

**PACKET**

**March 29**

**2021**



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

# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

## BOARD OF SELECTMEN

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

**BOARD OF SELECTMEN**  
**Monday, March 29, 2021**  
**6:00 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=RVVKcG9qMXRVcXNLc1pMWVRXY1JLQT09>  
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>

- 6:00 pm 1. Call to Order, Review Agenda for Public
- 6:03 pm 2. Announcements and Public Comment
- 6:15 pm 3. Town Administrator Review: deliver and discuss final overview performance evaluation of Town Administrator
- 6:30 pm 4. Board Retreat: Board of Selectmen Goal Setting
- 8:30 pm 5. Minutes –March 22, 2021; review and vote to approve
- 8:35 pm 6. Consent: review and vote to approve
- 8:40 pm 7. Correspondence

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- 8:45 pm 8. Selectmen's Reports and Concerns
- 8:50 pm 9. Topics not Reasonably Anticipated 48 hours in advance, if any
- 8:55 pm 10. Adjourn

## **2020 Town Administrator Evaluation**

### **POLICY AND PURPOSE**

The purpose of this evaluation instrument is to formally appraise the Town Administrator's performance on an annual basis or as required by contract. The document allows the Board of Selectmen to assess the Town Administrator's performance in management practices, in job requirements as stated in the contract and/or job description, and in the accomplishment of goals. Through the evaluation procedure, Board members will recognize strengths, offer positive feedback, and suggest any areas that require corrective action.

The final overview document showing compiled scores and comments summarized by the Chair or his or her designee will be discussed and released in open session.

### **PROCEDURE**

1. The period of evaluation is September 1, 2019 through August 30, 2020.
2. The Town Administrator will submit a narrative self-evaluation including a report on goal achievement. A copy of the report and a blank evaluation form will be distributed to each Board member. *Estimated Date: November 30. Edit: Jan 4, 2021*
3. The Town Administrator makes the decision whether to waive the right to privacy as to his/her written performance evaluation of the past year. If he/she chooses to waive this right, it should be stated for the record at a Board meeting and also specifically noted in the minutes. *Estimated Date: November 30. Edit: Jan 4, 2021*
4. Board members will complete their evaluations forms and give them to the Chairman in a regular meeting by a date set by the Chairman. *Estimated Date: December 14 Edit: Jan 19, 2021*
5. The Chairman or his or her designee will compile scores from individual evaluation forms and develop a consensus overview document. *Estimated Date: December 2020. Edit: Jan 2021*
6. The Chairman will give the individually completed performance evaluation forms to the Human Resources Manager who will place them in the Town Administrator's personnel file. *Estimated Date: December 14. Edit: Jan 19, 2021*
7. Board members may meet individually with the Town Administrator to discuss aspects of the performance review document. *Estimated Date: December 2020. Edit: Jan 2021*
8. The Chairman will provide the other Board members and the Town Administrator with the consensus evaluation overview document at least one week prior to the date at which the document will be publicly released. *Estimated Date: January 4, 2021. Edit: Feb 1, 2021*
9. The overview document will be released by the Chair at a public meeting of the Board of Selectmen *Estimated Date: January 11, 2021. Edit: Feb 8, 2021*

## 2021-2022 GOAL SETTING QUESTIONNAIRE

Over the past two years, we have held an ongoing discussion about leadership and management and the role of Selectmen and the Town Administrator as leaders and managers and reviewed some of the differences between leadership and management. As we look back at the last two sets of goals that were developed and look forward to the goals for the next 12-18 months, please think of the role of the Board of Selectmen and other elected or appointed boards and the role of the Town Administrator in the successful accomplishment of those goals.

1. Please look back at the goals of the Board of Selectmen for 2020-21
  - a. Please think of the accomplished goals and why they were important for the Town. How is the Town better off as a result?
  - b. Would you still prioritize the goals that were set last year?
  - c. If the goals were achieved in conjunction with other Boards, how were the other Boards involved? What could have been done better?
2. Looking back over the past year, do you think that there were any failures. Please describe why you think these failures occurred. How can they be avoided in the future?
3. What are the major challenges that you see the Town will face over the next 12-18 months? Over the longer term? How will the Board of Selectmen plan for those challenges? What actions or goals can the Board of Selectmen take or set that will prepare the Town to meet the challenges?
4. What are the major opportunities that you see for the Town over the next year? Over the longer term? How can the Board of Selectmen enable the Town to take advantage of these opportunities?
5. What are three goals that you would like to the Board of Selectmen to accomplish over the next 12-18 months? What are your personal goals as a Selectman over the next 12-18 months? How will the goals you have for the Board and your personal goals improve the Town? How do you propose that these goals will be accomplished? Will these goals require that other Boards participate? What will happen if these goals are not realized?

## **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
- 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
- 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 Route 20S old landfill
  - Identify hurdles, opportunities
  - Prepare preliminary concepts with other boards and committees and with residents
- Old DPW Site
  - Work with other boards and committees on potential uses
- Determine limitations on use of Town Building and Library
- Develop a plan for a canoe and kayak landing on the Sudbury River

### 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

#### 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

#### Communication

- Citizens
- 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

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**CONSENT CALENDAR**

1. Vote the question of designating and approving signing authority to Louise Miller, Town Administrator on items listed below.
2. Vote the question of approving and signing the weekly payroll and expense warrants.
3. Vote the question of approving expenditure of \$644.84 from the Wayland COVID-19 Relief Fund.
4. Vote the question of approving and signing contract no. 18-2004 Task Order no. 3 Amendment no. 1 with Weston & Sampson Engineers, Inc. for South Landfill Redevelopment Project Preliminary Assessment.
5. Vote the question of approving and signing contract no. 18-2005 Task Order no. 16 with Tata and Howard for PFAS Engineering Assistance.
6. Vote the question of approving and signing notice of termination of Repurchase Agreement with Alta River's Edge LLC for parcel of land commonly known as 490 Boston Post Road, Wayland, Massachusetts.
7. Vote the question of approving invoice #136289 from Anderson & Kreiger in the amount of \$1,179.00 for legal services through November related to River's Edge.
8. Vote the question of approving invoice #136837 from Anderson & Kreiger in the amount of \$26,919.50 for legal services through January related to River's Edge.
9. Vote the question of approving invoice #137475 from Anderson & Kreiger in the amount of \$16,782.50 for legal services through February related to River's Edge.
10. Vote the question of approving invoice #137476 from Anderson & Kreiger in the amount of \$14,024.50 for legal services through February related to Appellate Tax Board Case.
11. Vote the question of approving and ratifying Town Administrator's signature on partnership grant agreement with Metropolitan Area Planning Council for Taxicab, Livery, and Hackney Transportation services.
12. Vote the question of designating and approving signing authority to Louise Miller, Town Administrator for the License Agreement with BOS Retail 1 LLC. For the Shared Streets Grant Application.



**PUBLIC DOCUMENTS PROVIDED TO THE BOARD OF SELECTMEN FROM  
MARCH 22, 2021 THROUGH AND INCLUDING MARCH 28, 2021 OTHERWISE NOT  
LISTED AND INCLUDED IN THE CORRESPONDENCE PACKET FOR MARCH 29,  
2021**

**Items distributed to the Board of Selectmen for discussion during March 22, 2021 Meeting  
otherwise not in Packet**

Elementary School Traffic Safety Report as prepared by Interim Police Chief Sean Gibbons

1. Draft Article G. Update Fy2022 Personnel By-Laws and Wage and Classification Plan and Fund FY2021 Union and Non-Union Personnel Agreements
2. Article J. Fiscal Year 2022 Budget
3. Memorandum from Town Administrator to Board of Selectmen dated March 22, 2021 re: Polling Locations – Local Election May 11, 2021
4. Town Election Warrant Vote
5. Draft Front Cover of Town Meeting Warrant Book 2021
6. Draft Language within Town Meeting Warrant Book 2021
7. Memorandum from Town Administrator to Board of Selectmen dated March 22, 2021 re: Bond Anticipatory Note – River’s Edge
8. Draft Board of Selectmen Meeting Minutes of March 8, 2021
9. Draft Board of Selectmen Meeting Minutes of March 15, 2021
10. Draft Board of Selectmen Meeting Minutes of March 18, 2021
11. Memorandum addressed to Board of Selectmen dated March 22, 2021 re: Current Board of Registrars

**Items included as part of the Agenda Packet for discussion during the March 29, 2021  
Board of Selectmen Meeting(s)**

1. 2020 Town Administrator Evaluation Schedule
2. 2021-2022 Goal Setting Questionnaire sent from Town Administrator to Board of Selectmen
3. Fiscal Year 2020-2021 Goals for the Board of Selectmen

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**CORRESPONDENCE**

1. Correspondence from Verizon Fios TV to Board of Selectmen dated March 19, 2021 re: LFA Notification – New Customer Agreement
2. Correspondence from The Vertex Companies to Board of Selectmen dated March 17, 2021 re: Availability of Report for Public Comment related to Immediate Response Action Completion & Permanent Solution Report for River’s Edge
3. Correspondence from Mary Ann Borkowski to Board of Selectmen dated March 22, 2021 re: The Floral Heart Project: A COVID Memorial (Includes poster)
4. Correspondence from Keren Blumenfeld to Board of Selectmen dated March 21, 2021 re: Statement on the Murders in Atlanta
5. Correspondence from Gordon Schultz to Board of Selectmen dated March 20, 2021 re: Article on Accepting Spencer Circle Street as Public Way.
6. Correspondence from Alexandra Gill to Board of Selectmen dated March 21, 2021 re: Public Comment related to the Truth in Local Media Resolution discussion on March 22, 2021 Board of Selectmen Agenda
7. Correspondence from Ellen Tohn, Energy & Climate Committee Co-Chair to Board of Selectmen dated March 24, 2021 re: Thank you in supporting Energy & Climate Committee initiated articles and planning ahead of goals.
8. Correspondence from Anna Ludwig, Town Clerk to Board of Selectmen dated March 25, 2021 re: In person early voting
9. Correspondence from Vincente Sederberg to Board of Selectmen and Town Administrator dated March 18, 2021 re: Letter of Interest for a Host Community Agreement regarding Earth Well Farms, LLC’s Proposed Medical Marijuana Treatment Center at 526 Boston Post Road, Wayland, Massachusetts