thegarty@wayland.ma.us>
Cc: "Miller, Louise" <lmiller@wayland.ma.us>, "Karlson, Cherry" <ckarlson@wayland.ma.us>, "Hegarty, Teri" <thegarty@wayland.ma.us>
Subject: Applications for Temporary Outdoor Seating

June 8, 2020

To all holders of Victualler's License and On-Premise Alcohol License

Re: COVID-19 Phase II Reopening - Outdoor Table Service

The Governor announced on June 6, 2020 that the Commonwealth can begin Phase II reopening. During the early part of Phase II of the reopening plan, restaurants will be authorized to provide outdoor table service. The Governor will issue a subsequent order when restaurants are allowed to commence indoor table service.

All restaurants interested in providing outdoor table service must file an application with the Town Administrator's Office. This application is to allow for temporary outdoor seating for establishments currently licensed to serve food only or food and alcohol. The application for temporary outdoor seating will be in effect through November 1, 2020, or until the Governor rescinds authorization for temporary outdoor seating, whichever occurs first. This application is for use by establishments who do not have a current permit for outdoor seating or who wish to extend their currently permitted outdoor seating area. There is no fee to apply.

The completed application will be reviewed by Town staff for compliance with safety and health standards. The Board of Selectmen will review applications for outdoor table service on June 10th, June 17th and June 29th, and other scheduled meetings throughout the summer. An application is attached for your convenience.

COVID-19 workplace safety standards have been issued for restaurants. All restaurants must comply with the safety standards whether offering outdoor or indoor service. A copy of the safety standards and a checklist to help you determine if you have complied with the safety standards is attached for your reference.

I am happy to answer any questions you may have or provide assistance with the application process.

Sincerely,

Louise L.E. Miller

Louise L.E. Miller, J.D.

**Town Administrator
Town of Wayland
41 Cochituate Road
Wayland, MA 01778
O: (508) 358-3620
C: (781) 697-6018**

APPLICATION FOR TEMPORARY OUTDOOR SEATING

This application is to allow for temporary outdoor seating for establishments currently licensed to serve food only or food and alcohol. The application for temporary outdoor seating will be in effect through November 1, 2020, or until the Governor rescinds authorization for temporary outdoor seating, whichever occurs first. This application is for use by establishments who do not have a current permit for outdoor seating or who wish to extend their currently permitted outdoor seating area. There is no fee to apply. Please complete the form below and attach all relevant documents.

Completed Applications for Temporary Outdoor Seating Must Be Returned to Teri Hegarty by email: thegarty@wayland.ma.us
 Questions can be addressed to Sarkis Sarkisian at ssarkisian@wayland.ma.us (508)358-3778 or Louise Miller at lmiller@wayland.ma.us

The Board of Selectmen are the licensing authority and will consider the type of neighborhood, surrounding businesses, and the potential for noise in the environs.

Approvals by the Health Director, Building Commissioner, Fire Chief, and Police Chief will be required prior to the submitting the application for approval by the Board of Selectmen. An inspection will also be required prior to opening of the outdoor seating area. All applications must demonstrate compliance with the Commonwealth's Covid-19 safety standards for restaurants.

Outdoor Seating Plan	Description	Approvals
1. Please describe the outdoor seating area in detail, including dimensions, seating capacity, and maximum occupancy.		
2. a. Premises must be enclosed by a fence, rope, or other means to prevent access from a public walkway. Please describe how the space will be enclosed. b. premises must protected from vehicular traffic for occupant safety. Please describe how the space will be protected.		
3. Please attach a plan or drawing that depicts the outdoor dining area described in 1 and 2 above.		
4. The outdoor area must be contiguous to the licensed premises with either (a) a clear view of the area from inside the premises, or, alternatively (b) the licensee may commit to providing management personnel dedicated to the area. Please describe how you will comply with this requirement.		
5. Please indicate hours of operation for the outdoor seating area.		
6. Please provide documents that support your right to occupy the proposed area. This can be a letter from the landlord.		
7. Please provide a certificate of insurance that includes the outdoor seating area.		

Business Name

Business Address

Agent/Manager

Phone Number and Email

Owner Name

Phone Number

Use of Premises: _____

No. of Seats: _____

Signature of Applicant/Authorized Agent

Title

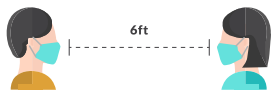
Date



These workplace safety standards for restaurants are posted in advance of the Governor’s initiation of Phase 2 to allow restaurants time to prepare to operate in compliance with these mandatory health and safety standards. Restaurants may not provide any service beyond carry-out or delivery until specifically authorized to do so in Phase 2 of the Commonwealth’s Workplace Re-Opening Plan. The Governor will initiate Phase 2 of the Re-Opening Plan by formal Executive Order and only following a careful review of public health data.

Restaurants may provide outdoor table service at the commencement of Phase 2 of the Commonwealth’s Reopening Plan. Restaurants will be authorized at a later date and by a subsequent Phase 2 Order to commence indoor table service if the public health data reflects continued positive progression

MANDATORY SAFETY STANDARDS



SOCIAL DISTANCING

When indoor table service is permitted, restaurants are encouraged to structure operations to operate as much as possible through outdoor table service and to strictly limit indoor table service in order to assure effective compliance with social distancing requirements and to limit activities within confined spaces

Restaurants must comply with the following sector specific social distancing rules for providing dining services in all customer seating areas:

- Tables must be positioned so to maintain at least a 6 foot distance from all other tables and any high foot traffic areas (e.g., routes to bathrooms, entrances, exits); tables may be positioned closer if separated by protective / non-porous barriers (e.g., structural walls or plexi-glass dividers) not less than 6 feet high installed between tables and high foot traffic areas
- The size of a party seated at a table cannot exceed 6 people
- Restaurants may not seat any customers at the bar, but subject to any applicable building and fire code requirements, bar areas may be re-configured to accommodate table seating that complies with all spacing and other requirements in these COVID-19 safety standards
- All customers must be seated; eat-in service to standing customers (e.g., around bar areas) is prohibited
- Restaurants may provide carry-out or delivery service, but all safety standards for table separation, size of party, and hygiene must be maintained for any indoor or outdoor table seating that is available to carry-out patrons
- All other amenities and areas not employed for food and beverage service (e.g., dance floors, pool tables, playgrounds, etc.) must be closed or removed to prevent gathering of customers

Ensure separation of 6 feet or more between all individuals (workers, vendors, and customers) unless this creates a safety hazard due to the nature of the work or the configuration of the workspace:

- Close or reconfigure worker common spaces and high density areas where workers are likely to congregate (e.g., break rooms, eating areas) to allow 6 feet of physical distancing; redesign work stations to ensure physical distancing (e.g., separate tables, stagger workstations on either side of processing lines so workers are not face-to-face, use distance markers to assure spacing including in the kitchen area)
- Establish directional hallways and passageways for foot traffic if possible, to minimize contact (e.g., one-way entrance and exit to the restaurant). Post clearly visible signage regarding these policies
- Prohibit lingering in common areas (e.g., waiting areas, bathrooms) and ensure social distancing in common areas by marking 6 feet spacing with tape or paint on the floor and signage
- All customer-facing workers (e.g., servers, bus staff) must minimize time spent within 6 feet of customers

Designate assigned working areas to workers where possible to limit movement throughout the restaurant and limit contact between workers (e.g., assigning zones to servers)

Stagger work schedules and staff meal and break times, regulating maximum number of people in one place and ensuring at least 6 feet of physical distancing

Minimize the use of confined spaces (e.g., elevators, vehicles) by more than one individual at a time

Require face coverings for all customers and workers at all times, except where an individual is unable to wear a face covering due to medical condition or disability

Recommended best practices

Improve ventilation for enclosed spaces where possible (e.g., open doors and windows)

Customers may remove face coverings while seated at tables



HYGIENE PROTOCOLS

All workers must wash their hands frequently, and table servers must wash their hands or apply hand sanitizer between each table interaction

Ensure access to handwashing facilities on site, including soap and running water, and allow sufficient break time for workers to wash hands frequently; alcohol-based hand sanitizers with at least 60% alcohol may be used as an alternative

Alcohol-based hand sanitizers with at least 60% alcohol should be made available at entrances, exits, and in the dining area

Supply workers at workplace location with adequate cleaning products (e.g., sanitizer, disinfecting wipes)

Post visible signage throughout the site to remind workers and customers of hygiene and safety protocols

Self-serve, unattended buffets, topping bars, drink stations, and other communal serving areas must remain closed

Condiments and similar products (e.g., salt, pepper, and salad dressing) should not be pre-set on tables and should instead only be provided upon request either in single-serving portions (e.g., individual packages or cups) or in serving containers that are sanitized between each use



MANDATORY SAFETY STANDARDS



HYGIENE PROTOCOLS

Menus must be one of the following: 1) paper, single-use menus disposed after each use, 2) displayed menu (e.g., digital, whiteboard, chalkboard), 3) electronic menus viewed on customers' phones / mobile devices

Utensils and place settings must be either single-use or sanitized after each use; utensils should be rolled or packaged. Tables should not be pre-set to reduce opportunity for exposure

Tables and chairs must be cleaned and sanitized thoroughly between each seating



STAFFING & OPERATIONS

When possible, reservations or call ahead seating should be encouraged; managers must ensure that diners waiting for tables do not congregate in common areas or form lines

Restaurants may not provide customers with buzzers or other devices to provide alerts that seating is available or orders are ready; restaurants should instead use no-touch methods such as audio announcements, text messaging, and notices on fixed video screens or blackboards

Provide training to workers on up-to-date safety information and precautions including hygiene and other measures aimed at reducing disease transmission, including:

- Social distancing, hand-washing, and requirement and proper use of face coverings
- Modifying practices for serving in order to minimize time spent within 6 feet of customers
- Self-screening at home, including temperature or symptom checks
- Reinforcing that staff may not come to work if sick
- When to seek medical attention if symptoms become severe
- Which underlying health conditions may make individuals more susceptible to contracting and suffering from a severe case of the virus

Restaurant operators should establish adjusted workplace hours and shifts for workers to minimize contact across workers and reduce congestion at entry points

Limit visitors and vendors on site; shipping and deliveries should be completed in designated areas

Workers should not appear for work if feeling ill

Restaurants must screen workers at each shift by ensuring the following:

- Worker is not experiencing any symptoms such as fever (100.3 and above), cough, shortness of breath, or sore throat;
- Worker has not had 'close contact' with an individual diagnosed with COVID-19. "Close contact" means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19 for 15 minutes or more, or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic
- Worker has not been asked to self-isolate or quarantine by their doctor or a local public health official
- Workers who are sick or feeling ill must be sent home.

Anyone showing signs of illness may be denied entry

If the employer is notified of a positive case at the workplace, the employer should notify the local Board of Health (LBOH) where the workplace is located and work with them to trace likely contacts in the workplace and advise workers to isolate and self-quarantine

Notify workers that they may not work if they test positive for COVID-19 (they should be isolated at home) or are found to be a close contact of someone with COVID-19 (they should be quarantined at home)

Testing of other staff may be recommended consistent with guidance and / or at the request of the LBOH. Post notice to workers and customers of important health information and relevant safety measures as outlined in government guidelines

Post notice to workers and customers of important health information and relevant safety measures as outlined in the Commonwealth's [Mandatory Safety Standards for Workplace](#)

Designate the Person in Charge (105 CMR 590) for each shift to oversee implementation of the guidelines in this document

Restaurants will be allowed to maximize outdoor dining space, including patios and parking lots where available, where municipal approval is obtained

Recommended best practices

When taking reservations and when seating walk-in customers, restaurants should retain a phone number of someone in the party for possible contact tracing

Encourage use of technological solutions where possible to reduce person-to-person interaction (e.g., contactless payment, mobile ordering, text on arrival for seating)

Workers who are particularly high risk to COVID-19 according to the Centers for Disease Control (e.g., due to age or underlying conditions) are encouraged to stay home or arrange an alternate work assignment

Workers are strongly encouraged to self-identify symptoms or any close contact to a known or suspected COVID-19 case to the employer

Encourage workers who test positive for COVID-19 to disclose to the employer for purposes of cleaning / disinfecting and contact tracing



MANDATORY SAFETY STANDARDS



CLEANING & DISINFECTING

Clean commonly touched surfaces in restrooms (e.g., toilet seats, doorknobs, stall handles, sinks, paper towel dispensers, soap dispensers) frequently and in accordance with CDC guidelines

Keep cleaning logs that include date, time, and scope of cleaning

Conduct frequent disinfecting of heavy transit areas and high-touch surfaces (e.g., doorknobs, elevator buttons, staircases)

Implement procedures to increase cleaning / disinfecting in the back-of-house. Avoid all food contact surfaces when using disinfectants. Food contact surfaces must be cleaned and sanitized before use with a sanitizer approved for food contact surfaces. Non-food contact surfaces must be frequently cleaned

In the event of a presumptive or actual positive COVID-19 case of a worker, patron, or vendor, the restaurant must be immediately shut down for 24 hours and then must be cleaned and disinfected in accordance with current CDC guidance before re-opening



These workplace safety standards for restaurants are posted in advance of the Governor's initiation of Phase 2 to allow restaurants time to prepare to operate in compliance with these mandatory health and safety standards. Restaurants may not provide any service beyond carry-out or delivery until specifically authorized to do so in Phase 2 of the Commonwealth's Workplace Re-Opening Plan. The Governor will initiate Phase 2 of the Re-Opening Plan by formal Executive Order and only following a careful review of public health data.

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SOCIAL DISTANCING

Ensure >6ft between individuals

- When indoor table service is permitted, restaurants are encouraged to structure operations to operate as much as possible through outdoor table service and to strictly limit indoor table service in order to assure effective compliance with social distancing requirements and to limit activities within confined spaces
- Restaurants must comply with the following sector specific social distancing rules for providing dining services in all customer seating areas:
 - Tables must be positioned so to maintain at least a 6 foot distance from all other tables and any high foot traffic areas (e.g., routes to bathrooms, entrances, exits); tables may be positioned closer if separated by protective / non-porous barriers (e.g., structural walls or plexi-glass dividers) not less than 6 feet high installed between tables and high foot traffic areas
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- Stagger work schedules and staff meal and break times, regulating maximum number of people in one place and ensuring at least 6 feet of physical distancing
- Minimize the use of confined spaces (e.g., elevators, vehicles) by more than one individual at a time
- Require face coverings for all customers and workers at all times, except where an individual is unable to wear a face covering due to medical condition or disability
- Improve ventilation for enclosed spaces where possible (e.g., open doors and windows)
- Customers may remove face coverings while seated at tables



HYGIENE PROTOCOLS

Apply robust hygiene protocols

- All workers must wash their hands frequently, and table servers must wash their hands or apply hand sanitizer between each table interaction
- Ensure access to handwashing facilities on site, including soap and running water, and allow sufficient break time for workers to wash hands frequently; alcohol-based hand sanitizers with at least 60% alcohol may be used as an alternative
- Alcohol-based hand sanitizers with at least 60% alcohol should be made available at entrances, exits, and in the dining area



HYGIENE PROTOCOLS

Apply robust hygiene protocols

- Supply workers at workplace location with adequate cleaning products (e.g., sanitizer, disinfecting wipes)
- Post visible signage throughout the site to remind workers and customers of hygiene and safety protocols
- Self-serve, unattended buffets, topping bars, drink stations, and other communal serving areas must remain closed
- Condiments and similar products (e.g., salt, pepper, and salad dressing) should not be pre-set on tables and should instead only be provided upon request either in single-serving portions (e.g., individual packages or cups) or in serving containers that are sanitized between each use
- Menus must be one of the following: 1) paper, single-use menus disposed after each use, 2) displayed menu (e.g., digital, whiteboard, chalkboard), 3) electronic menus viewed on customers' phones / mobile devices
- Utensils and place settings must be either single-use or sanitized after each use; utensils should be rolled or packaged. Tables should not be pre-set to reduce opportunity for exposure
- Tables and chairs must be cleaned and sanitized thoroughly between each seating



STAFFING & OPERATIONS

Include safety procedures in the operations

- When possible, reservations or call ahead seating should be encouraged; managers must ensure that diners waiting for tables do not congregate in common areas or form lines
- Restaurants may not provide customers with buzzers or other devices to provide alerts that seating is available or orders are ready; restaurants should instead use no-touch methods such as audio announcements, text messaging, and notices on fixed video screens or blackboards
- Provide training to workers on up-to-date safety information and precautions including hygiene and other measures aimed at reducing disease transmission, including:
 - Social distancing, hand-washing, and requirement and proper use of face coverings
 - Modifying practices for serving in order to minimize time spent within 6 feet of customers
 - Self-screening at home, including temperature or symptom checks
 - Reinforcing that staff may not come to work if sick
 - When to seek medical attention if symptoms become severe
 - Which underlying health conditions may make individuals more susceptible to contracting and suffering from a severe case of the virus
- Restaurant operators should establish adjusted workplace hours and shifts for workers to minimize contact across workers and reduce congestion at entry points
- Limit visitors and vendors on site; shipping and deliveries should be completed in designated areas
- Workers should not appear for work if feeling ill
- Restaurants must screen workers at each shift by ensuring the following:
 - Worker is not experiencing any symptoms such as fever (100.3 and above), cough, shortness of breath, or sore throat;
 - Worker has not had 'close contact' with an individual diagnosed with COVID-19. "Close contact" means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19 for 15 minutes or more, or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic
 - Worker has not been asked to self-isolate or quarantine by their doctor or a local public health official
 - Workers who are sick or feeling ill must be sent home.
- Anyone showing signs of illness may be denied entry
- Encourage workers who test positive for COVID-19 to disclose to the employer for purposes of cleaning / disinfecting and contact tracing. If the employer is notified of a positive case at the workplace, the employer should notify the local Board of Health (LBOH) where the workplace is located and work with them to trace likely contacts in the workplace and advise workers to isolate and self-quarantine
- Notify workers that they may not work if they test positive for COVID-19 (they should be isolated at home) or are found to be a close contact of someone with COVID-19 (they should be quarantined at home)



STAFFING & OPERATIONS

Include safety procedures in the operations

- Testing of other staff may be recommended consistent with guidance and / or at the request of the LBOH. Post notice to workers and customers of important health information and relevant safety measures as outlined in government guidelines
- Post notice to workers and customers of important health information and relevant safety measures as outlined in the Commonwealth's [Mandatory Safety Standards for Workplace](#)
- Designate the Person in Charge (105 CMR 590) for each shift to oversee implementation of the guidelines in this document
- Restaurants will be allowed to maximize outdoor dining space, including patios and parking lots where available, where municipal approval is obtained
- When taking reservations and when seating walk-in customers, restaurants should retain a phone number of someone in the party for possible contact tracing
- Encourage use of technological solutions where possible to reduce person-to-person interaction (e.g., contactless payment, mobile ordering, text on arrival for seating)
- Workers who are particularly high risk to COVID-19 according to the Centers for Disease Control (e.g., due to age or underlying conditions) are encouraged to stay home or arrange an alternate work assignment
- Workers are strongly encouraged to self-identify symptoms or any close contact to a known or suspected COVID-19 case to the employer



CLEANING & DISINFECTING

Incorporate robust hygiene protocols

- Clean commonly touched surfaces in restrooms (e.g., toilet seats, doorknobs, stall handles, sinks, paper towel dispensers, soap dispensers) frequently and in accordance with CDC guidelines
- Keep cleaning logs that include date, time, and scope of cleaning
- Conduct frequent disinfecting of heavy transit areas and high-touch surfaces (e.g., doorknobs, elevator buttons, staircases)
- Implement procedures to increase cleaning / disinfecting in the back-of-house. Avoid all food contact surfaces when using disinfectants. Food contact surfaces must be cleaned and sanitized before use with a sanitizer approved for food contact surfaces. Non-food contact surfaces must be frequently cleaned
- In the event of a presumptive or actual positive COVID-19 case of a worker, patron, or vendor, the restaurant must be immediately shut down for 24 hours and then must be cleaned and disinfected in accordance with current CDC guidance before re-opening

APPLICATION FOR TEMPORARY OUTDOOR SEATING

This application is to allow for temporary outdoor seating for establishments currently licensed to serve food only or food and alcohol. The application for temporary outdoor seating will be in effect through November 1, 2020. This application is for use by establishments who do not have a current permit for outdoor seating or who wish to extend their currently permitted outdoor seating area. There is no fee to apply. Please complete the form below and attach all relevant documents.

Completed Applications for Temporary Outdoor Seating Must Be Returned to Teri Hegarty by email: thegarty@wayland.ma.us

Questions can be addressed to Sarkis Sarkisian at ssarkisian@wayland.ma.us (508)358-3778 or Louise Miller at lmiller@wayland.ma.us

The Board of Selectmen are the licensing authority and will consider the type of neighborhood, surrounding businesses, and the potential for noise in the environs.

Approvals by the Health Director, Building Commissioner, Fire Chief, and Police Chief and an inspection will be required prior to the submitting the application for approval by the Board of Selectmen and opening of the outdoor seating area. All applications must demonstrate compliance with the Commonwealth’s Covid-19 safety standards for restaurants.

Temporary Outdoor Seating

I hereby apply for Temporary Outdoor Seating for the Premises listed below:

Testa Restaurant Group DBA Giacomos of Wayland

14 Elissa Ave

Business Name

Business Address

John Testa

617-877-8214

Agent/Manager

Phone#

Owner Name

Phone#

Email

Use of Premises Restaurant

No. of Seats 81 inside 20 Patio

John Testa

Owner

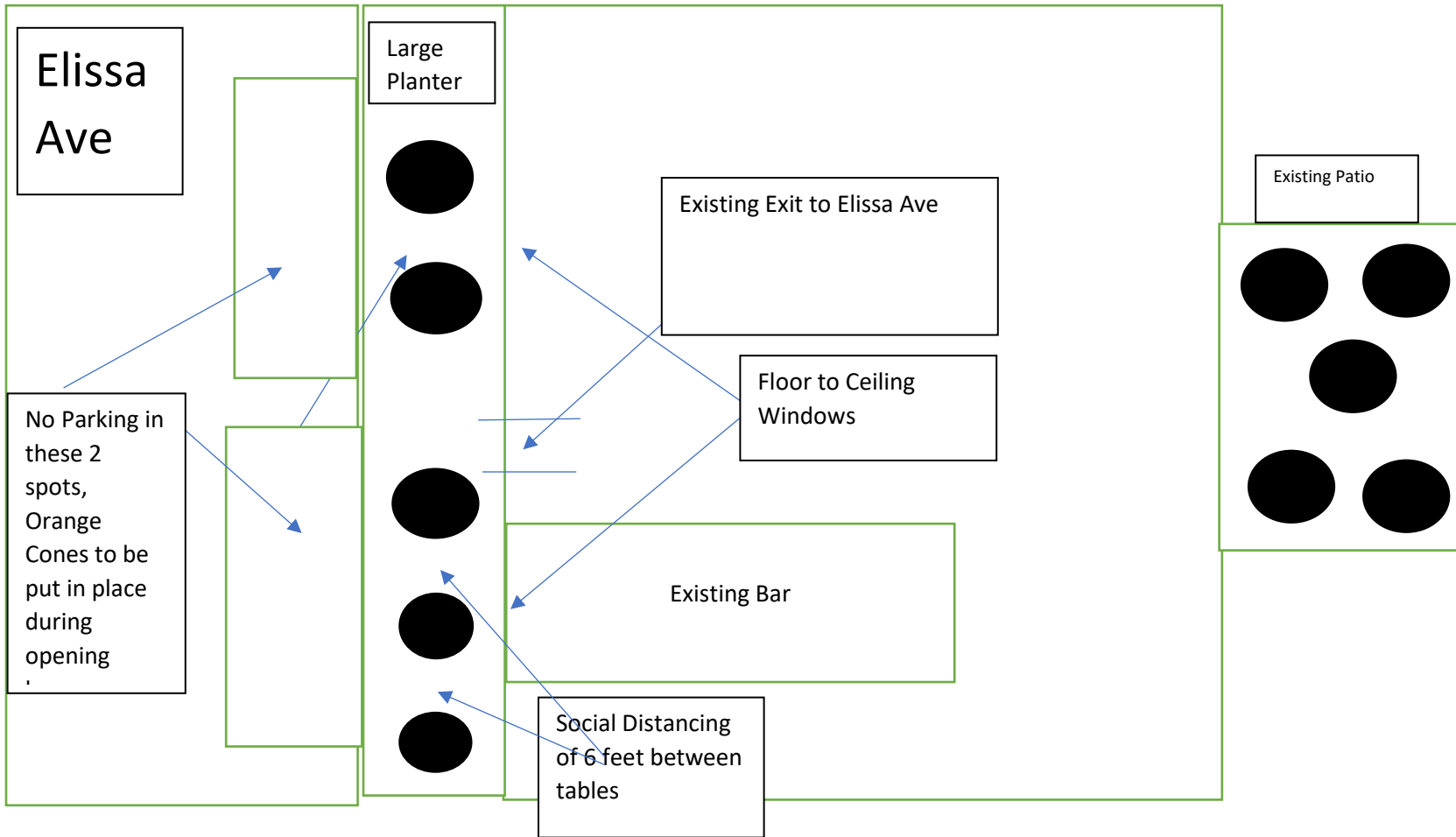
6/7/2020

Signature of Applicant/Authorize

Title

Date

Outdoor Seating Plan	Description	Approvals
1. Please describe the outdoor seating area in detail, including dimensions, seating capacity, and maximum occupancy.	Space would be approximately 7ft by 40 ft, Seating capacity would be for 5 tables and a maximum capacity of 20 which is our current patio permit. We are proposing to move the patio to our entrance side of Elissa Ave.	
2. a. Premises must be enclosed by a fence, rope, or other means to prevent access from a public walkway. Please describe how the space will be enclosed. b. Premises must protected from vehicular traffic for occupant safety. Please describe how the space will be protected.	We will us rope and stanchions to prevent access from the street. The area will be on the sidewalk which is protected with full curbing, trees, Light poles and large planters.	
3. Please attach a plan or drawing that depicts the outdoor dining area described in 1 and 2 above.		
4. The outdoor area must be contiguous to the licensed premises with either (a) a clear view of the area from inside the premises, or, alternatively (b) the licensee may commit to providing management personnel dedicated to the area. Please describe how you will comply with this requirement.	The area would be directly in front of our rear exit and bar which has floor to ceiling windows. It would have direct access to our exit on Elissa ave (see drawing)	
5. Please indicate hours of operation for the outdoor seating area.	To start it would be Sunday -Thursday 4-8 pm Friday & Saturday 4-9 pm Then add lunch Sun – Thursday 11-8 Friday& Saturday 11-9	
6. Please provide a certificate of insurance that includes the outdoor seating area.	Since we are currently approved for a patio this would fall under our existing certificate that was provided at license renewal.	
7. Please provide documents that support your right to occupy the proposed area. Owner authorization. This can be a letter from the landlord.	LL has a scheduled call with town on Monday 6/8/2020	







CERTIFICATE OF LIABILITY INSURANCE

GIACO-1

OP ID: MN

DATE (MM/DD/YYYY)
02/25/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Peter R. Nobile Ins. Agency 39 Salem St., P.O. Box 189 Medford, MA 02155-	CONTACT NAME: Peter Nobile Insurance Agency PHONE (A/C, No, Ext): 781-395-4200 E-MAIL ADDRESS: mnobile@nobileinsurance.com		FAX (A/C, No): 781-391-8493
	INSURER(S) AFFORDING COVERAGE INSURER A : Quincy Mutual Insurance Co.		NAIC # 15067
INSURED Testa Restaurant Group LLC Giacomos Wayland 14 Elissa Ave Wayland, MA 01778	INSURER B : AmTrust		
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY	X		BO3288932	11/28/2019	11/28/2020	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
A	<input checked="" type="checkbox"/> Liquor Liability			BO3288932	11/28/2019	11/28/2020	PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
							Liquor \$ 1,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (PER ACCIDENT) \$
	<input type="checkbox"/> SCHEDULED AUTOS						\$
	<input type="checkbox"/> NON-OWNED AUTOS						
	UMBRELLA LIAB						EACH OCCURRENCE \$
	<input type="checkbox"/> OCCUR						AGGREGATE \$
	EXCESS LIAB		X				\$
	<input type="checkbox"/> CLAIMS-MADE						
	DED RETENTION \$						
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WWC90887487	11/19/2019	11/19/2020	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below	<input checked="" type="checkbox"/> N					E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Full service Restaurant with patio seating located at: 14 Elissa Ave Wayland MA 01778
Liquor Liability Limit: \$1,000,000

CERTIFICATE HOLDER**CANCELLATION**

TOWNOFW Town of Wayland 41 Cochituate Rd Wayland, MA 01778	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Michael Nobile</i>
--	--

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APPLICATION FOR TEMPORARY OUTDOOR SEATING

This application is to allow for temporary outdoor seating for establishments currently licensed to serve food only or food and alcohol. The application for temporary outdoor seating will be in effect through November 1, 2020. This application is for use by establishments who do not have a current permit for outdoor seating or who wish to extend their currently permitted outdoor seating area. There is no fee to apply. Please complete the form below and attach all relevant documents.

Completed Applications for Temporary Outdoor Seating Must Be Returned to Teri Hegarty by email: thegarty@wayland.ma.us

Questions can be addressed to Sarkis Sarkisian at ssarkisian@wayland.ma.us (508)358-3778 or Louise Miller at lmiller@wayland.ma.us

The Board of Selectmen are the licensing authority and will consider the type of neighborhood, surrounding businesses, and the potential for noise in the environs.

Approvals by the Health Director, Building Commissioner, Fire Chief, and Police Chief and an inspection will be required prior to the submitting the application for approval by the Board of Selectmen and opening of the outdoor seating area. All applications must demonstrate compliance with the Commonwealth's Covid-19 safety standards for restaurants.

Temporary Outdoor Seating

I hereby apply for Temporary Outdoor Seating for the Premises listed below:

The Local

Business Name

460 Boston Post Rd.

Business Address

Jose C. Penn

Agent/Manager

(774) 230-0537

Phone#

Frank Santo

Owner Name

(781) 354-7539

Phone#

Use of Premises Restaurant

Email
No. of Seats 38 outside



Signature of Applicant/Authorize

General
manager

Title

6/8/20

Date

PATIO

102

103

104

101

105

FRONT ENTRY

112

113

111

116

114

115

Outdoor Seating Plan	Description	Ap
1. Please describe the outdoor seating area in detail, including dimensions, seating capacity, and maximum occupancy.		
<p>2. a. Premises must be enclosed by a fence, rope, or other means to prevent access from a public walkway. Please describe how the space will be enclosed.</p> <p>b. Premises must protected from vehicular traffic for occupant safety. Please describe how the space will be protected.</p>	<p>Public Walkway will be seperated by 4 planters.</p> <p>All tables are on sidewalks by 3ft. no vehicle traffic within 5ft</p>	
3. Please attach a plan or drawing that depicts the outdoor dining area described in 1 and 2 above.	Please see attached	
4. The outdoor area must be contiguous to the licensed premises with either (a) a clear view of the area from inside the premises, or, alternatively (b) the licensee may commit to providing management personnel dedicated to the area. Please describe how you will comply with this requirement.	All areas are viewable from the front/patio Door of the premise	
5. Please indicate hours of operation for the outdoor seating area.	11-10 11-10 (Depending on buisness)	
6. Please provide a certificate of insurance that includes the outdoor seating area.		
7. Please provide documents that support your right to occupy the proposed area. Owner authorization. This can be a letter from the landlord.		

THELOCAL
KITCHEN & DRINKS





THE LOCAL
KITCHEN & DRINKS



APPLICATION FOR TEMPORARY OUTDOOR SEATING

This application is to allow for temporary outdoor seating for establishments currently licensed to serve food only or food and alcohol. The application for temporary outdoor seating will be in effect through November 1, 2020. This application is for use by establishments who do not have a current permit for outdoor seating or who wish to extend their currently permitted outdoor seating area. There is no fee to apply. Please complete the form below and attach all relevant documents.

Completed Applications for Temporary Outdoor Seating Must Be Returned to Teri Hegarty by email:

thegarty@wayland.ma.us

Questions can be addressed to Sarkis Sarkisian at ssarkisian@wayland.ma.us (508)358-3778 or Louise Miller at lmiller@wayland.ma.us

The Board of Selectmen are the licensing authority and will consider the type of neighborhood, surrounding businesses, and the potential for noise in the environs.

Approvals by the Health Director, Building Commissioner, Fire Chief, and Police Chief and an inspection will be required prior to the submitting the application for approval by the Board of Selectmen and opening of the outdoor seating area. All applications must demonstrate compliance with the Commonwealth's Covid-19 safety standards for restaurants.

Temporary Outdoor Seating

I hereby apply for Temporary Outdoor Seating for the Premises listed below:

Dudley Chateau

Business Name

20 Crest Road

Business Address

Mandy Phillips

Agent/Manager

508 934 6477

Phone#

Mandy Phillips

Owner Name

508-934-6477

Phone#

Use of Premises Restaurant

Email mandy@kcbplaw.com

No. of Seats 46

Mandy Lau

Signature of Applicant/Authorize

owner/manager

Title

6/5/20

Date

Outdoor Seating Plan	Description	Approvals
1. Please describe the outdoor seating area in detail, including dimensions, seating capacity, and maximum occupancy.	We are proposing add an outdoor seating area. The proposed area will be 23' x 40' in the existing yard next to existing building. There will be a total of 11 tables with 46 seats. With maximum occupancy.	
2. a. Premises must be enclosed by a fence, rope, or other means to prevent access from a public walkway. Please describe how the space will be enclosed. b. Premises must protected from vehicular traffic for occupant safety. Please describe how the space will be protected.	A) Premises will be enclosed with vinyl or chain link fence. B) will put pedestrian concrete barrier in front of area of parking	
3. Please attach a plan or drawing that depicts the outdoor dining area described in 1 and 2 above.	See enclosed sketches	
4. The outdoor area must be contiguous to the licensed premises with either (a) a clear view of the area from inside the premises, or, alternatively (b) the licensee may commit to providing management personnel dedicated to the area. Please describe how you will comply with this requirement.	The outdoor area will have a manager on duty during hours of operation	
5. Please indicate hours of operation for the outdoor seating area.	NOON - 9:00 pm Sunday - Sunday	
6. Please provide a certificate of insurance that includes the outdoor seating area.	See attached	
7. Please provide documents that support your right to occupy the proposed area. Owner authorization. This can be a letter from the landlord.	enclosed see deed w/ Mandy Phillips as trustee	

Dudley Chateau
20 Crest Road
Cochituate, MA 01778
508-655-0010

Outdoor Business Plan –

Reservation only seating

If the reservations are full there will be a limited amount of takeout/ similar to Friday and Saturdays we deter people but saying "2 hour wait" the grill is only 3"x 2" and can only produce so many hamburgers..... Grub Hub and DoorDash will be discontinued. Once the indoor is open we will continue to limit the number of reservations due to COVID safety and output of kitchen capacity

I am currently looking into online reservation system with customer tracing

Manager in charge at all times on the patio.

Customers will be told in advance that they have their table for an hour and a half when making reservations as we need time to sanitize tables and chairs in between reservations.

Reservations will be as follows:

12:00 seat 5 tables

12:15 seat 5 tables

1:45 "

2:00 "

3:30 "

3:45 "

5:15 "

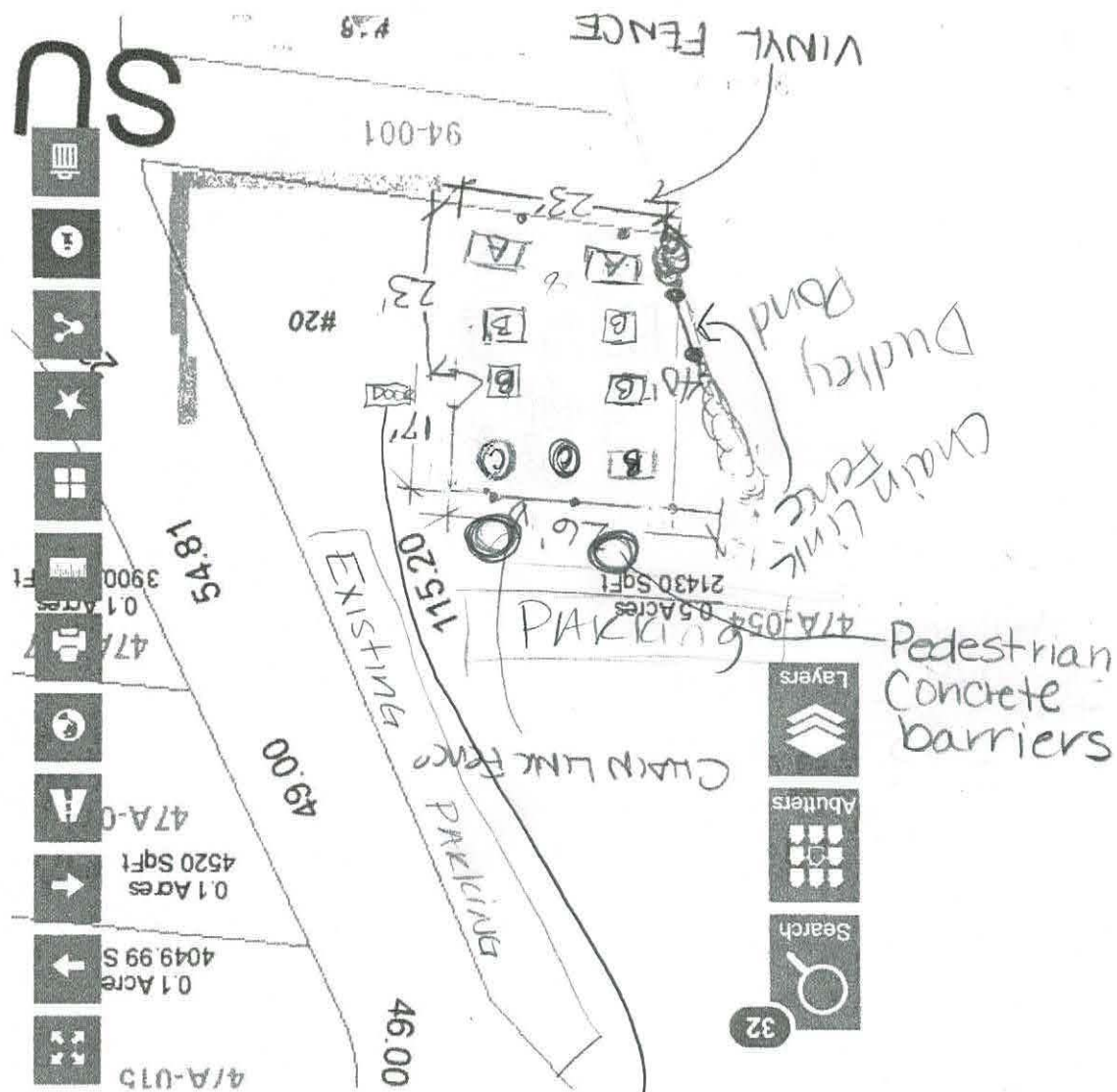
5:30 "

7:00 "

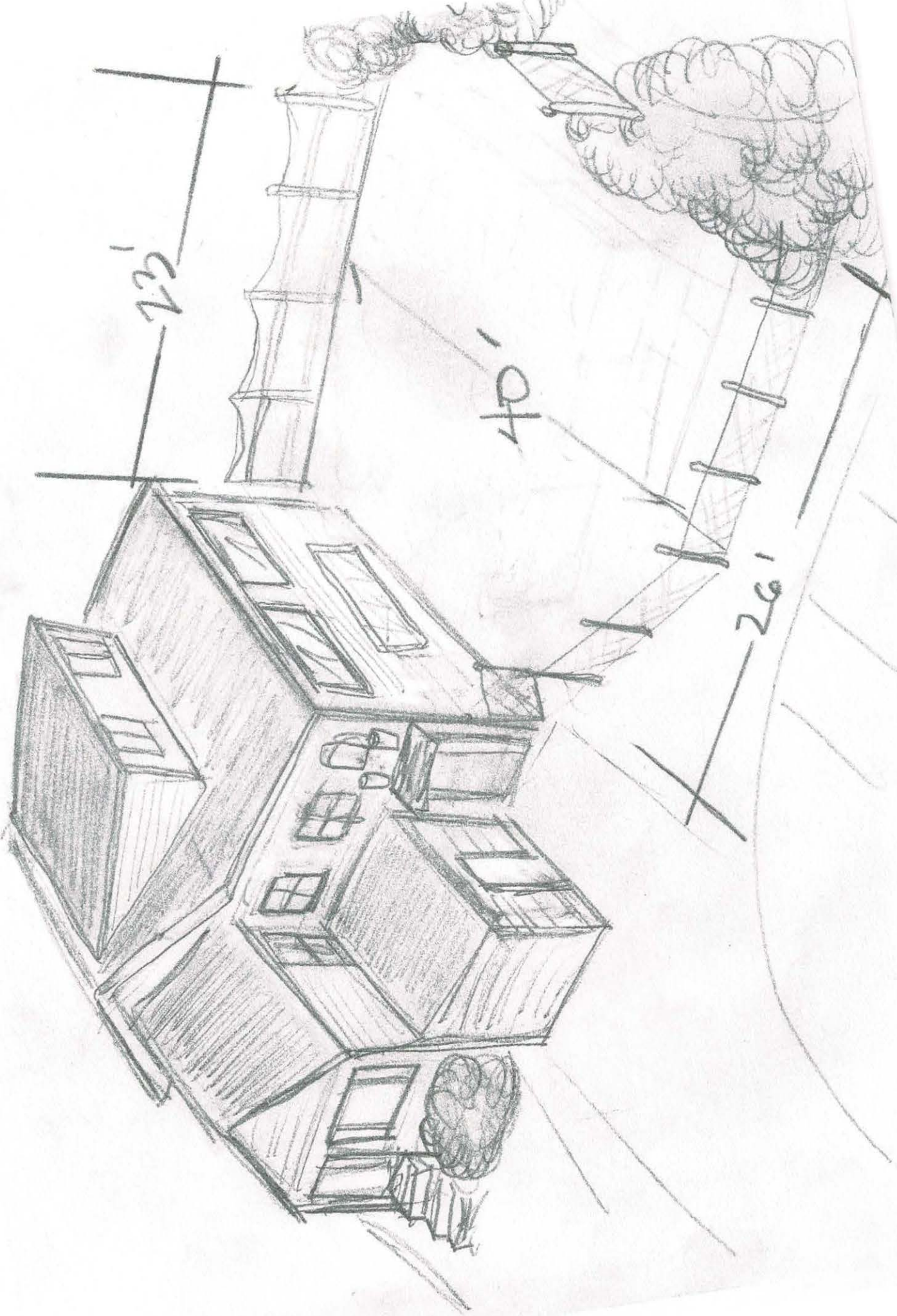
7:15 "

Tables are all space with 7"+ between each table.

Thanks
Mandy Phillips



Meal pick ups are currently happening inside the building and will continue * but will be limited when reservations are full

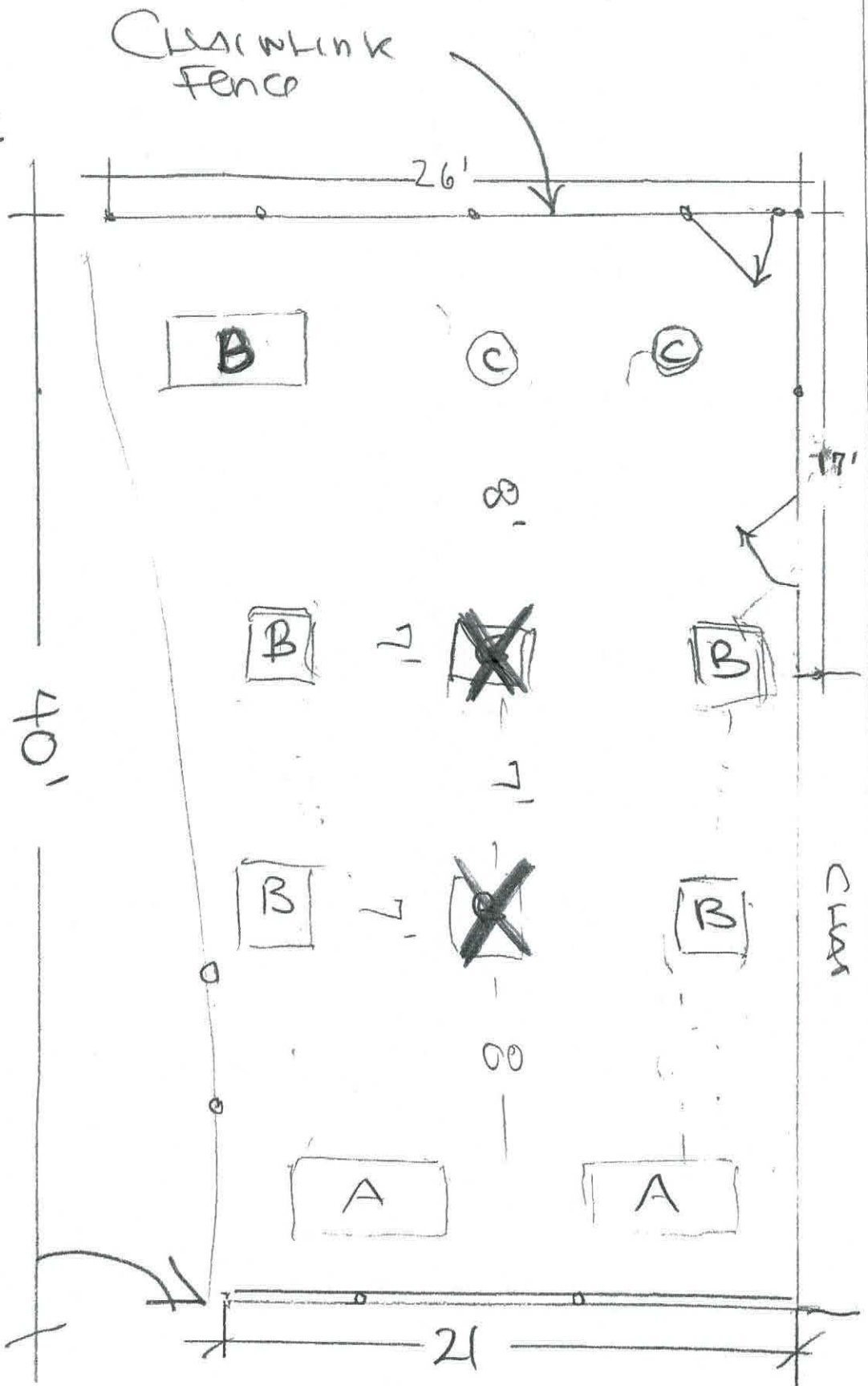


$A = 600 \times 38''$
 $B = 36 \times 30$
 $C = 18'' \text{ round}$

$3/16 = 7'$

36 seats total

Vinyl Fence



Hello Arlene -

Hope you and your family are staying safe and healthy!! I spoke to the town of Wayland and it looks like they are putting together a blanket temporary permit for outdoor seating. I plan to put a temporary patio out by the pond and will need "outdoor" insurance I believe. If all goes well I will have patrons sitting on the patio by Sunday the 14 or Monday the 15th!

Please advise what I need to do to move forward

Thanks

Mandy Phillips

Arlene Pucillo

June 5, 2020 at 6:07 PM



Re: Chat Temp Outdoor Seating

To: Kenny Phillips

Hi Mandy

Your policy will already have that coverage. Nothing needs to be added or changed. I'll be sure to stop in for a bite.

Sent from my iPhone

[See More from Mandy Phillips](#)

Found in Sent - Kmplaw Mailbox



Kenny Phillips

June 6, 2020 at 1:30 PM



Re: Chat Temp Outdoor Seating

To: Arlene Pucillo

Could you send me certificate of insurance that shows that? The town of Wayland is asking for it.

5



2012 01595035
Bk: 1413 Pg: 45 Cert#: 250766
Doc: DEED 03/20/2012 01:56 PM

MASSACHUSETTS QUITCLAIM DEED SHORT FORM

I, Dennis Sullivan, Trustee of SulCon Realty Trust and recorded with the Land Registration Office of the Middlesex South District Registry of Deeds, Document #2387147,

of Wayland, Middlesex County, Massachusetts,

for consideration paid and in full consideration of Two Hundred and Fifty Thousand (\$250,000.00) Dollars,

grant to Mandy L. Phillips Trustee of Cochituate Realty Nominee Trust to be recorded herewith

Doc # 1595036

of Cochituate, Mass.

with quitclaim covenants

That certain parcel of land situated in Wayland, County of Middlesex, and said Commonwealth, bounded and described as follows:

- Easterly by Crest Road, one hundred and fifteen and 20/100 feet;
- Southwesterly by a Passageway twenty feet wide as shown on plan hereinafter mentioned, seventy feet;
- Westerly by Dudley Pond; and,
- Northwesterly by lot 280 on said plan, seventy-eight and 13/100 feet.

Said parcel is shown as lots 281, 282, and 283 on said plan, (Plan No: 4027C). Also, another certain parcel of land situated in said Wayland, bounded and described as follows:

- Northeasterly and Easterly by Dudley Road and Crest Road, as shown on said plan hereinafter mentioned by several lines measuring together two hundred thirty-eight and 20/100 feet;
- Southeasterly by lot 281 on said plan, seventy-eight and 13/100 feet;
- Southwesterly by Dudley Pond; and,
- Northwesterly by lot 271 on said plan, seventy-three feet.

Said parcel is shown as lots 272, 273, 274, 275, 276, 277, 278, 279, and 280 on said plan (Plan No: 4027C).

All of said boundaries, except the line of Dudley Pond, are determined by the Court to be located a shown an a subdivision plan, as approved by the Court, filed in the Land Registration Office, a copy of which is filed in the Registry of Deeds for the South Registry District of Middlesex County in Registration Book 29, Page 253, with Certificate 4186.

All of the above described land is subject to the reservations set forth in a deed given by the City of Boston to Charles Fairbanks dated April 30, 1963, and recorded with Middlesex South District Deeds, Book 907, Page 563, so far as in force and applicable.

Said lots 272, 273, 274, 275, 276, 277, 278, 279, and 280 are subject to a right-of-way in favor of land of Corabel G. Francis, running from Wayland Road to said Francis land, said way to be not less than twelve feet in width, and approximately located as shown on plan filed in Registration Book 28, Page 49, with Certificate 4107, with the privilege for the owners and occupants for the time being of said Francis land of putting electric light and telephone poles at regular distances along said way called Dudley Road.

For Title see Certificate #23941 in Registration Book 1387, Page 136. This conveyance is made in the usual course of business of the Grantor and is not the sole or only asset of the Grantor.

Witness my hand and seal this 15th day of March, 2012

Dennis P. Sullivan
Dennis Sullivan, Trustee

MASSACHUSETTS EXCISE TAX
Southern Middlesex District ROD # 001
Date: 03/20/2012 01:56 PM
Off# 165305 08383 Doc# 01595035
Fee: \$1,140.00 Cons: \$250,000.00

TAMKIN & HOCHBERG, LLP
313 Washington Street
Suite 202
Newton, MA 02458

234941

AK

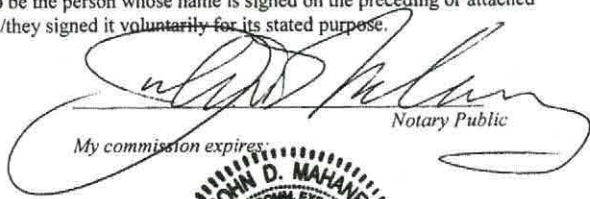
COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

Date:

March 15, 2012

On this 15 day of March, 2012, before me the undersigned Notary Public, personally appeared Dennis Sullivan trustee as aforesaid proved to me through satisfactory evidence of identification which was personal knowledge to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he/she/they signed it voluntarily for its stated purpose.


Notary Public

My commission expires:



DRAFT

**Town of Wayland
Board/Committee Appointments
Status as of June 10, 2020**

The following positions will be open as of June 30, 2020. Volunteers interested in serving, please send your information to the Board of Selectmen c/o Teri Hegarty at thegarty@wayland.ma.us. All positions are appointed by the Board of Selectmen unless otherwise noted.

Due to limited meeting agendas while under a public health emergency, the Board will consider reappointment only to those positions that are uncontested. Positions with multiple candidates will be considered at a later date.

Committee	Term Ending Date
Audit Committee	June 30, 2023
Cable Advisory Committee	open ended
Community Preservation Committee (4 positions)	
Selectmen	June 30, 2023
Board of Public Works	June 30, 2023
Conservation Commission	June 30, 2023
Recreation Commission	June 30, 2023
Conservation Commission (3 positions)	June 30, 2023
Council on Aging Board (3 positions)	June 30, 2023
Cultural Council (multiple vacancies)	3-year terms
Economic Development Committee (2 positions)	June 30, 2023
Energy and Climate Committee (2 positions)	June 30, 2023
Finance Committee (3 positions)	June 30, 2023
Historic District Commission (2 positions)	June 30, 2023
Historical Commission	June 30, 2023
Municipal Affordable Housing Trust Fund Board (3 positions)	
Selectmen (2)	June 30, 2022
Selectmen (Real Estate Law Specialist)	June 30, 2022
Permanent Municipal Building Committee (3 positions)	June 30, 2023
Personnel Board	June 30, 2025
Public Ceremonies Committee (2 positions)	
Moderator	June 30, 2021
Moderator	June 30, 2023

DRAFT

**Town of Wayland
Board/Committee Appointments
Status as of June 10, 2020**
continued

Senior Tax Relief Committee (2 positions)	
Selectmen	June 30, 2023
Council on Aging	June 30, 2023
Surface Water Quality Committee	June 30, 2023
Wastewater Management District Commission	June 30, 2023
Wayland Housing Partnership (4 positions)	
Selectmen (2 positions)	June 30, 2023
Conservation Commission	June 30, 2023
School Committee	June 30, 2023
Youth Advisory Committee	June 30, 2023
Zoning Board of Appeals (3 positions)	June 30, 2023



WAYLAND POLICE DEPARTMENT

WAYLAND, MASSACHUSETTS 01778



PATRICK SWANICK
CHIEF OF POLICE

May 19, 2020

Chief Patrick Swanick
38 Cochituate Road
Wayland MA 01778

Dear Anna Ludwig,

I Chief Swanick appoint Tyler Castagno to the Youth Advisory Committee to a 3-year term, expiring September 1, 2023.

Please note that all appointed members of all boards, commissions, committees and every appointed Town official must be sworn to the faithful performance of the duties of the office to which they are appointed. No official is qualified to take any action until after the oath of office has been taken. Massachusetts General Laws require oath-taking for reappointed officials as well as for persons newly appointed. For your appointment to be valid, please bring this letter at your earliest convenience to the Office of the Town Clerk, Anna Ludwig, so that the following may be completed.

Sincerely,

Chief Patrick Swanick

The above named personally appeared before me and took the following oath on _____:

I, Tyler A. Castagno, do solemnly swear that I will faithfully and impartially perform all the duties of my office in accordance with the Constitution of the United States of America, the laws of the Commonwealth of Massachusetts, and the rules, regulations, policies and the bylaws of the Town of Wayland to the best of my ability.

Appointee's Signature

Town Clerk



FIRST PARISH IN WAYLAND

UNITARIAN UNIVERSALIST

The Rev. Dr. Stephanie May, Minister
The Rev. Ken Sawyer, Minister Emeritus

Town of Wayland
41 Cochituate Rd
Wayland, MA 01778

May 16, 2020

Dear Jason Verhoosky and Sarah Greenaway,

I am writing as convener of the Wayland Interfaith Leaders Association (formerly known as the Wayland Clergy Association) to recommend Rabbi Louis Polisson for continued service on the Wayland Youth Advisory Committee. We are grateful to Rabbi Polisson for his willingness to represent WILA in this important work.

Please reach out if you need additional information from WILA or myself regarding Rabbi Polisson's reappointment.

In gratitude,

Rev. Dr. Stephanie May

CC: Wayland Town Clerk
Rabbi Louis Polisson



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 – JUNE 2, 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	Total Current Active Cases
Confirmed (LAB) COVID-19 cases	106	102 as of 5/23/2020	4 as of 6/2/2020	31 since 5/23/2020	18 as of 6/2/2020
*Probable Covid-19	13	0 as of 5/23/2020	13 as of 6/2/2020	6 since 6/2/2020	7 as of 6/2/2020

* Probable cases are individuals who have not been tested by the standard viral (molecular) test. They have either 1) had a positive antibody test and either had COVID symptoms or were likely to be exposed to a positive case or 2) did not have an antibody test but had COVID symptoms and were known to be exposed to a positive case. Probable cases also include individuals whose death certificate listed COVID-19 as a cause of death but who were not tested.

The information below is regarding Lab Confirmed Covid-19 cases only

Sex

Female	57
Male	47

Age

<19	1
20-29	9
30-39	3
40-49	5
50-59	14
60-69	10
70-79	13
80-89	22
90-99	26
100-109	3

Total Cases as of 6/2/2020

Active Non-Hospitalized	13
Active Hospitalized	5
Recovered	69
Deceased	19
Total	106

Live/work within Wayland Long Term Care Facilities (LTC)	65
Live/work within the Wayland General Community	41

Regional Data

	Massachusetts	Middlesex County	Wayland Reported	Wayland Actual
Confirmed Cases	101,163 As of 6/2 4pm	22,296 As of 6/2 4pm	103 As of 5/27 4pm	106 As of 6/2 8pm

For Immediate Release
May 15, 2020

8:10 **PM**

Contact:
Heather B. Harper
Assistant Town Manager
508-888-5144

Town of Sandwich, MA- COVID 19 Command Team is cautiously optimistic about the May 19, 2020 Election Day. Town Clerk, Taylor White has taken great care to plan and run the safest possible Annual Town and Special State on May 19, 2020. The following measures have been established to ensure the safety of our election workers and the voting public:

- Health screening for election workers – health & temperature check, voluntary serology testing
- PPE supplied to poll workers to include face masks and gloves
- Public Safety detail officers will wear either surgical mask or N95 masks and gloves
- All polling places will have doors and windows open for air movement
- Social distancing markings and barriers installed to guide voters
- Election workers will be trained in hygiene, sanitation and social distancing procedures
- Hand Sanitizer provided upon entrance and exit
- Facilities staff will routinely sanitize polling locations and booths
- Plexi-glass barriers will be placed on tables to separate poll workers and voters
- Voting booths will be at least 6 feet apart & cleaned constantly by EMS staff
- Single use pencils will be provided
- Voters are strongly urged to wear cloth face coverings to the polling place

You can help the electoral process by observing the social distancing protocol which will be enforced at polling places. Voters will be asked to maintain 6 feet of distance and the number of voters permitted inside the polling places will be limited. We ask for your patience and courtesy. Please be prepared to wait outside when polls are busy. If you would like to be prepared for what you might experience at each polling location, please view our social distancing and safety layout for the [Forestdale and Oakridge](#) Polls and the [Wing School polling](#) location.

This election comes at a time where the Town shows tremendous recovery from COVID-19. However we have seen six (6) new cases in the last several days and eleven (11) since last weekend. These cases appear to be related to increases in testing of health care facilities around the region. However we are concerned about the potential for community spread of the virus if we do not follow the carefully planned safety, health surveillance, sanitary, social distancing and good hygiene measures in place.

You can help! Please continue your good hygiene practices, wash your hands, keep your hands away from your face, wear a mask and be respectful, courteous and caring for your fellow voters and election workers. If you do plan to VOTE on Tuesday we will look forward to safely and courteously supporting your right to vote. Have safe day!

Holding Municipal Elections During the Pandemic: Planning, Timing, and Considerations

Lauren F. Goldberg, Esq.

June 2020

KP | LAW



THE LEADER IN PUBLIC SECTOR LAW

ATTORNEYS AT LAW

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Disclaimer

2

This information is provided as a service by KP Law, P.C. This information is general in nature and does not, and is not intended to, constitute legal advice. Neither the provision nor receipt of this information creates an attorney-client relationship between the presenter and the recipient. You are advised not to take, or to refrain from taking, any action based on this information without consulting legal counsel about the specific issue(s).

KP | LAW



THE LEADER IN PUBLIC SECTOR LAW

ATTORNEYS AT LAW

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Holding Municipal Elections During the Pandemic: Planning, Timing, and Considerations

- ▶ We are awaiting specific guidance from the Elections Division for conducting elections during the pandemic
- ▶ In the meantime, there are some initial considerations for planning for an election during COVID-19, which are broken down into five phases:
 - 1) Before Election
 - 2) Setting Up
 - 3) During Election
 - 4) Close of Polls
 - 5) After Election



Before Election

▶ Postponing Your Election

- ▶ Chapter 45 of the Acts of 2020 allows Towns with elections between March 23 and May 30 to postpone election to **June 30, 2020**
- ▶ Pending legislation would allow Towns with elections between March 23 and June 30 to further postpone elections to **August 1, 2020**

▶ Caucus

- ▶ Chapter 45 of the Acts of 2020 allows Towns to postpone caucus to **June 30, 2020**
- ▶ Pending legislation would allow Towns with caucuses before **July 31, 2020** to cancel caucus altogether this year, and use nomination papers instead



Before Election

▶ Posting Requirements

- ▶ If you postponed your election or caucus, at least **20 days** before the election or caucus, you must post on the official municipal website a copy of the following documents:
 - ▶ 1) Chapter 45 of the Acts of 2020;
 - ▶ 2) Vote of the Select Board/Town Council to postpone the election;
 - ▶ 3) Sample ballot

▶ Voter Registration

- ▶ If you postponed your election, the last date to register to vote is **10 days** before election
- ▶ Registrars must hold registration session on 10th day, from 2-4 pm and 7-8 pm



Before Election

6

- ▶ **Reduced Polling Hours**
 - ▶ Select Board/Town Council can vote to reduce the polling hours for a municipal election if the hours are not set by charter or bylaw
 - ▶ Polls must be opened by at least 12 pm, and must remain open for at least 4 hours
 - ▶ Cannot close polls early once they are posted in warrant, so action to reduce the polling hours must be voted upon and posted in advance

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Before Election

▶ Encourage Absentee & Early Voting by Mail

- ▶ For all elections continued under Chapter 45 of the Acts of 2020: all residents are eligible to vote early by mail, and those who are physically unable to appear at the polls due to being out of town, disabled, or prevented by religious reasons, as well as fear of COVID-19, may vote by absentee ballot
- ▶ Consider: posting information and application form on website and social media platforms, sending out press release to media, “reverse 9-11” call, e-mail listserv, etc.
- ▶ Many towns have also done public service announcements

▶ Encourage applications to be filed by mail

- ▶ Any form of writing (email, letter, form), not just a state application, will suffice so long as there is picture of signature
- ▶ Deadline to apply: 12 pm on last business day before election
- ▶ Nothing prohibits town from mailing application to all voters



Before Election

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- ▶ **Application Processing - Early & Absentee Voting**
 - ▶ Staff will be needed at town hall to receive applications, certify signatures, and mail out ballots
 - ▶ Safety protocols should be considered and established, social distancing, appropriate PPE, treatment of paper applications and handling of ballots, inside envelopes and instructions.
 - ▶ Early voting by mail allowed in connection with delayed elections under Chapter 45
 - ▶ Ballots printed for original election date may be used; goal is to minimize expenses; for early voting applications, cross out the word “Absentee” on the ballot and insert the notation for early voting, i.e., EV. Also write the letters EV on the outside envelope.

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Before Election

- ▶ **Holding Election Requires Significant Coordination Between Departments**
 - ▶ Police, DPW, Schools, Fire, Town Manager/Administrator, Clerk's Office all on same page
 - ▶ Interdepartmental meeting to discuss preparations, locations, protocols, etc., and the role of each in establishing a successful plan
 - ▶ Reduce plan to writing, and have a version available to provide to public
- ▶ **Safety Planning**
 - ▶ Considerations: Professional cleaning service before and after election, transport of voting machines and ballots, lanes for voter check-in, plexiglass shields at table, tape to mark 6-foot social distancing, provide pens for all voters and/or suggest that voters bring their own pen (must advertise), PPE for pollworkers, including gloves, masks and shields, sanitizing plan for chairs, tables, etc.

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Setting Up

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▶ Distribute Safety Plan Ahead of Time

- ▶ Notify poll workers ahead of time of steps taken to keep them safe; likely personal calls needed
- ▶ Notify voters of steps taken to keep them safe so they are encouraged to come out and vote (post on website, issue press release, “reverse 9-11” calls, etc.)
- ▶ Notify voters of expectations on election day (bring your own pen, wear mask and gloves, etc.)
- ▶ Encourage additional use of personal safety precautions on election day

Note: The Secretary has advised that you may not turn away a voter for failing to wear PPE. Consider providing extra masks and gloves for voters who may have forgotten them or were unaware of the requirements. If a voter refuses to wear PPE, de-escalation is likely the best approach, and consider best way to allow them to check-in and vote without endangering others



Setting Up

11

▶ Outside Signage and Considerations

- ▶ Lines: use tape to mark 6-foot distancing (may need extra police officer to monitor lines)
- ▶ Signage: outlining process, including PPE requirements; encouraging anyone with symptoms to self-identify
- ▶ Order/Flow: greeter to confirm that voters have read signage and to monitor flow (letting in 5 people in at a time, “take a number” system, etc.)

Note: Use separate entrance and exit if possible to reduce density

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Setting Up

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▶ Inside Signage and Considerations

- ▶ Check-in: placement of tables to allow 6-foot distancing for workers; consider splitting voting lists, or posting of signage or shield to allow separation between workers and voters, table “twinning” also an option
- ▶ Booths: placement to allow 6-foot distancing of voters, cleaned often in between voters
- ▶ Observers: perhaps consider assigning them a place to observe (taped off, chair, etc.), but must be close enough to hear discussion at, and see, check-in table
- ▶ Ballot machine: placement away from check-out table
- ▶ Secrecy sleeves: wipe down with disinfectant

Note: All ballots and machines must be inside

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Setting Up

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▶ Inside Signage and Considerations

- ▶ Check-out: voter places ballot in machine; if spoiled, voter must be given new ballot (up to 3 all together), bin available for used secrecy sleeves, if reusing any equipment, wipe down with sanitizer before reuse; consider placement of bin for used masks, gloves, and trash; ensure sufficient signage for exit
- ▶ Consider whether arrangements need to be made for staff to use separate trash for used PPE, and whether it will be necessary to empty trash bins on election day; if trash will be collected throughout the day, include in safety plan process for removal of used PPE.



During Election

- ▶ **All staff must wear PPE**
 - ▶ Have police, greeter, and poll workers set example of social distancing and safety; consider providing all workers with face shields
- ▶ **Shift Work and Sanitization**
 - ▶ Consider whether you would like fewer poll workers on hand with more frequent shift changes so as to minimize prolonged exposure, or more volunteers on hand to attend to frequent cleaning and sanitization of booths, pens, etc.; adjust safety plan accordingly
- ▶ **Bathroom Access**
 - ▶ Safe access for all workers throughout day; they could also be authorized to return home for bathroom access; paper towels and barrel near door for disposal
 - ▶ Ensure that safety plan includes sanitization of handles and faucets after each use



During Election/Close of Polls

- ▶ **Provide Separate Consultation Area for Discussions with the Warden**
 - ▶ Consultation with warden at polling place typically happens in a “quiet area” away from the check-in table
 - ▶ Will need to be cognizant of social distancing during consultations
 - ▶ Consultation area should be established providing for 6-foot social distancing, and/or plexiglass or other type of shield
 - ▶ Police Chief and town manager/administrator, or their designees, also should be available to clerk during and after election hours to work through any safety-related issues



Close of Polls

▶ Ballot Counting

- ▶ At end of night, ballots are removed from machine and each ballot reviewed by team for write-ins; all hand count ballots, i.e., those that do not go through the machine, must also be hand counted
- ▶ Consider arranging ahead of time for willing staff, and or using so-called “closers” for this task
- ▶ Provide new masks, gloves, and hand sanitizer for this phase
- ▶ Set up counting area to provide for appropriate social distancing, even if that means “rearranging” furniture at this point

▶ Ballot Transport

- ▶ Ballots must be sealed in ballot box and returned to Clerk’s office
- ▶ Voting lists must be enclosed in envelopes
- ▶ Certain signage may be disposed of



Close of Polls

▶ Clean-Up Protocol For Polling Stations

- ▶ Chairs, tables, booths, etc. should be sanitized before being packed
- ▶ Consider having janitor or cleaning service come in to disinfect bathrooms and polling locations at close of polls
- ▶ Staff should wear PPE when cleaning up



Close of Polls/Post-Election

▶ Back at Town Hall

- ▶ After election, voting list must be scanned - to minimize interaction with list, PPE should be worn while list is copied; copy can then be used to scan

▶ Recount

- ▶ Petition for recount must be filed by 5:00 p.m. within 10 days of election
- ▶ Following a town election, no particular date by which recount has to be held
- ▶ If a recount is required, new safety plan will need to be developed and “typical” set up will likely need revision for safety purposes



Questions?

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Holding Town Meetings During the Pandemic: Planning, Timing, and Considerations

Lauren F. Goldberg, Esq.

June 2020

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Holding Town Meeting During the Pandemic: Planning, Timing, and Considerations

- ▶ We are awaiting the enactment of pending legislation for open and representative town meetings during the COVID-19 pandemic and will issue guidance if passed
- ▶ In the meantime, these are some initial considerations for planning for a town meeting during the pandemic, which are broken down into three phases:
 - 1) Before Town Meeting - Postponement, Preparation, and Timing
 - 2) During Town Meeting - Safety and Practical Considerations
 - 3) After Town Meeting - Clean Up and Validate Actions If Necessary



When Must a Town Hold an Annual Town Meeting?

- ▶ **Between February 1 and June 30**
 - ▶ By statute, towns must hold one “annual” town meeting between these months
 - ▶ Essential subject is approval of budget for next fiscal year (starts July 1, 2020)
 - ▶ However, due to Chapter 53 of Acts of 2020, can postpone for this fiscal year beyond June 30 for health and safety reasons and adopt a budget of at least 1/12th on monthly basis until safe to hold town meeting
- ▶ **Pending legislation**
 - ▶ Would allow a town to lower quorum requirements (not less than 10%), hold meetings outside of town, and hold meetings remotely (representative only)



Before Town Meeting - Postponement

- ▶ **Postponing Town Meeting**
 - ▶ If warrant already posted, in order to delay town meeting without convening, meeting may be recessed and continued by moderator for a maximum of 30 days at a time until 30 days after state of emergency ends, or it is deemed safe to hold meeting; send report to Attorney General of initial continuance
 - ▶ If warrant not posted, select board may schedule meeting when it deems it safe to do so notwithstanding charter or bylaw
- ▶ **Postponing Beyond June 30**
 - ▶ If meeting cannot safely be held before June 30, towns and regional school districts may seek approval of 1/12th budget (or more) on monthly basis until state of emergency ends
 - ▶ 1/12th Budget can cover: salaries and expenses, school district assessments, pensions, interest and principal payments, insurance costs, salary increases under collective bargaining agreement if previously authorized, court costs and attorneys fees



Before Town Meeting - General Considerations

▶ Significant Planning and Preparation

- ▶ Once the meeting has been postponed in accordance with law and a date is selected for the new Annual Town Meeting, significant planning and preparation is required to ensure the meeting:
 - ▶ Is safe for all residents, meeting members, and staff to gather during a pandemic; and
 - ▶ Preserves the deliberative process, importance, and validity of a Town Meeting

▶ Notice to Voters

- ▶ The meeting will look and feel differently this year; adequate notice should be given to voters about the expectations and requirements for participating in Town Meeting - communication is key
- ▶ Particularly with respect to motions and voting, there may be a direct benefit to posting summary on line and in other public places



Before Town Meeting - General Considerations

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▶ Departmental Coordination and Safety Plan

- ▶ Consider who needs to be involved in creating an appropriate safety plan - town administrator/manager, police chief, fire chief, health agent, ADA coordinator, public works, and, if held at a school or on school property, appropriate school personnel
- ▶ Analyze available space (legislation allowing town meeting outside town borders has not yet passed)
- ▶ Unlike usual, space can be set up well prior to the date of the meeting and tweaks can be made as necessary and appropriate
- ▶ Prepare a general plan to distribute to media and voters so expectations are managed and notice is provided
- ▶ Arrange for extra staff/volunteers to promote efficiency and reduced crowds (check-in process, hand counts, etc.)
- ▶ Ensure input from police on enforcement

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Before Town Meeting - Location Planning

- ▶ **Select Geographic Location for Town Meeting**
 - ▶ To hold meeting outside geographic limits of town, must have bylaw or special act
 - ▶ Pending legislation would allow all towns to hold meetings outside of town; reminder - elections cannot be held outside of town boundaries
 - ▶ Location and address of meeting must be posted in warrant; be general if there are inside/outside choices, for e.g., at the high school
- ▶ **Indoor or Outdoor Meeting?**
 - ▶ No legal bar to holding an outside town meeting; however, location must be ADA accessible;
 - ▶ How many people typically come to annual town meeting - size may be determinative of location
 - ▶ What is anticipated turnout? Has a survey been done?
 - ▶ Has administration heard from voters re: concerns?



Before Town Meeting - Location Planning

▶ Indoor Town Meeting - Considerations

- ▶ Multiple rooms must be connected by at least audio; could use other methods, such as closed circuit TVs or “zoom” type format; each room will need assistant moderator and counters. Thought should be given as to how such persons will participate, and how that participation will be communicated to main room. Should provide separate area for those without masks; spacing of seating 6-ft apart; avoid bottlenecks at check-in and exit; check-in must be socially distanced - split by lanes based upon last name or street address; consider using outdoors if available; use “greeters” and “seaters”

▶ Outdoor Town Meeting - Considerations

- ▶ Rain/weather; adequate parking, ingress and egress areas; advance preparation for signage, traffic and person flow, supplies; chairs 6-ft apart; tented or protected area for people sensitive to heat or with medical conditions; option to sit in cars for meeting (no honking, idling or music so all can hear and see); sound system will be crucial to all; extra screens and microphones; extra staff for managing parking; EMTs on site; use “greeters” and “seaters”

Note: Consider sharing resources with neighboring towns to reduce extra costs

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Before Town Meeting - Location Planning

- ▶ **Remote Representative Town Meeting - Considerations**
 - ▶ Pending legislation would allow representative town meetings only to be held remotely
 - ▶ If passed, moderator requests Select Board to authorize Town Meeting to be conducted through remote participation and suggest platform for same; must be done in advance at public hearing
 - ▶ Audio-video conference technology and plan must allow moderator, town meeting members, public, and officials to identify and hear all speakers; meeting to vote whether to continue with platform at beginning of meeting; ability to determine whether quorum is present; request recognition by moderator; determine whether someone wants to make motion or raise point of order; conduct roll call vote; access remote meeting by public; record the meeting; etc.
 - ▶ **Lexington** in the middle of remote Annual Town Meeting now...developed software to make remote town meeting “work” like a regular town meeting



Before Town Meeting - Technology Planning

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- ▶ **Screens/Microphones/Sound System**
 - ▶ If outside: consider whether boom mic will work, call-in line, or other technology to allow speakers to be heard regardless of where seated; must ensure that all can see and hear with extra speakers and screens (e.g., inflatable outdoor screens);
 - ▶ If inside: screens and speakers, technology in each room to ensure that all can see and hear
 - ▶ Ensure all technology is tested at venue ahead of time so no issues at meeting
- ▶ **Voting**
 - ▶ If no electronic clickers used, consider using bright voting cards or placard rather than show of hands
 - ▶ If distributing voting cards, have staff in PPE/gloves to do so
 - ▶ If electronic voting, have staff, dressed in appropriate PPE, distribute sanitized clickers; determine best “no contact” return strategy



Before Town Meeting - Safety Planning

- ▶ **Whether the meeting is held indoor or outdoors, consider following issues:**
 - ▶ All staff to wear PPE, including facemasks, and sanitize often
 - ▶ Voters to wear PPE
 - ▶ Consider ordering plexiglass shields for check-in (or sharing with other towns)
 - ▶ Use “lanes” with tape to show 6-ft distancing for check in (and for walk to seat); split voter lists; use of poll pads to speed up process
 - ▶ Ensure thorough cleaning and sanitization before, during and after event, especially high touch areas like seat backs, check-in tables, microphones, table tops, etc.
 - ▶ Establish and enforce microphone protocols (if using)
 - ▶ Social distanced lines when speaking and procedure for approaching (if using microphones)
 - ▶ Arrange for sanitizer throughout room or building, outside bathrooms



Before Town Meeting - Safety Planning

- ▶ **Town Officials/Staff**
 - ▶ Model distancing and mask behavior; have “emergency plan” to address questions/emergencies; consider having extra staff available to act as “greeters” or “seaters”
 - ▶ Provide for socially distanced tables for boards, clerk and others at front of room
- ▶ **Police/Fire/EMTs**
 - ▶ Work with police chief to ensure protocols are in place and review enforcement mechanisms
 - ▶ Determine appropriate role for police in attendance
 - ▶ Consider having ambulances and EMTs onsite
- ▶ **Adequate Exit/Entrances**
 - ▶ Extra signage and staff to direct;
 - ▶ Consider timed entrance and exits
 - ▶ Consider using different entrances by precinct

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Before Town Meeting - Communication

▶ Online Pre-Meeting

- ▶ Consider holding a pre-town meeting remote session, to be hosted by town administrator/manager or other town official, with members of finance committee and select board and other department heads available to answer questions, explain process and substance, ensure voters are informed on articles ahead of time
- ▶ Give presentations that would otherwise be made at town meeting and answer questions arising from presentations
- ▶ Post all information to town website

▶ Advertise Widely

- ▶ Post warrant, background documents, and town meeting safety protocols
- ▶ Issue press release; post on website, cable TV, and social media; send by e-mail to listservs; do reverse-911 call

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Before Town Meeting - Communication

▶ Distribution of Materials

- ▶ Post warrant at least 7 days before town meeting, unless posting required earlier by bylaw or charter
- ▶ Make as much of the documentation as possible available on website to download
- ▶ If materials must be made available on-site, pre-distribute handout packets on chairs so less contact and fewer bottlenecks at check-in table

▶ Warrant Articles

- ▶ Consider limiting town meeting to essential articles like operating budgets, FEMA/federal deadlines, etc.
- ▶ Remember to refer zoning amendments to committee if not essential
- ▶ If citizen petitions, seek agreement to allow delay to future town meeting without additional signatures



Before Town Meeting - Reduced Quorum

- ▶ **Pending Legislation** would allow all town meetings to reduce quorum requirements, if necessary
 - ▶ Quorum cannot be less than 10% of number of voters normally required by charter or bylaw
- ▶ **Select Board Vote to Reduce Quorum - Requires Notice and Public Meeting**
 - ▶ Select board can vote at public meeting to reduce quorum, with moderator approval
 - ▶ Notice of public meeting must be posted at least 7 days prior to vote; not a “public hearing”
 - ▶ Town Clerk to notify AG of vote to reduce quorum within 10 days of select board vote

Note: If reduced quorum, Town Meeting may only act on: 1) budget; 2) federal deadlines like FEMA; and 3) other articles deemed necessary by Select Board, but such articles must pass by 2/3 vote.



During Town Meeting - Check In

- ▶ **Lines Separated into Lanes, 6-ft apart, by Voter List**
 - ▶ Ipads, plexiglass screen, PPE, plenty of signage and directions
 - ▶ Encourage voters to arrive very early to manage crowds and bottleneck; perhaps establish “arrival” times by last name, etc. to help limit waiting time
 - ▶ Consider using poll pads to increase speed of check-in
 - ▶ Provide sanitizer, masks, disposable gloves to staff, and, as budget permits, to voters
 - ▶ Hand out voting cards, clickers, etc. with gloves, and consider also passing voter a sanitizing wipe
- ▶ **PSA re: COVID-19**
 - ▶ Signage to list symptoms



During Town Meeting - Bathroom Access

Note: Consult with local disability commission about accessibility of Town Meeting ahead of time

▶ Indoor Town Meetings

- ▶ Plenty of signage and directions re: traffic flow
- ▶ Greeters and Seaters
- ▶ Consider having extra staff or professional cleaners to sanitize/disinfect all high touch areas
- ▶ Only one person in bathroom at a time; wait outside in distanced line
- ▶ Include sanitizer outside of door to bathroom; make sure to place wastepaper basket outside of room for deposit of paper waste

▶ Outdoor Town Meetings

- ▶ Inside or outside building? Rental?
- ▶ Must be accessible for persons with disabilities

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During Town Meeting - Rules of Order

▶ Moderator

- ▶ Work with town manager/town administrator to ensure proper procedures for checking in, seating, participation
- ▶ Ensure coordination for participation and audio in any overflow rooms
- ▶ Be mindful of tone during time of loss

▶ Ceremonies

- ▶ Consider eliminating one or more “lengthy” traditions (or maybe do those at the remote pre-meeting)
- ▶ If in cars outside, have proxy (veteran, first responder) to stand for everyone for pledge of allegiance

▶ Microphone Use

- ▶ Consider options - boom mic, standing mic,
- ▶ Flow plan for standing mics
- ▶ Cleaning and sanitizing plan

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After Town Meeting

- ▶ **Consider options to reduce crowding as meeting adjourns and have moderator direct exiting:**
 - ▶ Staggered exit times by row, precinct, etc.
 - ▶ Use multiple exits points with staff to help direct and reduce bottlenecks or crowding
 - ▶ Discourage socialization in parking lot post-meeting, encourage people to leave immediately
 - ▶ Plenty of direction, flow guidance, and signage
 - ▶ Place multiple bins at exits to dispose of used PPE, clickers, handouts, etc.
- ▶ **Disinfect/sanitize post-meeting**
 - ▶ Plans for sanitizing all chairs/tables/materials/clickers/etc., as well as other high touch areas such as door handles, etc., must be developed



After Town Meeting

- ▶ **Ratify, Validate, and Confirm Actions Taken, If Necessary**
 - ▶ Towns have an extremely limited amount of time to prepare for these meetings and to ensure compliance with all evolving laws, regulations, and guidance
 - ▶ If there are any questions as to the validity of any proposed actions to be taken to prepare for, postpone, or hold town meeting, it may turn out that court action or a special act are needed to validate, ratify, and confirm the actions taken
 - ▶ Court action can be taken prior to town meeting to eliminate potential challenges
 - ▶ Pending legislation also includes several provisions which would validate and ratify certain actions taken to conduct such town meetings and/or Town Elections during this pandemic



Questions?

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Lexington Virtual Town Meeting

2020

Decisions, Decisions, Decisions...

We started discussing holding a remote Town Meeting in early March...

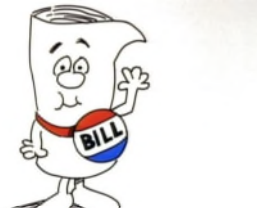
... in mid-March we received an opinion from our Town Counsel that he believed we were already entitled to hold Town Meeting remotely

... but other concerns raised by bond counsel, caused us to rethink and consider legislative avenues...

... the Select Board, Town Moderator, Town management staff and Appropriation Committee all supported and committed to the idea of moving forward with a remote Town Meeting.

We just needed to figure out how...

I'm just a bill...



We worked with Town Counsel and Bond Counsel to pursue legislation that would confirm the legality of our remote Town Meeting

5/4/2020	Senate	Text of S2673, printed as amended
5/4/2020	Senate	Passed to be engrossed
5/7/2020	House	Read; and referred to the committee on House Ways and Means
5/26/2020	House	Committee recommended ought to pass with an amendment, striking out all after the enacting clause and inserting in place thereof the text contained in House document numbered 4752
5/26/2020	House	Referred to the committee on House Steering, Policy and Scheduling
5/26/2020	House	Committee reported that the matter be placed in the Orders of the Day for the next sitting for a second reading, with the amendment pending
5/26/2020	House	Rules suspended
5/26/2020	House	Read second, amended (as recommended by the committee on House Ways and Means) and ordered to a third reading
5/26/2020	House	Rules suspended
5/26/2020	House	Read third and passed to be engrossed
6/1/2020	Senate	Rules suspended
6/1/2020	Senate	Senate concurred in the House amendment with a further amendment striking out all after the enacting clause and inserting in place thereof the text of S2733
6/2/2020	House	Referred to the committee on Bills in the Third Reading

Nice Clear Language...

The latest version included retroactive language (we believe...)

SECTION 17. If this act does not take effect at least 15 days prior to the date of a scheduled representative town meeting to be held during the governor's March 10, 2020 declaration of a state of emergency, the actions of a town moderator, select board or board of selectmen, and town meeting that are substantially consistent with the requirements of section 8 shall be ratified, validated and confirmed in all respects as if this act had been in place prior thereto.

Just in case, we have a Special Town Meeting article to authorize the Select Board to petition the legislature for a Special Act confirming the legality of our remote Town Meeting.

If all else fails, we've also filed a Motion for Injunctive Relief in Middlesex Superior Court seeking to have the courts confirm the legality of our remote Town Meeting (the second hearing is this afternoon).

Not a Clear Path!

Technical Stuff

- For the video platform we decided on Zoom Webinar with the 500 attendee option.
- For the voting platform we are using the same system as our electronic voting by Vvoter from Option Technology
- For the debate platform, one of talented Select Board members developed an online web portal to provide secure login for all 198 members of our Town Meeting.

Ramping UP!

- The Select Board, Moderator, Town Meeting Member Assn President and Town staff worked together to get information out to TM members.
- We developed a dedicated Remote Town Meeting website, all presentations were pre-recorded videos posted on this site weeks in advance.
- Held training sessions by Precinct starting May 12 (all 9 precincts) every Tues, Wed & Thurs, plus one make-up session. One separate training for Select Board and the one for Appropriation Committee.
- Held a mock Town Meeting on May 27.
- All pomp and circumstance was eliminated...
- It took a team of approximately 20 town staffers to man help lines, manage presentations, read questions from the public, etc. to make it all happen.

Results...June 1st night jitters

- We had 190 of 198 Town Meeting members present, nobody recalls that high of a voter turn out in recent history.
- June 1 we held our first (first ever in MA?) online Town Meeting and completed 27 articles that were included in a LARGE consent agenda, including the budget (General, Water, Sewer, Recreation), capital plan, two home rule petitions, CPA projects and a land swap amongst others including a major zoning change.
- People have been patient (no one more than our Town Moderator), curious, had fun and were ready and eager to participate to ensure the Town's business was carried out.



Moderator/Town Clerk, Selectmen & FlinCom Tables & Mics

Access to Restrooms (by cafeteria)

Blackstone-Milwili Regional High School Temporarily closed

Mic for Voters

Voter Seating Area

Chairs for non-resident employees

Check-In Tables

Non-Resident/Voter Seating Area

Un-Masked Voter Seating Area

Blocked off No Access for Parking

Parking Area

Marks on the Ground 6ft apart for lines



TOWN OF BLACKSTONE, MASSACHUSETTS

Office of the Town Clerk

Annual Town Meeting- May 26, 2020

Location: Outside front of BMR (where graduation usually takes place)

Paul:

- Mic at the podium for Moderator
- Mic for Selectmen and Finance Committee Tables
- Freestanding Mic or Podium for public to speak
- Sound System
- Possible Lighting
- Will need an access point for electricity. In years past he has accessed the maintenance or faculty room. He will be getting the around noon to begin setup.
- Will need internet access or the WiFi password
- Setting up microphones with filters/screen on the Mics. People will be asked not to touch the Mic. Wipes will be available near the Mic.

Tara:

- Check-In tables will be set up 6ft apart. A-M & N-Z, one person working each table. The library has EZ up canopies we can use. Setting those up above each table will make it more clear that that is where the check-in is, and direct the voters that way. We have 2 plexi-glass "sneeze guards" to use for the check-in workers tables.
- There will be another table right near there for the packets.
- We will lay tape out on the ground 6ft apart for when the lines may form at the Check-In tables
- Will have bug spray at the Check-In/Packet area for use.

Police:

- Requested 2 detail officers to assist. This was suggested after the meeting on 5/11/20 with the Town Administrator, Chairman of the Board of Selectmen, Moderator, Finance Committee Chairman, Town Clerk, Town Counsel, and Town Accountant.
- Block off access for vehicles to the back area of the parking lot. People can park in the side parking lot by the track. Keeping the parking in that one area will prevent any voters from coming around from the other side and not seeing or going by the Check-In tables.

Tara Sullivan, Town Clerk
15 St. Paul Street • Blackstone, MA 01504
T: 508-883-1500 ext. 116 • F: 508-883-4953
tsullivan@townofblackstone.org

- Make sure people aren't by-passing the Check-In table, and that nobody enters the voting area without checking-in.
- Will bring a box of masks to ensure everyone is wearing one.

DPW:

- Begin set up Tuesday morning.
- Will bring and set up the generator lights. Not to be set up too close to the area where the meeting will take place because of the noise.
- Will bring and set up road blocks for the ends of the driveway, and to block off access to the back parking lot.
- Will be cautioning off area of driveway for the voters to sit.
- Area will be cautioned off for non-voters/residents in the back of the voter's area on the grass.
- Chairs will be set up for non-resident employees to sit towards the front. The chairs will have a reserved sign on it.
- A section will also be made for Voters who are not wearing masks. This will be at the far end of the voting area.
- Chairs will be arriving around 8am from Taylor Rentals. Chairs will be set up 6ft apart.
- Tables, chairs, podium, etc. will be set up.
- Bright tape on the ground before Check-In tables for lines to form 6ft apart.

School:

- WiFi password for Paul
 - Paul Jacob is going to handle the sound system and audio. He has the microphones/speakers, etc. He will need access to electricity inside. He said that in years past he has set up through the maintenance/faculty room on the first floor (b wing) and ran the wires out through a window. He will be getting there around 11/12 on Tuesday. Will somebody be available to let him into that part of the building?
 - We are going to rent chairs from Taylor rental. They are going to be getting dropped off around 8am on Tuesday morning. If they need to pick them up on Wednesday, is there a place we could leave them overnight on Tuesday? They will give us a time of when they will pick them up Wednesday that they will need to access the building where the chairs are stored.
 - We discussed using tables that are available at the school. We will need 6-8 tables if they are available. They can just leave them out somewhere and we can set the up and break them down at the end of the night.
- Selectmen Table
-Finance Committee Table

- Check-In A-M
- Check-In N-Z
- Packet Table
- Table for Town Clerk

- Podium for Moderator from Auditorium
- We will need to have access to the restrooms. Could we leave the door to the auditorium unlocked, to have access to the bathrooms by the cafeteria? They will be able to use the stairs or the ramp if need be to access that area from the meeting area.

Fire:

- At the Department Head meeting 5/19/20, it was suggested to have paramedic's available at the Town Meeting.
- Reverse 911 call Sunday or Monday.

**CHECKLIST FOR TOWN MEETING PLANNING
 DURING THE COVID-19 PANDEMIC¹**

Before Town Meeting	
Pre-town meeting	<ul style="list-style-type: none"> <input type="checkbox"/> Postpone town meeting in accordance with law or have moderator declare and recess town meeting for max of 30 days at a time until meeting is held <input type="checkbox"/> Send report of initial recess and continuation to Attorney General <input type="checkbox"/> Select new date for town meeting and advertise widely <input type="checkbox"/> If new date is after June 30, prepare and submit ASAP 1/12th budget plan
As early as possible before annual town meeting	<ul style="list-style-type: none"> <input type="checkbox"/> Work closely with all town stakeholders to analyze public health and safety issues <input type="checkbox"/> Select location for town meeting (indoor, outdoor, remote as permitted by law) <input type="checkbox"/> Cooperatively draft town meeting logistics and safety plan <input type="checkbox"/> Distribute safety plan to other key staff for feedback <input type="checkbox"/> Budget for and order PPE, plexiglass shields, sanitizer, wipes, screens and microphones, voting technology, signage, outdoor toilets, poll pads, all as necessary (possible plexiglass can be used in town hall or for town elections later, as well) <input type="checkbox"/> Arrange for hiring and availability of extra staff, police, fire, EMTs, volunteers, officials, cleaning services, as budget permits <input type="checkbox"/> Consult with local disability commission on accessibility issues, bathrooms, parking, etc., to incorporate within plan
At least 10 days before annual town meeting*	<ul style="list-style-type: none"> <input type="checkbox"/> Post notice for select board public meeting to reduce town meeting quorum requirements at least 7 days in advance of vote <input type="checkbox"/> Select Board votes to reduce quorum to no less than 10% of usual requirements after consultation with and approval of Moderator <input type="checkbox"/> Town Clerk sends certified notice of vote to Attorney General within 10 days <input type="checkbox"/> Post vote of Select Board vote on municipal website <p>Note: These steps are all conditional on the enactment of pending legislation</p>
At least 7 days before annual town meeting	<ul style="list-style-type: none"> <input type="checkbox"/> Post warrant and supporting documents on municipal website (unless local charter or bylaw requires you to post it earlier; post earlier if possible) <input type="checkbox"/> Post instructions, safety plan, expectations, or “FAQs” on website (e.g., must wear mask, bring your own PPE, parking and safety instructions, etc.) <input type="checkbox"/> Hold pre-meeting online as a public information session to ensure voters are informed about process and substance

¹ This checklist is intended as a guideline to assist you in the additional efforts that will be required to plan, prepare for, and coordinate a postponed municipal election during a pandemic. This information is general in nature and does not, and is not intended to, constitute legal advice.

	<ul style="list-style-type: none"> <input type="checkbox"/> Encourage voters to download and bring copy of warrant, health questionnaire, and other documents posted on website to Town Meeting <input type="checkbox"/> Advertise requirements and circulate documents and plans as widely as possible; to media, post on website, reverse 9-1-1 call, cable TV, listservs etc. <input type="checkbox"/> Hold one or more training session for staff/volunteers re: safety plans and protocols <input type="checkbox"/> Prepare and advertise “entry plan” to minimize delays at check-in
Day before or day of annual town meeting	<ul style="list-style-type: none"> <input type="checkbox"/> Hold a trial run or training session for staff <input type="checkbox"/> Set up and test technology to ensure it works from different rooms/areas <input type="checkbox"/> Staff to distribute handouts/warrant on chairs ahead of time if same is necessary <input type="checkbox"/> Sanitizer or wipes at entrance, outside of bathrooms, and throughout meeting area if people will be walking around <input type="checkbox"/> Signage at entrance for symptom checking <input type="checkbox"/> Signage to specify order/flow/process for check-in <input type="checkbox"/> Tape marked on ground for lines and bathrooms, 6 feet apart <input type="checkbox"/> Set up and place check-in tables at least 6 feet apart; utilize plexiglass shields or “twin” tables to provide protection for clerk’s staff and voters; consider using additional check-in tables separated by last name or other criteria <input type="checkbox"/> Signage on Governor’s face covering order and any local board of health order concerning face coverings at town meeting; suggested area for those without face coverings, with exceptions for anyone with disabilities (no questioning of health issues) <input type="checkbox"/> Signage for bathrooms and other directions <input type="checkbox"/> Place bins for remote clickers, trashcans, etc. at exit <input type="checkbox"/> Place sanitizer or wipes at exit

During Town Meeting

Process	<ul style="list-style-type: none"> <input type="checkbox"/> At check-in, hand out voting cards or clickers, as well as face coverings to those that need them <input type="checkbox"/> Have staff to assist with social distancing of chairs and seating in the event any “rearrangement” is required <input type="checkbox"/> All key committees and staff to model social distancing and face covering wearing at tables in front, or in existing seating, social distanced <input type="checkbox"/> Moderator to describe rules of procedure as formerly released, and set expectations re: participation and related matters <input type="checkbox"/> Consider reducing length of opening ceremonies, as appropriate <input type="checkbox"/> If reduced quorum (assuming legislation passes) or in an effort to limit time persons are together at town meeting, act only on essential warrant articles (budget, FEMA deadlines, etc. or those deemed by select board to be essential) <input type="checkbox"/> Staff to wipe standing microphones (if used) after each use by speakers <input type="checkbox"/> Staff to ensure speakers are distancing when waiting in line to speak (if standing microphones used); will need to social distance from those in line <u>and</u> from those that are seated <input type="checkbox"/> Consider reducing length of meeting as much as possible, while respecting deliberative process and preserving normal feel and validity of meeting
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After Town Meeting

Exiting Meeting	<ul style="list-style-type: none"><input type="checkbox"/> Prior to adjournment, moderator should address process for exiting (by row, by precinct, etc.)<input type="checkbox"/> Signage and staff to assist with direction and flow of attendees, to multiple exits if possible, to minimize crowds, bottlenecks, and post-meeting socialization<input type="checkbox"/> Place bins for remote clickers, trashcans, etc. at exits<input type="checkbox"/> Police to assist with social distancing and prompt exiting, encouraging persons to leave parking areas
Clean-Up	<ul style="list-style-type: none"><input type="checkbox"/> Sanitize all town-owned tables, chairs, and other materials before transporting back to storage<input type="checkbox"/> All items not required to be kept can be thrown out<input type="checkbox"/> Consider hiring professional service after meeting to disinfect, empty trash of used PPE, particularly if town meeting is held inside<input type="checkbox"/> Exit signage directing anyone experiencing symptoms within one week of town meeting to report it to the board of health immediately
Post-Meeting	<ul style="list-style-type: none"><input type="checkbox"/> Have town clerk certify votes in same manner as usual<input type="checkbox"/> Consider whether action needed to ratify, validate, confirm if actions were taken that could subject meeting to challenge or jeopardize other action (including the issuance of bonds or the approval of bylaws), such as decisions not to mail warrant in those places where it is required, inadvertent failure to post or take other required action prior to meeting, holding meeting outside of town, holding remote meeting, etc.



LOUISE L. E. MILLER
TOWN ADMINISTRATOR
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TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

Draft Meeting Minutes **BOARD OF SELECTMEN**

Friday, June 5, 2020

11:00 a.m.

Wayland Town Building
Council on Aging Room
41 Cochituate Road, Wayland, MA

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

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 C. Karlson, participated remotely by tele-videoconferencing; D. Levine participated by tele-videoconferencing and was also present at Town Building.)

Also Present: Town Administrator, Louise Miller; Assistant Town Administrator, Elizabeth Doucette; Management Analyst, Seath Crandall; IT Director, Mike McCann; Finance Director, Brian Keveny; Town Planner, Sarkis Sarkisian; Chair of the Zoning Board of Appeals (ZBA), James Grumbach; Chair of the Economic Development Committee, Rebecca Stanizzi; Chair of the Planning Board, Ira Montague

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, limited to two minutes per comment. C. Karlson reviewed the agenda for the public.

A2. Announcements L. Anderson reminded everyone that Election Day is scheduled for Tuesday, June 9, 2020 and the polls will be open from 7:00 a.m. to 8:00 p.m., and any voter who may have ballot at home should return the ballot in person by 8:00 p.m. on Tuesday, June 9, 2020. C. Karlson added that there was a ballot box available 24 hours a day in the vestibule of Town Building.

A3. Race Amity Day Proclamation and Tolerance Pledge: discussion and vote to issue proclamation making the second Sunday in June to be Race Amity Day; review Tolerance Pledge signed in 2017 C. Karlson reviewed the proposed language of a proclamation included in the packet and an email from Ann Landry, Advisory Board member for The National Center for Race Amity (NCRA) to Board of Selectmen dated May 20, 2020 asking the Board of Selectmen to issue a Proclamation declaring June 14, 2020 to be Race Amity Day in Wayland, and to consider the second Sunday in June to be Race Amity Day in perpetuity.

L. Anderson moved, seconded by T. Fay, that the Board of Selectmen approve the Race Amity Day Proclamation for 2020, as included in the packet. In discussion, T. Fay noted that he supported the proclamation and was pleased to attend the public demonstration in Wayland last Sunday. He also appreciated the support of the Wayland Chief of Police. T. Fay read an excerpt from Dr. Martin Luther King's 1964 Acceptance Speech, on the occasion of the award of the Nobel Peace Prize. D. Levine echoed T. Fay's comments and added the importance of keeping the conversation active to institute change. M. Antes added that the Congressional Black and Latino Caucus had issued ten actionable steps to combat police brutality and advance racial justice. M. Antes noted that one item specifically for municipalities is to declare racism as a public health crisis and worthy of treatment, assessment, and financial investment in order to eradicate negative health impacts at the municipal level. M. Antes suggested that the Board consider declaration of a public health crisis at a future meeting. L. Anderson stated that the responsibility of civic leaders in Wayland is to model how a small town works to have a community minded police department. L. Anderson noted that Wayland was the first Town in Massachusetts to recognize Race Amity Day, and the language has held up over time. She suggested that the Board hold off

consideration of the tolerance pledge to a future meeting. C. Karlson noted that we are all affected at different levels including personal, societal, and municipal. L. Miller noted that there are two separate issues: excessive use of force by police is an issue of training and education of police departments; the other issue is of racial and other prejudices. L. Miller added that the Town does have policies in place to address the behaviors of Town employees regarding violence, harassment and standards of conduct. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0. C. Karlson confirmed the Board's intent to discuss updating the 2017 Tolerance Pledge at a future meeting.

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

A9. Committee Appointments: update on the process C. Karlson noted that the list of Committee Appointments and re-appointments included in the packet will be discussed at the next meeting

A4. Public Comment (continued)

Anette Lewis, Claypit Hill Road, asked the Board if there were citations that supported the June 4, 2020 memorandum from the Town Administrator on the reopening of restaurants. A. Lewis asked the Board to share the goals of agenda item 6; where the Board planned to have a discussion with the chairs of the Planning Board, Economic Development Committee and Zoning Board of Appeals, and she stated that there were other elected members of those boards that were not included in the discussion.

C. Karlson noted that these questions would be addressed during agenda item 6.

A5. COVID-19: Town Administrator update and review of Response Plan; vote any necessary actions, including but not limited to: 1. State re-opening plan Phase II a. Outdoor and Indoor Recreation; b. Childcare and summer programs and camps; c. Economic Development i. Restaurants ii. Other Businesses 2. Board of Health Update; 3. Election Update; 4. Annual Town Meeting Update - MMA Conference

A5.2 Board of Health Update L. Miller reported that there were four new cases since the last report, bringing the Wayland total to 104 cases.

A5.1. State re-opening plan Phase II L. Miller reported that the State will announce soon when Phase II would begin. Phase II would expand on the number of business that would re-open, to include daycares and day camps - as well as outdoor and indoor facilities.

A5.1.a. Outdoor and Indoor Recreation L. Miller reported that she would consult with the Health Director and Recreation Director on the re-opening of indoor and outdoor spaces. So far Wayland has followed the state guidelines. Playgrounds would not re-open.

A5.1.b. Childcare and summer programs and camps L. Miller reported that she would consult with the Health Director and Recreation Director on the re-opening of summer camps, the new guidelines have been issued by the EEC. L. Miller stated that some activities will not be able to occur, but some could operate with modifications. There will be an update for the Board next week.

A5.1.c. Economic Development: i. Restaurants ii. Other Businesses L. Miller reported that the Town staff had spent a lot of time preparing for Phase I and Phase II restaurant operations. L. Miller referenced the Governor's COVID-19 Order No. 35 where the approval process provisions are outlined, that authorize the Board to approve requests for new or expanded outdoor table service. The language in the Town's June 4 memorandum replicates verbatim the language from the Governor's order No 35. L. Miller added that the Town staff were continuing to field many health and business re-opening questions for Phase II.

A5.3 Election Update L. Miller reported that the election is taking place on Tuesday, June 9, 2020 and the Town has established new protocols and enlisted poll workers for both polling sites and established new safety standards which are currently under review by the Health Director. L. Miller reported that the Town Clerk had already received 2,000 absentee and early voting ballots.

A5.4 Annual Town Meeting Update - MMA Conference; L. Miller reported that many towns have different approaches to Town Meeting, but she has not yet found another town that expects attendance to the degree that is typical for Wayland. The Town is still reviewing logistics and potential number of attendees with

the Town Moderator. C. Karlson and Town Moderator, Dennis Berry, worked on a letter to the editor for the newspaper to inform residents about the Annual Town Meeting postponement. C. Karlson and M. Antes reported that they had participated in a meeting with the Massachusetts Municipal Association (MMA) that was helpful for the planning process. D. Levine consulted with Massachusetts State Senator Rebecca Rausch and there may be legislation to allow Open Town Meeting to move to a virtual format.

A6. Restaurants: 1. Discussion on Outdoor Seating With Chairs of Economic Development Committee, Planning Board, and Zoning Board of Appeals 2. Review and Vote Process and Application for Outdoor Table Service 3. Vote on Requests for Outdoor Seating and Identify Next Steps C. Karlson noted that the chairpersons of the Planning Board, EDC, and ZBA were invited to have a discussion with the Board and Town Administrator to efficiently share information to help facilitate a later discussion with each respective board. C. Karlson announced that other members of those boards were free to review the meeting on WayCAM. L. Miller repeated the citation to support the Town's June 4, 2020 memorandum, citing the Governor's COVID-19 Order No. 35 signed on June 1, 2020. L. Miller reread the excerpt, and noted the order also dispenses the provision for the review and approval of the Alcoholic Beverages Control Commission (ABBC). The authority is entirely vested with the Board of Selectmen.

A6.1 Discussion on Outdoor Seating With Chairs of Economic Development Committee, Planning Board, and Zoning Board of Appeals L. Miller noted she had consulted with the Town Planner, Building Commissioner, Fire Chief and Health Director to discuss re-opening guidelines for businesses and restaurants. The Town developed an application process that closely resembles the ABBC application process. The Town would review the applications at the staff level and submit to the Board for approval of a temporary permit or license for outdoor service. D. Levine noted that the EDC had contacted all businesses in Town that may be effected by the order.

A6.2 Review and Vote Process and Application for Outdoor Table Service L. Miller noted that the Board is required to review the application process before businesses are allowed to apply. C. Karlson suggested holding Board meetings to review the applications. Planning Chair, I. Montague, asked about the authority to enforcement. L. Miller noted that the enforcement responsibility is primarily the Health Department and secondarily the Police Department. M. Antes clarified that businesses that currently have outdoor accommodations that do not plan to change, need not apply. There was a discussion on the application process for restaurateurs.

A4. Public Comment (continued)

Mandy Phillips, owner/operator of restaurant at 20 Crest Road, voiced her support for outdoor dining and thanked the Board for efforts to support local businesses.

John Testa, owner/operator of Giacomo's Ristorante at 14 Elissa Avenue, thanked the Town for supporting local businesses.

Molly Upton, Bayfield Road, asked the Board if they have the authority to reduce the size of the proposals or modify them in anyway. L. Miller answered in the affirmative.

A6. Restaurants: 1. Discussion on Outdoor Seating With Chairs of Economic Development Committee, Planning Board, and Zoning Board of Appeals 2. Review and Vote Process and Application for Outdoor Table Service 3. Vote on Requests for Outdoor Seating and Identify Next Steps (continued)

A6.2 Review and Vote Process and Application for Outdoor Table Service (continued)

D. Levine moved, seconded by M. Antes, to approve the Process and Application for Outdoor Table Service as discussed and included in the Board packet, for an application for temporary outdoor seating expiring on November 1, 2020 or when COVID-19 Order NO. 35 is rescinded, whichever is earlier. In discussion, T. Fay applauded the Governor to allow Towns this authority to expedite the process to support local businesses. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A6.3 Vote on Requests for Outdoor Seating and Identify Next Steps C. Karlson suggested scheduling a Board of Selectmen meeting midweek to review the applications.

A7. Fiscal Year 2021 1/12th Budget: Review and Vote to Approve Submission of Fiscal Year 2021 1/12

budget L. Miller reported that the Town prepared FY2021 monthly 1/12 budget to begin July 1, 2020 due to the lack of budget approval at ATM that was postponed. L. Miller sought approval for the budget to be submitted to the Director of Accounts of the Division of Local Services (DLS) or the Department of Revenue (DOR). L. Miller listed the submittal to include the expenditures of July 2020, in the amount of \$10,497,379 for the General Fund, a Water Enterprise Fund Budget of \$318,527 and a Waste Water Enterprise Fund budget of \$130,471. L. Miller also sought approval for August and September submittals.

L. Miller noted that the DOR recommended establishing revolving funds to account for COVID-19 reimbursable expenditures for FY2021, one fund for Federal Emergency Management Agency (FEMA) and one fund for all other expenses. These totals would be separate from the budgets previously listed.

L. Anderson moved, seconded by D. Levine, that the Board of Selectmen approve the submission of the FY2021 1/12 budget for July 2020: Municipal budget of \$9,974,915; School Department budget of \$522,465, for a General Fund total of \$10,497,379; Water Enterprise Fund Budget of \$318,527; and Waste Water Enterprise Fund budget of \$130,471, for a total July budget of \$10,496,377. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

L. Anderson moved, seconded by M. Antes, that the Board of Selectmen approve the submission of the FY2021 1/12 budget for August 2020: Municipal budget of \$1,965,443; School Department budget of \$2,386,891, for a General Fund total of \$4,352,334; Water Enterprise Fund Budget of \$77,600; and Waste Water Enterprise Fund budget of \$6,703 for a total August budget of \$4,436,637. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

L. Anderson moved, seconded by M. Antes, to approve the submission of the FY2021 1/12 budget for September 2020: Town Municipal budget of \$2,365,131; School Department budget of \$3,604,686, for a General Fund total of \$5,969,817; Water Enterprise Fund Budget \$264,028 and a Waste Water Enterprise Fund budget of \$29,800 for a total September budget of \$6,263,645. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A8. FY2020 Report: Assign responsibility for drafting the annual report L. Anderson volunteered to take the responsibility of drafting the annual report for FY2020.

A10. Minutes: Review and vote to approve minutes of May 27, 2020 M. Antes moved, seconded by D. Levine, that the Board approve the Board of Selectmen meeting minutes of Wednesday, May 27, 2020. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

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 to ratify Contract 20-1079 with Aquatic Vision, LLC for 2020 Vegetation Management at the Town Beach for an amount not to exceed \$6,000.
4. Vote the question of approving and signing Contract 20-2027 with PJ Keating Company for Bituminous Concrete in Place for an amount of \$983,500.
5. Vote the question of approving three (3) yard signs to be displayed from June 6, 2020 to June 13, 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 accepting with thanks two (2) donations totaling \$175.00 to the Wayland COVID-19 Relief Fund.

M. Antes moved, seconded by T. Fay, to approve the Consent Calendar in the Board Packet. Roll Call Vote: 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 asked when the yellow traffic line on the road near Fire Station #2 would be painted. L. Miller would investigate the matter. T. Fay referenced a webinar the Board members participated in with the MMA and encouraged the Town to develop a communication plan and include the ADA Coordinator to develop plans for ATM.

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 L. Anderson, to adjourn the meeting at 12:39 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 June 5, 2020

There were none.

Items included as part of the Agenda Packet for discussion during the Board of Selectmen Meeting of June 5, 2020

1. Letter from Ann Landry regarding Race Amity Day dated May 20, 2020
2. Tolerance Pledge signed in 2017
3. Race Amity Day Proclamation for 2018
4. Race Amity Day Proclamation for 2020
5. Phase 2 restaurant Reopening Memo June 4, 2020
6. Advisory Regarding Local Licensing Authorities' Approval of Outdoor Seating
7. Alcoholic Beverages Control Commission Advisory Regarding Guidelines for Extension of Premises to Patio and Outdoor Areas
8. Letter to Restaurants re: COVID-19 Phase 2 Reopening – Outdoor Table Service
9. MA Mandatory Safety Standards for Restaurants
10. MA Mandatory Safety Standards COVID-19 Checklist for Restaurants
11. Application for Temporary outdoor Seating
12. Notice on COVID-19 Wayland update of COVID-19 cases May 23, 2020
13. Memorandum from Louise Miller, Town Administrator to Board of Selectmen Re: 1/12th budget for July 2020, August 2020, September 2020
14. Budget Totals of Municipal, School, Water Fund, and Wastewater Fund for July 2020, August 2020, September 2020
15. Fiscal 2021 Month Budgets
16. Summary Fiscal 2021 Budgets
17. Detailed Fiscal 2021 Budgets
18. Water Fund Budget
19. Wastewater Fund Budget
20. Correspondence from Teri Hegarty, Management Analyst for Town of Wayland, to Board and Committee Chairs re: upcoming deadlines and new guidelines for the 2020 Annual Report – Committee Reports
21. Board/Committee Member Listing Form
22. Board and Committee Vacancies as of June 30, 2020
23. Draft of Board of Selectmen Meeting Minutes held on 05-27-2020

CORRESPONDENCE

1. Correspondence from Greg Franks, Senior Manager for Xfinity Comcast to Board of Selectmen dated May 29, 2020 re: Notice of discontinuance of certain packages for new subscriptions.
2. Correspondence from Barbara Dulong, Wayland resident to Board of Selectmen dated June 1, 2020 re: letter regarding 5G risk, and local legislative solutions.

PUBLIC DOCUMENTS PROVIDED TO THE BOARD OF SELECTMEN FROM June 5, 2020 THROUGH AND INCLUDING June 9, 2020 OTHERWISE NOT LISTED AND INCLUDED IN THE CORRESPONDENCE PACKET FOR June 10, 2020

Items distributed to the Board of Selectmen –June 5, 2020 – June 10, 2020 (included in Revised Packet)

1. Correspondence from Ann Landry to Board of Selectmen Re: Race Amity Day
2. Town of Wayland Tolerance Pledge 2017
3. Town of Wayland Race Amity Day Proclamation for 2018
4. Town of Wayland Race Amity Day Proclamation for 2020
5. Contract 20-1079 with Aquatic Vision, LLC
6. Contract 20-2027 with PJ Keating Company

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of June 5, 2020

(none)

Items included as part of the Agenda Packet for discussion during the June 5, 2020 Board of Selectmen Meeting

1. Letter from Louise Miller, Town Administrator dated June 8, 2020 to all holders of Victualler's License and On-Premise Alcohol License re. Outdoor Table Service.
2. Template Application for Temporary Outdoor Table Seating
3. Massachusetts Mandatory Safety Standards for Restaurants
4. Massachusetts COVID-19 Checklist for Restaurants
5. Giacomos of Wayland Application for Outdoor Seating
6. The Local of Wayland Application for Outdoor Seating
7. Dudley Chateau Application for Outdoor Seating
8. Board and Committee Vacancies Status as of June 10, 2020
9. Appointment Letter of Tyler Castagno to the Youth Advisory Committee from Chief Patrick Swanick to Anna Ludwig, Town Clerk May 19, 2020.
10. Letter of Recommendation of Rabbi Louis Polisson for continued service on the Wayland Youth Advisory Committee from Wayland Interfaith Leaders Association to Jason Verhoosky, Director of Youth and Family Services
11. Notice on COVID-19 Wayland update of COVID-19 cases June 2, 2020
12. Press Release from Town of Sandwich May 15, 2020 re: COVID-19 guidelines for Election Day.
13. PowerPoint from Lauren Goldberg, Esq June 2020 re: Holding Municipal Elections During the Pandemic: Planning, Timing, and Considerations.
14. PowerPoint from Lauren Goldberg, Esq June 2020 re: Holding Town Meetings During the Pandemic: Planning, Timing, and Considerations.
15. PowerPoint Re Lexington Virtual Town Meeting
16. Town Meeting Ariel Map Logistics Example
17. Checklist handout from KP Law on Town Meeting Planning During Pandemic
18. Draft of Board of Selectmen Meeting Minutes held on 05-27-2020

BOARD OF SELECTMEN
Wednesday, June 10, 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 amendment, effective July 1, 2020, to the agreement by and between the Towns of Acton, Bedford, Concord, Lexington, Sudbury, Wayland and Weston, Dated June 1, 2017 and amended July 1, 2018 and July 1, 2019, and the Town of Concord and Lincoln, dated August 28, 2019, to share services of a Regional Housing Services Office. Amendment to extend Agreements from June 30, 2020 to September 30, 2020 and replacement of Exhibit B with new Membership Fee Schedule Chart for FY21.
3. Vote the question of approving and signing the one-day liquor license for the sale of bottled wine (to be consumed off-site only) at the Russell's Summer Farmer's Market, 397 Boston Post Road, Wayland Massachusetts for the following days for the following wineries, contingent upon receipt of all necessary paperwork and payment and the review and approval of Russell's Summer Farmer's Market safety and precautions plan by the Town Administrator and the Health Director:
 - 1) Aaronap Cellars, 28 Carlisle Road, Westford, MA 01886: July 22, August 19 and September 16, 2020 from 12:00 pm to 4:00 pm.
 - 2) Stoneybrook Cider, 284 Morgan Street, South Hadley, MA 01075: July 29, September 2, and October 7, 2020 from 12:00 pm to 4:00 pm.
 - 3) Mill River Winery, 41 Railroad Avenue, Rowley, MA 01969: July 1, August 26, and September 23, 2020 from 12:00 pm to 4:00 pm.
 - 4) House Bear Brewing, 3 Graf Road, Unit #15, Newburyport, MA 01950: July 15, August 12, September 9, 2020 from 12:00 pm to 4:00 pm.
4. Vote the question of approving three (3) yard signs to be displayed from June 13, 2020 to June 20, 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.

BOARD OF SELECTMEN
Wednesday, June 10, 2020
11:00 a.m.
Wayland Town Building
Selectmen's Meeting Room
41 Cochituate Road, Wayland, MA

CORRESPONDENCE

(none)