

PACKET

Nov 23

2020



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TOWN ADMINISTRATOR
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TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN

LEA T. ANDERSON
MARY M. ANTES
THOMAS J. FAY
CHERRY C. KARLSON
DAVID V. WATKINS

Revises agenda posted November 19 at 3:59 pm

BOARD OF SELECTMEN

Monday, November 23, 2020

5:00 p.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 via Zoom as well as WayCAM. The Zoom meeting can be entered using the following link:

<https://zoom.us/j/95721725414?pwd=RvVkcG9qMXRvcXNlc1pMWVVRXY1JLQT09>

Password: 346818

The meeting may be viewed live on the WayCam Government Channel (Comcast 9, Verizon 38). Public Comment will be received either through Zoom** or 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.

In addition to being live streamed, WayCam will record the meeting and this recording will be made available to the public as soon after the meeting as is practicable. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings.

**To make a public comment via Zoom, perform a virtual "hand raise". The meeting moderator will contact you via a chat message to acknowledge your request and will inform the chair of your request to comment. Instructions for performing a virtual "hand raise" can be found at

<https://support.zoom.us/hc/en-us/articles/205566129-Raising-your-hand-In-a-webinar>

- 5:00 pm 1. Call to Order, Review Agenda for Public
- 5:03 pm 2. Announcements and Public Comment
- 5:10 pm 3. Interim Police Chief: recommendation by Town Administrator; discussion and potential vote to ratify appointment of Lt. Sean Gibbons as Interim Police Chief, effective November 30, 2020
- 5:20 pm 4. Energy and Climate Committee: Committee update including potential 2021 ATM article requests and upcoming projects; associate member request; next steps
- 5:50 pm 5. 2021 Annual Town Meeting:
 - a. Review and approve schedule

BOARD OF SELECTMEN
Monday, November 23, 2020
5:00 p.m.
Wayland Town Building
41 Cochituate Road, Wayland, MA

- b. Review and approve board and petitioner article submission forms
- c. Discuss and review standard Board of Selectmen articles for submission

6:10 pm 6. Liaison Roles: continue discussion of Board of Selectmen’s policy and role; potential vote to approve updated policy

6:30 pm 7. Update on Sign Policy

6:45 pm 8. Committee Appointments: Vote to appoint:

Committee	Potential Appointee(s)	Term End Date
Economic Development Committee	Dan Crossman	June 30, 2021
Energy & Climate Committee <i>*associate member</i>	Michael Kanarek	None specified
Route 20 South Landfill Advisory Committee	David Pearlman	Nov 1, 2023
	<i>*Recreation Commission</i>	
	Kathie Steinberg	Nov 1, 2023
	<i>*School Committee</i>	
	Kathy Schreiber	Nov 1, 2023
Wayland Housing Partnership	<i>*Conservation Commission</i>	
	Seth Roman	Nov 1, 2023
	<i>*Economic Development Committee</i>	
	Clifford Lewis	Nov 1, 2023
	<i>*Board of Public Works</i>	

6:55 pm 9. Town Administrator update:

- a. COVID-19 Update
 - Contact tracing
 - Rapid response testing
- b. River’s Edge
- c. Cable Advisory Committee: update on negotiations; potential vote on Board of Selectmen letter of support for WayCAM

7:25 pm 10. Minutes –November 16, 2020 review and vote to approve

7:30 pm 11. Consent: review and vote to approve

7:35 pm 12. Correspondence

7:40 pm 13. Selectmen’s Reports and Concerns

7:45 pm 14. Topics not Reasonably Anticipated 48 hours in advance, if any

7:50 pm 15. COVID-19 Testing update: discussion on COVID-19 testing and funding with members of the school committee; potential vote to establish gift account

BOARD OF SELECTMEN
Monday, November 23, 2020
5:00 p.m.
Wayland Town Building
41 Cochrane Road, Wayland, MA

8:20 pm 16. Executive Session

- I. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to litigation Stephen Cass v. Robert Irving
- II. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to litigation Stephen Cass v. Augusto Saviatto
- III. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to litigation Ordway v. Town of Wayland pending with the Massachusetts Commission Against Discrimination;
- IV. Pursuant to Massachusetts General Laws Chapter 30A, Section 21 (a) (6) to consider the purchase, exchange, taking, lease or value of real estate in regard to the twelfth amendment to the Land Disposition Agreement pertaining to the Rivers Edge Project at 484-490 Boston Post Road;
- V. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to collective bargaining with Wayland DPW Association, Teamsters Local 170; and
- VI. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (2), (3), and (6), to review and approve the executive session minutes of November 9, 2020

Approve and Hold: Executive Session minutes of November 9, 2020

8:50 pm 17. Adjourn

Sean B. Gibbons

| Wayland, MA 01778

PROFILE

Law Enforcement professional possessing 25+ years of progressive training and experience and currently serving the Wayland Police Department with a proactive administrative approach to both meet and exceed expectations.

PROFESSIONAL EXPERIENCE

Wayland Police Department

Wayland, MA
2017-Present

Lieutenant

- Direct all police operations in the absence of the Chief of Police
- Apply leadership skills learned not only from professional training with nationally recognized police instructors but also through their mentorship
- Develop, secure, and administer long and short-term capital and operating budgets for the Department
- Direct all professional training and orientation of Department police officers and civilian employees
- Establish and implement policies, procedures and objectives for sworn and civilian personnel in order to maintain accredited status with the State of Massachusetts Police Accreditation Commission
- Research and seek out federal, state and local grants to fund additional Department resources such as vehicles, equipment and personnel
- Assess manpower on a continuing basis to ensure efficient and effective utilization of Department personnel
- Establish and foster relationships with community leaders to address the needs and desires of the community at large
- Promote relationships with other inter-municipal departments and with outside agencies to improve support during times of need
- Encourage and support a strong working relationship between the Wayland Police Union and the Department and town administration to ensure a high standard of professionalism within the organization

Administrative Sergeant

2014 – 2017

- Oversaw the daily operations of the Joint Communications Center including but not limited to: the supervision of 8 civilian dispatchers (shift assignments, training, job performance evaluations), E-911 coordination between the town and phone company, and act as liaison for police and fire personnel.
- Obtained Accreditation status for the Department and was responsible for continued policy drafting to maintain Accreditation status in compliance with state mandates
- Drafted grant applications and upon award, administered and performed any necessary follow up
- Analyzed criminal activity statistics, motor vehicle enforcement, crash data, and overall police activity with follow up and recommendations to the administration based on analysis.
- Administered and implemented the department evidence control system, including maintenance of accurate records chain of custody of evidence until the evidence was legally and properly disposed of
- Performed all duties required as a Patrol Supervisor
- Acted as the Supervisor for all Special Operations
- Participated in METRO-LEC and achieved the role of Administrative Deputy Unit Commander prior to retirement from the team
- Various other administrative functions as required or requested

Training Sergeant

2010 – 2017

- Ensured that each member of the Department maintained police officer eligibility in accordance with all applicable state requirements
- Maintained and updated all Department training records for both sworn and nonsworn personnel
- Assigned all members to appropriate training in order to ensure compliance with state requirements
- Created and updated monthly training report to Department Chief of Police

- Served as the Field Training Officer Coordinator by implementing the training schedules for all new personnel

Patrol Sergeant

2008 – 2014

- Supervised assigned Patrol shift
- Managed shift personnel
- Completed and delivered monthly shift reports to administration

*Exhaustive list of previous positions with Wayland Police Department, Sturbridge Police Department, and Los Angeles Police Department available upon request for employment during 1995 - 2008.

EDUCATION

Western New England College

Springfield, MA

Masters Degree, Criminal Justice Administration

2003

Bachelor of Science, Law Enforcement

2002

CERTIFICATIONS AND PROFESSIONAL ASSOCIATIONS

Leadership Management International Inc. – Effective Leadership Development

2020

Municipal Police Institute – New Chief-Executive Development Program

2020

FBI-LEEDA Trilogy Certification

2015

Wayland Police Department Union President

2006 – 2011

Wayland Police Association President

2003 – 2014

References as well as list of further qualifications and certifications are available upon request.

DRAFT

2021

ANNUAL TOWN ELECTION/ANNUAL TOWN MEETING SCHEDULE

Last updated November 20, 2020

2020

- Mon Dec 7* Board of Selectmen votes to open warrants for the Annual Town Meeting and Town Election.
- Wed Dec 9* Notice of the opening of the warrant shall be sent to the Town Clerk and all Town boards and committees. Per Town Code 36-2 and 36-3, notice of the closing date of the warrant will be posted at the Town Building and at the public library in Wayland Center, at the Cochituate Fire Station or Cochituate Post Office and at the Happy Hollow School.
- Mon December 14* Pursuant to Town Code 36-1, the Selectmen shall cause notice of the time and place of the Annual Town Meeting and Election to be published in a newspaper of general circulation no later than the date fixed by them for closing the warrant pursuant to Town Code 36-3.
- Mon Dec 14* Planning Board has preliminary meeting with Board of Selectman on Zoning and Planning Board articles, if required.
- Mon December 14* Petitioners' Workshop with Selectmen

2021

- Tues Jan 5** Nomination papers are available from the Town Clerk for the Town Election.
- Mon Jan 11* Selectmen vote to submit any remaining warrant articles it will propose.
- Friday Jan 15* Deadline for submission of warrant articles at 12:30 p.m. to the Board of Selectmen through the Town Administrator's Office. (per Town Code Sec. 36-3) Articles will be stamped with date and time of receipt. No article, other than one submitted by the Moderator, Town Clerk, or the requisite number of petitioners, shall be inserted in the warrant for any Town Meeting unless so voted and submitted by a board, commission, committee, or other governmental body of the Town of Wayland by 4:30 p.m. on the date fixed by the Board of Selectmen for closing of the warrant for such meeting. (Town Code 36-3C)
- Mon Jan 18* **Martin Luther King Jr. Day**
- Wed Jan 20* Articles are draft ordered by Town Administrator and distributed to Moderator, each member of the Finance Committee, Selectmen, Town Counsel and Town Clerk. Town Counsel reviews text of articles.
- Wed Jan 27* Finance Committee ATM Article Workshop. The Workshop fulfills Town Code 19-3

Except for Town Meeting and Election, dates required by Town Code / State Law and dates for final submission of warrant articles, this schedule is subject to change.

- Mon Feb 1* Selectmen meet with Planning Board on Town Meeting articles, if necessary. (See MGL 40 A Section, 5)
- Mon Feb 1* Finance Committee decides the articles for which it will make a report in the warrant to include comments, and the pros and cons. The Finance Committee will communicate its decision to the article sponsors and petitioners who may respond by February 15th with a "Sponsor's Report" not to exceed 150 words in length. Town Code § 5 B.
- Mon Feb 15-19* **Presidents Day and School Vacation Week**
- Tues March 2** The Finance Committee and other boards and committees are asked to make written requests to the Board of Selectmen to approve placement of a Proposition 2 ½ Ballot Question on the Election Warrant at least two weeks prior to the Board's vote. The Board will consider the requests at their March 8, 2021 meeting.
- It is the Selectmen's policy that the Board of Selectmen request the Finance Committee's recommendation on whether to place any Proposition 2 ½ Questions on the ballot. The Finance Committee's recommendation and its presentation will be made at the Selectmen's meeting on March 8, 2020. (Earliest date of action - Last legal date for Selectmen to vote on ballot questions is Monday, May 10, 2021.)
- Mon March 8** Finance Committee makes presentation to Board of Selectmen on all Proposition 2 ½ questions. (See Board Policy for Finance Committee presentation requirements).
- Mon March 8* Selectmen determine the final order of ATM warrant articles.
- Mon March 8* By this date, any changes that an article sponsor or petitioner requests to make to the article text (excluding the comments and pros and cons which are the responsibility of the Finance Committee) shall be submitted to the Town Administrator for approval by Town Counsel after which they will be forwarded back to the article sponsor or petitioner, and also to the the Chair of the Board of Selectmen and the Chair of the Finance Committee for distribution to the members.
- Mon March 8* Deadline for article sponsors and petitioners for which the Finance Committee will make a report in the warrant to submit a "Sponsor's Report" not to exceed 150 words in length. (Town Code § 36-5 B)
- Fri March 12* Articles are put in final form by Town Counsel. Town Counsel provides comments on by-law changes consistent with Town Code chapter 36, Section 5 B.
- Mon March 15* Board considers opening of STM Warrant (within Annual Town Meeting) for the period Tuesday, March 16 through Tuesday, March 23 at 4:30 pm and sets all related STM dates at that time. Last date to set STM within ATM is 45 days before (March 31) ATM or TBD. The warrant for any Special Town Meeting shall remain open for at least seven days after it is called by the Board of Selectmen. Within 48 hours after calling any Town Meeting, the

Except for Town Meeting and Election, dates required by Town Code / State Law and dates for final submission of warrant articles, this schedule is subject to change.

Selectmen shall post notice of the warrant closing date at the locations specified in Town Code § 36-2.

Mon March 15

Board of Selectmen votes to place Proposition 2 ½ Override or Exclusion Question on Election Ballot. Under MGL 54, 42 C, the Town Clerk must receive the written notice of the question being placed on the ballot 35 days before the Election or by Tuesday, April 6, 2020. Following a vote to approve a Proposition 2 ½ Question, the Selectmen and Finance Committee will provide public notice and convene a meeting for public comment on proposed Proposition 2 ½ Question(s).

*Note: Nomination paper deadline

Tues March 16

Last date for Planning Board to discuss and vote Planning Board Reports on zoning articles (may be earlier). See MGL 40 A Section 5.

Mon March 22

Selectmen accept public comment, discuss wording and vote on ballot questions. (if any)

Tues March 23

Last day for submission by 5:00 pm of nomination papers to the Board of Registrars for Town Election (49 days before Election) GL c53, sec. 7 (Town has not accepted MGL C. 53, sec 9A.)

Tues Mar 23

Deadline: Finance Committee article comments (with supporting charts and appendices), Finance Committee report, and Planning Board articles due to Executive Assistant by 10:00 a.m. - No changes accepted after this date.

Friday April 2

Good Friday - No School

Tues April 6

Last day for Selectmen to submit ballot question to Town Clerk by 5:00 pm. (on or before 35th day preceding election) MGL 54, sec 10; MGL C 54, sec 42c

Tues April 6

Last day for filing certified nomination papers with Town Clerk (on or before 35th day preceding election.) MGL 53 section 10.

Thurs April 8

Town Clerk sends ballot to printer.

Thurs April 8

Last day to object to nomination papers, to withdraw nomination or object to petitions for local ballot questions for Town Election. GL c. 53, sec. 11; GL c. 55B sec. 7

April 8 or later: Town Clerk sends ballot to printer if no objections filed. GL 55 B, sec. 7

April 15 or later: Town Clerk sends ballot to printer if objections filed. GL 55 B, sec. 7

Mon April 5

Compilation of warrant completed, and all changes made.
Warrant is sent to printer.

TBD

CANDIDATES' NIGHT - LEAGUE OF WOMEN VOTERS

<i>Fri April 9</i>	Postal delivery of warrants (Town Code 36-2A, MGL c. 39, s10)
<i>Mon April 19</i>	Patriots Day
<i>April 19-23</i>	Motions for articles completed by Town Counsel and provided to Moderator and Town Clerk; Pre-Town Meeting review this week.
<i>Tues April 20</i>	Town Clerk advertises in a newspaper of general circulation and posts notice of the time and place of Annual Town Meeting and Election for per Town Code Sec. 36-1 on town sign boards no later than 2 weeks before Town Election and Town Meeting
Wed April 21	Last day to register to vote prior to Town Election / Town Meeting; 8:00pm. (20 days prior) GL c 39 sec 26, 28
<i>Mon April 26</i>	Sponsors and Petitioners submit any illustrative slides under Moderator's Rules to Town Administrator's office by this date.
<i>Mon April 26</i>	Final copy of warrant delivered to Selectmen, Moderator, Finance Committee, Town Clerk, Town Counsel and Finance Director.
<i>Mon April 26</i>	Selectmen vote and sign warrants for posting.
TBD	ISSUES FORUM - LEAGUE OF WOMEN VOTERS
<i>Tuesday April 27</i>	Town Clerk post warrants for Town Meeting and Election at the Town Building and at the public library in Wayland Center, at the Cochituate Fire Station or Cochituate Post Office and at the Happy Hollow School per Town Code Sec. 36-2A, MGL c. 39, s10 (at least 7 days prior to Annual Town Meeting or Annual or Special Election and at least 14 days prior to Special Town Meeting). If a Special Town Meeting is called for May 15, 2020, the warrant must be posted 14 days prior. GL 39, sec. 10.
TBD	Moderator's Forum
<i>Fri April 30</i>	Last date for vehicle descriptions (valued at least \$10,000 from Parks, Recreation, Highway and Water only) prepared by procurement officer to be filed with Town Clerk per Town Code Sec. 19-7 (at least 7 days prior to Annual Town Meeting and 14 days prior to Special Town Meeting).
<i>Wed April 30</i>	Draft motions for articles are posted at Town Building and Library
<i>Mon May 3</i>	Selectmen conduct ATM Warrant Hearing at time TBD
<i>Mon May 3</i>	Last day for Selectmen to review proposed motions and vote positions on Annual Town Meeting warrant articles.
<i>Fri May 7</i>	Prepare and print final errata sheets, Moderator's instructions to Town Clerk, tellers, and Planning Board reports (if necessary) for distribution at Town Meeting.

Except for Town Meeting and Election, dates required by Town Code / State Law and dates for final submission of warrant articles, this schedule is subject to change.

Tues May 11

ANNUAL TOWN ELECTION

Fri May 14

Warrants and lists delivered to Town Meeting site. List of non-resident employees provided to Moderator and Town Clerk.

Sat May 15

ANNUAL TOWN MEETING (start time TBD)

*through May 18 (if
necessary)*

Adjourned sessions of Annual Town Meeting (Monday and Tuesday at 7:00 p.m. as necessary).

DRAFT

Article 24. Community Choice Aggregation

Proposed by: Board of Selectmen

To determine whether the Town will vote to authorize the Board of Selectmen to initiate the process of seeking to aggregate energy, whether independently or in joint action with other municipalities, and contract for electric supply for Wayland residents and businesses as authorized by M.G.L. Chapter 164, Section 134(a), and to authorize the Board of Selectmen to enter into contracts to decrease greenhouse gas emissions from the generation of electricity for Wayland residents by pursuing an amount of renewable energy higher than is required by the Massachusetts Renewable Portfolio Standard (RPS), as authorized by M.G.L. Chapter 164, Section 134(b).

FINANCE COMMITTEE COMMENTS: The purpose of this Article would be to authorize the Board of Selectmen to initiate the process for Wayland to explore and implement aggregation of electrical supply through Community Choice Aggregation (CCA). Taking this action could help decrease production of greenhouse gas emissions by selecting a different electric energy supplier for Town residents and small businesses. The Town's Energy and Climate Committee has proposed decreasing greenhouse gas emissions from the generation of electricity for residents and small businesses by pursuing a percentage of Class I designated renewable energy that is greater than that required by the Massachusetts Renewable Portfolio Standard (RPS).

Municipal aggregation allows a city or town to determine the source of electricity for its residents and small businesses. If Wayland authorizes CCA, the Town would contract with an electricity supplier on behalf of residents and small businesses who have not already selected a competitive supplier. Most residents and small businesses currently get electricity supply, referred to as basic service, from Eversource. Under state law, electric utility customers can choose another electricity supplier other than Eversource. In all cases, Eversource continues to deliver the electricity, maintain poles and wires, and provide other customer services. CCA enables customers in a municipality to pool all electric loads and select an energy supplier that meets the town's goals (e.g., higher percentage of renewable energy than Eversource basic service). Under a CCA program, Wayland residents and small businesses would still receive a single electricity bill from Eversource.

Creation of a CCA Program would allow Wayland to design an energy supply plan. Through this program, Wayland could select an energy plan with a higher percentage of renewable sources (i.e., solar and wind) compared to the amount currently mandated by the state. Developing and implementing a CCA program that relies on more renewable energy would further reduce the Town's collective greenhouse gas emissions. Once a CCA Program is implemented, residents and small businesses are enrolled in the program by default; however, they may opt out at any time.

The electricity supply aggregation and establishment of a CCA Program is a multi-step process that begins with the development of a plan in consultation with the Massachusetts Department of Energy Resources. The plan must be made available for review by Wayland's citizens through a public posting and hearing and the plan must be approved by the Board of Selectmen. After providing Wayland residents the opportunity to review and comment on the plan, the Board of Selectmen would then submit the plan to the Massachusetts Department of Public Utilities for approval. The Department of Public Utilities holds its own hearings and accepts comments prior to accepting the plan, once it determines that the plan complies with state regulations.

If the Town proceeds with a CCA Program, the Town anticipates engaging a consultant to manage that program. The consultant's responsibilities would include identifying options, drafting the plan to be submitted to the Department of Public Utilities, managing the implementation and operation of the

program, tracking energy rates, managing the opt in/opt out system (including a user friendly web site and phone number), and providing outreach materials to help explain the program.

Residents have raised many questions as to the procedures for enrolling, percentage of green electric energy supply, and length of contract. These and other questions will be answered as the CCA Program is developed. These answers are not available for a Wayland based program now because the program does not yet exist. To that end, any potential cost for implementation of a program is unknown at this time. A discussion of potential costs would occur through the public posting and hearing process when developing and vetting a CCA Program.

The Massachusetts Department of Public Utilities has approved municipal aggregation plans for 149 municipalities in Massachusetts. Additionally, over 40 municipalities have used or are in the process of using CCA Programs, including Newton, Brookline, Sudbury, and Natick. Lincoln is currently developing its CCA program, and Weston approved an Article at Special Town Meeting in December 2019 to initiate the process for implementing a CCA program.

The Board of Selectmen recommends approval. Vote: 5-0-0

The Energy & Climate Committee recommends approval. Vote: 5-0-0

ARGUMENTS IN FAVOR: Passage of this article authorizes the Board of Selectmen to begin the process of community aggregation. Without starting the process, the Town cannot answer all of the questions being raised; for example, the exact procedures for opting out, the supplier, the percentage of renewable energy, the price.

Supporters of this Article argue the ability to choose energy produced with a higher percentage of renewable energy helps in combating a climate emergency by further reducing greenhouse gas emissions. The CCA program can add more renewable energy to the supply chain beyond the state-mandated renewable energy portfolio amount, which is currently 16% and increases 2% each year until it reaches 80% in 2050, thus further reducing collective greenhouse emissions.

Residents are increasingly approached by various electricity suppliers attempting to sell energy contracts with inconsistent levels of information, making it difficult for residents to evaluate options. Allowing the Board of Selectmen to research alternatives may result in better, easier and well-regulated choices for residents. Residents who do not want to participate in the program will have the choice to opt out. CCA would provide the Town with an opportunity to negotiate longer term supply contracts (e.g., two to three years) in contrast to Eversource Basic Service (EBS), which changes every six months. The rates in the longer-term supply contracts can be competitive and in some towns have been lower than the EBS rates. The competitiveness of the rates, however, depends on the type of program implemented by the Town.

ARGUMENTS OPPOSED: Opponents to this Article may express concern about the lack of clarity as to the operation and implementation of the CCA program, as well as any cost implications to the Town. The Town will need to coordinate with any consultant retained to support the process, whether it be through a staff member of the Town or a volunteer serving on a Board or Committee. Opponents may argue that Town employees and volunteers already have limited time and availability to take on new responsibilities, even if in a coordination role.

Opponents may possess reservations about initiating this process without knowing the specific method or details regarding how a resident or small business can opt out of the CCA program.

RECOMMENDATION: The Finance Committee recommends approval. Vote 6-0-0

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 164, section 134

For more information about this article, contact Town Administrator Louise Miller at 508-358-3620 or email lmiller@wayland.ma.us.

ARTICLE LIST FOR SATURDAY, MAY 15, 2021 ANNUAL TOWN MEETING

Article	April 2020 Article Name	Sponsor	Assignee Selectmen	Assignee FinCom	Position Selectmen	Position FinCom
	Recognize Citizens and Employees for Particular Service to the Town	Board of Selectmen				
	Pay Previous Fiscal Year Unpaid Bills	Board of Selectmen				
	Current Year Transfers	Board of Selectmen				
	OPEB Funding	Board of Selectmen,				
	Fiscal Year 2021 Revolving Fund Expenditure Limits	Board of Selectmen				
	Compensation for Town Clerk	Board of Selectmen				
	Personnel Bylaws and Wage & Classification Plan	Board of Selectmen				
	Surface Water Quality Committee Budget	Board of Selectmen				
	FY 2021 Omnibus Budget	Finance Committee				
	Choose Town Officers	Board of Selectmen				
	Hear Reports	Board of Selectmen				
	Sell or Trade Vehicles and Equipment	Board of Selectmen				

POLICY ON LIAISON PROGRAM

The purpose of the Board of Selectmen's Liaison Program is to promote a high level of communication and continuing exchange of thoughts and ideas between the Board and the town's committees.

To achieve this goal, each member of the Board of Selectmen is assigned by the Chair to serve as a liaison to a number of boards and committees.

The Selectmen's Liaison receives and reviews copies of board and committee meeting agendas, informational packets and minutes, and may attend meetings as his or her schedule permits.

The chair of a board or committee may schedule a conversation with the Liaison as an agenda item, in order for the Liaison to communicate information from the Board of Selectmen and bring the questions and concerns of the committee back to the Board for discussion at a regular public meeting.

Liaison assignments will be reviewed and may be re-ordered annually by the Board of Selectmen or at the discretion of the Chair.

The presentation of Liaison reports, which may be either written or verbal, will be made as part of "Selectmen's Reports and Concerns" at each meeting as necessary.

Approved on May 1, 2017.

Discussion Document

Dave Watkins

November 23, 2020

Agenda item #6: Discussion of Board of Selectmen policy “Policy on Liaison Program” Liaison

Suggested addition of working with liaison committees to document goals as one means of enhancing, implementing and meeting the Board of Selectmen’s Communication goal

- 1) Examples of the liaison work being suggested/performed: Goals from LEPC, Library, Recreation

DRAFT

FOR ILLUSTRATIVE PURPOSES

- 1) LEPC: Goals documented by D Watkins and approved by Committee

Local Emergency Planning Committee

1. **By November 1, 2020. have the Town of Wayland's Hazard Mitigation Plan finalized and approved by the town and submitted to MEMA for their approval. (This document must be in the hands of MEMA no later than November 30, 2020.**
 - a. Objective: Plan drafted and presented to TBD for review
2. **By June 30, 2021 schedule and implement: a minimum of (4) LEPC meetings per year and (1) table-top exercise with an after-action report to be scheduled just prior to June 30, 2021. This exercise will cover lessons learned during the year.**
 - a. Publish Schedule of events
3. **By June 30, 2021 meet with all major stakeholders/departments to develop Action Plans.**
 - a. Create list of contributing departments, schedule of deliverables, review process and timeline
 - b. Meet with the schools to discuss accountability and reunification (being part of the plan).
4. **By June 30, 2021 evaluate implementation of the Medical Reserve Corps (MRC) recruiting, training, and activation and shelter operations**
 - a. Create timeline, responsible parties, and scope of review
5. **By June 30, 2021 evaluate implementation of the Community Emergency Response Team (CERT) recruiting, training, and activation and shelter operations.**
 - a. Create timeline, responsible parties, and scope of review
 - b. Contract with local suppliers (e.g. Stop & Shop) for emergency supply acquisition support

DRAFT

- 2) Wayland Free Public Library: Goals from Library's Strategic Plan with comments from Trustees and Director; provided to D Watkins from Committee Chair

Wayland Free Public Library

1. **The Library Will Be an Essential Resource and Information Center; Make continuous updates to the collection for current and future patrons' needs.**
 - a. Maintain best practices for collection development in physical and electronic formats with an awareness of diversity and equity issues, and promotion of collections. Updated Collection Development Policy (2/2020).
 - b. Build collection holdings, drawing from a combination of staff expertise and patron requests. COVID: Changed focus of acquisitions from a mix of print and electronic formats to nearly entirely electronic and then back again to a mix.
 - c. Investigate teen use best practices in other libraries, including teens from diverse populations, after-school staffing of teen areas. Ongoing. MLN and other interest group collaborations.
 - d. Introduced color copying for public. Upgraded public scanner. Expanded Library of Things to include telescope, digital converters for video, slides, music, and a metal detector. Expanded 3D printing service and classes. COVID: Pivoted to produce masks and shields

2. **Identify and Implement Improvements to Library Facilities; Make high-impact cost-effective improvements to the current building to make it safer, more accessible, and more inviting to all, including recommendations in the 2013 DRA Building Use Audit, i.e., the Comprehensive Building/Program Audit. Published on May 10, 2013, by Drummey Roseanne Anderson, Inc. Architects, Waltham, MA**
 - a. Work with other Town departments to complete already-funded deferred building maintenance. The Round room windows were replaced. We have worked very hard to improve communication with other town departments and the vines were removed from the exterior.
 - b. Work with other Town departments to form and agree on annual maintenance. DPW cleared the area between the building and the parking lot and installed more attractive and appropriate plantings. IT included \$32k to upgrade telephone system. COVID: Town meeting was postponed.
 - c. Plan renovation of Children's Room, including improved space use, new carpeting, and state-of-the-art flexible furnishings, to create an environment that welcomes both children and caregivers. We worked with a vendor and planned a redesign of the Children's Room. We had a plan in place to make improvements and add mobile shelving over a few years while we investigated funding options. COVID: All non-COVID related spending was put on hold in March. The town is working on a 1/12 budget until town meeting in September.
 - d. Assess current ADA accessibility and other conditions that may require accommodation for patrons/staff. Facilities included \$110k for ADA improvements on 2020 ATM warrant. COVID: Town meeting was postponed.
 - e. Assess staff workplaces with the aim of optimizing space use efficiency, safety, ergonomics, productivity, morale, and ability to retain current and recruit new staff. We brought in MLB and MBLC consultants to assist us in this assessment but had not settled on a course of action. COVID completely upended any such action. Staff must work in physically distanced spaces. Workstations have been established in the north wing and the mezzanine.

- f. Assess current parking conditions and patron, staff, and delivery access and appropriate signage. (Consider redesign of all exterior spaces to accommodate more parking, loading dock, wheelchair access, and drive-up book return.) An initial meeting with DPW did take place and a DRAFT plan created. COVID: A 2nd meeting was scheduled to take place the week the building was closed.
- g. Assess spaces, current equipment, and features of meeting rooms in the Library, and their use. The projector in the Raytheon Room was replaced and AV recording equipment was added in January 2019, but no other plans have been put forth.
- h. Investigate noise abatement and delineation in various Library spaces based on louder and quieter volume in designated areas. Had Cambridge Sound Management come out and evaluate. They did not feel they could resolve the situation cost effectively. Created tutoring spaces in original building area, which reduced the noise level in the North Wing somewhat.
- i. Set priorities, schedule, and budget for assessed and investigated areas listed above for implementation. On hold until Town meeting can provide more concrete budget details.
- j. Plan implementation on hold until Town meeting can provide more concrete budget details.

3. The Library Will Be an Essential Resource and Information Center; Provide appropriate teen-centered resources and experiences that encourage independent exploration and discovery for education and lifelong learning.

- a. Assess current and potential teen use in Wayland. Ongoing. Examining and expanding collection and programs to support diverse populations, COVID: moved teen programs and groups online.
- b. Investigate teen use best practices in other libraries, including teens from diverse populations, after-school staffing of teen areas. Ongoing. MLN and other interest group collaborations.
- c. Offer classes and one-on-one training. COVID: video recording training sessions and made available on website.

4. Strengthen Staff Capacity to Maximize Service Delivery, Productivity, Job Satisfaction, and Employee Retention. Empower staff with latest technology.

- a. Update plan and budget for staff and patron technology to integrate the use of and knowledge about library technology. Ongoing.
- b. Develop and fill a full-time technology librarian position to lead technology planning, implementation, and training. COVID: On Hold.
- c. 9 new computers were purchased by for the Library by IT.

DRAFT

- 3) Recreation: Goals documented by D Watkins and draft reviewed and approved by Committee Chairs

Recreation

- 1. Re-work the strategic plan in order to continue offering quality park and recreation facilities that benefit all facets of our community.**
 - a. Assess Demographics of program participants in recreation activities.
 - b. Re-prioritize needed recreation assets required to support strategic plan.
 - c. Develop a Multiyear plan over 5, 10 and 15 years
 - d. Evaluate public-private partnership alternatives (e.g. Wellesley)
 - e. Evaluate feasibility of an indoor facility

- 2. Present a new proposal that revisits the project at the Loker Conservation and Recreation Area for 2021 Spring Town Meeting.**
 - a. Obtain Signoff from Conservation, Planning and ZBA
 - b. Communicate final cost

- 3. Investigate future site interests include upgrading 13 playgrounds, Claypit field upgrades and possible development at the Middle School**
 - a. Prioritize project initiatives and determine feasibility of fields at these additional locations over the next 15 years:
 - i. Old DPW site near Middle School
 - ii. Paine Estate
 - iii. Cow Commons
 - iv. Old Dump on South side of Rt 20
 - v. Holiday Rd
 - vi. Alpine Area
 - vii. Provide a prioritized list of projects including Trail enhancement and support

Board of Selectmen Goals FY2020-FY2021

Improve Economic Climate

- Route 20 Corridor
 - Begin discussion with Planning Board and Economic Development Committee
 - Begin town wide discussions with residents and other boards and committees
 - Identify hurdles, opportunities
 - Prepare preliminary concepts with other boards and committees; leverage grant funding
- Cochituate (Route 27, West Plain Street and East Plain Street intersection)
 - Work with Planning Board and Economic Development Committee to prepare and bring new zoning plans to 2021 Annual Town Meeting; leverage grant funding
- Housing
 - Continue efforts to bring more affordable housing to Town
 - Continue working with the various housing groups to develop a unified approach to affordable housing
 - Develop plans to enable a variety of housing options
 - Senior downsizing options
 - Accessory dwelling units
 - Reach the 10% affordable housing target under Chapter 40B
 - Identify potential friendly 40B projects and work with developers to develop as 40B

Leverage Town-Owned Properties

- River's Edge
 - Sign Purchase and Sale Agreement
- Determine limitations on use of Town Building and Library
- Develop a plan for a canoe and kayak landing on the Sudbury River
- Begin discussion with various boards and committees regarding use of the old landfill south of Route 20
 - Identify hurdles, opportunities
 - Prepare preliminary concepts with other boards and committees and with residents
- Old DPW Site at 195 Main Street
 - Work with other boards and committees on potential uses

Long-Range Operating and Capital Financing Plan

- Benchmark financial indicators relative to comparable towns
- Complete review and updating of long-range operating assumptions and projections
- Complete Long-Range Capital Plan
 - 5-year, 10-year, 20-year
 - Priorities and scheduling
 - Debt service

DRAFT

Council on Aging/Community Center

- Find appropriate property for Council on Aging/Community
 - Bring to 2020 Fall Town Meeting if appropriate
- Design Council on Aging/Community Center with construction funding at 2021 Annual Town Meeting

Wastewater

- Develop a plan for wastewater management along Route 20

Communication efforts

- Residents
- Citizens' Academy
- Website
 - Improve content
 - Maintain relevant and timely content
 - Create and maintain a budget page with all relevant budget documents
 - Maintain board and committee appointments and vacancies page
- Other Town Boards and Committees
 - Consult periodically with other Town Boards and Committees – convey Board of Selectmen priorities, receive feedback re: projects

Climate Change Plan

- Begin discussions with citizens and relevant boards and committees
- Begin development

Diversity

- Continue promoting diversity in staffing and boards

SIGNS - PUBLIC DISPLAY and USE OF TOWN SIGN BOARDS

The Town has made available frames to display four, 4 feet by 8 feet sign boards to publicize events benefiting or open to the general public. The frames are located on Route 20 at the Weston town line, Route 20 at the intersection of Routes 27 and 126, the intersection of Old Connecticut Path and Routes 126 and 27, and the Cochituate Fire Station at the corner of East Plain Street. The following procedures govern the use of these sign boards.

1. Sign boards may be reserved by calling or writing the Department of Public Works.
2. Due to the demand for these signboards, priority is given as follows:
 - Town Meeting and all elections, Special Town Meeting, and Candidates' Night take precedence over all organizations
 - Requests from Town departments
 - Wayland civic, nonprofit, and Town-wide organizations
 - Church groups
3. Signs must be painted attractively with waterproof paint on 4 x 8 foot wood boards or an aluminum composite panel no thicker than 3/8 inch.
4. Signs must be delivered to the Wayland DPW garage prior to 6:30 a.m. on the Monday on which they are to be displayed.
5. The usual period of display will be one week, from Monday to Monday. Signs must be picked up at the Wayland DPW garage as soon as possible after they have been taken down.
6. The Town is not responsible for loss or damage to the signs.

When the Town signboards have already been reserved, town-wide civic and nonprofit organizations may request in writing permission from the Board of Selectmen to display sandwich board signs adjacent to the Town signboards. Sandwich-board signs must be smaller than the Town signs. They must be placed so as not to obscure the Town signs and secured in such a way that they are not displaced by wind. They may be displayed for a period of one week and must be removed promptly after the advertised event.

Approved October 20, 2003; revised December 14, 2009; restated on October 13, 2010

**Town of Wayland
Board/Committee Appointments
Status as of October 26, 2020**

Volunteers interested in serving on one of the committees or boards listed below, 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.

Committee	Term Ending Date
Audit Committee (2 positions)	
School Committee	June 30, 2022
Selectmen	June 30, 2023
Cable Advisory Committee	open ended
Community Preservation Committee	
Conservation Commission	June 30, 2023
Cultural Council (multiple vacancies)	3-year terms
Economic Development Committee*	June 30, 2021
Energy and Climate Committee (2 positions)	June 30, 2023
Housing Authority*	2021 Annual Town Meeting
Joint appointment by Board of Selectmen and Housing Authority	
Municipal Affordable Housing Trust Fund Board	
Selectmen (Real Estate Law Specialist)	June 30, 2022
Public Ceremonies Committee	June 30, 2023
Moderator appointment	
Route 20 South Landfill Visioning Committee	November 1, 2023
Wayland Housing Partnership	
Conservation Commission	June 30, 2023

*Pending confirmation of resignation by Town Clerk.

DANIEL CROSSMAN, MBA

- strong eCommerce & high-speed manufacturing exposure
- +10 years international experience
- Start-up experience; department and system building
- German & European concentration
- Experience in both large & small corporations
- Extensive work with cross-functional departments

PROFESSIONAL EXPERIENCE

Founder / Owner

Saltwoods LLC, Watertown, MA

2014 - present

Högbo LLC, Watertown, MA

2020 - present

Overseeing two custom manufacturing and fabrication companies. Online and brick and mortar locations. Handle day to day operations; build designs/concepts, marketing/advertising activities, HR, customer service, payroll, accounting, website build, social media, etc.

PROJECT/OPERATIONS MANAGER

owayo GmbH, Regensburg, Germany

2005-2013

Projects and operations manager at an eCommerce sporting manufacturer. Inbound and outbound marketing, SEO optimization, social media campaigns, key account contract negotiations, and promotional programs. Market analysis. Project management of cross-functional departments including R&D, IT, engineers, sales, marketing, and management. Manage flow of products through complete lifecycle.

PRODUCT & APPLICATION DEVELOPMENT

Siemens VDO Automotive, Regensburg, Germany

2003-2004

Market analysis of diesel systems for OEM's and automotive suppliers. Project management, product and system presentations.

ACCOUNT MANAGER

Roche Bobois, Inc, La Jolla, CA

2001-2002

Inventory importing, business development, and AR/AP for Southern California region.

PROGRAM ANALYST

Petco Corporation, San Diego, CA

2000-2001

Analyzed rebate programs for suppliers. Gathered vendor performance data to create incentive payment programs.

EDUCATION

INDIANA WESLEYAN UNIVERSITY 2005-2007

Marion, IN - Masters in Business Administration

UNIVERSITY OF VERMONT 1996-2000

Burlington, VT - BA in Business Administration, German, International Development

UNIVERSITY OF SALZBURG 1998-1999

Salzburg, Austria - German Philology, Translation, EU Integration

SKILLS

Corel Draw, PeopleSoft, Great Plains, Network Config., Polaris, Adobe Photoshop, Adobe Flash, PICK, AS 400, Mac OSX, Microsoft Office, MS Access, Corel Paint, Quickbooks, Sketch-up, Prestashop, Wordpress

Fluent in German

William Steinberg
49 Highland Circle
Wayland, MA 01778

49
Highland
Circle
Wayland
MA
01778

September 29, 2020

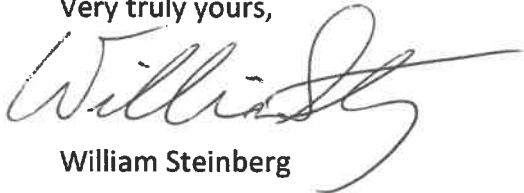
Anna M. Ludwig
Wayland Town Clerk
41 Cochituate Road
Wayland, MA 01778

Re: Resignation Letter From Wayland Economic Development Committee

Dear Ms. Ludwig:

I am writing to inform you that as of this date, I am resigning as a member of the Town of Wayland's Economic Development Committee. It has been a pleasure to serve the Town on this committee and to work with the wonderful people who also serve on the committee.

Very truly yours,



William Steinberg

Cc: Rebecca Stanizzi, Chair, Economic Development Committee
Cherry Karlson, Chair, Wayland Board of Selectmen
Louise Miller, Wayland Town Administrator

Crandall, Seath

Sent: Friday, November 20, 2020 8:58 AM
Subject: FW: Resignation of William Steinberg, EDC
Attachments: SKM_22720111617580.pdf

From: Ludwig, Anna <aludwig@wayland.ma.us>
Sent: Monday, November 16, 2020 6:20 PM
To: Miller, Louise <lmiller@wayland.ma.us>; Karlson, Cherry <ckarlson@wayland.ma.us>; Antes, Mary <mantes@wayland.ma.us>; 'Fay, Tom' <TFay@boyleshaughnessy.com>; Anderson, Lea <landerson@wayland.ma.us>; 'dave@davewatkins.com' <dave@davewatkins.com>; Fay, Thomas <tfay@wayland.ma.us>; Watkins, David <dwatkins@wayland.ma.us>
Cc: Roman, Seth <sroman@wayland.ma.us>; Lopez, Jesse <jlopez@wayland.ma.us>; 'sryan@wyaland.ma.us' <sryan@wyaland.ma.us>; Stanizzi, Rebecca <rstanizzi@wayland.ma.us>; Burke, Sharon <sburke@wayland.ma.us>; Hyatt, Jonathan <jhyatt@wayland.ma.us>; Steinberg, William <wsteinberg@wayland.ma.us>
Subject: Resignation of William Steinberg, EDC

To: Board of Selectmen

From: Anna Ludwig, Clerk

Date: November 16, 2020

Re: Resignation of: William Steinberg

Please be informed that the attached letter of resignation of William Steinberg, dated September 30, 2020, was received by the Office of the Town Clerk:

Appointee: William Steinberg
Committee/Board: Wayland Economic Development Committee
Date of Appointment: June 25, 2018
Date of Swearing In: July 6, 2018
Term Expiration: June 30, 2021

cc: William Steinberg,
Louise Miller, Cherry Karlson, Mary Antes, Thomas Fay, Lea Anderson, David Watkins
Seth Roman, Jesse Lopez, Scott Ryan, Rebecca Stanizzi, Sharon Burke, Jonathan Hyatt

Crandall, Seath

Sent: Thursday, November 19, 2020 11:58 AM
Subject: FW: Associate member
Attachments: Mkanarek ConCom Resume[2].pdf

From: Tohn Ellen <etohn@wayland.ma.us>
Date: Tuesday, November 17, 2020 at 12:39 PM
To: "Karlson, Cherry" <ckarlson@wayland.ma.us>, Board of Selectmen <selectmen@wayland.ma.us>
Cc: "Harris, Anne" <aharris@wayland.ma.us>, Lea Anderson <landerson@wayland.ma.us>
Subject: Associate member

Hi Cherry

Our Energy and Climate Committee voted at our meeting on November 12th to extend an invitation to Mike Kanarek to join as an Associate member. We request that you appoint Mike as an Associate Member based on this vote.

We look forward to Mike joining the committee and adding to our capacity!

Let me know if you need anything else.

Best
Ellen

MIKE KANAREK

CONTACT



[REDACTED]



[REDACTED]



Wayland, MA

EDUCATION

HARVARD EXTENSION SCHOOL

Cambridge, Ma

Current Master's Degree
Candidate

Courses to date include:

- Critical Analysis of Environmental Systems
 - The Role of Soil Health in Creating Sustainable Food Systems
 - Land Conservation Practice in the US
 - Fundamental of Ecology
- 2019-Present

BABSON COLLEGE

Wellesley, MA

Master of Business
Administration

Marketing Concentration
2010 - 2012

NORTHWESTERN UNIVERSITY

Evanston, IL

Bachelor of Arts

Art Theory & Practice

Minor in Japanese Language
2000-2004

ABOUT ME

Sustainability graduate student, MBA, and treasurer for a statewide conservation nonprofit seeking a position on the Wayland Conservation Commission.

EXPERIENCE

MOBILE GAME DOCTOR, 2020 – PRESENT

Marketing Consultant

Consultant to various clients providing analysis, planning, and support for new and existing mobile game projects to increase audience size and profitability.

- Creative marketing development and monetization strategy for Blue Ox's "7 Little Words". Producing, testing and iterating on online ad campaigns.
- Social media manager for "The Goldberg's: Back to the Eighties", in charge creative development of online assets for launch and continued social media strategy post launch.

WILDLIFE REHABILITATORS' ASSOCIATION OF MASS, 2018 – PRESENT

Board of Directors, Treasurer

Strategic and financial head for New England's largest independent wildlife rehabilitation organization, connecting and coordinating efforts of hundreds of rehabilitators across the region.

- Led creation of WRAM's first strategic plan.
- Created a grant program for rehabilitator education, created and processed application, and issued first ever grants to rehabilitators in 2019. Currently planning to expand program.
- Maintain relationship with key federal agencies including annual filings and contact with overseeing agencies.

HAPPY GIANT, 2018 – 2019

Producer & Designer

Worked with clients to design, develop, and launch innovative augmented reality (AR) products, especially games on mobile platforms.

- Led the development of augmented reality apps for clients including Niantic (Pokemon Go), Bose, SpinMaster, and JazWare.
- Created development timelines, budgets, and design documents.
- Focused on location based experiences and apps for new hardware, such as Bose AR Frames and AR enabled headsets.

MIKE KANAREK

EXPERIENCE CONTINUED

DISRUPTOR BEAM, 2016-2017

Product Marketing Manager

Head of marketing and member of game leadership team for the mobile realtime strategy games (RTS) The Walking Dead: March To War.

- Created go-to-market plan and budget, recruited and organized a cross disciplinary team of artists, social media managers, customer support specialists, PR specialists, and performance marketing analysts and engineers.
- Coordinated with IP owner Skybound on co-marketing and branding to create a marketing campaign that remained true to the Walking Dead brand.
- Worked with Apple and Google to prioritize features and launch regions and secure launch week featuring in key channels (App Store, Google Play)

MASS AUDUBON DRUMLIN FARM 2014-PRESENT

Volunteer Wildlife Care & Conservation Science Department

Wildlife Care: (2014-2018)

- Routine care, feeding, and upkeep of native wildlife in Drumlin Farm's collection including mammals, birds, reptiles & amphibians, and invertebrates.
- Built and maintained various enclosures & displays.

Conservation Science Department: (2020)

- Created online catalogue system for books, periodicals, and research documents at various Mass Audubon locations.

FLIPPFLY, 2014-2015

Product Marketing Manager

Oversaw marketing, publishing, community development, and PR for the launch of the independent hit Race the Sun on various platforms.

- Created a launch roadmap and oversaw release of Race the Sun on all major platforms including Playstation (3/4/ Vita), Xbox, WiiU, Steam, IOS, Android, and Others.
- Managed relationship with platforms and publishing partners including negotiating a buyout for Race the Sun as Sony's PS+ free game of the month.
- Guidance led to more than 1M downloads within 6 months of launch across all platforms.

BOSTON FESTIVAL OF INDEPENDENT GAMES (BFIG) , 2012-2013

Festival Producer in Charge of Programming

Worked with Boston Indies and MIT Media Lab to selected and organize speakers and festival content for annual BFIG event at MIT in 2013.

- Created budget and organized program of speakers, musicians, panelists, and other content for BFIG's largest year of growth to date (7000+ up from the previous year's ~2000 attendees).
- Led a team of more than a dozen volunteers organizing content along multiple speaker/content tracks.

Crandall, Seath

From: Brenna, Katherine
Sent: Monday, November 9, 2020 11:26 AM
To: Karlson, Cherry; Miller, Louise; Fay, Thomas
Cc: Crandall, Seath; Pearlman, David
Subject: RE: Route 20 South Landfill Visioning Committee member appointment notice

On Friday, November 6, 2020 the Recreation Commission voted in favor (5-0-0) of nominating David Pearlman for the Board of Selectmen's appointment to the Route 20 South Landfill Visioning Committee (RSLVC) as the Recreation representative.

Katherine Brenna, CPRP
RECREATION DIRECTOR
(508) 358-6864
waylandrec.com

TOWN OF WAYLAND
Recreation Department
41 Cochituate Road | Wayland, MA 01778
kbrenna@wayland.ma.us
(she/her)

From: Crandall, Seath <scrandall@wayland.ma.us>
Sent: Monday, November 2, 2020 3:18 PM
To: Hansen, Linda <lhansen@wayland.ma.us>; Fair, Sean P. <sfair@wayland.ma.us>; Sarkisian, Sarkis <ssarkisian@wayland.ma.us>; Wright, Brud <bwright@wayland.ma.us>; Brenna, Katherine <kbrenna@wayland.ma.us>; Montague, Ira <imontague@wayland.ma.us>; Wegerbauer, Michael B <mwegerbauer@wayland.ma.us>; Holder, Thomas <tholder@wayland.ma.us>; 'Jeanne Downs' <jeanne_downs@waylandps.org>; Diane Marobella <diane_marobella@waylandps.org>; Stanizzi, Rebecca <rstanizzi@wayland.ma.us>
Cc: Karlson, Cherry <ckarlson@wayland.ma.us>; Miller, Louise <lmiller@wayland.ma.us>; Fay, Thomas <tfay@wayland.ma.us>
Subject: Route 20 South Landfill Visioning Committee member appointment notice

Hello all,

On October 19 the Board of Selectmen established the Route 20 South Landfill Visioning Committee which will be comprised of 8 voting members. Each of your committees/boards/commissions is responsible for designating one member to be appointed by the board of selectmen. To read the full charge please follow the link below.

<https://www.wayland.ma.us/route-20-south-landfill-visioning-committee>

When appropriate please consider this at an upcoming meeting.

Any questions please feel free to address them to Tom, Cherry, and Louise (copied here).

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

Crandall, Seath

From: Karlson, Cherry
Sent: Monday, November 9, 2020 6:50 AM
To: Crandall, Seath
Cc: Fay, Thomas
Subject: FW: SC Member for Rt Committee

Seath,

Good morning!

Please save this appointment confirmation for an upcoming agenda. We should get a bunch of names in the next couple of weeks and then we can do one confirmation vote (even on Consent).

Thanks,
Cherry

Cherry Karlson
Board of Selectmen
Town of Wayland

Please be advised that the Massachusetts Attorney General has determined that email is a public record unless the content of the email falls within one of the stated exemptions under the Massachusetts Public Records Laws.

From: Jeanne Downs <jeanne_downs@waylandps.org>
Date: Saturday, November 7, 2020 at 9:34 AM
To: "Karlson, Cherry" <ckarlson@wayland.ma.us>, "Fay, Thomas" <tfay@wayland.ma.us>
Cc: Kathie Steinberg <kathie_steinberg@waylandps.org>
Subject: SC Member for Rt Committee

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

Hi Cherry and Tom,

Kathie Steinberg will be the SC member who will be the SC designee on the Route 20 South Landfill Visioning Committee. She is copied on this note.

Thanks!
Jeanne

Crandall, Seath

From: Stanizzi, Rebecca
Sent: Thursday, November 19, 2020 12:38 PM
To: Crandall, Seath; Sarkisian, Sarkis
Cc: Karlson, Cherry; Miller, Louise; Fay, Thomas; Roman, Seth
Subject: RE: Route 20 South Landfill Visioning Committee member appointment notice

Cherry/Tom/Louise,

Per our last EDC meeting, EDC's designated member to the RTSLVC will be Seth Roman. Can you please proceed with his appointment. Any questions, let us know. Good luck!

Thanks,
Becky Stanizzi, Chair
617-922-3409

From: Crandall, Seath <scrandall@wayland.ma.us>
Sent: Monday, November 2, 2020 3:18 PM
To: Hansen, Linda <lhansen@wayland.ma.us>; Fair, Sean P. <sfair@wayland.ma.us>; Sarkisian, Sarkis <ssarkisian@wayland.ma.us>; Wright, Brud <bwright@wayland.ma.us>; Brenna, Katherine <kbrenna@wayland.ma.us>; Montague, Ira <imontague@wayland.ma.us>; Wegerbauer, Michael B <mwegerbauer@wayland.ma.us>; Holder, Thomas <tholder@wayland.ma.us>; 'Jeanne Downs' <jeanne_downs@waylandps.org>; Diane Marobella <diane_marobella@waylandps.org>; Stanizzi, Rebecca <rstanizzi@wayland.ma.us>
Cc: Karlson, Cherry <ckarlson@wayland.ma.us>; Miller, Louise <lmiller@wayland.ma.us>; Fay, Thomas <tfay@wayland.ma.us>
Subject: Route 20 South Landfill Visioning Committee member appointment notice

Hello all,

On October 19 the Board of Selectmen established the Route 20 South Landfill Visioning Committee which will be comprised of 8 voting members. Each of your committees/boards/commissions is responsible for designating one member to be appointed by the board of selectmen. To read the full charge please follow the link below.

<https://www.wayland.ma.us/route-20-south-landfill-visioning-committee>

When appropriate please consider this at an upcoming meeting.

Any questions please feel free to address them to Tom, Cherry, and Louise (copied here).

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

BOARD OF SELECTMEN
Monday, November 23, 2020
5:00 p.m.
Wayland Town Building
41 Cochrane Road, Wayland, MA

CONSENT CALENDAR

1. Vote the question of designating and approving signing authority to Louise Miller, Town Administrator on items listed below.
2. Vote the question of approving and signing the weekly payroll and expense warrants.
3. Vote the question of approving and signing lease agreement with Pitney Bowes for Town Building for a term of 36 months.
4. Vote the question of approving and signing lease agreement with Pitney Bowes for the Wayland Free Public Library for a term of 36 months.
5. Vote the question of approving and signing Amendment no. 1 to Contract No. 20-1012 with Tower Construction Corporation
6. Vote the question of approving and signing Amendment no. 2 to contract No. 20-1012 with Tower Construction Corporation
7. Vote the question of approving and ratifying contract no. 18-2005 Task Order no. 13 with Tata & Howard for Conceptual Design of Route 20 Sewer Infrastructure

**PUBLIC DOCUMENTS PROVIDED TO THE BOARD OF SELECTMEN FROM
NOVEMBER 16, 2020 THROUGH AND INCLUDING NOVEMBER 22, 2020
OTHERWISE NOT LISTED AND INCLUDED IN THE CORRESPONDENCE PACKET
FOR NOVEMBER 23, 2020**

Items distributed to the Board of Selectmen –November 16, 2020 – November 22, 2020
(none)

**Items Distributed for Information and Use by the Board of Selectmen at the Meeting of
November 16, 2020**
(none)

**Items included as part of the Agenda Packet for discussion during the November 23, 2020
Board of Selectmen Meeting**

1. Resume of Lt. Sean Gibbons
2. Annual Town Meeting 2021 Schedule Draft as of November 20, 2020
3. Annual Town Meeting Article 24: Community Choice Aggregation
4. Standard Article List ATM 2021 DRAFT
5. Board of Selectmen Liaison Policy
6. Suggested edits to Liaison Policy from Selectman Dave Watkins
7. Board of Selectmen Sign Policy
8. Board and Committee Vacancies as of October 26, 2020
9. Resume of Dan Crossman
10. Resignation letter of Bill Steinberg from Economic Development Committee
11. Correspondence from Ellen Tohn of Energy & Climate Committee
12. Resume of Mike Kanarek
13. Recreation Commission Appointment notification to Route 20 South Landfill Committee
14. School Committee Appointment notification to Route 20 South Landfill Committee
15. Economic Development Committee Appointment notification to Route 20 South Landfill Committee
16. Draft Board of Selectmen Minutes for November 16, 2020

BOARD OF SELECTMEN
Monday November 23, 2020
5:00 pm
Wayland Town Building
Council on Aging Room
41 Cochituate Road, Wayland, MA

CORRESPONDENCE

1. Correspondence from George Harris to Board of Selectmen dated November 10, 2020 re: Open Meeting Law letter to Boards and suggestions
2. Correspondence from Hope Podell to Board of Selectmen dated November 10, 2020 re: Commonwealth's Vaccine Database
3. Correspondence from Niall Connors, Verizon Fios to Board of Selectmen dated November 13, 2020 re: change to Fios TV Programming
4. Summary of 2020 Cafeteria Amendment signed November 17, 2020
5. Correspondence from Greg Franks, Xfinity Comcast to Board of Selectmen dated November 18, 2020 re: Price Changes for Xfinity Comcast Customers
6. Correspondence from Town Clerk to Board of Selectmen dated November 18, 2020 re: Resignation of Miriam Andres from Wayland Housing Authority
7. Correspondence from Thomas Turner to Board of Selectmen dated November 18, 2020 re: Passing of Cheryl Kane, Former Wayland Treasurer-Collector and former Board of Assessors Member