

PACKET

May 10

2021



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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 the Agenda posted May 6 at 3:48AM

BOARD OF SELECTMEN

Monday, May 10, 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=RVVKcG9qMXRVcXNLclpMWVRXY1JLQT09>

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. 2021 Annual Town Meeting Article 10 FY 2022 Omnibus Budget
 - 1) Discussion and vote position on article
- 6:35 pm 4. 2021 Annual Town Meeting: discussion of articles, preparation for meeting, update on logistics, as needed.
- 7:00 pm 5. Town Administrator update

BOARD OF SELECTMEN
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Wayland Town Building
41 Cochituate Road, Wayland, MA

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| <ul style="list-style-type: none"> a. COVID-19 Update b. School Bus Parking Update c. River's Edge update d. Election e. PMBC Status Report f. Per- and polyfluoroalkyl substances (PFAS) g. Police Reform & Town Policy Changes with Interim Chief of Police | <ul style="list-style-type: none"> h. Outdoor Service License Application for Dudley Chateau; potential vote of Board of Selectmen i. Departmental Reports: COA, Youth & Family and Recreation j. River's Edge Sewer Connection Project Bid Result update k. Update on Regional Housing Services Office (RHSO) l. Potter / Stone Bridge Road Bridge Report |
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8:00 pm 6. State Reclamation and Mosquito Control Board (SRMCB): discuss and potential vote to submit application to opt-out of SRMCB Spraying

8:10 pm 7. Board of Selectmen Sign Policy: review and discussion of next steps. Potential vote

8:25 pm 8. Committee Appointments: potential vote to appoint:

Committee	Potential Appointee	Term End Date
Human Rights, Diversity, Equity and Inclusion Committee	Karen Blumenfeld,	June 30, 2022
	Richard Lee	June 30, 2022
	Jessica Schendel	June 30, 2022
<i>*Comprising of:</i>	Ingrid Palacios	June 30, 2023
<i>9 Voting members</i>	Yamini Ranjan	June 30, 2023
<i>7 non-voting members (2 of which shall be student members)</i>	-- Vacant --	June 30, 2023
	Dovie King	June 30, 2024
	Yauwu Tang	June 30, 2024
(S) indicates student	Heather Pineault	June 30, 2024
	<u>Non-Voting</u>	Term dates for non-voting
	Kylie Byrne (S)	June 30, 2022
	Adrienne Correia (S)	June 30, 2022
	Isabella Donovan (S)	June 30, 2023
	Isabel Xue (S)	June 30, 2023
	Jenny Levine	June 30, 2024
	Janot Mendler De Suarez	June 30, 2024
	Jane Sciacca	June 30, 2024

8:35 pm 9. Minutes – **April 15**, April 26, **April 29**, May 3 and May 5, 2021; review and vote to approve

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Wayland Town Building
41 Cochrane Road, Wayland, MA

Executive Session minutes – vote to release with redactions the executive session minutes related to discussing strategy with respect to collective bargaining with Wayland DPW Association; Teamsters Local 170:

July 20, 2020	Aug 17, 2020	Sep 21, 2020
Oct 26, 2020	Nov 23, 2020	Dec 14, 2020
Jan 11, 2021	Mar 8, 2021	April 5, 2021
April 15, 2021		

Executive Session minutes – vote to release with redactions the executive session minutes related to discussing strategy with respect to collective bargaining with Local 690 Wayland-1 American Federation of State, County and Municipal Employees (AFSCME 690 Wayland -1) and Local 690 Wayland – 2 American Federation of State, County, and Municipal Employees (AFSCME 690 – 2);

July 20, 2020	Feb 1, 2021	Mar 8, 2021
April 5, 2021		

8:45 pm 10. Consent: review and vote to approve

8:50 pm 11. Correspondence

8:55 pm 12. Selectmen’s Reports and Concerns

9:00 pm 13. Topics not Reasonably Anticipated 48 hours in advance, if any

9:05 pm 14. Enter into Executive Session

- I. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to collective bargaining with
 - New England Police Benevolent Association (NEPBA)/ Wayland Police Officers Union (WPOU) Local 176;
 - The Wayland Library Staff Association MFT, AFT, AFL-CIO
- II. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (6) to discuss the purchase, exchange, lease or value of real estate with respect to the Town's agreement with Twenty Wayland, LLC. relative to property and development located off 400-440 Boston Post Road;
- III. Pursuant to Massachusetts General Laws Chapter 30A, Section 21, (a) (3) to conduct strategy with respect to pending litigation following a Department of Labor Relations Complaint filed by the Wayland Library Staff Association MFT, AFT, AFL-CIO
- IV. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (2), (3), and (6) to review and approve the executive session minutes of May 3

BOARD OF SELECTMEN
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Wayland Town Building
41 Cochituate Road, Wayland, MA

Approve and Hold: Executive Session minutes of May 3, 2021, and

- V. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (2), (3), and (6) to review and consider for potentially release the following executive session minutes related to discussing strategy with respect to collective bargaining with New England Police Benevolent Association (NEPBA)/ Wayland Police Officers Union (WPOU) Local 176;

July 31, 2019	Aug 26, 2019	Oct 2, 2019	Nov 25, 2019
Dec 16, 2019	Feb 3, 2020	Feb 10, 2020	Feb 24, 2020
Mar 9, 2020	July 7, 2020	Aug 17, 2020	Aug 28, 2020
May 3, 2021	Oct 15, 2019		

And to review and consider for potentially release the following executive session minutes related to consider the purchase, exchange, taking, lease or value of real estate in regard to the final purchase price, payment details related to the wastewater connection, and the twelfth amendment to the Land Disposition Agreement pertaining to the Rivers Edge Project at 484-490 Boston Post Road;

Jan 30, 2017	Feb 13, 2017	June 19, 2017	July 24, 2017
Sept 5, 2017	Sept 18, 2017	Sept 27, 2017	Oct 2, 2017
Aug 20, 2018	Aug 27, 2018	June 3, 2019	June 10, 2019
July 15, 2019	July 31, 2019	Aug 26, 2019	Sept 9, 2019
Sept 23, 2019	Oct 2, 2019	Oct 15, 2019	Oct 28, 2019
Nov 8, 2019	Nov 25, 2019	Dec 16, 2019	Jan 6, 2020
Jan 13, 2020	Feb 3, 2020	June 25, 2020	July 13, 2020
Aug 28, 2020	Sept 21, 2020	Oct 26, 2020	Nov 9, 2020
Nov 23, 2020	Dec 3, 2020	Dec 7, 2020	Dec 14, 2020
Jan 4, 2021	Jan 8, 2021	Jan 11, 2021	Jan 19, 2021
Jan 21, 2021	Jan 26, 2021	Jan 27, 2021	

9:50 pm 15. Adjourn

Article 10. Fiscal Year 2022 Omnibus Budget

Proposed by: Finance Committee

Estimated Cost: \$98,114,912

To determine what sum of money the town will appropriate for the operation and expenses of the town including capital expenses for equipment, improvements or other purposes, and determine whether such appropriation shall be provided by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for Another purpose, by borrowing or otherwise.

MOTIONS UNDER ARTICLE 10:

1) That each and every numbered item set forth in the Finance Committee's Budget for Fiscal Year 2022 be voted, granted and appropriated as an expenditure for several purposes and uses set forth in said budget establishing a total budget of \$93,307,412 which sum shall be expended only for the purposes shown under the respective boards, committees and offices of the Town; and, of the total sum so appropriated \$87,865,380 shall be raised by taxation, \$374,400 shall be provided by transfer from Ambulance Receipts, \$481,859 shall be transferred from other funds, \$3,903,119 shall be provided from Water Revenue, and \$631,244 shall be provided from Wastewater Revenues and \$51,410 shall be provided by Wastewater Certified Retained Earnings.

2) That each and every numbered item set forth in the Finance Committee's capital budget of Fiscal Year 2022 listed on pages 46-55 in the total amount of \$4,807,500 be appropriated for equipment and vehicles acquisitions and projected for the listed departments, each of which shall be an appropriation, and of the total sum so appropriated, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow \$1,669,429 pursuant to the provisions of Massachusetts General Laws Chapter 44, Sections 7 and 8, \$600,000 to be raised from taxation, \$1,921,500 shall be provided by transfer from Unreserved Fund Balance, \$227,000 shall be provided from Ambulance Receipts, \$89,571 shall be provided from Surplus Capital Accounts and, \$300,000 shall be provided by Water Enterprise Capital.

FINANCE COMMITTEE COMMENTS: Passage of this article will approve the Town's Fiscal Year 2022 omnibus budget. The Finance Committee refers the residents to the Report of the Finance Committee at the beginning of the Warrant, which provides detail of the proposed operating budget, capital budget and plan.

The Board of have not voted a position.

ARGUMENTS IN FAVOR: The budget reflects the cost of operating the town in an efficient manner in order to maintain delivery of current levels of service to the residents of Wayland.

ARGUMENTS OPPOSED: Some residents believe that this growth in town spending and the resulting tax increases are unsustainable. Some have communicated that they feel the level of services should be reduced. Other residents believe that insufficient funds have been budgeted to perform all desired services.

RECOMMENDATION: The Finance Committee recommends approval. Operating Budget Vote: 7-0-0 and Capital Budget Vote: 7-0-0

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 40, Section 5; Chapter 44, Section 53 F1/2 and Chapter 44, Section 33B. Borrowing, two-thirds - see Massachusetts General Laws Chapter 44, Section 2, 7 and 8.

For more information about this article, contact Finance Director Brian Keveny at bkeveny@wayland.ma.us.

FISCAL YEAR 2022 BUDGET		ACTUAL FY 2019	ACTUAL FY 2020	APPROVED FY 2021	REQUESTED FY 2022
SELECTMEN					
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
1	PURCHASE OF SERVICES	\$89,989	\$41,509	\$52,000	\$52,000
	SUPPLIES	\$0	\$0	\$7,500	\$2,500
	TOTAL EXPENSES	\$89,989	\$41,509	\$59,500	\$54,500
	TOTAL SELECTMEN	\$89,989	\$41,509	\$59,500	\$54,500
TOWN OFFICE					
	<i>Total FTEs</i>	5.00	5.00	6.70	6.70
2	PERSONNEL SERVICES	\$459,087	\$564,972	\$682,946	\$688,071
	PURCHASE OF SERVICES	\$27,686	\$9,138	\$182,600	\$189,100
3	SUPPLIES	\$57,416	\$56,790	\$63,000	\$66,520
	TOTAL EXPENSES	\$85,102	\$65,928	\$245,600	\$255,620
	TOTAL TOWN OFFICE	\$544,189	\$630,900	\$928,546	\$943,691
PERSONNEL BOARD					
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
4	PERSONNEL SERVICES	\$5,000	\$4,000	\$8,000	\$10,000
	PURCHASE OF SERVICES	\$9,950	\$2,030	\$28,000	\$26,000
5	TOTAL EXPENSES	\$9,950	\$2,030	\$28,000	\$26,000
	TOTAL PERSONNEL BOARD	\$14,950	\$6,030	\$36,000	\$36,000
FINANCE					
	<i>Total FTEs</i>	4.80	4.80	3.80	3.80
6	PERSONNEL SERVICES	\$368,245	\$310,097	\$326,084	\$318,452
	PURCHASE OF SERVICES	\$58,520	\$58,170	\$65,865	\$65,865
7	SUPPLIES	\$200	\$0	\$500	\$500
	TOTAL EXPENSES	\$58,720	\$58,170	\$66,365	\$66,365
	TOTAL FINANCE	\$426,965	\$368,267	\$392,449	\$384,817
ASSESSOR					
	<i>Total FTEs</i>	4.00	4.00	3.50	3.50
8	PERSONNEL SERVICES	\$241,888	\$205,808	\$243,178	\$240,901
	PURCHASE OF SERVICES	\$44,743	\$27,986	\$48,060	\$52,060
9	SUPPLIES	\$66	\$2,613	\$2,500	\$2,500
	TOTAL EXPENSES	\$44,809	\$30,599	\$50,560	\$54,560
	TOTAL ASSESSOR	\$286,697	\$236,407	\$293,738	\$295,461
TREASURER					
	<i>Total FTEs</i>	3.23	3.23	3.23	3.23
10	PERSONNEL SERVICES	\$199,695	\$200,837	\$217,616	\$198,501
	PURCHASE OF SERVICES	\$44,362	\$161,927	\$43,500	\$61,150
11	SUPPLIES	\$6,132	\$21,180	\$20,000	\$22,000
	TOTAL EXPENSES	\$50,494	\$183,107	\$63,500	\$83,150
	TOTAL TREASURER	\$250,189	\$383,944	\$281,116	\$281,651

FISCAL YEAR 2022 BUDGET		ACTUAL	ACTUAL	APPROVED	REQUESTED
		FY 2019	FY 2020	FY 2021	FY 2022
TOWN COUNSEL					
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
	PURCHASE OF SERVICES	\$331,561	\$136,910	\$244,000	\$244,000
	SUPPLIES				
12	TOTAL EXPENSES	\$331,561	\$136,910	\$244,000	\$244,000
	TOTAL TOWN COUNSEL	\$331,561	\$136,910	\$244,000	\$244,000
INFORMATION TECHNOLOGY					
	<i>Total FTEs</i>	3.00	3.00	5.00	5.00
13	PERSONNEL SERVICES	\$141,556	\$177,744	\$341,786	\$358,296
	PURCHASE OF SERVICES	\$120,319	\$127,239	\$187,730	\$183,850
	SUPPLIES	\$436,862	\$414,147	\$492,100	\$531,932
14	TOTAL EXPENSES	\$557,181	\$541,386	\$679,830	\$715,782
	TOTAL INFORMATION TECHNOLOGY	\$698,737	\$719,130	\$1,021,616	\$1,074,078
TOWN CLERK					
	<i>Total FTEs</i>	2.00	2.00	2.00	2.00
15	PERSONNEL SERVICES	\$140,751	\$131,062	\$143,355	\$143,355
	PURCHASE OF SERVICES	\$11,511	\$12,239	\$91,398	\$42,550
	SUPPLIES	\$455	\$2,025	\$2,360	\$0
16	TOTAL EXPENSES	\$11,966	\$14,264	\$93,758	\$42,550
	TOTAL TOWN CLERK	\$152,717	\$145,326	\$237,113	\$185,905
ELECTIONS					
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
	PERSONNEL SERVICES	\$12,541	\$532	\$0	\$0
	PURCHASE OF SERVICES	\$34,460	\$36,362	\$0	\$0
	SUPPLIES	\$3,162	\$4,341	\$0	\$0
	TOTAL EXPENSES	\$37,622	\$40,703	\$0	\$0
	TOTAL ELECTIONS	\$50,163	\$41,235	\$0	\$0
REGISTRAR					
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
	PERSONNEL SERVICES	\$1,075	\$325	\$0	\$0
	PURCHASE OF SERVICES	\$3,535	\$712	\$0	\$0
	TOTAL EXPENSES	\$3,535	\$712	\$0	\$0
	TOTAL REGISTRAR	\$4,610	\$1,037	\$0	\$0
CONSERVATION					
	<i>Total FTEs</i>	2.80	2.86	3.00	3.00
17	PERSONNEL SERVICES	\$184,047	\$197,650	\$222,777	\$228,120
	PURCHASE OF SERVICES	\$26,946	\$20,498	\$29,325	\$36,417
	SUPPLIES	\$10,971	\$460	\$19,750	\$21,000
18	TOTAL EXPENSES	\$37,917	\$20,958	\$49,075	\$57,417
	TOTAL CONSERVATION	\$221,964	\$218,608	\$271,852	\$285,537
PLANNING					
	<i>Total FTEs</i>	1.40	1.40	1.00	1.00
19	PERSONNEL SERVICES	\$103,824	\$112,238	\$102,220	\$99,220
	PURCHASE OF SERVICES	\$5,279	\$4,097	\$7,100	\$7,100
	SUPPLIES	\$355	\$225	\$200	\$200
20	TOTAL EXPENSES	\$5,634	\$4,322	\$7,300	\$7,300
	TOTAL PLANNING	\$109,458	\$116,560	\$109,520	\$106,520

FISCAL YEAR 2022 BUDGET		ACTUAL FY 2019	ACTUAL FY 2020	APPROVED FY 2021	REQUESTED FY 2022
FACILITIES					
	<i>Total FTEs</i>	4.54	5.54	6.54	6.54
21	PERSONNEL SERVICES	\$271,017	\$370,414	\$475,451	\$479,061
	PURCHASE OF SERVICES	\$305,497	\$379,421	\$337,500	\$318,500
	UTILITIES	\$392,057	\$419,016	\$694,500	\$742,550
	SUPPLIES	\$99,679	\$28,371	\$113,500	\$115,600
22	TOTAL EXPENSES	\$797,233	\$826,808	\$1,145,500	\$1,176,650
	TOTAL FACILITIES	\$1,068,250	\$1,197,222	\$1,620,951	\$1,655,711
MISC COMMITTEES					
<i>Historic Commission, Surface Water Quality Commission, Historic District Commission, Public Ceremonies Committee</i>					
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
23	PURCHASE OF SERVICES	\$44,792	\$53,904	\$3,775	\$3,775
	TOTAL EXPENSES	\$44,792	\$53,904	\$3,775	\$3,775
	TOTAL MISC COMMITTEES	\$44,792	\$53,904	\$3,775	\$3,775
POLICE					
	<i>Total FTEs</i>	26.59	26.59	26.59	26.59
24	PERSONNEL SERVICES	\$2,595,864	\$2,525,272	\$2,820,892	\$2,902,293
	PURCHASE OF SERVICES	\$91,289	\$116,810	\$124,830	\$75,080
25	SUPPLIES	\$183,473	\$206,571	\$242,725	\$268,725
	TOTAL EXPENSES	\$274,762	\$323,381	\$367,555	\$343,805
	TOTAL POLICE	\$2,870,626	\$2,848,653	\$3,188,447	\$3,246,098
JOINT COMMUNICATIONS					
	<i>Total FTEs</i>	8.00	8.00	8.00	8.00
26	PERSONNEL SERVICES	\$516,596	\$545,532	\$549,908	\$558,432
	PURCHASE OF SERVICES	\$12,016	\$4,519	\$9,500	\$9,500
	UTILITIES	\$11,777	\$12,810	\$13,000	\$13,000
27	SUPPLIES	\$2,712	\$11,754	\$14,000	\$14,000
	TOTAL EXPENSES	\$26,505	\$29,083	\$36,500	\$36,500
	TOTAL JOINT COMMUNICATIONS	\$543,101	\$574,615	\$586,408	\$594,932
EMERGENCY MANAGEMENT					
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
	PURCHASE OF SERVICES	\$13,996	\$14,757	\$0	\$0
	SUPPLIES	\$1,964	\$3,181	\$0	\$0
	TOTAL EXPENSES	\$15,960	\$17,938	\$0	\$0
	TOTAL EMERGENCY MANAGEMENT	\$15,960	\$17,938	\$0	\$0
DOG OFFICER					
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
	PURCHASE OF SERVICES	\$23,999	\$37,119	\$0	\$0
	SUPPLIES	\$0	\$0	\$0	\$0
	TOTAL EXPENSES	\$23,999	\$37,119	\$0	\$0
	TOTAL DOG OFFICER	\$23,999	\$37,119	\$0	\$0
FIRE & ALS					
	<i>Total FTEs</i>	28.54	28.54	29.54	29.54
28	PERSONNEL SERVICES	\$2,697,846	\$2,474,305	\$3,028,763	\$2,953,565
	PURCHASE OF SERVICES	\$67,420	\$61,799	\$72,600	\$72,600
29	SUPPLIES	\$190,521	\$190,288	\$204,239	\$206,239
	TOTAL EXPENSES	\$257,941	\$252,087	\$276,839	\$278,839
	TOTAL FIRE	\$2,955,787	\$2,726,392	\$3,305,602	\$3,232,404

FISCAL YEAR 2022 BUDGET		ACTUAL	ACTUAL	APPROVED	REQUESTED
		FY 2019	FY 2020	FY 2021	FY 2022
BUILDING & ZONING					
	<i>Total FTEs</i>	4.63	4.63	5.03	5.03
30	PERSONNEL SERVICES	\$282,065	\$306,193	\$336,663	\$355,943
	PURCHASE OF SERVICES	\$16,586	\$9,381	\$16,550	\$16,550
	SUPPLIES	\$1,170	\$1,265	\$3,000	\$3,000
31	TOTAL EXPENSES	\$17,756	\$10,646	\$19,550	\$19,550
	TOTAL BUILDING & ZONING	\$299,821	\$316,839	\$356,213	\$375,493
SCHOOLS					
	<i>Total FTEs</i>	411.73	427.66	460.84	445.96
32	TOTAL SCHOOLS	\$40,504,770	\$41,786,120	\$43,491,145	\$45,223,290
REGIONAL VOCATIONAL SCHOOLS					
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
33	TOTAL REGIONAL VOC SCHOOLS	\$181,716	\$301,910	\$333,000	\$368,500
DPW					
	<i>Total FTEs</i>	34.82	34.82	33.82	33.82
	PERSONNEL SERVICES	\$1,948,240	\$1,855,150	\$2,045,923	\$2,100,598
DPW ENGINEERING					
34	PERSONNEL SERVICES	\$335,292	\$261,048	\$289,470	\$300,109
	PURCHASE SERVICES	\$20,837	\$14,011	\$34,500	\$26,000
	SUPPLIES	\$3,562	\$4,000	\$14,920	\$15,420
35	TOTAL EXPENSES	\$24,399	\$18,011	\$49,420	\$41,420
	TOTAL ENGINEERING	\$359,691	\$279,059	\$338,890	\$341,529
HIGHWAY					
36	PERSONNEL SERVICES	\$1,007,417	\$953,712	\$1,050,025	\$1,094,771
	PURCHASE SERVICES	\$516,531	\$314,651	\$461,300	\$454,200
	SUPPLIES	\$133,410	\$121,499	\$151,500	\$157,500
37	TOTAL EXPENSES	\$649,941	\$436,150	\$612,800	\$611,700
	TOTAL HIGHWAY	\$1,657,358	\$1,389,862	\$1,662,825	\$1,706,471
PARK AND CEMETERY					
38	PERSONNEL SERVICES	\$605,531	\$640,390	\$706,428	\$705,718
	PURCHASE SERVICES	\$239,296	\$230,836	\$226,981	\$246,000
	SUPPLIES	\$106,004	\$105,766	\$132,000	\$139,500
39	TOTAL EXPENSES	\$345,300	\$336,602	\$358,981	\$385,500
	TOTAL PARK AND CEMETERY	\$950,831	\$976,992	\$1,065,409	\$1,091,218
LANDFILL					
40	PURCHASE SERVICES	\$30,823	\$40,000	\$50,000	\$60,000
	TOTAL DPW	\$2,998,703	\$2,685,913	\$3,117,124	\$3,199,218
SNOW					
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
41	PERSONNEL SERVICES	\$168,415	\$126,464	\$175,000	\$175,000
	PURCHASE OF SERVICES	\$193,619	\$97,435	\$110,000	\$100,000
	SUPPLIES	\$196,783	\$208,785	\$215,000	\$225,000
42	TOTAL EXPENSES	\$390,402	\$306,220	\$325,000	\$325,000
	TOTAL SNOW	\$558,817	\$432,684	\$500,000	\$500,000

FISCAL YEAR 2022 BUDGET		ACTUAL	ACTUAL	APPROVED	REQUESTED
		FY 2019	FY 2020	FY 2021	FY 2022
BOARD OF HEALTH					
	<i>Total FTEs</i>	9.29	9.43	10.43	10.43
43	PERSONNEL SERVICES	\$722,273	\$742,976	\$814,036	\$814,036
	PURCHASE OF SERVICES	\$147,180	\$126,535	\$161,124	\$161,658
	SUPPLIES	\$9,193	\$9,853	\$13,000	\$16,000
44	TOTAL EXPENSES	\$156,373	\$136,388	\$174,124	\$177,658
	TOTAL BOARD OF HEALTH	\$878,646	\$879,364	\$988,160	\$991,694
VETERANS SERVICES					
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
	PURCHASE OF SERVICES	\$32,111	\$33,656	\$46,000	\$46,000
	SUPPLIES	\$1,848	\$1,929	\$4,000	\$4,000
45	TOTAL EXPENSES	\$33,959	\$35,585	\$50,000	\$50,000
	TOTAL VETERANS SERVICES	\$33,959	\$35,585	\$50,000	\$50,000
COUNCIL ON AGING					
	<i>Total FTEs</i>	3.69	3.69	4.09	4.09
46	PERSONNEL SERVICES	\$227,296	\$215,305	\$254,942	\$252,904
	PURCHASE OF SERVICES	\$50,378	\$40,886	\$55,350	\$55,750
	SUPPLIES	\$8,358	\$11,144	\$15,300	\$15,300
47	TOTAL EXPENSES	\$58,736	\$52,030	\$70,650	\$71,050
	TOTAL COUNCIL ON AGING	\$286,032	\$267,335	\$325,592	\$323,954
YOUTH SERVICES					
	<i>Total FTEs</i>	2.77	2.77	3.26	3.26
48	PERSONNEL SERVICES	\$188,246	\$189,744	\$253,742	\$262,742
	PURCHASE OF SERVICES	\$3,782	\$1,311	\$4,901	\$4,901
	SUPPLIES	\$1,068	\$72	\$1,625	\$1,625
49	TOTAL EXPENSES	\$4,850	\$1,383	\$6,526	\$6,526
	TOTAL YOUTH SERVICES	\$193,096	\$191,127	\$260,268	\$269,268
LIBRARY					
	<i>Total FTEs</i>	13.69	13.69	13.69	13.69
50	PERSONNEL SERVICES	\$803,599	\$834,033	\$869,477	\$894,826
	PURCHASE OF SERVICES	\$45,926	\$48,718	\$51,399	\$51,834
	SUPPLIES	\$217,748	\$207,650	\$234,877	\$234,694
51	TOTAL EXPENSES	\$263,674	\$256,368	\$286,276	\$286,528
	TOTAL LIBRARY	\$1,067,273	\$1,090,401	\$1,155,753	\$1,181,354
RECREATION					
	<i>Total FTEs</i>	3.54	3.54	3.54	3.54
52	PERSONNEL SERVICES	\$157,219	\$167,589	\$185,383	\$189,192
	PURCHASE OF SERVICES	\$36,202	\$2,237	\$87,410	\$83,980
	SUPPLIES	\$0	\$0	\$0	\$0
53	TOTAL EXPENSES	\$36,202	\$2,237	\$87,410	\$83,980
	TOTAL RECREATION	\$193,421	\$169,826	\$272,793	\$273,172

FISCAL YEAR 2022 BUDGET		ACTUAL	ACTUAL	APPROVED	REQUESTED
		FY 2019	FY 2020	FY 2021	FY 2022
DEBT AND INTEREST					
<i>Total FTEs</i>					
54	TOTAL DEBT AND INTEREST	\$7,218,934	\$6,729,672	\$6,874,864	\$6,634,542
RETIREMENT					
<i>Total FTEs</i>		0.00	0.00	0.00	0.00
	PURCHASE OF SERVICES	\$4,648,984	\$4,862,852	\$5,182,237	\$5,378,336
55	TOTAL RETIREMENT	\$4,648,984	\$4,862,852	\$5,182,237	\$5,378,336
UNCLASSIFIED					
<i>Total FTEs</i>		0.00	0.00	0.00	0.00
HEALTH & LIFE INSURANCE					
	Employee Health Insurance (426)	\$5,239,298	\$5,694,940	\$6,285,371	\$6,514,825
	Retiree Health Insurance (456)	\$1,661,919	\$1,806,450	\$1,888,933	\$1,918,031
	Health Insurance Incentive Waiver (53)	\$229,443	\$240,932	\$242,000	\$256,900
	Employee & Retiree Life Insurance (603)	\$16,262	\$15,688	\$30,600	\$31,200
	Other Expenses	\$124,240	\$143,546	\$67,260	\$159,200
56	TOTAL HEALTH/LIFE INSURANCE	\$7,271,162	\$7,901,556	\$8,514,164	\$8,880,156
OTHER INSURANCE					
57	PROPERTY, CASUALTY & LIABILITY INSURANCE	\$718,606	\$790,120	\$701,000	\$750,000
58	MEDICARE TAX - 1.45%	\$681,960	\$734,556	\$698,088	\$730,000
59	UNEMPLOYMENT COMPENSATION	\$51,769	\$49,999	\$50,000	\$100,000
60	POLICE/FIRE DISABILITY	\$502	\$0	\$15,000	\$15,000
61	OCCUPATIONAL HEALTH	\$8,000	\$7,445	\$8,000	\$8,000
	TOTAL OTHER INSURANCE	\$1,460,837	\$1,582,120	\$1,472,088	\$1,603,000
62	SICK LEAVE BUYBACK	\$33,139	\$46,066	\$40,000	\$40,000
63	RESERVE FOR SALARY SETTLEMENT	\$0	\$0	\$135,091	\$329,582
	TOWN MEETING	\$115,225	\$8,636	\$0	\$0
	STREET LIGHTING	\$79,919	\$25,032	\$0	\$0
64	RESERVE FUND BUDGET	\$0	\$0	\$250,000	\$250,000
65	STORMWATER	\$0	\$101,728	\$200,000	\$200,000
66	WATER CHARGES	\$0	\$0	\$50,000	\$25,000
	TOTAL UNCLASSIFIED	\$8,960,282	\$9,665,138	\$10,661,343	\$11,327,738
TOTAL GENERAL FUND BUDGET		\$78,729,158	\$79,916,472	\$86,149,125	\$88,721,639

FISCAL YEAR 2022 BUDGET		ACTUAL	ACTUAL	APPROVED	REQUESTED
		FY 2019	FY 2020	FY 2021	FY 2022
WATER FUND					
	<i>Total FTEs</i>	8.00	8.00	8.00	8.00
	SALARIES	\$745,134	\$743,291	\$811,600	\$822,570
	PURCHASE OF SERVICES	\$399,806	\$364,198	\$557,000	\$408,000
	UTILITIES	\$402,657	\$393,500	\$410,000	\$400,000
	SUPPLIES	\$406,783	\$466,234	\$529,000	\$671,000
	OTHER FINANCING USES	\$383,537	\$374,779	\$362,400	\$374,388
	DEBT SERVICE	\$1,292,656	\$1,231,860	\$1,313,017	\$1,227,161
67	TOTAL WATER DEPARTMENT	\$3,630,573	\$3,573,862	\$3,983,017	\$3,903,119
WASTEWATER FUND					
	<i>Total FTEs</i>	1.54	1.54	1.54	1.54
	SALARIES	\$29,531	\$81,460	\$88,330	\$88,330
	PURCHASE OF SERVICES	\$131,525	\$130,104	\$140,650	\$133,872
	UTILITIES	\$47,040	\$40,009	\$54,750	\$49,000
	SUPPLIES	\$1,635	\$7,656	\$37,908	\$49,855
	OTHER FINANCING USES	\$94,965	\$34,913	\$36,472	\$35,493
	DEBT SERVICE	\$458,104	\$429,172	\$435,894	\$326,104
68	TOTAL WASTEWATER MGMT COMM	\$762,800	\$723,314	\$794,004	\$682,654
	<i>Grand Total FTEs</i>	587.59	604.72	643.13	628.25
	TOTAL ENTERPRISE FUNDS	\$4,393,373	\$4,297,176	\$4,777,021	\$4,585,773
GRAND TOTAL OMNIBUS BUDGET		\$83,122,531	\$84,213,648	\$90,926,146	\$93,307,412

Proposed Capital Budget - Fiscal 2022			
DPW			
1	Town Wide Road Reconstruction	CC	\$ 600,000
2	Heavy Equipment Replacement - Dump Truck H20	B	275,000
3	Stormwater Management	FC	50,000
4	Sidewalk Improvements - Study & Construction	FC	50,000
Facilities			
5	Fire Station #2 Rehab. Add'l Funding	B/SB	575,000
6	Public Safety Building Exterior Painting & Sealing	FC	135,000
7	Conservation Truck Replacement	FC	62,000
8	Library Upper and Lower Level Rehab - Design	FC	50,000
Fire			
9	Ambulance	B	345,000
10	Breathing Air Compressor	AMB	95,000
11	Fire Vehicle - Car 2	AMB	67,000
12	Extrication Tools	AMB	65,000
Information Technology			
13	Network and Wireless Elementary Schools	FC	320,000
14	Public Safety Records Management CAD Software	FC	285,000
JCC			
15	Public Safety Radio System Replacement	FC	350,000
Police			
16	In-Car Video Recording Equipment Replacement	FC	50,000
Schools			
17	Middle School Corridor Repair: Carpet with Floor Tiles & Locker Replacement	B	564,000
18	Replacement of Student Storage Systems	FC	152,100
19	Middle & High School Voice Lift System	FC	115,000
20	School Space Study and Construction	FC	100,000
21	Replacement of Fire Alarm Control Panel/Smoke Detector	FC	87,400
22	Happy Hollow Chair Lift	FC	75,000
23	Loker Egress Doors	FC	40,000
24	Elementary School Feasibility Instructional Spaces	FC	0
DPW Water Enterprise Fund			
25	Heavy Equipment Replacement - Utility Truck W-9	WR	200,000
26	Water Main - Design & Construction	WR	100,000
TOTAL BUDGET			\$ 4,807,500
SUMMARY OF FUNDING SOURCES			
BORROWING (within the levy)		B	\$ 1,669,429
CASH CAPITAL (FY22 taxation)		CC	600,000
FREE CASH (unspent funds from prior years)		FC	1,921,500
SURPLUS BONDS (unspent bond proceeds)		SB	89,571
AMBULANCE FUND (ambulance fees)		AMB	227,000
WATER REVENUE (water fees)		WR	300,000
TOTAL FUNDING SOURCES			\$ 4,807,500

1. Budget: Department of Public Works - \$600,000	
Title: Town Wide Road Reconstruction	Project Advocate(s): Director, DPW
Description: Funding for road improvement projects on the Town's 96 miles of roadway. At present construction rates, resurfacing costs approximately \$250,000 per mile. The \$600,000 combined with State Chapter 90 funding is expected to repave 4-5 miles of roads in FY22 including the following: Alden, Brewster, Cabot, Hobbs, Nob Hill, Brackett, Millbrook, Michael, and Plain Phase 2 (Route 20 to Hidden Springs).	
Justification: Annual program that ensures the Town's roads and municipal ways remain in safe and usable condition. Schedule is based on required water main projects, drainage issues, and pavement conditions. This level of funding represents a 17-20 year resurfacing schedule for all Town roads.	
Relationship to General Plan: Ongoing maintenance and investment in the Town's infrastructure	
History: Part of the ongoing repair and maintenance of Town roadways	
Source of Funds: Cash Capital	In the 5 Year Capital Plan?: Yes

2. Budget: Department of Public Works - \$275,000	
Title: Heavy Equipment Replacement - Dump Truck H20	Project Advocate(s): Director, DPW
Description: This is a replacement scheduled for FY24 which is being advanced due to recent significant equipment failures.	
Justification: H20 is a 1999 Volvo 10-Wheel Dump Truck which has had a number of frame failures, most recently in January 2021. These are failures to the truck frame which have been welded as temporary repairs. It is strongly recommended to replace this vehicle during FY22 with a 10-Wheel Dump Truck due to its capabilities.	
Relationship to General Plan: Scheduled replacement of an older piece of equipment that is valuable to the operations of the DPW	
History: Planned replacement accelerated due to equipment failures	
Source of Funds: Borrowing	In the 5 Year Capital Plan?:

3. Budget: Department of Public Works - \$50,000	
Title: Stormwater Management	Project Advocate(s): Director, DPW
Description: Funding to conduct necessary repairs to drainage / stormwater management systems within the Town Right of Way	
Justification: The DPW seeks funding to address issues with the drainage / stormwater management systems located within the Town's right of way. The DPW has identified several roadways in need of repairs, with Maguire Road the primary project currently scheduled for CY2021. Other projects include outfall repairs, Pod Meadow erosion repairs and Wallace Road drainage reconstruction.	
Relationship to General Plan: Ongoing maintenance and investment in the Town's infrastructure	
History: Part of ongoing capital improvement plan	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes

4. Budget: Department of Public Works - \$50,000	
Title: Sidewalk Improvements - Study & Construction	Project Advocate(s): Director, DPW
Description: This is a new capital budget request that is expected to be recurring. The request will provide funds specifically targeting the renewal and expansion of the Town's sidewalk system. Improvements will also include the provision to add ADA required modifications to the sidewalk system. For FY22 the funds are expected to be used for sidewalk design for Cochituate Road (Five Paths to Route 20).	
Justification: The Town's roadways have historically been the primary recipient of transportation improvement funds. More recently it has become apparent that non-motorized transportation (pedestrian and bicycle) warrants investment. Current levels of funding with the roadway renovation budget are not sufficient to provide for the renewal and expansion of the Town's pedestrian system. A portion of the funding request is derived by reducing the roadway renovation request. Providing a specific capital budget item will provide the DPW a means to invest in the sidewalk system of the Town.	
Relationship to General Plan: Ongoing maintenance and investment in the Town's infrastructure	
History: New capital budget recurring request	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: No

5. Budget: Facilities - \$575,000	
Title: Fire Station #2 Rehab. Add'l Funding	Project Advocate(s): Public Buildings Director
Description: Renovate Fire Station #2 to adequately support both male and female staff and to meet current standards and regulations for equipment, maintenance and storage. Renovations will include updated office space, separate male and female locker and rest rooms, proper storage for EMS and Hazardous materials containment equipment, a gear storage room, bunk rooms and a fully handicapped accessible restroom for public use. It is anticipated these updates and renovations will take place within the same structure and no expansions will be needed. The cost to renovate Fire Station #2 was expected to be approximately \$1,000,000, however during the design process it was determined that seismic bracing would also be required and additional funds are required.	
Justification: Fire Station #2 located at 145 Main Street was originally designed as a call firefighter station but is now staffed 24/7 and 365 days a year similar to the Town's main fire station at the Public Safety Building. Currently Fire Station #2 can only adequately accommodate two personnel at a time, during times of increased response requirements (storms and emergencies) staffing needs may increase to six. The building is also not adequate for housing both male and female staff. In addition, it lacks the required storage areas for fire and EMS equipment and is in need of updating and repairs to plumbing, electrical and HVAC.	
Relationship to General Plan: Upgrading of infrastructure to meet staffing requirements	
History: Design appropriated in FY18 and initial construction appropriated in FY19	
Source of Funds: Borrowing	In the 5 Year Capital Plan?: No

6. Budget: Facilities - \$135,000	
Title: Public Safety Building Exterior Painting & Sealing	Project Advocate(s): Public Buildings Director
Description: Paint, caulk, seal exterior surfaces of Public Safety Building	
Justification: Required periodic maintenance to maintain building envelope integrity.	
Relationship to General Plan: Ongoing maintenance and investment in the Town's infrastructure	
History: Part of ongoing capital improvement plan	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes

7. Budget: Facilities - \$62,000	
Title: Conservation Truck Replacement	Project Advocate(s): Public Buildings Director
Description: New heavy-duty truck with lift gate for land management activities (Ford F-250 Super cab with lift gate and winch)	
Justification: Current truck is 16 years old and will not pass safety inspection due to rust	
Relationship to General Plan: Replacement of unserviceable vehicle	
History: This is a planned replacement	
Source of Funds: Free Cash	In the 5 Year Capital Plan? Yes

8. Budget: Facilities - \$50,000	
Title: Library Upper and Lower-Level Rehab - Design	Project Advocate(s): Public Buildings Director
Description: Planning and design to rehab upper and lower levels of the Library. Coordinate with needed ADA and HVAC upgrades, wastewater connection, exterior sealing and parking lot improvements	
Justification: This project combines all the anticipated Library upgrades and required maintenance into one larger and more economical project. Accomplishing the construction project at the same time will reduce the long-term impact on Library Services as well as better utilize Facilities staffing.	
Relationship to General Plan: Ongoing maintenance and investment in the Town's infrastructure	
History: Several items that have been on the 5-year plan are being combined to a more manageable project	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes

9. Budget: Fire Department - \$345,000	
Title: Ambulance	Project Advocate(s): Fire Chief
Description: Replace ambulance and corresponding equipment	
Justification: Funds are being sought to replace a 7-year-old ambulance. This is one of two ambulances used by the department daily to respond to EMS calls which account for the majority of our call volume. Funds will replace the ambulance and related equipment.	
Relationship to General Plan: Ongoing replacement of fire vehicle based on age and condition	
History: This is a planned replacement	
Source of Funds: Borrowing	In the 5 Year Capital Plan?: Yes

10. Budget: Fire Department - \$95,000	
Title: Breathing Air Compressor	Project Advocate(s): Fire Chief
Description: Breathing Air Compressor System Replacement	
Justification: Funds are being sought to replace an outdated SCBA compressor air filling system that no longer meets the appropriate standards. This system is used to fill the air cylinders and dive tanks used by firefighters. Part of the funds will pay for the installation of the unit.	
Relationship to General Plan: Improvement of Town assets and safety	
History: This is a planned replacement	
Source of Funds: Ambulance Fund	In the 5 Year Capital Plan?: Yes

11. Budget: Fire Department - \$67,000	
Title: Fire Vehicle - Car 2	Project Advocate(s): Fire Chief
Description: Replace the Shift Officer's command vehicle and corresponding equipment	
Justification: Funds are being requested to replace the Shift Officer's command vehicle and corresponding equipment as part of a regular replacement plan. The replacement of this vehicle was deferred from last FY. This car is the most frequently used vehicle, and it responds to emergency calls, inspections, fire alarm work, vehicle lock outs, investigations, etc.	
Relationship to General Plan: Ongoing replacement of fire vehicles based on age and condition	
History: This is a planned replacement	
Source of Funds: Ambulance Fund	In the 5 Year Capital Plan?: Yes

12. Budget: Fire Department - \$65,000	
Title: Extrication Tools	Project Advocate(s): Fire Chief
Description: Replace outdated extrication tools	
Justification: Funds are being sought to replace existing auto extrication tools and equipment. The existing equipment is between 10 - 20 years old and is not designed to operate on modern vehicles.	
Relationship to General Plan: Improvement of Town assets and safety	
History: This is a planned replacement	
Source of Funds: Ambulance Fund	In the 5 Year Capital Plan?: Yes

13. Budget: Information Technology - \$320,000	
Title: Network and Wireless Elementary Schools	Project Advocate(s): IT Director
Description: Replace wireless and wired networking systems at Loker, Happy Hollow and Claypit Hill Schools.	
Justification: Both wired and wireless systems at all three facilities are past their manufacturers end of life, are no longer supported and do not receive software updates necessitating their replacement. This will result in significantly improved performance, especially in the wireless system.	
Relationship to General Plan: Improvement of Town assets	
History: Part of ongoing capital improvement plan	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes

14. Budget: Information Technology - \$285,000	
Title: Public Safety Records Management CAD Software	Project Advocate(s): IT Director
Description: Replacement of Records Management System (RMS) and Computer Aided Dispatch System (CAD) in the Public Safety Department.	
Justification: The current provider of these systems made the sudden and unexpected decision to discontinue this line of business. Consequently, all support for the product will end in late 2021. Additionally, any product updates which are required to maintain statutory and regulatory recordkeeping and reporting compliance will also cease.	
Relationship to General Plan: Improvement of Town assets and safety	
History: Part of ongoing capital improvement plan accelerated due to discontinuing support by provider	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes

15. Budget: Joint Communications Center (JCC) - \$350,000	
Title: Public Safety Radio System Replacement	Project Advocate(s): Police and Fire Chiefs
Description: Currently the Wayland Public Safety radio system is over 15 years old. The current equipment is no longer serviceable and is outdated. It is the main communication link for public safety units. This system is used by JCC to communicate with police and fire personnel in the field.	
Justification: Critical public safety communication equipment is outdated and no longer serviceable	
Relationship to General Plan: Improvement of Town assets and safety	
History: Part of ongoing capital improvement plan	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes

16. Budget: Police - \$50,000	
Title: In-Car Video Recording Equipment Replacement	Project Advocate(s): Police Chief
Description: Currently the Wayland Police Department has video recording in all marked patrol units. The video recording system is used for evidentiary purposes on numerous police calls. The current system is the first-generation model and has a recommended life span of 5 years from the manufacturer. It has been in place for 8 years. The newer system has additional features included with the new technology.	
Justification: Equipment is beyond the manufacturer's recommended life span	
Relationship to General Plan: Improvement of Town assets and safety	
History: Part of ongoing capital improvement plan	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes

17. Budget: School Department - \$564,000	
Title: Middle School Corridor Repair: Carpet with Floor Tiles and Locker Replacements	Project Advocate(s): School Committee, Public Buildings Director
Description: The FY 2022 request is the third year of a multi-year program to replace worn aging carpeting with vinyl composition floor tile (VCT) and slab moisture barrier combined with the replacement of more than 700 corridor lockers in the remainder of approximately 57,000 sq. feet of the school.	
Justification: There are safety and health issues related to the worn carpets in the Schools' hallways and classrooms. New material (VCT) has a 30-year life expectancy while carpet has a useful life of 10 to 12 years in a school setting if properly maintained. Additionally, the VCT requires less maintenance is easier to keep clean and will improve the learning environment as well as the aesthetics of the school. A slab moisture barrier, reflected in the replacement costs noted above, provides added protection from water and moisture. Lockers lining corridor walls will also be replaced and coordinated with tiling of corridors.	
Relationship to General Plan: Ongoing maintenance and investment in the Town's infrastructure	
History: Part of ongoing capital improvement plan	
Source of Funds: Borrowing	In the 5 Year Capital Plan?: Yes

18. Budget: School Department - \$152,100	
Title: Replacement of Student Storage Systems	Project Advocate(s): School Committee, Public Buildings Director
Description: Funding is requested to improve the safe and efficient operations of the elementary schools by installing a storage system in which to place students' personal belongings, such as outerwear, musical instruments, books and backpacks, safely out of the way. Additionally, cabinets in classrooms at the elementary schools and in the Middle School science labs are past their life expectancy. As a result, the particle board is disintegrating. Design and bidding of the cabinetry is included in this item while the cost of replacement is included in the 5-year Capital Plan for FY23.	
Justification: The horizontal bar and hook system with protruding metal edges at eye level for young students presents safety concerns. Additionally, the current system is ineffective for safely storing students' personal belongings, which impedes safe movement through the corridors and interferes with maintaining and cleaning the spaces. The Fire Chief has been explicit that corridors must remain clear of obstacles. The new locker system will meet fire codes and align with ALICE drill safety requirements. The COVID-19 environment requires that students' belongings are kept separate. In addition, the cabinetry in the Middle School science labs and elementary schools are decaying. The Department of Public Health's indoor air quality study in 2019 noted the deterioration of the cabinetry and recommendation for replacement.	
Relationship to General Plan: Improvement of Town assets and safety	
History: Part of ongoing capital improvement plan	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes

19. Budget: School Department - \$115,000	
Title: Middle & High School Voice Lift Systems	Project Advocate(s): School Committee, Public Buildings Director
Description: Classrooms are required to have voice lift systems for students with hearing disabilities. As students move throughout the classrooms and grade levels, additional voice lift systems are required. The need for this system is more acute due to mask wearing. This project includes a system for the Middle School and the remaining portion of the two-year planned upgrade of the High School system.	
Justification: The Lightspeed Classroom Audio Systems are failing at the High School. They are nearly 10 years old, are no longer functioning effectively, and interfere with the school's PA system. The Middle School does not have a voice lift system currently.	
Relationship to General Plan: Improvement of Town assets and safety	
History: Part of ongoing capital improvement plan	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes

20. Budget: School Department - \$100,000	
Title: School Space Study and Construction	Project Advocate(s): School Committee, Public Buildings Director
Description: Implement the recommendations of the 2021 Space Utilization Study supported by TBA which builds on the work of their 2012 utilization study and 2020 ventilation assessment. The Utilization Study will articulate specific recommendations to address needs arising from COVID-19 related requirements for the commencement of the 2021-2022 school year in August, 2021. The Study will provide projected implementation costs.	
Justification: Implementation of the Space Utilization Study recommendations will resolve capacity issues related to COVID-19 to ensure our instructional and student services staff have the spaces necessary in which to deliver and conduct educational and health services. Elementary school class sizes and instructional spaces are at capacity as a result of COVID-19 driven instructional needs. Due to DESE's requirements for health waiting rooms, ventilation specifications and social distancing protocols, certain spaces within each elementary school have become limited or altogether unavailable for service delivery. To return to an all-in model with continued COVID-19 health and safety requirements, there is a need to restore spaces for service delivery and conducting confidential parent and student services meetings. The completion of this work will make certain that educational services will be delivered in safe and appropriate spaces.	
Relationship to General Plan: Compliance with COVID-19 health and safety requirements	
History: New request responsive to COVID-19 related space needs	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: No

21. Budget: School Department - \$87,400	
Title: Replacement of Fire Alarm Control Panel/Smoke Detector	Project Advocate(s): School Committee, Public Buildings Director
Description: The Capital Conditions Needs Assessment conducted in 2018 identified that the fire alarm control panels and smoke detection systems at Claypit Hill, Loker, the Middle School and the High School Field House require replacement as they have reached their useful life. Additionally, the Wayland Fire Department has recommended strongly that the systems be replaced. The updated alarm systems will be addressable systems that will identify individual detectors in lieu of the current systems that only identify a large section of the building. This item covers the design and bidding of the system for all locations noted above and the replacement for Claypit Hill and Loker schools. The replacement of the system at the Middle School and High School Field House is included in the 5-year Capital Plan for FY23.	
Justification: Replacement is required to meet safety standards	
Relationship to General Plan: Improvement of Town assets and safety	
History: Part of ongoing capital improvement plan	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes

22. Budget: School Department - \$75,000	
Title: Happy Hollow Chair Lift	Project Advocate(s): School Committee, Public Buildings Director
Description: Replace the chair lift at Happy Hollow School	
Justification: As mandated and required by ADA regulations, our schools require operational chair lifts. The lift is over 32 years old and has reached its projected life span. The existing lift has had numerous breakdowns in the last few years resulting in a student without proper access while awaiting repairs. Due to changes in ADA requirements since original installation, replacement of the chair lift will require architectural, demolition and construction services to install a vertical lift system in place of the existing inclined lift.	
Relationship to General Plan: Improvement of Town assets and safety	
History: Part of ongoing capital improvement plan	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes

23. Budget: School Department - \$40,000	
Title: Loker Egress Doors	Project Advocate(s): School Committee, Public Buildings Director
Description: This request is to install two forms of egress in two classrooms at Loker Elementary School. The Fire Inspector recommended that these classrooms have a second form of egress.	
Justification: The Fire Inspector identified that two classrooms do not have two forms of egress as required.	
Relationship to General Plan: Improvement of Town assets and safety	
History: Part of ongoing capital improvement plan	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: No

24. Budget: School Department - \$0	
Title: Elementary School Feasibility Instructional Spaces	Project Advocate(s): School Committee, IT Director
Description: Conduct a feasibility study to determine square footage and design requirements for the Elementary Schools' instructional learning spaces to also include the Happy Hollow School.	
Justification: 2020 Annual Town Meeting has already approved the Feasibility at Loker and Claypit Hill Schools. This project will now include Happy Hollow School. Language from previous Town Meeting is below: The combination of projected growing student enrollment and changing demographics of learners requires a review of elementary school spaces. Elementary school class sizes and instructional spaces are at capacity. With three new residential housing developments in the planning and construction phases (projected to open between the next one to four years), it is prudent and necessary to conduct a feasibility study. The study will define the impact on schools and allow the Facilities and School Departments to plan for the number, type and location of appropriate and available instructional classroom spaces based on need.	
Relationship to General Plan: Maintenance and improvement of infrastructure.	
History: Part of ongoing capital improvement plan	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: No

25. Budget: Department of Public Works, Water - \$200,000	
Title: Heavy Equipment Replacement - Utility Truck W-9	Project Advocate(s): Director, DPW
Description: This is a scheduled replacement	
Justification: W9 is a 2009 Ford with approximately 12,000 miles. This truck is the primary response vehicle to water main breaks and other issues involving Town's water distribution system. This vehicle has had extensive site use and is beyond its useful life. The current vehicle is under-equipped to meet the evolving needs of the Water Division. To effectively provide construction services, this vehicle requires the inclusion of an inverter, compressor, tamping apparatus, fitting inventory space, lift gate, and hydraulic/pneumatic equipment capabilities. As such, the DPW is seeking to replace the current vehicle with an updated, more capable truck.	
Relationship to General Plan: Scheduled replacement of an older piece of equipment that is valuable to the operations of the DPW	
History: This is a planned replacement	
Source of Funds: Water Revenue	In the 5 Year Capital Plan?: Yes

26. Budget: Department of Public Works, Water - \$100,000	
Title: Water Main - Design & Construction	Project Advocate(s): Director, DPW
Description: Replacement and upgrade of approx. 2,100 linear feet of 4" Cast Iron water main with 8" Ductile Iron water main. The work is anticipated to occur on River Road.	
Justification: The Water Main Replacement Program has been designed to replace the water distribution systems older water mains that have exceeded their expected life spans. The program also looks at upgrading areas of the distribution system that do not currently meet ISO Fire Flow requirements. In 2016, the Water Division completed its Capital Efficiency Study. The Study looks at all aspects of Water Division Infrastructure including: Age of Water Mains, Pipe Material, Break History, Soil Conditions and Fire Flow requirements. The Water Main Replacement Program is based on this Study. Postponing the scheduled replacement of the ageing infrastructure can impact the Operational Budget by necessitating overtime costs for water quality complaints. These older mains are also more susceptible to leakage, bacteria and turbidity problems.	
Relationship to General Plan: Ongoing maintenance and investment in the Town's infrastructure	
History: Part of ongoing capital improvement plan	
Source of Funds: Water Revenue	In the 5 Year Capital Plan?: Yes

MOVER: KELLY LAPIN (FINANCE COMMITTEE)

MOTION – 2021 ATM

ARTICLE 10: FY 2021 OMNIBUS BUDGET – CAPITAL BUDGET

MOTION NO. 2

I MOVE YOU SIR:

“That each and every numbered item set forth in the Finance Committee’s capital budget of Fiscal Year 2022, as listed on pages 46-55 in Article 10 of the warrant for the 2021 Annual Town Meeting, in the total amount of \$6,407,500 be appropriated for equipment and vehicles acquisitions and projects for the listed departments, each of which shall be considered a separate appropriation, and of the total sum so appropriated, \$600,000 shall be raised from taxation, \$1,921,500 shall be provided by transfer from Unreserved Fund Balance, \$227,000 shall be provided from Ambulance Receipts, \$819,159 shall be provided from Surplus Capital Accounts, \$300,000 shall be provided by Water Enterprise Fund Revenues, and, further, that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow \$2,539,841 pursuant to the provisions of Massachusetts General Laws Chapter 44, Sections 7 and 8 and issues bonds and notes of the Town therefor, and further, that any premium received upon the sale of any bonds or notes approved by this vote, less any premium applied to the payment of the costs of

issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with G.L. c.44, §20, thereby reducing by a like amount the amount authorized to be borrowed to pay such costs.

SURPLUS CAPITAL ACCOUNTS:		
FY17 LOKER DOOR & WINDOW	3453	\$57,925
FY16 CLAPIT DOOR & WINDOW	3781	\$31,646
FY 12 PEMBERTON RD UPGRADE	42452903	\$59,988
FY 17 STONEBRIDGE RD WATER MAIN	42454100	\$75,226
FY 17 WATER MAIN REPLACEMENT	42454200	\$356,057
FY 18 WATER MAIN	42454600	\$138,318
FY 18 TRANSFER ST ACCESS ROAD	40495900	\$100,000
Total		\$819,159

(Please note The Town will need to have a substitute to the main motion or motion to amend in order to address remediation for PFAS in the Town’s Water Supply)

Majority vote required for Motion 1– see *Massachusetts General Laws Chapter 40, Section 5; Chapter 44, Section 53 F1/2 and Chapter 44, Section 33B.*

Two-thirds vote required for Motion 2 – Borrowing – see *Massachusetts General Laws Chapter 44, Section 2, 7 and 8.*

Link to the Town of Wayland's Annual Town Meeting Warrant can be found at the link below

Town Meeting is to be held May 15 & 16 at 12:30pm at the High School Stadium

https://www.wayland.ma.us/sites/g/files/vyhlf4016/f/pages/atm_warrant_2021_final_for_web.pdf



Wayland Police Department

38 Cochituate Road Wayland, MA 01778

Business Phone: 508.358.7951

Chief's Phone: 508.358.1745

sgibbons@wayland.ma.us

Sean Gibbons

Interim Chief of Police

To: Town Administrator -Louise Miller

From: Interim Chief of Police – Sean Gibbons

Date: May 3, 2021

Re: Parking for Town Meeting

The 2021 Annual Town meeting is scheduled to be held on Saturday and Sunday May 15 & 16, 2021. It is expected that we will have a high volume of traffic due to the Warrant articles on both days. Based on this assumption and past experiences, we concluded it is necessary to establish satellite parking for Town Meeting attendees. Several options were investigated with the understanding that it would be for a (2) day period. A preference was made to keep the location(s) of the satellite parking to be consistent on both days in order to minimize possible confusion. With that in mind, as well as to maximize available parking and area for bus movement, the work group chose the following (3) locations:

1. Town Hall (143 parking spaces available)
2. Old Whole Foods Plaza (160 parking spaces available)
3. Town Center Parking (~200 parking spaces available)

These (3) locations were not the only parking areas considered. Other town owned parking areas that were given consideration were the Middle School Parking lot and Town Beach. The Middle School was not considered further due high weekend activity from youth sports. Town Beach was not considered further due to high weekend activity from recreational use. In addition, the limited parking available at Town Beach would be insufficient for Town Meeting (110 parking spaces total). Unowned Town parking was also considered but ultimately not pursued further. Those locations included church parking. They were not pursued further due to their unavailability for maximum available parking on both Saturday and Sunday.

Cc. Board of Selectmen



TOWN OF WAYLAND
41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

MEMORANDUM

To: All Departments and Board/Committee Chairs/Petitioners
From: Town Administrator's Office
Date: May 7, 2021
Re: 2021 Annual Town Meeting Procedure for Handout Distribution

Due to the ongoing Pandemic the Town will be following the procedure laid out below in order to prevent unnecessary congregation at locations within and at Town Meeting. These procedures must be followed by all parties that are intending to provide handouts at Town Meeting.

Handout Procedure

1. Submit any proposed handout for Town Meeting to the Town Moderator, Dennis Berry, at dberry@wayland.ma.us. A draft must be received either by hand, via email, or by mail to the Moderator **by the end of business day on Wednesday, May 12, 2021**

Once given permission by the Town Moderator that your Handout is permissible you may follow the next steps outlined below.

2. Inform the Town Administrator's Office of your intention to provide Handouts at Town Meeting and provide a pdf copy of the handout.
3. Plan on bringing, at minimum, 600 copies of your handouts to Town Meeting on Saturday, May 15, 2021. **You will need to arrive at 10:30am, once gates open.**
4. You will then drop off your copies at the Handout Station to be located near the Snack hut. There will be signs indicating where.
5. The Town will then distribute all handout materials at this location to attendees.
6. The Town will store and set up for distribution for Sunday and any subsequent days of Town Meeting.

Any questions or concerns regarding these new procedures can be directed to the Town Administrator's Office, specifically Seath Crandall at scrandall@wayland.ma.us.



**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 – April 30, 2021

****Cases are from Fri April 23, 2021-Thurs April 29, 2021****

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 Isolation	Total Current Active Cases
Confirmed (LAB) COVID-19 cases	613	608	5	11	5

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

Sex	To Date	New
Female	287	5
Male	326	0

Total Cases as of 4/30/2021

Active Non-Hospitalized	5
Active Hospitalized	0
Recovered	585
Deceased	23
Total	613

Total Ages per Category	New	Deceased
<19	149	2
20-29	76	1
30-39	43	0
40-49	76	1
50-59	84	1
60-69	49	0
70-79	41	-
80-89	49	-
90-99	43	-
100-109	3	-

New Confirmed and Probable Cases

	Confirmed	Probable
Live/work within Wayland Long Term Care Facilities (LTC)	0	0
Live/work within the Wayland General Community	7	0

School Based Information Year to Date as of 4/30/2021

School	Confirmed Student	Confirmed Staff	In school Student Close Contact	In school Staff Close Contact	Out of school Student Close Contact
Loker	18	2	18	5	4
Happy Hollow	7	1	4	3	8
Claypit	15	2	72	2	10
Middle	21	3	7	3	2
High School	25	9	96	8	6

Permanent Municipal Building Committee Status Report

April 28, 2021

Article 25: LOKER TURF FIELD CONSTRUCTION

- I. Current Status
 - a. Construction Documents are “on the street”: with a bid opening scheduled of May 13, 2021 at 2:00pm.
 - b. The advertised project construction estimate is \$2,600,000.
- II. Significant unresolved issues impacting scope and budget
 - a. The Conservation Commission has issued a Chapter 194 permit and associated Order of Conditions which has been included in the bid specifications.
 - b. The Zoning board of Appeals has continued the discussion of the Site Plan Approval until May 12 at 7:30pm. The PMBC considers the project as designed to meet all regulatory requirements of the Site Plan Approval process and expects the project will receive approval.
- III. Schedule considerations
 - a. Construction will commence as soon as permitting is complete and is projected to be completed in the fall of 2021.
- IV. Conclusions
 - a. Prudently budgeting for contingencies for unknown conditions, permitting and project administration the construction of the project as contemplated is within a budgeted amount of \$3,600,000.



TOWN OF WAYLAND
41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

MEMORANDUM

To: Board of Selectmen
From: Louise Miller, Town Administrator
Sean Gibbons, Interim Police Chief
Date: May 10, 2020
Re: Police Reform Law Update

The core of the new Police Reform Law is the creation of the Massachusetts Peace Officer Standards and Training (POST) Commission, an independent state entity, which oversees the certification and decertification of police officers, and investigations into police misconduct. The bill establishes two divisions within the Commission, the Division of Police Certification and the Division of Police Standards. The Division of Certification is responsible for developing training standards and standardizing the certification process for law enforcement agencies and officers, while the Division of Police Standards investigates and adjudicates complaints of officer misconduct.

POST will be responsible for certifying all law enforcement agencies within the Commonwealth, and no law enforcement agency will be able to appoint or employ a law enforcement officer, unless the officer is certified. The Board of Selectmen may recall that the Town has achieved certification with the Massachusetts Police Accreditation Standards and so has already implemented many of the policies and standards that the Police Reform Law requires.

Officers who had been certified as police officers as of the effective date of the law are deemed to be certified by POST. However, going forward officers will have to recertify.

POST is responsible for establishing and maintaining a database for complaints about officer misconduct, and regularly monitoring the data to identify patterns of unprofessional police conduct. The database will include information relating to an officer's certification or decertification, arrests or convictions, disposition of internal affairs complaints and investigations, and any information relating to an officer's prior separation from a law enforcement agency. Records related to law enforcement misconduct investigations are not subject to the public records law.

Under the new law, law enforcement agencies will be required to submit copies of complaints alleging officer misconduct and other information relating to the complaint within 2 business days of receipt. Upon completion of its investigation of the complaint, a law enforcement agency must report the disposition of the investigation along with any recommended disciplinary action to POST.

POST may independently initiate preliminary inquiries into the conduct of law enforcement officers upon receipt of a complaint or other credible evidence in certain situations including involvement in an officer-involved injury or death, or commission of a felony or misdemeanor, regardless of whether the officer has been arrested, charged, indicted, or convicted. The law provides for the types of conduct that may be investigated and the procedures to be followed.

The new law stops short of limiting Qualified Immunity for certified officers, but a police officer decertified by POST would lose his or her immunity. The law also creates a special legislative commission to study the impacts of the qualified immunity doctrine on the administration of justice, including the legal and policy rationales for the doctrine.

The proposed law also creates a right to bias-free professional policing, which means decisions without consideration of a person's race, ethnicity, sex, gender, national origin, immigration status, or other characteristics. However the definition of bias free policing does allow for consideration of a person's race, ethnicity, sex, gender identity, sexual orientation, religion, mental or physical disability, immigration status or socioeconomic or professional level if relevant to the crime. The law also creates strong use of force policies, which prohibit certain actions and require the use of de-escalation tactics. Severe penalties are imposed on officers who submit false timesheets, with punishment by a fine of 3 times the amount of the fraudulent wages received or up to 2 years of imprisonment.

We will be working with the school department regarding operating procedures for the school resource officer.

Other aspects of the law are still being worked on and guidance will be provided over the next year, including standards relative to body cameras and facial recognition.

To aid municipal police departments with implementation of the Police Reform Law, the Massachusetts Association of Police Chiefs issued a legal bulletin that describes broadly action items that municipal police department should take to comply with the requirements of the Police Reform Law. This legal bulletin is attached for information only. It is not a legal guide. Also attached to this memorandum are the policies, which we are updating at this time. A number of other policies may require updating as the Police Department and Town receive further information.



CHIEFS' LEGAL INTEREST COLUMN
A Legal Bulletin for Massachusetts Chiefs of Police

POLICE REFORM MUNICIPAL AGENCY ACTION ITEMS

DISCLAIMER

This publication is produced to provide general information on the topic presented. It is distributed with the understanding that the publisher is not engaged in rendering legal or professional services. Although this publication is prepared by professionals, it should not be used as a substitute for professional services.

ACTION ITEM 1

Do not withhold law enforcement employee disciplinary memoranda, which is held in the employee's personnel file, under exemption (c) of the Public Records Law.¹

Compliance Required By: December 31, 2020

Tasks:

- ✓ Update agency public records policy to remove any reference to exemption (c) being used to permit the withholding of law enforcement employee disciplinary memoranda.
- ✓ Provide public records personnel with notice regarding this change in the law.

¹ See Section 2, Chapter 253 of the Acts of 2020; G.L. c. 4, § 7(26)(c).

ACTION ITEM 2

Update agency use of force policy.²

Compliance Required By: **See compliance dates under specific tasks.**

Tasks:

Phase 1 (as of July 1, 2021)

- ✓ Update agency use of force policy to include the following:
 - **Define** a “chokehold” as “the use of a lateral vascular neck restraint, carotid restraint or other action that involves the placement of any part of law enforcement officer’s body on or around a person’s neck in a manner that limits the person’s breathing or blood flow with the intent of or with the result of causing bodily injury, unconsciousness or death.”
 - **Define** “deadly force” as “physical force that can reasonably be expected to cause death or serious physical injury.”
 - **Define** “De-escalation tactics” as “proactive actions and approaches used by an officer to stabilize a law enforcement situation so that more time, options and resources are available to gain a person’s voluntary compliance and to reduce or eliminate the need to use force including, but not limited to, verbal persuasion, warnings, slowing down the pace of an incident, waiting out a person, creating distance between the officer and a threat and requesting additional resources to resolve the incident, including, but not limited to, calling in medical or licensed mental health professionals, as defined in subsection (a) of section 51½ of chapter 111, to address a potential medical or mental health crisis.”
 - **Define** “serious bodily injury” as “bodily injury that results in: (i) permanent disfigurement; (ii) protracted loss of impairment of a bodily function, limb or organ; or (iii) a substantial risk of death.”
 - **Mandate** that “A law enforcement officer shall not use deadly force upon a person unless de-escalation tactics have been attempted and failed or are not feasible based on the totality of the circumstances and such force is necessary to prevent imminent harm to a person and the amount of force used is proportionate to the threat of imminent harm.”

² See Section 4, Chapter 253 of the Acts of 2020; Section 30, Chapter 253 of the Acts of 220; G.L. c. 6E, § 1; Section 30, Chapter 253 of the Acts of 2020; G.L. c. 6E, § 5(b); G.L. c. 6E, § 14; G.L. c. 6E, § 15; See Section 119, Chapter 253 of the Acts of 2020

-
- **Mandate** that “A law enforcement officer shall not use a chokehold. A law enforcement officer shall not be trained to use a lateral vascular neck restraint, carotid restraint or other action that involves the placement of any part of law enforcement officer’s body on or around a person’s neck in a manner that limits the person’s breathing or blood flow.”
 - **Mandate** that “A law enforcement officer shall not discharge any firearm into or at a fleeing motor vehicle unless, based on the totality of the circumstances, such discharge is necessary to prevent imminent harm to a person and the discharge is proportionate to the threat of imminent harm to a person.”
 - **Mandate** that “When a police department has advance knowledge of a planned mass demonstration, it shall attempt in good faith to communicate with organizers of the event to discuss logistical plans, strategies to avoid conflict and potential communication needs between police and event participants. The department shall make plans to avoid and de-escalate potential conflicts and designate an officer in charge of de-escalation planning and communication about the plans within the department.

A law enforcement officer shall not discharge or order the discharge of tear gas or any other chemical weapon, discharge or order the discharge of rubber pellets from a propulsion device or release or order the release of a dog to control or influence a person’s behavior unless: (i) de-escalation tactics have been attempted and failed or are not feasible based on the totality of the circumstances; and (ii) the measures used are necessary to prevent imminent harm and the foreseeable harm inflicted by the tear gas or other chemical weapon, rubber pellets or dog is proportionate to the threat of imminent harm.

If a law enforcement officer utilizes or orders the use of tear gas or any other chemical weapon, rubber pellets or a dog against a crowd, the law enforcement officer’s appointing agency shall file a report with the commission detailing all measures that were taken in advance of the event to reduce the probability of disorder and all de-escalation tactics and other measures that were taken at the time of the event to de-escalate tensions and avoid the necessity of using the tear gas or other chemical weapon, rubber pellets or dog.”

- **Mandate** that “An officer present and observing another officer using physical force, including deadly force, beyond that which is necessary or objectively reasonable based on the totality of the circumstances, shall intervene to prevent the use of unreasonable force unless

intervening would result in imminent harm to the officer or another identifiable individual.”

- **Mandate** that “An officer who observes another officer using physical force, including deadly force, beyond that which is necessary or objectively reasonable based on the totality of the circumstances shall report the incident to an appropriate supervisor as soon as reasonably possible but not later than the end of the officer’s shift. The officer shall prepare a detailed written statement describing the incident consistent with uniform protocols. The officer’s written statement shall be included in the supervisor’s report.”
- Include anti-retaliation provisions for law enforcement personnel who report abuse by other law enforcement personnel.

Phase 2 (TBD based upon recommendations to be made no later than June 30, 2021)

- ✓ Adopt de-escalation and disengagement tactics, techniques and procedures and other alternatives to the use of force for minor children as issued by POST no later than June 30, 2021.

Phase 3 (July 1, 2021-September 1, 2021)

- ✓ Update agency use of force policy to include such additional standards to be determined after the creation of POST and as determined by POST.

Phase 4 (as of December 1, 2021)

- ✓ Update agency use of force policy to include the following:
 - **Mandate** that “A law enforcement officer shall not use physical force upon another person unless de-escalation tactics have been attempted and failed or are not feasible based on the totality of the circumstances and such force is necessary to: (i) effect the lawful arrest or detention of a person; (ii) prevent the escape from custody of a person; or (iii) prevent imminent harm and the amount of force used is proportionate to the threat of imminent harm; provided, however, that a law enforcement officer may use necessary, proportionate and non-deadly force in accordance with the regulations promulgated jointly by the commission and the municipal police training committee pursuant to subsection (d) of section 15 of Chapter 6E.

ACTION ITEM 3

Update agency law enforcement employment background protocol and update agency conditional offers of employment with advice of local counsel.³

Compliance Required By: Sometime after July 1, 2021

Tasks:

- ✓ Require a check of the national decertification index prior to hiring any law enforcement officer.
- ✓ To be determined. Update agency law enforcement employment background protocols after creation of POST and creation of standards.
- ✓ Agencies will need to update their conditional offers of employment to reflect the new background protocols after the creation of POST and the creation of the standards, and further update conditional offers to reflect certification standards which will be developed jointly by the Division of Police Certification and the MPTC, and which will include at least the following:
 - attaining the age of 21;
 - successful completion of a high school education or equivalent, as determined by the commission;
 - successful completion of the basic training program approved by the municipal police training committee;
 - successful completion of a physical and psychological fitness evaluation approved by the commission;
 - successful completion of a state and national background check, including, but not limited to, fingerprinting and a full employment history; provided, that if the applicant has been previously employed in law enforcement in any state or United States territory or by the federal government, the applicant's full employment record, including complaints and discipline, shall be evaluated in the background check;
 - passage of an examination approved by the commission;
 - possession of current first aid and cardiopulmonary resuscitation certificates or equivalent, as determined by the commission;
 - successful completion of an oral interview administered by the commission; and
 - being of good moral character and fit for employment in law enforcement, as determined by the commission.

³ See Section 4, Chapter 253 of the Acts of 2020; See Section 30, Chapter 253 of the Acts of 2020; G.L. c. 6E, § 4(f)

ACTION ITEM 4

Update agency bias-free policing policy.⁴

Compliance Required By: July 1, 2021

Tasks:

- ✓ Update agency bias-free policing policy to include the following definition:

Bias-Free Policing: “policing decisions made by and conduct of law enforcement officers that shall not consider a person’s race, ethnicity, sex, gender identity, sexual orientation, religion, mental or physical disability, immigration status or socioeconomic or professional level.”

This definition shall include policing decisions made by or conduct of law enforcement officers that: (1) are based on a law enforcement purpose or reason which is non-discriminatory, or which justifies different treatment; or (2) consider a person’s race, ethnicity, sex, gender identity, sexual orientation, religion, mental or physical disability, immigration status or socioeconomic or professional level because such factors are an element of a crime.”

ACTION ITEM 5

Comply with new in-service training requirements.⁵

Compliance Required By: As developed by the MPTC and POST

Tasks:

- ✓ Agencies must comply with the new in-service training requirements after they are developed by the MPTC and POST.

ACTION ITEM 6

Update or adopt agency facial recognition policy.⁶

Compliance Required By: July 1, 2021
Additional action may be required after the Commission on Facial Recognition publishes

⁴ See Section 18, Chapter 253 of the Acts of 2020; G.L. c. 6, § 116G; G.L. c. 6E, § 1

⁵ See Section 22 of Chapter 253 of the Acts of 2020; G.L. c. 6, § 116G(b)(ii)-(iii); Section 23 of Chapter 253 of the Acts of 2020; G.L. c. 6, § 116H-K

⁶ See Section 26 of Chapter 253 of the Acts of 2020; G.L. c. 6, § 220; Section 105, Chapter 253 of the Acts of 2020.

findings, recommendations, or proposed legislation on or before December 31, 2021.

Tasks:

- ✓ Adopt the sample facial recognition policy being created by the MCOPA, and a sample affidavit to be used when requesting a court order to allow a facial recognition search.
- ✓ Update the agency facial recognition policy if the agency intends to conduct facial recognition searches under the law. At a minimum, the policy must provide that:
 - Any law enforcement agency performing or requesting a facial recognition search using facial recognition technology shall only do so through a written request submitted to the registrar of motor vehicles, the department of state police or the Federal Bureau of Investigation.
 - A law enforcement agency may perform such a facial recognition search for the following purposes:
 - to execute an order, issued by a court or justice authorized to issue warrants in criminal cases, based upon specific and articulable facts and reasonable inferences therefrom that provide reasonable grounds to believe that the information sought would be relevant and material to an ongoing criminal investigation or to mitigate a substantial risk of harm to any individual or group of people; or
 - without an order to identify a deceased person or if the law enforcement agency reasonably believes that an emergency involving substantial risk of harm to any individual or group of people requires the performance of a facial recognition search without delay. Any emergency request shall be narrowly tailored to address the emergency and shall document the factual basis for believing that an emergency requires the performance of a facial recognition search without delay.
 - Nevertheless, a law enforcement agency may: (i) acquire and possess personal electronic devices, such as a cell phone or tablet, that utilizes facial recognition technology for the sole purpose of user authentication; (ii) acquire, possess and use automated video or image redaction software; provided, that such software does not have the capability of performing facial recognition or other remote biometric recognition; and (iii) receive evidence related to the investigation of a crime derived from a biometric surveillance system; provided, that the use of a biometric surveillance system was not knowingly solicited by

or obtained with the assistance of a public agency or any public official in violation of said subsection (b).

- Law enforcement agencies shall document each facial recognition search performed and shall provide such documentation quarterly to EOPSS. Such documentation shall include: (i) a copy of any written request made for a facial recognition search; (ii) the date and time of the request; (iii) the number of matches returned, if any; (iv) the database searched; (v) the name and position of the requesting individual and employing law enforcement agency; (vi) the reason for the request, including, but not limited to, any underlying suspected crime; (vii) the entity to which the request was submitted; and (viii) data detailing the individual characteristics included in the facial recognition request. Such documentation shall not be a public record, except for as provided for in (d).

ACTION ITEM 7

Agencies should explicitly require that all law enforcement officers will be required to obtain/maintain their certification through POST and agencies shall not employ a decertified officer in any capacity.⁷

Compliance Required By: July 1, 2021

Tasks:

- ✓ Agencies should consider updating their policies and applicable collective bargaining agreements, by working with their unions and local counsel, to provide that continued employment is made contingent upon the law enforcement officer obtaining and maintaining their certification with the POST. Agencies may cite directly to G.L. c. 6E, § 4(g), which provides that, "No agency shall appoint or employ a person as a law enforcement officer unless the person is certified by the commission."
- ✓ Agencies must ensure that they not employ a decertified officer in any capacity, including as a consultant or independent contractor.

⁷ See Section 30, Chapter 253 of the Acts of 2020; G.L. c. 6E, §§ 4(g) & 11.

ACTION ITEM 8

Agencies must update other agency policies as required by POST and obtain and maintain the agency certification through POST.⁸

Compliance Required By: After July 1, 2021

Tasks:

- ✓ The Division of Police Certification in consultation with the MPTC, and subject to the approval of the POST will establish minimum certification standards for all law enforcement agencies that shall include, but not be limited to, the establishment and implementation of agency policies regarding:
 - use of force and reporting of use of force
 - officer code of conduct
 - officer response procedures
 - criminal investigation procedures
 - juvenile operations
 - internal affairs and officer complaint investigation procedures
 - detainee transportation
 - collection and preservation of evidence
- ✓ After the agency has updated the above policies, and such other policies as are required to be updated by POST standards, agencies are then required to obtain and maintain agency certification through POST.

ACTION ITEM 9

Agencies must send certain documents regarding officer misconduct and internal affairs investigations to the Division of Police Standards.⁹

Compliance Required By: July 1, 2021

Tasks:

- ✓ Agencies will be required to send any complaint received by the agency regarding officer misconduct to the Division of Police Standards within 2 business days in a form to be determined by the POST. At a minimum, the form will include the following:¹⁰
 - the name and commission certification identification number of the subject officer
 - the date and location of the incident

⁸ See Section 30, Chapter 253 of the Acts of 2020; G.L. c. 6E, § 5

⁹ See Section 30, Chapter 253 of the Acts of 2020; G.L. c. 6E, § 8(b)(1)-(4)

¹⁰ **Note:** POST may establish a minimum threshold and streamlined process for the reporting or handling of minor complaints that do not involve the use of force or allegations of biased behavior.

- a description of circumstances of the conduct that is the subject of the complaint
 - whether the complaint alleges that the officer's conduct:
 - was biased on the basis of race, ethnicity, sex, gender identity, sexual orientation, religion, mental or physical disability, immigration status or socioeconomic or professional level
 - was unprofessional
 - involved excessive, prohibited or deadly force
 - resulted in serious bodily injury or death
 - a copy of the original complaint submitted directly to the agency
- ✓ Agencies will be required to send an investigation report to the Division of Police Standards upon completion of an internal investigation of a complaint in form to be determined by the POST. At a minimum, the form will include the following:
- a description of the investigation and disposition of the complaint
 - any disciplinary action recommended by internal affairs or the supervising officer; and
 - if the recommended disciplinary action included retraining, suspension or termination, a recommendation by the head of the agency for disciplinary action by the commission including, retraining or suspension or revocation of the officer's certification.
- ✓ Agencies will be required to send a final report to the Division of Police Standards upon disposition of a complaint in form to be determined by the POST. At a minimum, the form will include the following:
- any disciplinary action initially recommend by internal affairs or the supervising office
 - the final discipline imposed and a description of the adjudicatory process
 - if the disciplinary action recommended or imposed included retraining, suspension or termination, a recommendation by the head of the agency for disciplinary action by the commission including, retraining or suspension or revocation of the officer's certification.
- ✓ Agencies will be required to send a report to the Division of Police Standards when an officer resigns prior to the conclusion of an agency investigation or prior to the imposition of agency discipline in form to be determined by the POST. At a minimum, the form will include the following:
- the officer's full employment history
 - a description of the events or complaints surrounding the resignation
 - a recommendation by the head of the agency for disciplinary action by the commission, including retraining or suspension or revocation of the officer's certification.

ACTION ITEM 10

Agencies must permit the Division of Police Standards to conduct records audits.¹¹

Compliance Required By: July 1, 2021

Tasks:

- ✓ Agencies will be required to permit the Division of Police Standards to audit all records related to complaints, investigations and investigative reports, and personnel records pursuant to the rules and regulations to be promulgated by the POST.
- ✓ Agencies should provide relevant employees with notice of this provision to permit the DPS to access those records upon request.

ACTION ITEM 11

Agencies must complete internal affairs investigations into complaints of officer misconduct within 1 year of receiving the complaint or notice from POST of the complaint being filed.¹²

Compliance Required By: July 1, 2021

Tasks:

- ✓ Agencies must update relevant policies and procedures to ensure that they complete internal affairs investigations into complaints of officer misconduct within 1 year of receiving the complaint or notice from the commission of the complaint being filed. The time to do so may be extended by the POST upon a showing of good cause.

ACTION ITEM 12

Agencies must update anti-retaliation policies.¹³

Compliance Required By: July 1, 2021

Tasks:

- ✓ Agencies should update their anti-retaliation policies to include the following language:

¹¹ See Section 30, Chapter 253 of the Acts of 2020; G.L. c. 6E, § 8(d)
¹² See Section 30, Chapter 253 of the Acts of 2020; G.L. c. 6E, § 10(h)
¹³ See Section 30, Chapter 253 of the Acts of 2020; G.L. c. 6E, § 12

"No officer or employee of the commonwealth or of any county, city, town or district shall discharge an officer or employee, change their official rank, grade or compensation, deny a promotion or take any other adverse action against an officer or employee or threaten to take any such action for providing information to the commission or testifying in any commission proceeding."

ACTION ITEM 13

Agencies should be sure to enter into nondisclosure agreements only as permitted by the new law and in consultation with local counsel.¹⁴

Compliance Required By: December 31, 2020

Tasks:

- ✓ Agencies shall not include a nondisclosure, non-disparagement, or other similar clause in a settlement agreement between the agency and a complainant in order to settle a complaint of professional misconduct by a law enforcement officer unless the complainant requests such provision in writing.

ACTION ITEM 14

Agencies must update their Memoranda of Understanding and applicable policies with respect to their school resource officer(s).¹⁵

Compliance Required By: See dates under specific tasks.

Tasks:

Phase 1 (as of December 31, 2020)

- ✓ Agency MOUs and policies should be updated to provide that:

School department personnel and school resource officers, as defined in section 37P, shall not disclose to a law enforcement officer or agency, including local, municipal, regional, county, state and federal law enforcement, through an official report or unofficial channels, including, but not limited to, text, phone, email, database and in-person communication, or submit to the department of state police's Commonwealth Fusion Center, the Boston Regional Intelligence Center or any other database or system designed to track gang affiliation or

¹⁴ See Section 77, Chapter 253 of the Acts of 2020; G.L. c. 41, § 98H

¹⁵ See Section 77, Chapter 253 of the Acts of 2020; G.L. c. 41, § 98H

involvement, any information relating to a student or a student's family member from its databases and other recordkeeping systems including: (i) immigration status; (ii) citizenship; (iii) neighborhood of residence; (iv) religion; (v) national origin; (vi) ethnicity; or (vii) suspected, alleged, or confirmed gang affiliation, unless it is germane to a specific unlawful incident or to a specific prospect of unlawful activity the school is otherwise required to report.

Nothing in this paragraph shall prohibit the sharing of information: (i) for the purposes of completing a report pursuant to section 51A of chapter 119; (ii) upon the specific, informed written consent of the eligible student, parent or guardian; (iii) to comply with a court order or lawfully issued subpoena; (iv) in connection with a health or safety emergency pursuant to the provisions of 603 C.M.R. 23.07(4)(e); or (v) for the purposes of filing a weapon report with the local chief of police pursuant to this section.

- ✓ Agency SROs can only be assigned to schools upon the request of the school superintendent.
- ✓ In assigning the SRO, the chief shall assign an officer that the chief believes would strive to foster an optimal learning environment and educational community that promotes a strong partnership between school and police personnel. The chief of police shall give preference to candidates who demonstrate the requisite personality and character to work effectively with children, youth and educators in a school environment with a demonstrated ability to work successfully with a population that has a similar racial and ethnic background as those prevalent in the student body, and who have received specialized training relating to working with adolescents and children, including cognitive development, de-escalation tactics, as defined in section 1 of chapter 6E and alternatives to arrest and diversion strategies. The appointment shall not be based solely on seniority. The performance of a school resource officer shall be reviewed annually by the superintendent and the chief of police.
- ✓ The chief of police, in consultation with the school superintendent, shall establish operating procedures to provide guidance to school resource officers about daily operations, policies and procedures. At a minimum, the operating procedures as established by the chief of police, shall describe the following for the school resource officer: (i) the school resource officer uniform; (ii) use of police force, arrest, citation and court referral on school property; (iii) a statement and description of students' legal rights, including the process for searching and questioning students and circumstances requiring notification to and presence of parents and administrators; (iv) chain of command, including delineating to whom the school resource officer reports and how school administrators and the school resource officer work together; (v) performance evaluation

standards, which shall incorporate monitoring compliance with the memorandum of understanding and use of arrest, citation and police force in school; (vi) protocols for diverting and referring at-risk students to school and community-based supports and providers; and (vii) information sharing between the school resource officer, school staff and parents or guardians.

- ✓ If there are insufficient resources to provide an SRO, then consult with MSP to get an SRO assigned.
- ✓ Agencies must ensure that SROs obtain certification by December 31, 2021

Phase 2 (after the development of a model MOU by the Commission, no later than February 1, 2022)

- ✓ Agencies will also need to update their MOUs after the SRO MOU review commission develops a model MOU. The model MOU shall:
 - describe: (i) the mission statement, goals and objectives of the school resource officer program; (ii) the roles and responsibilities of the school resource officer, the police department and the school; (iii) the process for selecting school resource officers; (iv) the mechanisms to incorporate school resource officers into the school environment, including school safety meetings; (v) information sharing between school resource officers, school staff and other partners; (vi) the organizational structure of the school resource officer program, including supervision of school resource officers and the lines of communication between the school district and police department; (vii) training for school resource officers, including, but not limited to, continuing professional development in child and adolescent development, conflict resolution and diversion strategies, de-escalation tactics and any other training required by the municipal police training committee established in section 116 of chapter 6; and (viii) the manner and division of responsibility for collecting and reporting the school-based arrests, citations and court referrals of students to the department of elementary and secondary education in accordance with regulations promulgated by the department.
 - expressly state that school resource officers shall not: (i) serve as school disciplinarians, enforcers of school regulations or in place of licensed school psychologists, psychiatrists or counselors; and (ii) use police powers to address traditional school discipline issues, including non-violent disruptive behavior.

ACTION ITEM 15

Agencies must update their policies with respect to the definition of “racial or other profiling.”¹⁶

Compliance Required By: December 31, 2020

Tasks:

- ✓ Any agency policies referring “racial or other profiling” must be updated to include the following definition:

Racial or Other Profiling: differential treatment by a law enforcement officer based on actual or perceived race, color, ethnicity, national origin, immigration or citizenship status, religion, gender, gender identity or sexual orientation in conducting a law enforcement action, whether intentional or evidenced by statistically-significant data showing disparate treatment; provided, however, that “racial or other profiling” shall not include the use of such characteristics, in combination with other factors, to apprehend a specific suspect based on a description that is individualized, timely and reliable.

ACTION ITEM 16

Agencies should update their protective custody policies, particularly those in Dukes County.¹⁷

Compliance Required By: December 31, 2020

Tasks:

- ✓ Agency protective policies, dealing with protective custody under Chapter 111B, should be updated to include the following words after all mentions of the word “station” as it appears in the statute:

“of the Dukes county sheriff’s office.”

¹⁶ See Section 83, Chapter 253 of the Acts of 2020; G.L. c. 90, § 63

¹⁷ See Section 87, Chapter 253 of the Acts of 2020; G.L. c. 111B, § 8

ACTION ITEM 17

If an agency's policy speaks to criminal implications for certain officer conduct, that agency may consider updating that policy to include provisions dealing with the submission of false time sheets and prisoner rights violations.¹⁸

Compliance Required By: December 31, 2020

Tasks:

- ✓ With respect to provisions relating to the submission of false time sheets, a policy may include the following:

A law enforcement officer, as defined in section 1 of chapter 6E, who knowingly submits to a state agency, state authority, city, town or agency, as defined in said section 1 of said chapter 6E, a false or fraudulent claim of hours worked for payment and receives payment therefor or knowingly makes, uses or causes to be made or used a false record or statement material to a false or fraudulent claim of hours worked for payment that results in a law enforcement officer receiving payment therefor or any person who conspires to commit a violation of this section shall be punished by a fine of 3 times the amount of the fraudulent wages paid or by imprisonment for not more than 2 years.

- ✓ With respect to provision relating to prisoner rights violations, a policy may include the following:

Any law enforcement officer who commits an indecent assault and battery on a person in their custody or control will be charged under G.L. c. 265, §§ 13H½.

ACTION ITEM 18

Agencies must update the no-knock warrant provisions in their policy addressing warrants.¹⁹

Compliance Required By: December 31, 2020

Tasks:

- ✓ Agencies must update the no-knock warrant provisions in their policy addressing warrants, and include the following:

¹⁸ See Section 90, Chapter 253 of the Acts of 2020; G.L. c. 231, § 85BB; See Section 91, Chapter 253 of the Acts of 2020; G.L. c. 265, § 13H½

¹⁹ See Section 94, Chapter 253 of the Acts of 2020; G.L. c. 276, § 2D

- A warrant that does not require a law enforcement officer to knock and announce their presence and purpose before forcibly entering a residence shall not be issued except by a judge and only if the affidavit supporting the request for the warrant:
 - establishes probable cause that if the law enforcement officer announces their presence their life or the lives of others will be endangered; and
 - includes an attestation that the law enforcement officer filing the affidavit has no reason to believe that minor children or adults over the age of 65 are in the home, unless there is a credible risk of imminent harm to the minor or adult over the age of 65 in the home.
- A police officer executing a search warrant shall knock and announce their presence and purpose before forcibly entering a residence unless authorized by a warrant to enter pursuant to subsection (a).
- An officer shall not dispense with the requirements of subsections (a) and (b) except to prevent a credible risk of imminent harm as defined in section 1 of chapter 6E.
- Evidence seized or obtained during the execution of a warrant shall be inadmissible if a law enforcement officer violates this section.

ACTION ITEM 19

Agencies must submit disciplinary records to POST.²⁰

Compliance Required By: On or before September 30, 2021

Tasks:

- ✓ On or before September 30, 2021, agencies must provide POST, in a form to be determined, a comprehensive disciplinary record for each law enforcement officer, employed by the said agency, including, but not limited to:²¹
 - every complaint of which the officer was the subject of during the course of their employment with the agency; and

²⁰ See Section 99, Chapter 253 of the Acts of 2020

²¹ **Note:** On or before December 1, 2021, POST shall provide to each agency a list of each officer currently employed in the commonwealth, and each agency shall provide to the commission, in a form to be determined by the commission, a comprehensive disciplinary record for each law enforcement officer previously employed by said agency or a transferor agency for which the agency is the transferee agency, including, but not limited to: (i) every complaint of which the officer was the subject of during the course of their employment with the agency; and (ii) all disciplinary records of the officer, including the final disposition of a complaint, if any, and any discipline imposed.

- all disciplinary records of the officer, including the final disposition of a complaint, if any, and any discipline imposed.

ACTION ITEM 20

Agencies must ensure that all reserve officers complete such additional training as may be required by the MPTC.²²

Compliance Required By: **Dependent upon recertification year for each officer and standards to be set by the MPTC**

Tasks:

- ✓ Agencies must be sure that reserve officers receive such additional training as may be required by the MPTC.

ACTION ITEM 21

Agencies must update their body camera policy to comply with the regulations to be created by the task force.²³

Compliance Required By: **On or before July 31, 2022**

Tasks:

- ✓ Agencies will need to update Body Camera Policy to comply with regulations once they have been created. The regulations recommended by the task force shall include, but not be limited to:
 - standards for the procurement of body-worn cameras and vehicle dashboard cameras by law enforcement agencies, including a requirement that such cameras or associated processing software include technology for redacting the images and voices of victims and bystanders;
 - standards regarding the use of facial recognition or other biometric-matching software or other technology to analyze recordings obtained through the use of such cameras; provided, however, that such standards may prohibit or allow such use subject to requirements based on best practices and protocols;
 - standards for training law enforcement officers in the basic use of such cameras;
 - standards for: (A) the types of law enforcement encounters and interactions that shall be recorded and what notice, if any, shall be

²² See Section 102, Chapter 253 of the Acts of 2020

²³ See Section 104, Chapter 253 of the Acts of 2020

- given to those being recorded; and (B) when a camera should be activated and when to discontinue recording;
- a requirement that a camera be equipped with pre-event recording, capable of recording at least the 30 seconds prior to camera activation;
 - a requirement preventing an officer from accessing or viewing any recording of an incident involving the officer before the officer is required to make a statement about the incident;
 - standards for the identification, retention, storage, maintenance and handling of recordings from body cameras, including a requirement that recordings be retained for not less than 180 days but not more than 30 months for a recording not relating to a court proceeding or ongoing criminal investigation or for the same period of time that evidence is retained in the normal course of the court's business for a recording related to a court proceeding;
 - standards pertaining to the recordings of use of force, detention or arrest by a law enforcement officer or pertaining to ongoing investigations and prosecutions to assure that recordings are retained for a period sufficient to meet the needs of all parties with an interest in the recordings;
 - standards for the security of facilities in which recordings are kept;
 - requirements for state procurement of contracts for body-worn cameras and for data storage through which qualified law enforcement agencies may purchase goods and services;
 - best practice language for contracts with third-party vendors for data storage, which shall provide that recordings from such cameras are the property of the law enforcement agency, are not owned by the vendor and cannot be used by the vendor for any purpose inconsistent with the policies and procedures of the law enforcement agency;
 - procedures for supervisory internal review and audit;
 - sanctions for improper use of cameras, including a requirement that a law enforcement officer who does not activate a body-worn camera in response to a call for assistance shall include that fact in their incident report and note in the case file or record the reason for not activating the camera;
 - sanctions for tampering with a camera or recordings and for improper destruction of recordings;
 - regulations pertaining to handling requests for the release of information recorded by a body-worn camera to the public;
 - requirements for reporting by law enforcement agencies utilizing body-worn cameras;
 - a retention schedule for recordings to ensure that storage policies and practices are in compliance with all relevant laws and adequately preserve evidentiary chains of custody and identify potential discovery issues; and a process by which body camera footage may be included in a public record.

ACTION ITEM 22

Agencies may be required to update their policies relative to emergency hospitalizations under Chapter 123, section 12.²⁴

Compliance Required By: **TBD**
(Commission on Emergency Hospitalization to file recommendations no later than 09/30/2021)

Tasks:

- ✓ Agencies may be required to adopt/revise policies related to emergency hospitalization under Chapter 123, section 12 based upon the recommendations and report of the Commission on Emergency Hospitalization which must be filed no later than September 30, 2021.

ACTION ITEM 23

Agencies may be required to update their policies and rules relative to hiring.²⁵

Compliance Required By: **TBD**
(Commission to Examine Civil Service to file recommendations no later than 09/30/2021)

Tasks:

- ✓ Agencies may be required to adopt/revise policies related to Civil Service provisions, personnel administration rules, hiring procedures and by-laws based upon the recommendations and report of the Commission to Examine Civil Service which must be filed not later than September 30, 2021.

ACTION ITEM 24

Agencies may be required to create/update their policies relative to crisis response and continuity of care systems.²⁶

Compliance Required By: **TBD**
(Council to file recommendations no later than July 1, 2023)

Tasks:

- ✓ Agencies may be required to create/update their policies relative to crisis response and continuity of care systems which deliver alternative emergency services and programs no later than July 1, 2023.

²⁴ See Section 106, Chapter 253 of the Acts of 2020

²⁵ See Section 107, Chapter 253 of the Acts of 2020

²⁶ See Section 117, Chapter 253 of the Acts of 2020

ACTION ITEM 25

Agencies may be required to participate in, and update their policies relative to, critical incident stress management and peer support programs.²⁷


Compliance Required By: TBD

Tasks:

- ✓ Agencies may be required to participate in, and update their policies relative to, critical incident stress management and peer support programs to address police officer mental wellness and suicide prevention as well as critical incident stress and the effect on public safety. These regulations are to be promulgated by the MPTC, in consultation with EOPSS.
-

²⁷ See Section 118, Chapter 253 of the Acts of 2020

1.20 Identification and Prevention of Racial and Gender Profiling

Date of Issue: 02/01/12 Policy Update: 04/23/21	Wayland Police Department Policy and Procedure	 By the authority of: Sean Gibbons, Chief of Police
Review Due: 01/01/21	Identification And Prevention Of Racial And Gender Profiling	
Reviewed: 01/01/19	1.20	
Reviewed: 01/01/20	Calea Standards	

I. GENERAL CONSIDERATIONS AND GUIDELINES

The Wayland Police Department is committed to protecting the constitutional and civil rights of all citizens. Allegations of racial and gender profiling or discriminatory practices, real or perceived, are detrimental to the relationship between police and the communities they protect and serve, because they strike at the basic foundation of public trust. This trust is essential to effective community based policing. Racial and gender profiling are illegal and ineffective methods of law enforcement. Racial profiling results in increased safety risks to officers and citizens and the misuse of valuable police resources. Additionally, such improper methods violate the civil rights of members of the public and may lead to increased exposure to liability. This Department does not endorse, train, teach, support or condone any type of bias, stereotyping or racial and gender profiling by their officers. While recognizing that most officers perform their duties in a professional, ethical and impartial manner, this Department is committed to identifying and eliminating any instances of racial and gender profiling.

II. MISSION STATEMENT

A. It is the policy of the Wayland Police Department to:

1.20 Identification and Prevention of Racial and Gender Profiling

- Provide all people within this community fair and impartial police services consistent with constitutional and statutory mandates;
- Assure the highest standard of integrity and ethics among all our members;
- Respect the diversity and the cultural differences of all people;
- Take positive steps to identify, prevent, and eliminate any instances of racial or gender profiling by our members; and
- Continue our commitment to community policing and problem solving, including vigorous, lawful and nondiscriminatory traffic enforcement that promotes public safety and strengthens public trust, confidence, and awareness.

III. DEFINITIONS

Racial and Gender Profiling – Chapter 228 of the Acts of 2000 prohibits: the practice of detaining or stopping a suspect based on a broad set of criteria which cast suspicion on an entire class of people without any individualized suspicion of the particular person being stopped, this means that differential treatment by a law enforcement officer based on actual or perceived race, color, ethnicity, national origin, immigration or citizenship status, religion, gender, gender identity or sexual orientation in conducting a law enforcement action, whether intentional or evidenced by statistically-significant data showing disparate treatment is prohibited; provided, however, that “racial or other profiling” shall not include the use of such characteristics, in combination with other factors, to apprehend a specific suspect based on a description that is individualized, timely and reliable.

Suspect Specific Incident – An incident in which an officer is lawfully attempting to detain, apprehend, or otherwise be on the lookout for one or more specific suspects who have been identified or described in part by national or ethnic origin, gender or race.

IV. POLICY

It is the policy of this department that, except in “suspect specific incidents,” police officers are prohibited from considering the race, gender, national or ethnic origin of members of the public in deciding to detain a person or stop a motor vehicle and in deciding upon the scope or substance of any law enforcement action.

1.20 Identification and Prevention of Racial and Gender Profiling

V. PROCEDURES

A. Prevention of Profiling

To prevent racial and gender profiling, the Wayland Police Department shall:

1. Utilize the Criminal Justice Training Council or other certified training programs to help ensure that appropriate employees receive training on racial and gender profiling practices and the standards established by this policy;
2. Ensure that this policy is disseminated to all officers, dispatchers and communications employees;
3. Train supervisory personnel to monitor police conduct to ensure that the standards of this policy are being carried out by employees under their supervision;
4. Review and, where appropriate, revise all procedures that involve the stop, detention, apprehension or search of individuals to ensure that such procedures are in compliance with the provisions of the law and this policy;
5. Review all performance recognition and evaluation systems, training curricula, policies and customs of the department to determine if any practice encourages conduct that may support or lead to racial or gender profiling; and
6. Educate the public, in conjunction with the Executive Office of Public Safety and the Registry of Motor Vehicles, on what to expect when either stopped or detained by a police officer, as well as police expectations during motor vehicle stops or police detainment, to ensure both officer and citizen safety.

B. Identification of Profiling

To identify instances of racial or gender profiling, this department shall:

1. Utilize appropriate citizen complaint procedures to document and investigate allegations of racial or gender profiling filed directly with the agency or referred through the Executive Office of Public Safety's statewide toll free complaint number;
2. Utilize procedures for the proactive review of performance, complaint and other employment information to assist supervisors in identifying

1.20 Identification and Prevention of Racial and Gender Profiling

and modifying potentially problematic behavior and to promote professionalism in this department;


3. Direct officers to collect data on race, gender and subsequent searches in accordance with the protocol established by the Secretary of Public Safety; and
4. Where local conditions warrant, and the financial and technical resources are available, the department will consider whether it may be appropriate to collect additional data or to engage in analysis beyond that required by the legislative mandate to meet local community concerns and needs.

C. Enforcement of Profiling Policy

To enforce the provisions of this policy, the Wayland Police Department shall:

1. Take appropriate action to address documented incidents of racial or gender profiling;
2. Utilize a system of intervention to enable or encourage an officer to undertake a voluntary modification of his or her conduct or performance; and
3. Take appropriate measures to correct any institutional practice or policy that has led to the use of racial or gender profiling.

1.10 Legal Process

Date of Issue: 02/01/12 Policy Update: 02/15/21 <hr/> Review Due: 01/01/21 <hr/> Reviewed: 01/01/19 Reviewed: 01/01/20	Wayland Police Department Policy and Procedure	
	Legal Process	
	1.10	By the authority of:
	Calea Standards 74.1.1; 74.1.2; 74.2.1; 74.3.1; 74.3.2; 74.4.1	Sean Gibbons, Chief of Police

I. GENERAL CONSIDERATIONS AND GUIDELINES

Legal processes served by Massachusetts police departments is primarily criminal process consisting of arrest warrants, search warrant, summonses, and subpoenas relating to a criminal case which are issued by any Court of Law within the Commonwealth. The only civil processes normally served by Massachusetts police departments are abuse orders, ordinarily issued by Massachusetts Family and Probate Court. These types of processes are sent to police departments for the purpose of being served or executed upon the person or place named within.

Since the functioning of the courts is affected by the prompt service of these documents, and since the department has certain legal responsibilities regarding such service, it is necessary that department personnel maintain precise and appropriate record keeping procedures to minimize potential litigation and liability. A prerequisite for the efficient and effective management of legal process is an organized method of handling processes from the moment they are received from the court to the time they are returned to the court. Key elements of such an organized procedure are centralized control over the document, accountability for handling and executing legal process, proper documentation of unsuccessful as well as successful attempts to serve legal process and accurate, up-to date communication between police departments, the courts and other law enforcement agencies regarding the validity of the legal process and the whereabouts of persons named in the legal process.

Given the number of warrants issued for the arrest of individuals and the limited police resources available, the police must establish priorities and exercise reasonable discretion in serving arrest warrants. These Policies and Procedures are designed to provide a framework

1.10 Legal Process

for efficient arrest warrant practices taking into consideration the need for priorities and the necessity of a measure of discretion.

It is an underlying assumption of these Policies and Procedures that police should concentrate primarily on making arrests on warrants for serious offenses, arrests of multiple or potentially dangerous offenders and in other situations meriting the loss of one's personal liberty which an arrest entails. In less critical cases, police resources, at least initially, should be directed toward warning citizens of outstanding warrants for their arrest by providing these citizens a reasonable opportunity to go to court to have the warrant revoked. (See Appendix A.)

II. POLICY

A. It is the policy of the Wayland Police Department that:

1. Legal processes will be documented and every reasonable attempt shall be made to serve them; and
2. Any arrests made on a warrant must be backed up by documentation that some agency has that warrant in their possession, and that to the best of their knowledge it is still in effect or that the warrant is active in the Warrant Management System (WMS).

III. PROCEDURES

A. Management of Legal Processes Documentation

1. The Detective Division/Court Officer is responsible for the processing and recording of all legal process for the department as described below.
 - a. Legal process in the possession of the department where service is to be executed within the jurisdiction of the department.
 - b. Legal processes in the possession of another agency.
 - c. Legal processes to be served outside the jurisdiction of the department.
 - d. Service of Abuse Orders under General Laws c. 209A, 209C, 208, and 209.

2. *Information Recording*

- a. When each item of legal process is received, the following information shall be recorded in the computer, if appropriate: [74.1.1]
 - i. Date and time received;

1.10 Legal Process

- ii. Type of legal process (criminal or civil);
- iii. Nature of document;
- iv. Source of document (issuing court, etc.);
- v. Name of plaintiff/complainant or name of defendant/respondent;
- vi. Officer assigned for service;
- vii. Date of assignment;
- viii. Court docket number; and
- ix. Date service is due.

3. *Access to Records*

- a. Members of the department shall have twenty-four hours a day access to department criminal records through computer access. Members shall comply with CORI laws. See departmental policy on *Criminal Offender Record Information*.

1.10 Legal Process

4. *Record of Execution/Service [74.1.2]*

- a. Legal Process Service Reports shall be returned to this unit and entered in the computer. Legal Process Service Reports shall contain the following information: (See Appendix B for sample Legal Process Service Report)
 - i. Date and time service was executed/attempted;
 - ii. Name of officer(s) executing/attempting service;
 - iii. Name of person on whom legal process was served/executed;
 - iv. Method of service/reason for nonservice; and
 - v. Address of service attempt.

B. *Warrants [74.3.1]*

1. On July 10, 1994, the Legislature enacted M.G.L. c. 276, s.23A which created the Warrant Management System. This system dramatically changed the way warrants are handled in Massachusetts. Previously all warrants were paper warrants physically delivered to the requesting police department for service. Under the Warrant Management System (WMS), warrants are issued electronically by the court of origin and appear in a statewide master name file. They are further entered automatically into the Criminal Justice Information System (CJIS). The complaining department receives a notice of the issuance of a warrant via CJIS/WMS.
2. The Arrest Warrant and Court Order Unit shall maintain files on all persons named in warrants containing, to the extent possible:
 - a. Full name and address;
 - b. Specific address(es) and telephone number(s);
 - c. Complete physical description with salient identifying characteristics and photograph(s) (upon arrest, booking, interrogation, being brought in on protective custody, etc., new photographs should be taken if the present ones are ineffective as an aid to identification);
 - d. Date of birth or approximate age, social security number or other identification verification information;
 - e. Employer's name, address, telephone number; accused's job, work hours, etc.;

1.10 Legal Process

- f. Criminal record of accused; indication if accused should be considered dangerous or may resist arrest;
 - g. Cross references to other arrest warrants and court orders relating to accused;
 - h. Other information which may aid in serving the warrant such as a description of any motor vehicle the accused is known to use, firearms license or other permit or license issued to the accused.
3. All persons taken to the police station under arrest, under protective custody, or for questioning, or persons applying for any sort of licensing, F.I.D. cards, etc., should have a warrant/court order check. This should be done not only to flag warrants, but also to enable the department to update its information.
 4. When an arrest warrant check is requested, there should automatically be a check for other outstanding court orders. Conversely, when a request is made for outstanding court orders, an arrest warrant check should be made automatically.
 5. Prioritizing Warrants
 - a. All present warrants and all new warrants shall be reviewed and assigned to one of three priority categories.
 - b. TOP PRIORITY
 - i. Warrants for serious crimes (e.g., violent crimes, sex offenses, operating under the influence (OUI), or violations of the Abuse Law, crimes involving repeat serious offenders);
 - ii. Warrants for offenders with multiple serious offense warrants;
 - iii. Warrants for persons wanted by police for other important reasons.
 - iv. No Knock- Search Warrants
Is a warrant that does not require a law enforcement officer to knock and announce their presence and purpose before forcibly entering residence shall not be issued except by a judge and only if the affidavit supporting the request for the warrant:
 - Establishes probable cause that is the law enforcement announces their presence their life or the lives of others will be endangered; and

1.10 Legal Process

- Includes an attestation that the law enforcement officer filing the affidavit has no reason to believe that minor children or adults over the age of 65 are in the home, unless there is credible risk of imminent harm to the minor or adult over the age of 65 in the home.

vi. Search Warrant

Officer executing a search warrant shall knock and announce their presence and purpose before forcibly entering a residence unless authorized by a No-knock Warrant

c. MIDDLE PRIORITY

- Warrants for persons with multiple warrants for less serious offenses;
- Warrants for persons with more than a minimum amount in fines due.
- Search warrants issued by the court shall be executed according to the court guidelines.

d. LOW PRIORITY

- All other warrants.

6. The Detective Division/Court Officer should issue on a regular and frequent basis a printout available to all sworn officers containing information on important warrants issued recently and outstanding top priority and middle priority warrants of which officers should be aware. Officers should be advised that any information they have or may obtain which would contribute to successfully serving a warrant should be forwarded to the Arrest Warrant and Court Order Unit.

7. The Commander of the Detective Division/Court Officer, subject to the approval of the Chief of Police, and after consulting with the appropriate judges and clerk/magistrate should develop guidelines for determining additional policies regarding the following:

- The number of attempts at service which should be made before terminating such efforts. After that point, additional attempts to serve the warrant should not be made unless the accused is arrested on other matters, taken into custody for some reason or otherwise comes to the

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attention of the police and a warrant check is made. Warrant service termination standards should reflect the priority (High, Middle or Low) of the warrant;

- b. The specific criteria which should be used to prioritize warrants;
- c. Whether a Warning Letter should be mailed out (see Appendix A for a Sample Warning Letter);
- d. Under what circumstances officers should allow the person a certain amount of time in which to have the warrant removed or canceled.

8. *Service Within Jurisdiction*

- a. Arrest warrants shall be executed only by sworn officers within their jurisdiction. [74.3.2]
- b. An officer should not make an arrest on a warrant unless [s]he confirms the present status of the warrant immediately before making the arrest.
- c. Whether an attempt to serve an arrest warrant is unsuccessful or successful, the officer shall complete the Legal Process Service Report for that warrant.
- d. If the officer cannot locate the accused at the given address, [s]he may leave a Warning Card (see Appendix C for sample Warning Card):
 - i. Under a door;
 - ii. With a competent person who answers the officer's call and who acknowledges that the accused does live there; or
 - iii. In a manner which reasonably ensures that the accused will get it.
- e. All procedures for arrests with warrants in the departmental policy and procedure on *Arrests* shall be followed.
- f. If initial attempts to serve a warrant are unsuccessful and further attempts at the present time appear fruitless, the warrant may be kept on file. If the accused is encountered or apprehended at a later date, an arrest may be made under the original warrant.ⁱ No time limit is imposed on the validity of an arrest warrant as there is with respect to search warrants. However an eight and one half year delay was too long when the delay was due to government negligence.ⁱⁱ

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i. In such cases, however, care should be taken to make sure the warrant is still valid when the arrest is made.ⁱⁱⁱ Again, there cannot be unreasonable delay in relation to service of the warrant.^{iv} There are no Massachusetts cases which define "unreasonable delay."

g. If officers are successful in serving a warrant, they shall make the proper "return" and submit the warrant to the officer-in-charge. The officer-in-charge shall ensure that the warrant is canceled or located in CJIS/WMS. The Arrest Warrant and Court Order Unit shall record the date of the arrest and the names of the arresting officer in the computerized warrant application.

9. *Service Outside Department's Jurisdiction*

a. Warrants for persons residing outside the jurisdiction of the department shall be processed in accordance with the procedures set forth in this policy and in addition:

b. For High Priority warrants, the officer-in-charge or his/her designee, shall contact the police department having jurisdiction where the subject of the warrant resides and request service be attempted on the warrant. If service is made, this department will pick up and transport any person arrested at our request to this department's station unless otherwise bailed. Once a warrant has been served, the officer-in-charge shall ensure that the warrant is located on CJIS/WMIS.

c. Middle and Low Priority Warrants shall be processed as follows:

i. The court officer or Detectives may contact the subject of the warrant by telephone or by mail and advise him/her of the existing warrant.

ii. The warrant shall then be returned to the Arrest Warrant and Court Order Unit for proper recording.

10. When a warrant is removed or otherwise canceled by the court, the officer(s) who obtained that warrant or who are assigned that case shall be promptly notified.

11. Quarterly, the Arrest Warrant and Court Order Unit shall review warrants which have not been served.

12. The Detective Division/Court Officer should review newspapers, telephone directories, Registry of Motor Vehicle files, firearms identification card files, lost or missing persons files, city or town files (e.g., taxes, voting lists, permits

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and licenses not issued by or through the police department) and other files and sources of information to gather useful leads which may aid in determining the whereabouts of the accused and how to verify his/her identity.

C. Other Criminal Processes (Summonses and Subpoenas) [74.3.1]

1. *Service Within Department's Jurisdiction*

- a. A computer entry shall be made including: date of issue, docket number, name, address, issuing department, date of court appearance.
- b. If a summons, the computerized criminal history record shall be updated with the following information: name, residence, date of birth (if available), date of issue, docket number, offense, date of court appearance, issuing court. Any additional information shall be added if available (e.g., social security number, occupation, alias, place of birth, mother, father, height, weight, complexion, color of eyes, color of hair)
- c. The process may be mailed, served in hand, or left at the last and usual place of residence.
- d. When the process is served, a return shall be made and the process returned to the Arrest Warrant and Court Order Unit. Detective Division/Court Officer shall note the date of service and the officer making service. They shall then return the process to court.
- e. If the process cannot be served for any reason (no longer at address, no such person, etc.), the officer attempting service shall complete the appropriate report and return it to the Detective Division/Court Officer. The process shall be returned to court by Detective Division/Court Officer.
- h. In summons involving juvenile matters, both the juvenile and the parent or guardian shall receive a summons.

2. *Service Outside Department's Jurisdiction*

- a. It shall be processed in accordance with the procedures set forth in this policy.
- b. The process shall be mailed to the subject of the process's last and usual place of residence and an entry in the Document Service Application shall indicate that it was mailed. The name of the officer mailing it shall be recorded as the officer making the return of service.

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- c. If circumstances require the process to be delivered in hand, the Detective Division/Court Officer shall mail it to the police department where the subject resides, so it may be served by them in hand. If the process has not been returned in a prescribed period of time, a follow-up letter shall be mailed to that department.
- d. When the process is returned to this department from other police jurisdictions, the following information shall be recorded: the date of service and the department making the service. The Detective Division/Court Officer shall then return the process to court.

D. Abuse Orders [74.2.1]

1. Abuse Orders refer to restraining orders, no contact orders and orders to vacate issued under Chapter 208, Chapter 209, 209A, or 209C.^v Careful attention should be paid to such court orders to determine the date they take effect, the date they expire, when they must be returned to court, specific instructions as to where or when they are to be served or enforced, information regarding the person(s) named as plaintiffs or other protected parties and other details. Officers who serve or enforce such orders should be fully informed as to their obligations under Chapter 209A. (See departmental policy on *Domestic Violence*.)
2. When Abuse Orders are received, the following information shall be documented:
 - a. Name and address of the defendant;
 - b. Department or court issuing the order;
 - c. Violation;
 - d. Date of court appearance; and
 - e. If mailed to another jurisdiction, name of department and date mailed.
3. Abuse orders shall be promptly served and returned to the issuing court.^{vi}
4. The officer assigned to serve an abuse orders shall make a concerted attempt to serve the order in hand or leave it at the person's residence during that tour of duty. If the address is incorrect the officer shall attempt to obtain a new address and make the service.

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5. Officers that are unsuccessful in serving the abuse order shall, prior to the end of their shift, turn the abuse order into the officer-in-charge for further attempts at service.
6. Every attempt to serve an abuse order, whether successful or unsuccessful shall be documented on the Legal Process Service Report.
7. When an abuse order has been served, the officer making service shall make the return on the abuse order. The Detective Division/Court Officer shall note in the Document Service Application the date of service and the officer making service. The Detective Division/Court Officer shall then return the abuse order to court.

E. Property [74.4.1]

1. Since the department does not serve civil process with the exception of abuse order, no property is seized through civil process. All property or evidence in custody of the department shall be handled and disposed of in accordance with the departmental policy on *Evidence and Property Control*.

ⁱ *Com. v. Jones*, 360 Mass. 498, 275 N.E.2d 143 (1971)


ⁱⁱ *Doggett v. U.S.*, 505 U.S. 647 (1992)

ⁱⁱⁱ *Com. v. Tisserand*, 5 Mass. App. 383, 363 N.E.2d 530 (1977)

^{iv} M.G.L. c. 268, s.s. 22, 23

^v M.G.L. c. 208, ss. 18, 34B, 34C; M.G.L. c. 209, s. 32; M.G.L. c. 209A, ss. 3, 4, 5; M.G.L. ss. 15, 20

^{vi} M.G.L. c. 209A, s. 7

Date of Issue: 08/01/15 Policy Update: 3/18/21	Wayland Police Department Policy and Procedure	 By the authority of: Sean Gibbons, Chief of Police
Review Due: 07/01/19	Recruitment And Selection	
Reviewed: 07/01/18 04/11/2021	11.0	
	Calea Standards 31.3.4; 32.1.4; 32.1.5; 32.1.6; 32.1.7; 32.2.1; 32.2.2; 32.2.7; 32.2.8; 32.2.10	

I. GENERAL CONSIDERATIONS AND GUIDELINES

The selection of police officers from a field of potential candidates is a very important task affecting not only the police department, but the community as well. Candidates should possess intelligence, have the ability to work independently, have strong interpersonal skills, and be motivated, but also should be able to respect the command structure and protocols. The selection of a police officer is not only a commitment for that officer to the Town of Wayland, but a commitment from the town to the police officer as well. It is the policy of the Wayland Police Department to conduct a selection process in full compliance with the law and the highest level of ethical standards.

II. PROCEDURES

A. Eligibility for Selection

1. To be eligible for the selection for employment as a full-time police officer, and placed on an eligibility list.
 - a. Candidates must have reached their twenty-first (21st) birthday at the time of application for employment to be appointed to the Wayland Police Department.

- b. No person shall be eligible for appointment to the Wayland Police Department unless such person possesses:
 1. A high school diploma; or
 2. A high school equivalency diploma (GED).
 - c. Must not have a criminal conviction that would prevent him / her from possession a LTC.
 2. Full-time police officers from other police agencies in Massachusetts may seek a lateral transfer to Wayland. Such persons may still be required to participate in all aspects of the selection process including background investigation.
- B. Selection Process: This process is initiated when the Town Administrator, as the Appointing Authority for the Wayland Police Department, determines an appointment to police officer is required.
1. Selection of candidate: In order for an individual to be considered in the selection process the following will occur.
 - a. Must pass a written examination and physical fitness assessment established by the Town of Wayland.
 - b. After receiving a passing score from both the written exam and physical fitness assessment, must complete a pre-employment packet.
 - i. Packets will be reviewed to ensure completeness and assist further in the background investigation.
 - ii. Minor omissions or deficiencies shall not be grounds for automatic disqualification [31.3.4]
 - c. Candidate will be selected to appear for an oral interview with members of the department. These members will then select the candidates to continue in the selection process.
 - i. Any candidate not selected to continue in the process will be notified in writing within 30 days of the decision consistent with Massachusetts General Law. [32.1.5]
 - d. Candidates will be interviewed by the appointing authority but this is typically delegated to the Chief of Police. The interview panel may comprise of other members of the department and/or staff from the town's Human Resources Department.

e. The Chief of Police will recommend to the Town Administrator (appointing authority) candidates to fill the position(s).

i. Candidates not selected can remain on file for two years from the date established by the town.

Candidates not selected for employment will be notified in writing within 30 days of the decision consistent with Massachusetts General Law. [32.1.5]

2. Selected Candidate: will be given conditional offer of employment contingent on the candidates successfully passing the:

a. Medical Examination: candidates shall undergo a medical evaluation conducted by a physician selected by the Town to certify the general health of the candidate. The physician may have specialization in occupational medicine. The evaluation will include screening for controlled substances and the ability to physically perform tasks, which have been determined to be critical job functions. [32.2.7]

b. Psychological examination: candidates shall undergo an emotional stability and psychological fitness examination by a qualified psychologist or psychiatrist selected by the Town. [32.2.8]

c. Physical fitness/ Physical Abilities Test (PAT): candidates selected for employment as sworn officers who have not completed a basic recruit municipal police-training academy must complete the Massachusetts State administered physical agility test (PAT) prior to enrollment in an academy. A "waiver" may be obtained from the Municipal Police Training Council (MPTC), for those that have completed equivalent academies in other states.

d. Background Investigation: A complete background investigation is conducted by the department. The background investigation will include but not limited to reference checks at least 3, employment history, criminal history and education. [32.2.1]

e. Candidates selected for employment will be sent to and must successfully complete a MPTC sanctioned Basic Police Officer Academy program (unless a valid waiver is obtained as outlined in 6.c above).

d. Upon its establishment, all candidates must be checked against the National Decertification Index prior to be hired.

C. Probationary Period

1. Following the successful completion of a Basic Police Officer Academy program and appointment as a full-time police officer, there will be a field-training program for those with no prior police service. During this time the officer will be on a 12-month probationary period. Individuals must perform the duties of a police officer on a full-time basis for this twelve-month period before they shall be considered as full-time tenured employees. [32.2.10]
2. Lateral transfer police officers with prior field law enforcement experience shall complete an abbreviated field-training program designed to familiarize them with the community and with local policy and procedures. [32.2.10]

D. Access to and Disposition of Selection Records

1. All selection records and materials shall be stored in a secure file cabinet in the Chief's Office or Human Resource Director's office. Full access to selection materials and records shall be limited to the Town Administrator, Chief of Police or his designee and director of Human Resources for the Town of Wayland.
2. Results of all medical examinations and psychological testing are strictly confidential with access limited to the Town Administrator, Human Resource Director or the Chief of Police, or his designee.
3. Other individuals involved in the process such as the Detective Sergeant and the Background Investigator may have limited access on an as needed basis to selection records. Access will be granted by the Chief of Police.
4. Selection records, including background information and results of medical examinations and emotional stability and psychological fitness examinations of individuals hired, as police officers will be retained in personnel folders. These folders will be retained in a secure file cabinet. [32.1.7]
5. Selection records, including background information and results of medical examinations and emotional stability and psychological fitness examinations, of unsuccessful candidates will be retained for a period of two years, or until all rights of appeal have been exhausted, then destroyed by shredding. These records shall be maintained in a secure file cabinet. [32.1.6]


D. Evaluation of Selection Process

1. The Administration shall ensure that the Department's selection process for sworn entry-level positions complies with all current and applicable laws, rules, regulations and applicable collective bargaining agreements. To accomplish this, the Administration shall:

- a. Keep abreast of all changes in Massachusetts General Law and the directives of the Department;
- b. Evaluate and review with the Chief of Police, all elements of the selection process administered by the Department;
- c. Offer recommendations for change or improvement to the Chief of Police; and
- d. Revise, or oversee the Accreditation Manager's revision of this policy annually in the Department's policy and procedure manual, as well as corresponding directives on selection, recruitment and promotion to reflect any changes.

DRAFT

38.0 Special Operations

Date of Issue: 07/01/15 Policy update: 04/29/2021 <hr/> Review Due: 10/01/20 <hr/> Reviewed: 10/01/18 Reviewed: 10/01/19	Wayland Police Department Policy and Procedure	 <p>By the authority of:</p> <p>Sean Gibbons, Chief of Police</p>
	Special Operations	
	38.0	
	Calea Standards 2.1.4; 46.2.1; 46.2.5; 46.2.7	

I. GENERAL CONSIDERATIONS AND GUIDELINES

The Wayland Police Department has developed an All Hazards Plan for guidance in responding to general emergencies and disasters. The purpose of this policy is to provide guidance in preparing and responding to emergencies and disasters. For more detail, all employees are encouraged to read and become familiar with the 46A - All Hazards Plan.

It is the policy of this Department to respond to emergencies and disasters, obtain appropriate resources, and address the emergency at hand to preserve life, peace and property.

II. PROCEDURES

A. Definitions

1. Breach of the Peace: A violation of public order or decorum, which disturbs the public peace and tranquility or an act of disorderly conduct, which disrupts the public peace.

2. Civil Disturbances: A social activity, which is dangerous or hurtful to the public peace, decorum, and sense of morality or welfare due to misconduct or vicious actions. This may include riots, disorders, and violence arising from dissident gatherings and marches, rock concerts, political conventions and labor disputes.

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3. Disasters: Includes floods, hurricanes, earthquakes, explosions, and tornadoes.
4. Incident Command System: A National Incident Management System (NIMS)-approved management system designed to enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organized structure.
5. Unusual Occurrences: Extraordinary emergency situations, which generally result from natural and/or man-made disasters or civil disturbances.

B. All Hazards Plan

1. The Wayland Police Department has developed an All Hazards Plan for guidance in responding to general emergencies and disasters. For more detail, all employees are encouraged to read and become familiar with policy -All Hazards Plan (ICS).
2. Both the All Hazards Plan and this policy follow standard Incident Command System (ICS) protocols, which provide interoperability with other public safety and government entities, which may also respond to the incident.
3. Some fundamental functions of the ICS system are addressed in this policy.

C. Emergencies, Generally

1. General Considerations: Unusual occurrences may arise which may tax police resources and methods for dealing with them, such as suicidal persons, barricaded suspects and searches for dangerous suspects. Police must act swiftly to isolate the incident area to prevent the suspect's escape, protect the public, and ensure the safety of responding public safety officials.
2. Initial Police Response [46.2.1(a)]
 - a. The assessment of the first officer on the scene may play a great role in the overall success of the police response. Initial police responders shall:
 - i. Quickly assess the situation;
 - ii. Report the assessment to the supervisor; and
 - iii. Begin directing arriving units until a supervisor arrives and takes charge, keeping in mind:
 - A safe approach for responders;
 - Isolation of the scene; and
 - The safety of innocents.

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- b. The initial supervisor on scene shall take command (serving as Operations Section Chief) until relieved and must assess the situation, considering the threat and scope of the incident.
 - i. If the situation cannot be resolved with the existing resources, the supervisor should request additional help through mutual aid, a call out of additional off duty personnel and additional non-public safety personnel if necessary (Health Department, Social Services, Public Works, etc.)
 - ii. If appropriate, contact the Chief or his designee to initiate the Department's All Hazards plan.
 - iii. Set up an inner perimeter to keep the suspect or location under observation and avoid moving or enlarging the scope of the incident.
 - iv. Establish an outer perimeter to keep uninvolved personnel and spectators from entering the affected area.
 - v. Consider an evacuation.

3. Calling Additional Resources

- a. On-Scene Resources: On scene personnel should be deployed as determined by the designated Operations Chief.
- b. Non-Police Resources: The need for other resources, such as fire, medical, public health and public works assistance, should be assessed and requested as needed, deployed as directed by the Operations Chief or staged as directed by the Logistics Chief.
- c. Additional Police Resources: The need for assistance of outside resources such as mutual aid patrol response, K-9's, and air assets should be evaluated and requested if needed.

4. National Guard [2.1.4]

- a. Authorization to request assistance from the National Guard must be obtained from the Chief of Police. If the Chief of Police is unavailable, consultation shall be made with the Town Administrator on requesting National Guard Assistance. The Officer in charge or, in his absence, notification.

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- b. If the usual police provisions are inadequate to preserve order and afford protection in the event or threat of a riot or mob, a public catastrophe, or natural disaster, local officials may request the National Guard to aid the civil authority in suppressing such violations, preserving order, affording such protection and supporting the laws.
- c. Should a declared state of emergency exist or be requested, the Chief of Police (or person acting on his behalf) shall assign a liaison to the Office of the Massachusetts National Guard Adjutant General for the purpose of directing, coordinating, and controlling the operation.

5. Tactical Teams [46.2.1(b)]

- a. Tactical teams may be deployed to supplement other operational components.
- b. It takes time for a team to respond with equipment, assess the situation, develop and execute a plan.
 - i. Patrol forces must maintain a secure incident area until such time as they are relieved.
 - ii. Gather as much intelligence information as possible for the responding team, and be prepared to brief them when they arrive. This should include:
 - Names, histories and mental status of suspects;
 - If and how they are armed;
 - The details of the incident, what happened and how it occurred;
 - The presence of uninvolved persons or hostages;
 - Maps and diagrams of the immediate location of the suspect and the surrounding area;
 - Peculiarities and concerns caused by buildings, terrain, etc.; and
 - If contact has been made with the suspect, what transpired, or if communication is available.
- c. Deploying the Team
 - i. Wayland has the expertise to manage many events that require a tactical team. Should the decision be made to deploy a tactical team from Wayland, the Incident Commander shall insure that the team is properly equipped to carry out its mission.
 - ii. The decision to deploy the tactical team is the decision of the Incident Commander.

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iii. The decision of how to deploy the tactical team is a decision of the tactical team leader. Participating in a tactical team is a very high-risk activity.

iv. Wayland will use, as needed, tactical or SWAT units that are available from the Metropolitan Law Enforcement Council (METLEC) or the Massachusetts State Police.

d. Coordination of Team with Others: Coordination and cooperation between multiple tactical teams and other operational components is critical for safety and operational success. The Incident Commander will insure that any Wayland units directly communicate [46.2.1(c)]

D. Special Events: [46.2.7]

1. Special events include such activities as parades, demonstrations, entertainment, and sporting events.
2. When a special event is anticipated, the Sergeant whose duties include event planning shall take responsibility for the event. Otherwise, the Chief of Police shall designate an officer to be the Special Event officer-in-charge who shall then formalize a plan for the event.
3. The event planner shall attempt to obtain an estimate of traffic, crowd control and crime problems for the event and put it in writing.
4. All access and egress routes will be determined and coordinated with other public service officials and transportation agencies (Mass DOT), including those businesses to be affected, so as to provide an opportunity for adjustment.
5. The perimeter streets of the special event should be used to maximum advantage by eliminating or increasing parking space, making temporary one-way streets, and assigning officers to key intersections for traffic control.
6. Adequate emergency service access will be provided to the scene of the event for other law enforcement agencies, fire, ambulance, and tow personnel.
7. The size and scope of the event will guide the total number of officers to be deployed.
8. Crowd control barriers may be used as needed.
9. The event planner shall insure that the media is kept properly informed.

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10. The officer-in-charge shall prepare a report after the event. It should include things that went well and improvements needed for future events.

E. Crowds and Demonstrations

1. General Considerations

- a. The right of lawful assembly and freedom of speech are fundamental rights guaranteed under the First and Fourteenth Amendments to the U.S. Constitution.
- b. There are, however, limitations on the exercise of these rights, and the police must enforce these limitations firmly, fairly and impartially.
- c. The police have the responsibility to protect the rights of all persons to assemble peacefully and, at the same time, to preserve the basic peace of the entire community.

I. **MGL Chapter 269 §1**, Unlawful Assembly: The elements of the crime of unlawful assembly are:

- Five or more persons, being armed with clubs or other dangerous weapons; or
- Ten or more persons, whether armed or not;
- Unlawfully, riotously or tumultuously assembled;
- Having been commanded by police or others to disperse immediately and peaceably; and
- Failure to so disperse.

2. When a police department has advance knowledge of a planned mass demonstration, it shall attempt in good faith to communicate with organizers of the event to discuss logistical plans, strategies to avoid conflict and potential communication needs between police and event participants.

The department shall make plans to avoid and de-escalate potential conflicts and designate an officer in charge of de-escalation planning and communication about the plans within the department.

3. Response Considerations

- a. In responding to any disturbance, the restoration of peace should be accomplished by persuasion whenever possible, and by force only when necessary.
- b. In carrying out crowd control measures, the objectives of the police are:
 - i. To contain the disturbance to the immediate vicinity;

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- ii. To disperse the crowd as expeditiously as possible;
 - iii. To prevent their regrouping or reentry to the scene; and
 - iv. To take action against the perpetrators of serious offenses and remove them immediately from the scene.
- c. *M.G.L. c. 41, §98* gives police officers the authority to suppress and prevent all disturbances and disorder.

4. Initial Police Response

- a. The assessment of the first officer on the scene may play a great role in the overall success of the police response. Initial police responders shall quickly assess the situation and immediately inform the officer-in-charge of the following:
 - The location and approximate size of the crowd;
 - The type and makeup of the crowd;
 - Its direction of movement, if any;
 - The apparent intent of the crowd;
 - Whether the crowd is armed with any kind of actual or potential weapons;
 - The best direction of approach to the crowd; and
 - If any leaders of the crowd have been identified and what is known about them.
- b. Begin directing arriving units until a supervisor arrives and takes charge, keeping in mind:
 - A safe approach for responders;
 - Isolation of the scene; and
 - The safety of innocents.
- c. No officer shall attempt to take direct police action against an aggressive or militant crowd until sufficient police are present for effective control.
- d. Sufficient assistance shall be dispatched as quickly as possible to take decisive action and to neutralize the possibility of widespread disorder.

6. Isolate the Incident Scene

- a. Establish a perimeter if sufficient personnel are available.
- b. Vehicular and pedestrian traffic shall be prevented from entering the immediate area to avoid the gathering of curious spectators.
- c. Where appropriate, bystanders and occupants of residences and businesses should be evacuated from an area threatened by a volatile mob before the mob reaches the area.

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- d. Whenever homes and businesses are abandoned, and if it is safe to do so, sufficient police should be stationed in the area to prevent vandalism and looting.

7. Crowd Control Procedures

- a. All officers assigned to crowd control shall:

- i. Use only the amount of force necessary to obtain control, to protect themselves, other officers, or bystanders from physical injury or to make arrests;
- ii. Maintain strict impartiality;
- iii. Be courteous but firm;
- v. Not use insulting language;
- vi. A law enforcement officer shall not discharge or order the discharge of tear gas or any other chemical weapon, discharge or order the discharge of rubber pellets from a propulsion device or release or order the release of a dog to control or influence a person's behavior unless:
 - 1. de-escalation tactics have been attempted and failed or are not feasible based on the totality of the circumstances; and
 - 2. the measures used are necessary to prevent imminent harm and the foreseeable harm inflicted by the tear gas or other chemical weapon, rubber pellets or dog is proportionate to the threat of imminent harm.
 - 3. If a law enforcement officer utilizes or orders the use of tear gas or any other chemical weapon, rubber pellets or a dog against a crowd, the law enforcement officer's appointing agency shall file a report with the Massachusetts Peace Officer Standards and Training Commission ("POST") detailing all measures that were taken in advance of the event to reduce the probability of disorder and all de-escalation tactics and other measures that were taken at the time of the event to de-escalate tensions and avoid the necessity of using the tear gas or other chemical weapon, rubber pellets or dog.
 - a. The Massachusetts Peace Officer Standards and Training Commission ("POST") shall review the report and may make any additional investigation. After such review and investigation, the commission shall, if applicable, make a finding as to whether the pre-event and contemporaneous de-escalation tactics were adequate and whether the use of or order to use such tear gas or other chemical weapon, rubber pellets or dog was justified.
- v. Not respond to verbal abuse;
- vi. Not debate the issue with the crowd;
- vii. Maintain a calm but determined attitude;
- viii. Be vigorous and decisive when action is required;
- ix. Act together as a coordinated unit;
- x. Keep emotional and agitated persons in the crowd separated;

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- xi. Keep counter-demonstrations from forming;
- xii. Avoid individual combat as far as possible;
- xiii. Not make indiscriminate or unnecessary arrests;
- xiv. Remove any arrested persons immediately from the scene of the disturbance;
- xv. Ensure that a video or photograph is taken of each arresting officer with his/her prisoner for accurate identification in later court proceedings; and
- xvi. Carefully note the specific offense committed by any person arrested for prosecution for that offense.

b. The crowd shall be broken up from its outer edges and permitted to disperse as individuals or small groups. A sufficient number of avenues of dispersal shall be provided.

c. No attempt shall be made to bluff an unruly crowd or to accomplish a police objective without sufficient forces.

d. Violence or the threat of imminent violence or a violation of any criminal law on the part of individuals in an unruly or volatile crowd may require police response, including arrest. Officers should keep in mind that they possess a common law authority to make a warrantless arrest of any person as follows:

i. If any felony has been committed or the officer has probable cause to believe a felony has been, is being or will be committed; or

ii. For a misdemeanor:

- Committed in the officer's presence and causing or threatening to cause a breach of the peace which is continuing or only briefly interrupted; or
- Not amounting to a breach of the peace committed in the officer's presence when such arrest is authorized by statute; or
- For which arrest is allowed even though such misdemeanors were not committed in the officer's presence.

e. Arrests of violent or unruly individuals in crowds or demonstrations are most commonly based on violations of such criminal statutes as disturbing the peace, disorderly conduct, criminal trespassing, malicious damage to property, assault and battery, larceny, threatening and similar offenses.

F. Search & Rescue [46.2.5]

1. Scope of Search and Rescue: This Department shall conduct and coordinate search and rescue operations for lost persons within its jurisdiction.

2. Resources

a. Local Resources:

- Sworn officers;
- Non-sworn police employees;

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- Fire Department personnel;
 - Health Department & Social Services.
- b. Extra-jurisdictional Resources:
- Other police agency personnel;
 - METLEC, including RRT and SWAT;
 - Regional Fire Department personnel;
 - Massachusetts Environmental Police;
 - State Police; and
- c. Search Management Resources:
- Department of Conservation and Recreation (DCR), Park Service;
 - METLEC; and
 - Massachusetts State Police.
- d. Search resources:
- Regional K-9 teams;
 - State Police air wing;
 - Search and rescue organizations; and
 - Civilian volunteers.
- e. Search managers must weigh this option carefully. Untrained, unscreened persons may:
- Contaminate the search scene;
 - Contaminate a crime scene; and
 - Disturb or destroy evidence.
3. Considerations: Certain factors may determine a search to be critical in nature in order to preserve the life of the lost person:
- a. Weather, season of the year, temperature, exposure;
 - b. Time of day, remaining daylight;
 - c. Age of lost person;
 - d. Mental state of lost person; and
 - e. Physical condition of lost person.
4. Initial Police Response
- a. The first responding officer should make contact with the reporting party and obtain descriptive information, information regarding the circumstance under which the person became lost, and possible locations or destinations.
 - b. If family members are searching for the lost person, at least one person should remain at the location from which the person became lost in the event that the person returns.
 - c. Additional responders shall begin a search for the missing person.

38.0 Special Operations

- i. If the lost person is a small child, last seen at a home, the second officer shall ask for permission to search the home, including the room where the child was last known to be located. Often the child may be overlooked.
- ii. In an urban area, officers should maintain mobile patrols interspersed with checks of likely areas and buildings on foot.
- iii. In rural areas, officers should team up with other searchers to conduct a hasty search of likely areas.

5. Large Scale Searches

- a. In the event that a search becomes large in scope, managers should follow standard Incident Command System (ICS) protocols, which provide interoperability with other public safety and government entities that may also respond to the incident.
- b. The officer-in-charge should consider assistance from an entity that specializes in searching for lost persons.

6. Searches for Deceased Persons

- a. Searches for deceased persons are conducted in a similar manner as searches for missing persons.
- b. If foul play is suspected, managers and searchers must be aware of preserving possible crime scenes and evidence. See the Department policy - Collection and Preservation of Evidence.
- c. Civilian volunteers should be used only as a last resort. If used, civilians should be:
 - i. Positively identified and their identity and contact information recorded;
 - ii. Given training on what to do if evidence or a crime scene is located; and
 - iii. Assigned to a search team led by a police officer, fire fighter, or other government official.

G. Post-Incident Debriefing

After the special occurrence has ended, a debriefing session should be scheduled involving the Chief, supervisors, and all officers involved.


1. Post-incident analyses will help the Department prepare for future incidents. In addition, Department officials will be made aware of critical incidents which require their attention and which may become the subject of inquiry.

38.0 Special Operations

2. Where appropriate, non-police personnel (such as psychologists or race relations experts) should participate in the post-incident analysis.

NOTE: The incidence of post-traumatic stress disorder is usually eliminated when officers take part in a debriefing.

DRAFT

Date of Issue: 02/01/14 Policy Updated: 03/20/21	Wayland Police Department Policy and Procedure	 By the authority of: Sean Gibbons, Chief of Police
Review Due: 01/01/20	Use Of Force	
Reviewed: 01/01/19 01/05/20 03/12/21	1.4	
	Calea Standards 1.3.1; 1.3.2; 1.3.3; 1.3.4; 1.3.5	

I. GENERAL CONSIDERATIONS AND GUIDELINES

Because of their law enforcement and peacekeeping role, police officers will be required at times to resort to the use of physical force to enable them to fully carry out their responsibilities. Police officers are confronted continually with situations requiring or resulting in the use of various degrees of force to effect a lawful arrest, to ensure public safety, or to protect themselves or others from harm. The degree of force used is dependent upon the facts surrounding the situation the officers face. Only a reasonable and necessary amount of force may be used. The degree of force the officer is forced to use often depends upon the amount of resistance or threat to safety the situation produces.

The objective of the use of force is to maintain and/or reestablish control over a situation. Control is reached when a person complies with an officer's directions and/or the suspect is restrained or apprehended and no longer presents a threat to the officer or others. Since officers will encounter a wide range of behaviors, they must be prepared to utilize a range of force options that are reasonable and necessary to maintain and/or reestablish control by overcoming resistance to the officers' lawful authority while minimizing injuries.

Because there are an unlimited number of possibilities, allowing for a wide variety of circumstances, no written policy can offer definitive answers to every

situation in which the use of force might be appropriate. Rather, this policy will set certain specific guidelines and provide officers with a concrete basis on which to utilize sound judgment in making reasonable and prudent decisions.

II. POLICY

It is the policy of the Wayland Police Department that: [1.3.1]

- A. Officers use only the force that is reasonably necessary to make a lawful arrest, to place a person into protective custody, to effectively bring an incident under control, or to protect the lives or safety of the officer and others.

III. DEFINITIONS

- A. *Deadly Force*: Any use of force that is reasonably or likely to cause death or great bodily harm.
- B. *Weaponless Physical Force*: Any use of force other than that which is considered deadly force. Various controlling techniques and strikes designed to cease the subject's assault on the officer or others, regain control and assure compliance. [1.3.6]
- C. *Serious Physical Injury*: Serious physical injury is defined as any bodily injury which creates a substantial risk of death; causes serious, permanent disfigurement; or results in extended loss or impairment of the function of any bodily member or organ. [1.3.2]
- D. *Reasonable Belief*: The facts or circumstances the Officer knows, or should know, are such as to cause an ordinary and prudent Officer to act or think in a similar way under similar circumstances. [1.3.2]
- E. *Resistance*: Those actions made by the offender that use or threaten to use physical force or violence to prevent arrest/custody. [1.3.2]
- F. *De-escalation tactics*: Proactive actions and approaches used by an officer to stabilize a law enforcement situation so that more time, options and resources are available to gain a person's voluntary compliance and to reduce or eliminate the need to use force including, but not limited to, verbal persuasion, warnings, slowing down the pace of an incident, waiting out a person, creating distance between the officer and a threat and requesting additional resources to resolve the incident, including, but not limited to, calling in medical or licensed

mental health professionals, as defined in subsection (a) of section 51^{1/2} of chapter 111,¹ to address a potential medical or mental health crisis

- G. *Chokehold*: The use of a lateral vascular neck restraint, carotid restraint or other action that involves the placement of any part of law enforcement officer's body on or around a person's neck in a manner that limits the person's breathing or blood flow with the intent of or with the result of causing bodily injury, unconsciousness or death.

IV. PROCEDURES

A. **Non-Deadly Use of Force (MGL 6E/14[a])** [1.3.4]

When de-escalation is not feasible or has failed, an officer may use the force necessary to:

1. Conduct a lawful arrest or detention;
2. Prevent escape from custody;
3. Prevent imminent harm if the amount of force is proportionate to the threat or
4. Accomplish an objective permitted by regulations to be adopted by the Municipal Police Training Committee (MPTC)
5. Officers are authorized to use department-approved, non-deadly force techniques and issued equipment to:
 - a. Protect the officer or others from physical harm;
 - b. Restrain or subdue a resistant individual, while making a lawful arrest or placing a person in protective custody; and/or
 - c. Bring an unlawful situation safely and effectively under control

¹ "Licensed mental health professional", a: (i) licensed physician who specializes in the practice of psychiatry or addiction medicine; (ii) licensed psychologist; (iii) licensed independent clinical social worker; (iv) licensed certified social worker; (v) licensed mental health counselor; (vi) licensed psychiatric clinical nurse specialist; (vii) certified addictions registered nurse; (viii) licensed alcohol and drug counselor I as defined in section 1 of chapter 111J; or (ix) healthcare provider, as defined in section 1, qualified within the scope of the individual's license to perform substance use disorder evaluations, including an intern, resident or fellow pursuant to medical staff policies and practice.

B. Use of Deadly Force MGL 6E/14(b)

When de-escalation is not feasible or has failed, an officer may use deadly to prevent imminent harm to a person, provided the amount of force is proportionate to the threat.

1. Officers are authorized to use deadly force to: [1.3.2]ⁱ
 - a. Protect the officer or others from what is reasonably believed to be a threat of death or serious bodily harm; and/or
 - b. To effect an arrest only ifⁱⁱ:
 - i. The arrest is for a felony; and
 - ii. The officer reasonably believes that the force employed creates no substantial risk to innocent persons; and
 - iii. The officer reasonably believes (i.e. has “probable cause”) that:
 - [a] The crime for which the arrest is to be made involved conduct including the use or threatened use of deadly force, or
 - [b] There is a substantial risk that the person to be arrested will cause death or serious bodily harm if such person’s apprehension is delayed.
2. Where practicable prior to discharging a firearm, officers shall identify themselves as law enforcement officers and state their intent to shoot.
3. The mere placing of handcuffs on a prisoner will not be construed to be a use of physical force. Use of restraining devices is mandatory on all prisoners, unless in the officer's judgment unusual circumstances exist which make the use of restraining devices impossible or unnecessary (e.g., very young juvenile, handicapped, injured).

C. Deadly Force Restrictions

1. Officers may use deadly force to destroy an animal that represents a threat to public safety, or as a humanitarian measure where the animal is seriously injured when the officer reasonably believes that deadly force can be used without harm to the officer or others.

2. Firearms shall not be discharged as a bluff, warning, or signal shot. [1.3.3]
3. Officers should refrain from discharging a firearm at a moving or fleeing vehicle unless any occupant is using or threatening to use deadly force. Officers should not shoot when the vehicle is no longer an imminent threat.
4. Officers shall not use a chokehold. Officers must not be trained to use chokeholds, regardless of what the technique is called. MGL 6E/14(c)

D. Duty to Intervene

1. An officer present and observing another officer using physical force, including deadly force, beyond that which is necessary or objectively reasonable based on the totality of the circumstances, shall intervene to prevent the use of unreasonable force unless intervening would result in imminent harm to the officer or another identifiable individual. MGL 6E/15(a)
2. An officer who observes another officer using physical force, including deadly force, beyond that which is necessary or objectively reasonable based on the totality of the circumstances shall report the incident to an appropriate supervisor as soon as reasonably possible but not later than the end of the officer's shift. The officer shall prepare a detailed written statement describing the incident consistent with uniform protocols. The officer's written statement shall be included in the supervisor's report
3. A law enforcement agency shall develop and implement a policy and procedure for law enforcement personnel to report abuse by other law enforcement personnel without fear of retaliation or actual retaliation.

E. Medical Attention

1. After any level of force is used, the officer shall immediately evaluate the need for medical attention or treatment for that person upon whom the force was used and arrange for such treatment when: [1.3.5]
 - a. That person has a visible injury; or
 - b. In the case of use of pepper spray, immediately after spraying a suspect, officers shall be alert to any indications that the individual needs medical care. This includes, but is not necessarily limited to, breathing difficulties, gagging, profuse sweating and loss of consciousness; or
 - c. That person complains of injury or discomfort and requests medical attention.

NOTE: Any person requesting and/or deemed in need of immediate medical attention shall be transported (in accordance with the departmental policy on **Transporting Prisoners** to the appropriate hospital or medical facility. All medical treatment received shall be noted in the officer's report.

2. Injury to Prisoner

- a. The officer shall promptly notify his/her immediate supervisor of the incident.
- b. The officer shall attempt to locate and identify all witnesses, and obtain and document their statements.
- c. The officer shall prepare and submit all required reports. If more than one officer is involved in a use of force incident resulting in an injury, each officer shall complete a report outlining his/her actions and observations in the incident.

3. Patrol Supervisor

- a. If available, the Patrol Supervisor shall immediately respond to the scene of any incident where, as the result of the application of physical force, an officer is injured, or a prisoner has a visible injury, or complains of injury or discomfort and requests medical attention, and
- b. [S]he shall:

- i. Ensure that officers receive any necessary assistance, including medical treatment, and that any injuries to officers are properly documented;
- ii. Ensure that the need for medical treatment for the prisoner is properly evaluated and provided;
- iii. Determine if a detective should respond to the scene and the level of investigative services to be utilized (including photos, measurements and diagrams). If an injury or complaint of pain exists, supervisors are encouraged to obtain photographs; and

NOTE: A photograph showing no injury may be as important as one that shows injury.

- iv. File a report on the incident and his/her observations with the chief or his designee.

V. Less Lethal Weapons [1.3.4]

a. Training:

All agency personnel shall be properly trained and certified when appropriate, in the use of any less lethal weapons (such as batons, chemical substances or taser) before being authorized to carry such weapons. All agency personnel shall show proficiency in weapons issued by the department and will be retrained at least biennially. Training will only be conducted by **Municipal Police Training Commission or MA State Police certified instructors in Defensive Tactics**. Agency personnel who fail any proficiency test shall be re-tested within one month by a certified instructor after sufficient remedial training. Personnel of the Wayland Police Department are authorized to carry and use only equipment authorized by the Chief of Police.

1. Oleo Resin Capsicum/Pepper Spray (aerosol, department issued)

Oleo Resin Capsicum (OC) may be used when physical force is necessary to:

- a. Protect an officer or third party from an assault.
- b. Subdue a person who resists arrests; or other lawful custody.
- c. When it is obvious that a physical confrontation will occur with a person about to be placed in custody.
- d. To prevent a person from inflicting self-harm upon themselves.
- e. Control persons engaged in riotous or violent conduct.

OC is not intended to be a substitute for other weapons in a situation in which the use of other weapons is more appropriate. The officer involved will file the appropriate reports whenever OC substance is employed, in accordance with the OC policy. When a chemical substance is used, first aid shall be administered as soon as practicable under the circumstances.

NOTE: No tactical advantage is realized by indiscriminate use of chemical substances against non-combative persons.

2. Police Baton (department issued)

The Police Baton may be used to:

- a. As a restraining or controlling device in instances where verbalization and physical strength have failed or would obviously be futile.
- b. As a defensive weapon to ward off blows.
- c. As a defensive weapon to deliver disabling blows to areas of the body as a means to halt or deter a subject when all lesser means of applying non-deadly force have failed or would obviously be futile. An officer is justified in using this type of force under the following circumstances:
 - i. To overcome assaultive behavior of an arrestee.
 - ii. To overcome an assault on an officer or third party.
 - iii. To deter persons engaged in riotous or violent conduct.

Any time the police baton is used to strike a person or a subject is injured when applying a takedown or controlling technique the appropriate reports must be completed. These include an arrest and/or incident report, and a use of force form shall be completed.

3. Electronic Weapons (Taser - department issued)

Electronic Control Device or Weapon (e.g. Taser) is used only at the level of Force that reasonably appears necessary to control or otherwise subdue violent or potentially violent individuals. Electronic Weapons may be used by authorized and trained personnel in accordance with 501 CMR 8.00, and consistent with additional guidelines established herein. The EW (Taser) may only be used on

subjects who are perceived to fit the following subject action behavior categories:

- a. Resistant (Active) - Touch Stun
- b. Assaultive (Bodily Harm) - Probe Deployment


Any time the electronic control weapon is used the barbs shall be removed (by Officer on scene unless in critical area then a doctor shall remove) and collected as evidence. Photographs of the contact points from the barbs / dry stun shall be taken. All appropriate reports must be completed, include an arrest and/or incident report, and a use of force form.

VI. Use of Force Reporting

Refer to Policy (Use of Force Reporting 1.22)

ⁱⁱ *Com. v. Klein*, 372 Mass. 823, 363 N.E.2d 1313 (1977)

3.06 Protective Custody

Date of Issue: 02/01/12 Policy Update: 03/18/21	Wayland Police Department Policy and Procedure	 By the authority of: Sean Gibbons, Chief of Police
<hr/> Review Due: 03/01/21	Protective Custody	
Reviewed: 03/01/19 Reviewed: 03/01/20	3.06	
	Calea Standards	

I. GENERAL CONSIDERATIONS AND GUIDELINES

The abuse of alcohol and drugs pose a serious, nationwide public health problem. The compulsive use of alcohol and drugs has an adverse effect not only on the alcoholic/addict but on their families, their employers, and the community as a whole.

Excessive drinking/drug use often results in serious breaches of the public peace, damage to property, assault and battery, and other more serious crimes. Family neglect and domestic violence situations requiring police attention often involve alcohol and drug abuse. The broken homes which often result are considered a major factor contributing to juvenile delinquency.

Historically, arrests for "drunkenness" have constituted a high proportion of police activity in every community. In the past, except for traffic violations, more arrests were made for drunkenness than for all other offenses combined. The punitive approach to this social problem has been costly, time-consuming and ineffective. This, of course, has not been the fault of the police, for they previously had no other recourse.

In an attempt to resolve this long-standing problem, Massachusetts law now provides that public intoxication is not a crime. Addiction is a disease. By statute, detoxification facilities and related programs are provided for the treatment and rehabilitation of persons suffering

3.06 Protective Custody

from alcoholism.ⁱ Chapter 111B Section 8A also provides for the protective custody of persons incapacitated from reasons other than consumption of intoxicating liquor.ⁱⁱ A person who has been taken into protective custody is not considered to have been arrested or charged with a crime.

Nothing contained in Chapter 111B shall affect any laws, ordinances, by-laws, resolutions or regulations against driving after drinking alcohol, driving under the influence of alcohol, or other similar offenses that involve the operation of motor vehicles, machinery or other hazardous equipment.

II. POLICY

It is the policy of the Wayland Police Department to:

- A. Comply with the requirements of Massachusetts General Law Chapter 111B when taking an incapacitated person into protective custody.

III. DEFINITIONS

- A. *Alcoholism*: A medically diagnosable disease characterized by chronic, habitual or periodic consumption of alcoholic beverages or drugs resulting in the (i) substantial interference with an individual's social or economic functions in the community or (ii) the loss of powers of self-control.
- B. *Facility*: Any public or private place, or portion thereof, providing services especially for the detoxification of intoxicated or incapacitated persons.
- C. *Incapacitated*: The condition of an intoxicated person who, by reason of the consumption of intoxicating liquor, is (1) unconscious, (2) in need of medical attention, (3) likely to suffer or cause physical harm or damage property, or (4) disorderly.

IV. PROCEDURES

A. Taking into Custody

When placing an individual into protective custody, Officers shall follow the department Use of Force Policy (1.40)

1. In the absence of an accompanying crime, an officer shall not arrest an intoxicated / incapacitated person.
2. IF: An officer encounters a person who is intoxicated / incapacitated:
 - a. Unconscious; or
 - b. In need of medical attention; or

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- c. Likely to suffer or cause physical damage or harm; or
 - d. Disorderly
3. THEN: the officer may assist the person, with or without his/her consent to:
- a. His/her residence; or
 - b. A treatment facility; or
 - c. The police station (for Alcohol Only- unless temporarily attempting to locate the person's residence or facility or make arrangements for transport to residence / facility)
4. Officers shall call for an ambulance when an intoxicated person is unconscious.
5. In order to determine whether or not a person is intoxicated or incapacitated, an officer may request such person to submit to reasonable tests of coordination, coherency of speech, and breath.
6. When a person under the age of 18 is taken into custody a parent / guardian will be notified by police.

B. Search and Transportation

1. Prior to transportation, an officer is required to make a search of the incapacitated person and his/her immediate surroundings to discover any dangerous weapons that may be used against the officer or other persons present.

NOTE: The Massachusetts Supreme Judicial Court ruled in 1989 that a "pat down" search of an incapacitated individual who is being taken into protective custody which detected the presence of drugs was lawful. The Court ruled that the inevitable discovery exception to the exclusionary rule was applicable since the same evidence would have been inevitably discovered when an inventory search was conducted upon arrival at the police station.ⁱⁱⁱ A similar result was obtained when the same Court in 1987 ruled that a gun discovered in a pat down search of an incapacitated individual was lawfully seized.^{iv}

2. Before transporting an incapacitated person, the Officer-in-Charge shall be notified so that [s]he may arrange for assistance, if available. If an incapacitated person is to be transported to his/her residence or a treatment facility, the Officer-in-Charge shall make arrangements for such

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transportation if such residence or facility is not on the route of the patrol officer.

3. If an officer comes upon, or responds to a call in regard to, an incapacitated person, the officer shall be aware of and immediately consider the possibility of other ailments.
 - a. An incoherent, unsteady or unconscious person, for example, might be suffering from an epileptic seizure, insulin shock, diabetic coma, stroke, heart attack, or brain injury.
 - b. If the officer, relying on his/her own judgment and field experience, believes the above or similar conditions may be present, [s]he shall immediately make arrangements for medical treatment in accordance with departmental procedures.
4. Officers shall extend the same considerations to an incapacitated person that they would offer to a person suffering from any other illness.

C. **At Wayland Police Station**

1. Upon arrival at the **Wayland Police Station** or other place of detention, all persons detained for protective custody shall be processed according to the department's policy on *Detainee Processing*. However, the intake report is not and shall not be treated as an arrest record.
2. BREATHALYZER: Any incapacitated person assisted to the police station shall have the right after arriving at the station to request and be administered a breathalyzer test and shall immediately be informed in writing of such right.
 - a. The following notice will be provided.

NOTICE OF RIGHTS

(Protective Custody Cases)

THIS IS TO INFORM YOU THAT PURSUANT TO CHAPTER 111B, SECTION 8 OF THE MASSACHUSETTS GENERAL LAWS, YOU HAVE THE RIGHT TO REQUEST AND BE ADMINISTERED A BREATHALYZER TEST. IF YOU ARE TO BE HELD IN PROTECTIVE CUSTODY, YOU ALSO HAVE THE RIGHT TO MAKE ONE TELEPHONE CALL AT YOUR OWN EXPENSE ON YOUR OWN BEHALF.

- b. Breathalyzer test results shall be utilized as follows:

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- i. **0.10 OR GREATER:** If the reading (which indicates the percentage of alcohol in a person's blood) is 0.10 or more, the person shall be presumed to be intoxicated, and shall be placed in protective custody at the police station or transferred to a detoxification facility.
 - ii. **LESS THAN 0.05:** If the reading is 0.05 or less, the person shall be presumed not to be intoxicated and shall be released from custody forthwith.
 - iii. **BETWEEN 0.05 AND 0.10:** If the reading is more than 0.05 and less than 0.10, no presumption based solely on the breathalyzer test shall be made. In this event, a reasonable test of coordination or speech coherency must be administered to determine if the person is intoxicated.
3. **Telephone Calls**
 - a. **IN PROTECTIVE CUSTODY:** Any person presumed intoxicated and to be held in protective custody at a police station shall, immediately after such presumption, have the right and be informed of the right to make a telephone call at his/her own expense and on his/her own behalf.
 - b. **DETOXIFICATION FACILITY:** Any person presumed intoxicated who is assisted by a police officer to a detoxification facility shall have the right to make one phone call at his/her own expense and on his/her own behalf and shall be informed forthwith upon arriving at the facility of said right. (See above Notice of Rights).
4. **JUVENILES:** The parent or guardian of any person under the age of eighteen to be held in protective custody at a police station shall be notified forthwith upon his/her arrival at said station or as soon as possible thereafter. Upon the request of the parent or guardian, such person shall be released to the custody of the parent or guardian.^v
5. **NOTIFICATION OF DETOX FACILITY:** If an incapacitated person is assisted to the police station, the Officer-in-Charge or his/her designee shall immediately notify the nearest treatment facility that an incapacitated person is being held under protective custody. If suitable treatment services are available, the Massachusetts Department of Public Health shall thereupon arrange for the transportation of the person to the facility.
6. **LENGTH OF CUSTODY:** If a treatment facility is not available, the person may be held in protective custody at the station (**alcohol only**) for the shorter of the following periods:

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- a. Up to 12 hours;
 - b. Until person is no longer incapacitated.
7. An officer may use such force as is reasonable and necessary to carry out the procedures herein, with the exception of tests for determining intoxication. Persons may not be forced to take a breathalyzer test or to perform sobriety tests.

D. Detaining

1. An unconscious person shall never be placed in a cell unattended at any time. In such cases, immediate medical care shall be provided in accordance with departmental procedures.
2. The officer-in-charge, or his/her designee, shall take every precaution to ensure that all persons held in protective custody are prevented from harming themselves in any way by monitoring such persons in accordance with the department policy on *Detaining Prisoners*.
3. Persons to be released from protective custody prior to the expiration of the maximum statutory twelve-hour holding period, who will be released into their own care and custody, should have a breathalyzer test administered to determine that their level of intoxication is below the legal limit of .10. Those who are still above the legal limit of .10 or who decline to take a breathalyzer test (which is their right) should not be released to their own custody.

NOTE: Individuals who are released on bail following an arrest for driving under the influence of alcohol may be placed in protective custody if they are still "incapacitated" as defined in c. 111B. The foregoing considerations regarding release will govern a decision to release such individual from protective custody.

E. Reports

1. A report of protective custody shall be made indicating:
 - a. The date, time, and place of custody;
 - b. The name of the assisting officer and Officer-in-Charge;
 - c. Whether the person held in custody exercised his/her right to make a phone call; and

3.06 Protective Custody

- d. Whether the person held in custody exercised his/her right to take a breathalyzer test, and the results of the breathalyzer test if taken.
2. Such record shall not be treated, for any purposes, as an arrest or criminal record.
3. A patrol officer shall file a report indicating the nature of the incident which gave rise to any police involvement, the method of handling the problem, and any injuries observed on the incapacitated person including their cause and medical treatment, if any.
4. Officers should be aware that Massachusetts Law authorizes police officers (and certain other persons) to file a petition in an appropriate district court requesting that a person who is an alcoholic (or drug dependent person) be committed for a period not to exceed thirty days to an in-patient public or private facility approved by the Department of Public Health.^{vi} Where appropriate, police officers should advise the family and friends of an alcoholic of the procedures available under this law.

ⁱM.G.L. c. 111B

ⁱⁱM.G.L. c. 111B, s. 8a

ⁱⁱⁱ *Com. v. O'Connor*, 406 Mass. 112, 546 N.E.2d 336 (1989)

^{iv} *Com. v. Tomeo*, 400 Mass. 23, 507 N.E.2d 725 (1987)

^v M.G.L. ch.111B, s. 8

^{vi}M.G.L. c. 123, s. 35



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

TOWN BUILDING
41 COCHITUATE ROAD
TEL. (508) 358-7701
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TO: Board of Selectmen
FROM: Teri Hegarty, Management Analyst
DATE: April 23, 2021
RE: Dudley Chateau's Request for an Extension of Outdoor Temporary Seating

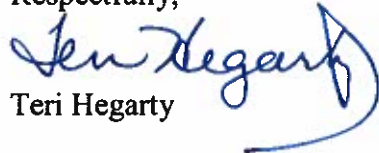
Dear Selectmen,

Attached, please find the Dudley Chateau's recent request for an extension in their temporary outdoor seating. Because their original request from June of 2020 (approval letter attached) was for 36 seats and their newest request is for 40 seats, it requires your review and approval.

A copy of their newest request has also been distributed to the Building Department, Health Department, Planning Department, as well as the Police and Fire Departments, for their review and input.

Thank you for your time.

Respectfully,



Teri Hegarty

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 until 60 days after the Governor rescinds authorization for temporary outdoor seating. 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@seavland.ma.us
Questions can be addressed to Sarkis Sarkisian at ssarkis@seavland.ma.us (508)358-3778 or Louise Miller at lmiller@seavland.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

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 be 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.

Description Approvals

1. Outdoor seating area is 23x40
A total of 11 tables with 40 seats.
maximum occupancy
2. A. premises is fully enclosed
B. concrete barrier in front of parking area
3. See sketch attached
4. Outdoor area is overseen by a MO during hours of operation
5. Noon - 9:30 pm Sunday - Sunday
6. see attached
7. enclosed deed w/ Mandy Phillips as trustee

Business Name Dudley Chateau LLC

Business Address 20 Crest Rd

Agent/Manager Mandy L. Phillips

Phone Number and Email 508-655-0010

Owner Name Mandy Phillips

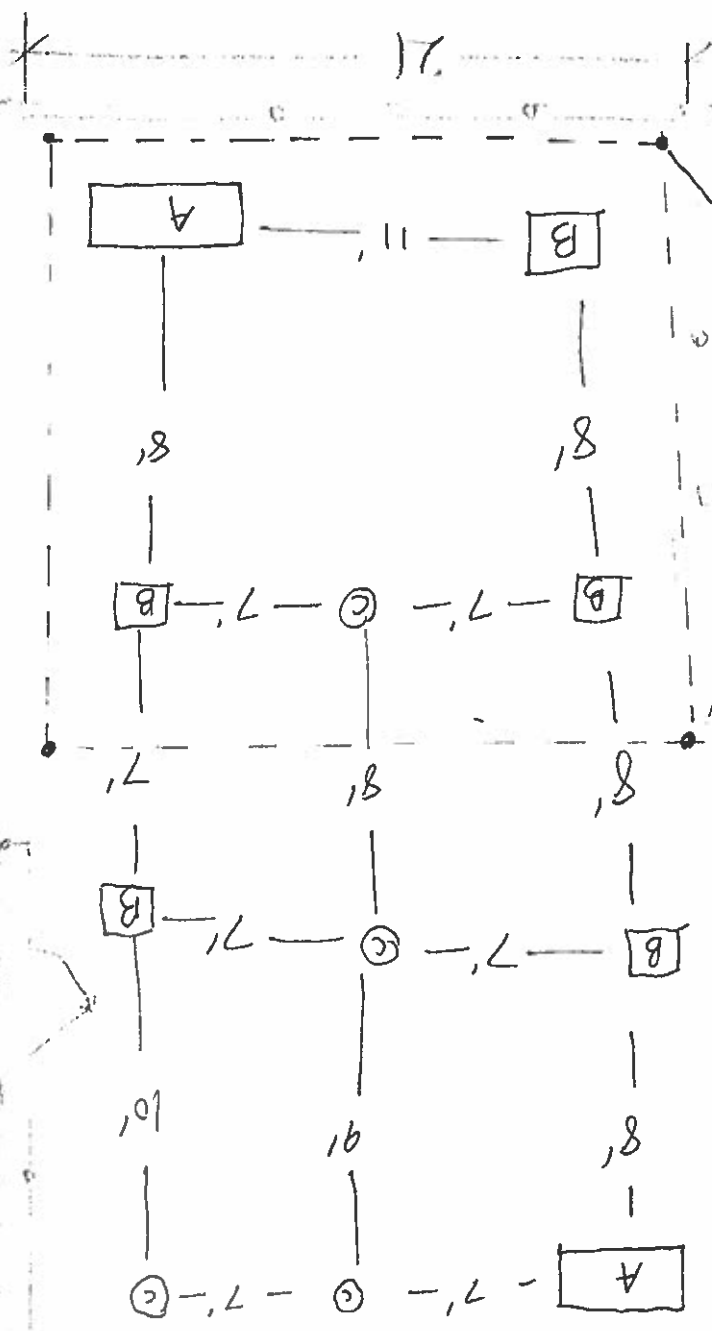
Phone Number 508-934-6477

Use of Premises: Restaurant

No. of Seats: 40

Signature of Applicant/Authorized Agent
Mandy Phillips

Title owner/manager Date 4/8/21



North Arrow

tent 20' x 20'

Dudley Pond

existing parking

Concrete

Concrete

Concrete

existing parking

10' x 10'

A = 60' x 33'

B = 20' x 30'

C = 18" round

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

Outdoor Business Plan –

Continue with 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. Indoor is open with staggered reservation times so that it does not overwhelm the kitchen and have too many people on the property at once.

Manager in charge at all times on the patio.

Outdoor reservations will be as follows:

12:00 seat 6 tables

12:15 seat 5 tables

1:45 “

2:00 “

3:30 “

3:45 “

5:15 “

5:30 “

7:00 “

7:15 “

Patio to close by 9:30 PM

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

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 as shown on 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
South District Registry of Deeds
Date: 03/20/2012 01:56 PM
Cert# 185305 08383 Doc# 01595035
Fee: \$1,140.00 Cons: \$250,000.00

234941

TANKIN & HOCHBERG, LLP
313 Washington Street
Suite 202
Newport, MA 02450

AN

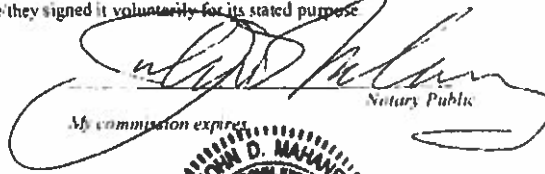
COMMONWEALTH OF MASSACHUSETTS

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





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/08/2021

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 have ADDITIONAL INSURED provisions or 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).

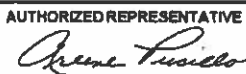
PRODUCER Charles River Insurance Brokerage, Inc. 5 Whittier St., 4th Floor Framingham MA 01701	CONTACT NAME: PHONE (A/C No. Ext): (508) 656-1400 FAX (A/C No.): (508) 656-1499 E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE NAIC#	
INSURED Dudley Chateau LLC 20 Crest Rd Wayland MA 01778	INSURER A: AmGuard Insurance Company 42390	
	INSURER B: Tokio Marine Specialty Insuran 23850	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES **CERTIFICATE NUMBER: cert id 7876** **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	ADD'L SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		DUBP100113	07/28/2020	07/28/2021	EACH OCCURRENCE \$ 1,000,000	
						DAMAGE TO RENTED PREMISES (Ea occurrence) \$	
						MED EXP (Any one person) \$ 5,000	
						PERSONAL & ADV INJURY \$ Incl	
						GENERAL AGGREGATE \$ 2,000,000	
						PRODUCTS - COMPROP AGG \$ 2,000,000	
						\$	
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$	
						BODILY INJURY (Per person) \$	
						BODILY INJURY (Per accident) \$	
						PROPERTY DAMAGE (Per accident) \$	
						\$	
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTIONS					EACH OCCURRENCE \$	
							AGGREGATE \$
						\$	
	WORKER'S COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below					PER STATUTE OTH-ER	
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$	
B	Liquor Liability		PLQ101060-01	07/28/2020	07/08/2021	Occurrence/Aggregate \$ 1,000,000	
						\$	

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

CERTIFICATE HOLDER Town of Wayland 41 Coohituate Road Wayland MA 01778	CANCELLATION 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 
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TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778
www.wayland.ma.us

LOUISE L. E. MILLER
TOWN ADMINISTRATOR
TEL. (508) 358-3620
EMAIL: lmill@wayland.ma.us

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

Mandy Phillips
The Dudley Chateau
20 Crest Road
Wayland, MA

Re: COVID-19 Phase II Reopening - Outdoor Table Service Application – The Dudley Chateau

Dear Mandy,

The Wayland Board of Selectmen met on June 16, 2020 to review and vote on the temporary outdoor service application for your restaurant. After review, the Selectmen voted to approve your application for temporary outdoor service for a total of 36 seats pursuant to the guidelines outlined within in your application and the following recommendation(s) and condition(s) noted below:

- Maintain the level of noise and hours of operation stated;
- Review from the Conservation Administrator on the changes to the area between the Restaurant and Dudley Pond; and,
- Review be conducted at the Board of Selectmen Meeting during the first week of July which will provide an opportunity to demonstrate the outdoor seating.

Your permit for temporary outdoor seating will be active through November 1, 2020, or until the Governor rescinds authorization for temporary outdoor seating, whichever occurs first.

COVID-19 workplace safety standards have been issued for restaurants. A reminder that all Restaurants must comply with the safety standards when offering outdoor or indoor service.

Please do not hesitate to reach out with any questions you may have. We wish you the best of luck in your re-opening.

Sincerely,

Louise Miller
Town Administrator

Enclosure: Temporary license for The Dudley Chateau

WAYLAND COUNCIL ON AGING

Julie Secord, COA Director

May 2021 Update to Board of Selectmen

Wayland COA provides PROGRAMS and SERVICES that reflect the unique social, educational, medical, financial and wellness needs of maturing adults (60yrs +). The COA also serves as a senior advocate and vital resource for non-seniors who are assisting an aging family member.

View our newsletter at www.wayland.ma.us; for COA program registration and for any questions, contact Wayland COA at 508-358-2990 or email coa@wayland.ma.us.

Over the past year, Covid-19 has presented challenges to all of us – but most especially to our senior population who have been considered high risk and advised to shelter at home. With 28% of Wayland’s population being 60 years of age or older, the needs are great.

To meet the needs of our senior population, the COA staff has made a herculean effort to restructure the delivery of programs and services during this unprecedented time. Providing a myriad of opportunities for residents to “connect” from their homes has been critically important as an antidote to senior isolation, loneliness and depression.

Pre-pandemic, the COA offered diversified programs and outreach services in the Town Building which was closed mid-March 2020.

In an effort to fill the loss of group gatherings and in-person counseling, the COA has:

- ❖ Partnered with local cable station WayCam to air the COA program “In-Sights” featuring diversified programs including fitness, nutrition, speakers on legal topics, property tax exemptions, music, museum tours, history, zoom tutorials
- ❖ Staff mastered Zoom logistics, to present speakers, tutorials and interactive educational sessions. Currently the COA hosts approximately 28 zoom sessions each month including fitness classes, travel lectures, art history, cooking classes, Trivia, “Zoom with Whom” – interviews with interesting residents, Wayland businesses, town departments like DPW (discussing Transfer Station and recycling initiatives), area organizations
- ❖ COA waived user fees in March 2020 to encourage Zoom/cable participation
- ❖ COA Live-streamed the 2020 COA summer concerts so those at home would feel an integral part of the community. Drive in concert reservations were also available.
- ❖ Created additional newsletters to stay in touch with residents, (many of whom do not use a computer) prepared weekly e-Blasts and sent out telephone broadcast alerts.
- ❖ Pivoted from providing on-site information and referral services to a phone-based system that included proactive outreach to seniors at risk
- ❖ Applied for and received two transportation grants totaling over \$50,000 to assist seniors needing to get to medical appointments or essential services such as groceries, prescriptions.
- ❖ Secured sponsorships to fully fund the 5 week, 2021 Summer Evening Concert Series in the Town Building Courtyard for the entire community.

WAYLAND COUNCIL ON AGING

Julie Secord, COA Director

May 2021 Update to Board of Selectmen

- ❖ Worked in partnership with the Health Department to register many seniors who were unable to navigate the ma.gov website or did not have a computer to schedule their vaccinations.
- ❖ Held “drive thru” luncheon events (Volunteer Appreciation, Thanksgiving and St. Patrick’s themed pre-packaged meals) with live music, decorations
- ❖ Continued to produce a 12 page monthly newsletter mailed to ~1400 homes and post our events on Wayland eNews and in the Wayland Town Crier.
- ❖ The weekly eBlast has seen a 30% increase in subscribers since June 2020. The eBlast highlights upcoming activities including programs and fitness classes. eBlast is also used to provide news or updates on important issues such as vaccines, drinking water and other Town related events and programs. The “open rate” for the eBlast averages 51%, which is slightly higher than our peer organizations (as calculated by MailChimp – our eBlast platform).

With the limited space available in the Town Building, the COA has suspended the medical equipment loan closet due to our inability to store a sufficient amount of medical equipment to meet demands. At this time we are referring those in need to the MASON’s (Medical Apparatus Serving Our Neighbors) in Framingham.)

Current COUNCIL ON AGING GOALS:

- 1) With the partial re-opening of the Town Building, we are developing a transition plan from working remotely where there has been a great emphasis on zoom and cable programs to in person events at the Town Building. The Town Building large meeting space is very limited inside. Outside is feasible for events but weather dependent. Zoom programs have attracted large numbers, many of whom never previously accessed COA programs or events in the past. Of that large number of viewers, many are homebound. Zoom and cable has made them feel connected to community and not alone. The COA staff is small (3.9 FTEs) . Only one staff member is full time. Finding a balance between maintaining an active diversified zoom schedule and reintroducing in-person events is the challenge.
- 2) MWRTA has offered to gift the COA a newer (~2015) 16 passenger van to replace our 2009 16 passenger van. The 2009 van had leaks, poor hvac and a difficult to operate “lift” for wheelchair accessibility. Despite the challenges, the older van transported many residents regularly to symphony, museums ..even Brimfield Antiques Fair. We hope the BOS will accept the gift of this newer handicapped accessible van from the MWRTA. If yes, we will then request installation of the germ mitigation barriers and look to the TA and Health Dept to determine max capacity of ridership that will be allowed. The van will be also used for essential services (groceries, pharmacy, etc) and transport to polling places and Town Meeting.
- 3) Identify sufficient space to reinstate the medical equipment loan closet, utilized by residents of all ages.
- 4) Re-introduce in-person health insurance, legal and nutrition counseling.
- 5) Continue to pursue larger, dedicated space to serve Wayland’s older adult population. A centrally located community center where residents would be able to park just once and access a variety of services (groceries, bank, coa, restaurants, hardware, health club) would be optimum.



WAYLAND COA NEWS

Opportunities, Information and Outreach for Wayland Residents

MAY 2021

Come Celebrate With Us!

Happy Older Americans Month! In keeping with this year's theme — *Communities of Strength* — we are hosting a special event in May:

**Celebrating Our Strength
An Outdoor Open House
Wednesday, May 26, 1:30—3:00pm
Raindate: Wed. June 2, 1:30—3:00pm
Town Building Courtyard**



Drop in for a festive time to celebrate the strength and resilience Wayland's older residents have demonstrated during this past unprecedented year. We'll have live music, fitness demonstrations, safely packaged snacks, and displays showing how YOU have been weathering the COVID crisis (see below for our special request). Come celebrate with friends and neighbors, and with us. We can't wait to see you! Reservations requested.

TELL US: WHAT HAS HELPED YOU WEATHER THE COVID CRISIS?

For our celebration event on May 26, we will create display boards showing the many ways that older residents showed their strength during this past year. If you are willing to share publicly, please send us by Monday, May 10:

- A sentence or two on what has powered you through the past year
- Photos you'd like to share showing ways you adapted or things that brought you joy during the past year



Please send these by email to coa@wayland.ma.us or call us at 508-358-2990 and tell us what powered you through.

MEMORIAL DAY REMEMBRANCES

On Memorial Day, Monday, May 31, we will look back on an extraordinary year, and sometimes a very difficult year. It has been a time marked by inventiveness and ingenuity, and acts of kindness from neighbors and friends. But it has also been a time of loss — loss of freedom, of companionship, and hardest of all, loss of loved ones. We extend our deepest sympathy to those who have experienced such a loss, and we remember with great fondness COA friends who passed away during the past year. On Memorial Day, and always, may their memories be a blessing.



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The Wayland Council on Aging

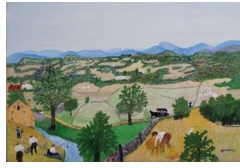
provides programs and outreach services to and on behalf of seniors to enhance quality of life and promote independent living. We are committed to creating a welcoming environment that values dignity, tolerance, respect, appreciation of diversity and positive regard for all community members.

The Wayland Council on Aging
41 Cochituate Road, Wayland, MA 01778
508-358-2990
www.wayland.ma.us ~ coa@wayland.ma.us

Office Hours: Mon., 8am-7pm; Tues-Thurs, 8am-4pm; Fri, 8am-12:30pm

Happenings

Art Matters Presents
AMERICAN ART PART III: 1950-1990
Thursday, May 27, 1:30pm
on Zoom



In the second half of the 20th century, America breaks free of its European bonds to defy convention, and then dominate the entire art world. There is an explosion of creativity on this side of the ocean. American Art grows up and demonstrates its own unique personality: innovative, and sometimes controversial. But whether you swear by it, or at it, it is always fun. Join us for a look at how art in America evolved in the modern era, from Pop Art to Grandma Moses, how it took the seat of power with all its new directions, energy and nerve. You can't "like" it all, but you may go home with more than you thought. Where in the world do you think it is going next?

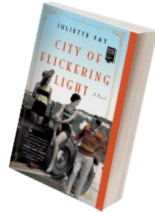
*Thanks to the Friends of the Wayland COA
for supporting this program*



Zoom With Whom?
Wayland Author JULIETTE FAY
Thursday, May 20, 1:30pm on Zoom

What is involved in writing and publishing a book? How do you go from an idea to a published novel? How do you even get started?

Wayland's Juliette Fay is the author of five award-winning novels (all available through the Wayland Public Library), with a sixth due out in September 2021. She'll talk about what her writing life is like, what she's learned about writing fiction and about the world of book publishing, and she'll take your questions. Learn more at www.juliettefay.com, and plan to join us!



COA SOCIAL GROUP
Thursdays, 10:30am
NOW OUTDOORS!



Join this informal group for friendly, relaxed conversation. **Starting May 6, we will move outdoors** (weather permitting). We will meet in the back courtyard of the Town Building. Chairs will be provided. COVID-19 guidelines will be followed. Come for some fresh air and friendship.



SPRING BRUNCH
COOKING CLASS
Thurs., May 6, 3- 5pm on Zoom

Join chef Roberta Hing as she teaches some simple techniques for delicious spring brunch dishes that can also be served for dinner. We'll start with a Savory Bread Pudding with goat cheese and shallots as the star dish. We'll also make delicious Almond Poppy Seed Scones and end with warm Caramelized Bananas topped with Greek yogurt. Cook along with the class and you will have dinner prepared for the evening. Or just watch, learn and ask questions so that you can prepare this meal another time. Once you register, you'll get a [copy of the recipes](#) and any extra instructions for those cooking along with the class. Either way, this interactive Zoom cooking class will bring us all together for a couple hours of fun.

2021 Elder Law Education Program
TAKING CONTROL OF YOUR FUTURE:
A LEGAL CHECKUP
with Attorney Denise Yurkofsky
Thursday, May 13, 1:00pm on Zoom



Whether you are creating a plan for yourself or helping a family member, join us for this informative presentation followed by a Q & A period. Topics include:

- What is Elder Law and what does an Elder Law attorney do?
- What are the essential estate planning documents?
- What is the probate process?
- What are the federal and state estate taxes and how do they differ from gift taxes?
- What are the legal and financial decisions that I will need to make?
- What is the difference between Medicare and Medicaid?

This free program is sponsored by the Massachusetts Bar Association (MBA) with generous assistance and continued collaboration from the Massachusetts Chapter of the National Academy of Elder Law Attorneys. This program is coordinated by the MBA in celebration of Law Day.

The COA carefully selects program topics and presenters. Speakers bring expertise as well as opinions; the COA does not necessarily endorse speakers' viewpoints. We invite audiences to use their own judgment as they listen and learn. In addition, while we appreciate the advertisers who support this newsletter, we do not endorse products or services.

Happenings

FUNCTIONAL FOODS AND COGNITIVE HEALTH With Traci Robidoux, RD, LDN

Wednesday, May 19, 1:30pm
on Zoom



Following up on her presentation on the Mediterranean diet, Traci returns with a presentation that will address many of the issues brought up in the previous program. Functional Foods are foods that offer health benefits beyond their nutritional value. In addition to nutrient-rich fruits and veggies, the category also includes foods fortified with vitamins, minerals, probiotics and fiber. This presentation will review the association between food and mood, as well as some of the key ingredients in foods and beverages that have been associated with brain health.

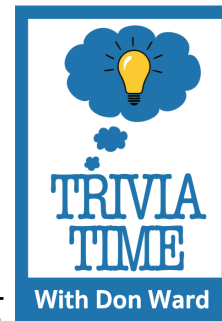
Traci Robidoux is a licensed dietician/nutritionist at Bay-Path Elder Services, Inc.

TRIVIA TIME! Wed., May 12, 1:30pm on Zoom

How many breaths does the average person take in a day? Which baseball great played in the most MLB games in history?

Join us for **Trivia Time** and find out! Sign up and we'll send you a 30-question, multiple-choice, general knowledge trivia challenge created by Wayland's own Don Ward. Don will join us on Zoom to reveal and review the answers.

Don suggests that you resist the urge to look up answers online. Make your best guess or ask a friend. Then come learn and laugh with fellow trivia fans.



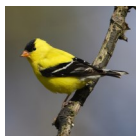
Ongoing Programs on Zoom

(See p. 8 for how to sign up for Zoom programs.)

GREAT COURSES: The Guide to Birding in North America

Mondays, 1pm (May 3, 10, 17, 24), CC

Prof. James Currie is one of the most recognizable faces in birding. Host of Nikon's *Birding Adventures TV*, he has contributed to many books on birds, and led professional wildlife and birding tours.



KNIT TOGETHER: Tuesdays, 10:30am

Join friendly fellow knitters to knit in each other's company. Create knitwear to donate to children in need, or work on your own projects.

ARMCHAIR TRAVEL GROUP: Tuesdays, 1pm

Join fellow travelers to explore new destinations and reminisce about favorite places. Details, p. 10.

GRANDPARENTS GROUP

Dr. Dossie Kahn of Wayland Youth and Family Services (508-358-4293) facilitates discussions about the uniquely rewarding and sometimes challenging relationships between grandparents and grandchildren.

May Highlights on WayCam.TV

IN-Sights on Verizon Channel 37 or Comcast 8
See Calendar on p. 9 for program dates and times.



Fitness:

- > Joe Fish Fitness Series (see p. 4)
 - > Line Dancing with Kari McHugh
- Always check with your physician before beginning a new fitness routine.

Grandparenting a Child With Autism: Roles, Responsibilities, Supports

Part of The Discovery Museum Speaker Series

Cooking as Self-Care

Three episodes: *Fads & Myths*; *Bowl O' Goodness*; and *One Pot, One Pan*. From the Mass. Councils on Aging.

Tick Man Dan

Everything you need to know about ticks, so you can protect yourself and your family during tick season.

DID YOU KNOW?

You can watch WayCam programs livestreamed on TV or on your computer by going to www.waycam.tv/live.

See page 8 for instructions on how to access programs on Zoom and WayCamTV.

Health & Fitness

COA FITNESS CLASSES AVAILABLE ONLINE

New participants are welcome! If you'd like to receive an invitation to these classes offered via Zoom, call the COA at 508-358-2990 or email us at coa@wayland.ma.us. Please contact us no later than Monday before the fitness classes you wish to take.

THERATUBE

Wednesdays, 9am-10am, on Zoom

Instructor: Ellen Cohen Kaplan

Certified Personal Trainer, OTR

Work safely with your resistance bands to increase range of motion and strength. Bands are easy to use for people of all abilities.

ZOOMBA

Wednesdays, 10:15-11:15am, on Zoom

Instructor: Ellen Cohen Kaplan

Certified Personal Trainer, OTR

Join this fun cardio class and dance your way to fitness with Latin music.



TAI CHI PLEASE NOTE: The regularly scheduled Zoom Tai Chi classes with the Calvin Chin Martial Arts Academy are **on hiatus**. The Council On Aging is currently exploring other options.

EXERCISE on WayCamTV: Fish Fitness, Line Dancing, Chair Yoga

Joe Fish's exercise classes for seniors build and enhance strength, range of motion, and balance. Kari McHugh from Acton Sr. Center makes fitness fun through line dancing. Nancy Wind leads chair yoga, cultivating flexibility and balance. Ask your physician what classes are right for you. **For dates and times, see the calendar on p. 9.**

TWO FAVORITE OUTDOOR OPTIONS ARE BACK!!

LOIS' FIT FOR THE FUTURE

Tuesdays, 10-11am

\$4/class: RESERVATIONS REQUIRED

Lois Leav's popular *Fit for the Future* meets outdoors weekly, weather permitting. The class usually meets on the walkway by the soccer field next to the Town Building. This is a standing class, with no chairs, and regular breaks. The class is limited to 20 people.

We have resumed the use of Fitbucks for in-person classes. You may purchase Fitbucks before class or by sending a check to the COA, payable to the *Town of Wayland*. We will mail you your Fitbucks. The cost is \$4 per class or a book of 5 for \$20. Unused prior-year Fitbucks (turquoise) may be used as a credit toward new Fitbucks.

Reservations are required. Please wear a face mask and appropriate footwear and bring a water bottle. If you have weights, bring them; if not, bring two cans of soup!

THE WALKING CLUB

Mondays & Wednesdays at 9:30am

Meet at the Rail Trail near the Library

During this challenging time, getting out to walk is a welcome break. Get some fresh air, some exercise and a little social interaction – of course while following social distancing guidelines.

Join our Walking Club to walk with Wayland seniors for up to an hour. When weather is inclement, we will not meet.

New walkers are always welcome. Email Shawna Levine at slevine@wayland.ma.us or call the COA at 508-358-2990 to register. Registered walkers will receive email updates. No fee.

Please wear face masks, comfortable walking shoes and bring a water bottle.



News and Updates

MARK YOUR CALENDARS FOR TOWN ELECTION AND TOWN MEETING

Warrant Hearing: Monday, May 3 (see Town website for time and Zoom link; also on WayCam). Selectmen will review the warrant articles and take questions. Please note an article of particular interest to the Council on Aging:

- **Article 24:** Acquisition of Land for a COA Community Center (estimated cost = \$100)

Town Election: Tuesday, May 11. Information is on the [Town Clerk's website](#), or call 508-358-3630.

Annual Town Meeting: Saturday, May 15, 12:30pm Outdoors at Wayland High School Field. Town Meeting will continue as necessary on **Sunday, May 16 at 12:30pm** and **Monday, May 17 at 7:00pm**. Protocols for Town Meeting will be similar to those in place for the Annual Special Town Meeting in September 2020, including use of face masks and social distancing. More details will be forthcoming from the Town.



Hugablin Lu

SHINE and Legal Appointments Available

Call us at 508-358-2990 for appointments



Our SHINE counselors are meeting with residents by phone or Zoom. If you need help reviewing your health insurance options, call us to schedule a SHINE appointment.

SHINE — Serving the Health Insurance Needs of Everyone — provides free unbiased information and assistance to residents with Medicare or approaching Medicare.

Elder law attorney Denise Yurkofsky meets with residents during periodic private legal clinics. The next legal clinic is **Wednesday, May 12**. Call us to make a free, 20-minute consultation.

Wayland's Water

The situation with Wayland's drinking water is fluid, and things may have changed by the time this newsletter reaches your mailbox. At press time, residents can pick up two cases of bottled water per week at the Transfer Station, on Sundays or Wednesdays from 8am to 2pm. Bring the punch card issued on your first visit.



If you are unable to go to the Transfer Station or arrange to have someone go for you, we would like to hear from you; call us at 508-358-2990. For up-to-date details on the water situation, visit the Town website at www.wayland.ma.us, or call the Dept. of Public Works at 508-358-3672.

Do You Need Help With Yardwork?

On Saturday, June 19, members of the Wayland High School Boys Soccer Team will perform yardwork or other outdoor chores for senior Wayland residents, free of charge. Community members and businesses will sponsor this day-of-service fundraiser.



If you could use the help of some strong young men, contact Gretchen Dresens at 508-509-4430 or pdresens@yahoo.com. Go Warrior Soccer!

Free Virtual Conference for Alzheimer Caregivers

The Alzheimer's Assn. Massachusetts/NH Chapter will host a virtual educational conference on May 14 and 15 for family caregivers and individuals living with dementia. The conference is free and open to those caring for a loved one at home, professional caregivers, and the general public. Participants can attend whatever parts of the conference they choose.

Experts will share practical and concrete recommendations, resources, and guidance in the care and support of those living with dementia. Sessions include Understanding Alzheimer's and Dementia, Effective Communication Strategies, and Coping with Dementia-Related Behaviors.

To learn more and to register, call 1-800-272-3900 or visit www.azfamilyconference.org.

Resources

BayPath Elder Services: 508-573-7200

Caregiving Resources: www.caregivingmetrowest.org

Domestic Violence Hotline: 1-877-785-2020 or visit www.domesticviolenceroundtable.org

Elder Abuse Hotline: 1-800-922-2275

MA Exec. Office of Elder Affairs: 1-800-243-4636

Meals on Wheels (BayPath): 508-573-7246

Medicare: 1-800-633-4227

MetroWest Legal Services: 508-620-1830

MWRTA Fixed Route Buses: 508-935-2222

MWRTA Dial A Ride: 508-820-4650

Social Security: 1-800-772-1213

State Senator Rebecca Rausch: 617-722-1555

Representative Carmine Gentile: 617-722-2014

Representative Alice Peisch: 617-722-2070

Wayland Community Fund: 508-358-3624

Wayland Council on Aging: 508-358-2990

Wayland Housing Authority: 508-655-6310

COVID-RELATED RESOURCES

If you develop COVID symptoms: Call your doctor and the Wayland Health Dept. COVID Hotline: 508-358-6805

If you need help with food or medicine: Call the Town's COVID Relief Fund/Food Pantry at 508-358-7701

For emotional support: Wayland Youth & Family Services (for all ages): 508-358-4293

My Brother's Table at Good Shepherd Parish: 508-650-3545

Celebration Church Food Pantry: 508-318-4769

Resources

TRANSPORTATION OPTIONS



MWRTA Dial-a-Ride: SUBJECT TO CURRENT RESTRICTIONS, Offers leisure and/or medical travel for Wayland residents 65+, or any age if disabled. \$2, \$3 or \$5 each way based on destination. Pre-register with MWRTA at 508-820-4650. Registered riders must make reservations at least 48 business hours prior to travel date.

COA Taxi Program: Free taxi trips to medical appointments, grocery shopping or Rx pick-up for Wayland seniors 60+ with no other means of transportation. This is a COVID-19 grant-funded program. Call the COA at 508-358-2990 or email coa@wayland.ma.us. Requests must be made one full business day in advance.

MEDICAL TAXI VOUCHERS: For Waylanders 60+ or any age if disabled. Offers discounted taxi fare for medical appointments or medically-related activities at the COA. Administered through JFK Transportation, this option requires the advanced purchase of discount vouchers. Discount is 40% off metered fare. Total cost will vary based on miles traveled. Boston travel is charged a flat rate of \$42 each way, all other travel is based on the meter. Tips expected in cash. Buy vouchers in advance by calling the COA at 508-358-2990. Schedule rides directly through JFK 508-653-4500.

FISH: Currently unavailable (rides available through taxi program listed above). Friends in Service Helping, a volunteer group, provides rides to medical appointments for Waylanders who have no other way of getting there. One-week notice needed. Call 508-358-3474.

SHOPPING TRIPS: We hope to resume our monthly trip to Market Basket in 2021. Please call us for details.

Q&A with the COA

What would you like to know? Just ask us!

Q. What has happened to the COA's medical equipment loan program?

For many years the COA has been receiving donated medical equipment such as walkers, shower chairs, etc. and lending them back out



to residents who need them for short-duration recuperations. When the Town Building closed in March 2020 due to COVID, and staff began working remotely, we were no longer able to maintain the program from a distance. In addition, storage and program space have always been tight in the Town Building, and COVID safety protocols that require more distance between people are necessitating changes and reconfigurations of office and storage space. Prior to COVID we stored medical equipment in several locations around the building. That is no longer feasible. The space constraints, coupled with the difficulty of properly sanitizing items to meet COVID safety guidelines, have led us to reluctantly put this program on hiatus.

If you have medical equipment to donate, or if you are in need of an item for a recovery period, we suggest you contact the Masons in Framingham at 508-782-4301, or visit their website at www.mason-metrowest.org. You might also contact pharmacies or big box stores, or call us for more ideas. Some items are surprisingly affordable. We apologize for the inconvenience.

How To Access COA Remote Programs

Zoom



Signing Up for Zoom Events

To protect privacy, Zoom events are by invitation only. To join a Zoom event by video or phone, contact us at coa@wayland.ma.us or 508-358-2990. First-time participants, please provide name, address, email and phone. Subsequently, only your name and program name are needed. We will confirm your registration and send you the link on the morning of the event.

Watching Programs on Cable TV

You can watch WayCam.TV on Verizon channel 37 and Comcast channel 8. The full program schedule and details for streaming live and on demand are on the WayCam.TV website: www.waycam.tv/home



WAYLAND COA STAFF

Director: Julie Secord, M-F,
jsecord@wayland.ma.us

Office Coordinator: Nancy Greenwood, M-W
ngreenwood@wayland.ma.us

Outreach Coordinator: Sue Hatton, M-F
shatton@wayland.ma.us

Project Coordinator: Shawna Levine, M-Th
slevine@wayland.ma.us

Community Relations Coord: Ann Gordon, T-Th
agordon@wayland.ma.us

Program Assistant: Lillian DePasquale, M, Th, F
ldepasquale@wayland.ma.us

S.H.I.N.E. Counselors:
Penny Wilson, Kathleen Woehrling

FRIENDS OF THE WAYLAND COA

A 501 (c)3 that supports COA programs, services, and equipment that cannot be financed through the COA's town budget. The Friends' long-term goals include supporting the Town's need for increased, dedicated COA space. Older adults (60 years of age and older) represent 28% of Wayland's population. Donations to the Friends are tax-deductible. Visit the Friends website to learn more: www.friendsofwaylandcoa.org

FRIENDS BOARD: Marie Winter, President; Nancy Leifer, Vice President; John Shaw, Treasurer and Webmaster; Mary Antes, Clerk; Paul Abramson; Steve Correia; Huaibin Lu; Patty MacNeil; Sue Pope; Betsy Willard.

COMING UP FROM THE FRIENDS!

An Evening With Rum
Thursday, June 24, 7pm

A free, interactive Zoom community event
Visit www.friendsofwaylandcoa.org

JOIN THE FUN!



WAYLAND COUNCIL ON AGING BOARD

Betsy Soule, Chair; Bill Sterling, Vice Chair; Mary Antes, Clerk; Evelyn Ekmejian; Carol Glick; Nancy Leifer; Becky Patterson; Ellen Scult; Denise Yurkofsky.

Next Meeting: Monday, May 3, 1:00 pm

SENIOR TAX RELIEF COMMITTEE

This Selectmen-appointed committee meets every other month. MEMBERS: Markey Burke, Chair; Steve Colella, Vice Chair; Ann Gilbert, Clerk; Joan Bradford, Linwood Bradford, Pauline DiCesare

Next Meeting: Tuesday, May 18, 10:00am

West Suburban Veterans Svcs. District

781-489-7509, Nancy Blanchard, Director
In Wayland Tues. 9am—4pm, 781-850-5504


May COA Activities


SUNDAY	Monday	Tuesday	Wednesday	Thursday
2 8:00am Cooking as Self-Care 4:00pm Acton Sr. Ctr. Line Dancing /Tick Man Dan	3 9:30am Walking Club 1:00pm Great Courses	4 8:00am Fish Fitness 10am Fit 4 the Future 10:30am Knit Together 1pm Armchair Travel 4:00pm Early Farm and Craft Tools	5 9:00am Theratube 9:30am Walking Club 10:15am ZoomBa	6 10:30am Social Group 3:00pm Spring Brunch w Roberta Hing
9 8:00am Songbirds of the Northeast 4:00pm Grandparenting a Child with Autism	10 9:30am Walking Club 1:00pm Great Courses	11 8:00am Food and Mood 10am Fit 4 the Future 10:30am Knit Together 1pm Armchair Travel 4:00pm Fish Fitness	12 9:00am Theratube 9:30am Walking Club 10:15am ZoomBa 1:30 Trivia Time!	13 10:30am Social Group 1:00pm Elder Law Program
16 8:00am Chair Yoga with Nancy Wind 4:00pm Acton Sr. Ctr. Line Dancing / Zoom Tutorials	17 9:30am Walking Club 1:00pm Great Courses	18 8:00am Fish Fitness 10am Fit 4 the Future 10:30am Knit Together 1pm Armchair Travel 4:00pm COA 2018 Summer Concert: Club Soda!	19 9:00am Theratube 9:30am Walking Club 10:15am ZoomBa 1:30pm Functional Foods	20 10:30am Social Group 1:30pm Zoom With Whom?
23 8:00am Cooking as Self-Care 4:00pm Acton Sr. Ctr. Line Dancing / Tick Man Dan	24 9:30am Walking Club 1:00pm Great Courses	25 8:00am Chair Yoga with Nancy Wind 10am Fit 4 the Future 10:30am Knit Together 1pm Armchair Travel 4:00pm Zoom Tutorials	26 9:00am Theratube 9:30am Walking Club 10:15am ZoomBa 1:30pm Celebrating Our Strength	27 10:30am Social Group 1:30pm Art Matters
30 8:00am Grandparenting a Child with Autism 4:00pm Fish Fitness	31 Memorial Day Holiday Town Offices Closed			KEY: WayCam TV—Red Zoom—Blue In person—Green

Trips and Travel



Wayland on the Move and at Home

Zoom Armchair Travel Group Every Tuesday at 1:00 pm

Join fellow travelers as we continue our virtual journey to fascinating destinations around the world. To make your reservation, email us at coa@wayland.ma.us or call the COA at 508-358-2990. We will send you a link to join by computer or on a call-in phone line.

Please note that Armchair Travel will take a hiatus for the summer. We will not meet in June, July and August. We hope that you have a chance to get out and enjoy some travels IRL (In real life). Stay tuned for our fall offerings.

May 4: Art of the Northern Renaissance & Belgium with Guest Host Margaret Dergalis. Observe how the Northern Renaissance art differs from that of the Italian Renaissance. Take a trip forward in time to learn about Surrealism with the Belgian artist, Rene Magritte.

May 11: Hawaii. Aloha! Join Shawna Levine for a tour of our 50th state. Hawaii is in the Pacific Ocean about 2,000 miles from the U.S. mainland. It is the only state outside North America, the only island state, and the only state in the tropics. Hawaii is also one of a few U.S. states to have once been an independent nation.

May 18: Amazing Adventures in Architecture with Susan Wagner: "Princes and Palaces." First, we'll take a look at the Crystal Palace, brainchild of Prince Albert, consort of Queen Victoria, built to house the Great Exhibition of 1851. Then, in tribute to the late Prince Phillip, consort of Queen Elizabeth II, we'll explore the 240-bedroom Buckingham Palace, the official London residence of the UK's sovereigns since 1837.

May 25: Cycling through Alsace with Guest Host Susie Klein: France's Alsace region on the border with Germany and Switzerland is spectacularly beautiful, known since ancient Roman times for its superb wines. But it also has a history fraught with warfare. Join Susie as she recounts her 2019 solo bike trip through its villages and vineyards and tour its capital city of Strasbourg.

WONDERING ABOUT REAL ID? THE RMV ANSWERS YOUR QUESTIONS

In April, Michele Ellicks from the Mass. RMV made a presentation for the COA about Real ID. A few highlights:

How do I renew my license/ID card at this time? You must make an appointment at one of the open registry offices. No walk-ins. 17 locations have dedicated hours on Wednesday mornings for seniors only. Anyone over the age of 75 must renew their license in person.

How far in advance can I renew my license/ID card? You may renew your license up to one year in advance of the expiration date. For example, if your license expires on June 1, 2022, you may renew starting on June 2, 2021.

What is a Real ID? Real ID is a federal security standard for ID's that was created in 2005 as a result of increased federal security measures after September 11, 2001. Beginning October 1, 2021, you will need a Real ID or a valid passport to fly within the United States or to enter federal buildings.

How do I decide whether I need a real ID or standard license/ID card? If you are planning to fly or enter a federal building, you will need a real ID or a valid passport. If you have a valid passport, you will not need a Real ID.

Who can I call if I have questions? There is a dedicated Senior Line for people 65 and older: 857-368-8005.

COMING THIS SUMMER

Let's Look Forward to Summer!

10th Annual COA Community Concert Series
June 17—July 15, Thursdays 7-8 PM
Wayland Town Building Courtyard

- June 17: Club Soda: Top 40's 🎵
- June 24: The Daddios: Rock & Roll 🎵
- July 1: Sudbury Valley New Horizons Band 🎵
- July 8: Black Velvet Band: Irish/American 🎵
- July 18: The Standards: Oldies and Classic Rock 🎵



We are excited to return with a five-week concert series! Invite your neighbors, friends, and family to these free, fun community events. All ages welcome! Please bring your own lawn chairs or blankets, and your good vibes! Covid-19 guidelines will be followed. Concerts will be cancelled in inclement weather. Check our website for up-to-date information.

Special thanks to our sponsors:

The Village Bank
Middlesex Savings Bank
Wayland Cultural Council
Avenu Natick



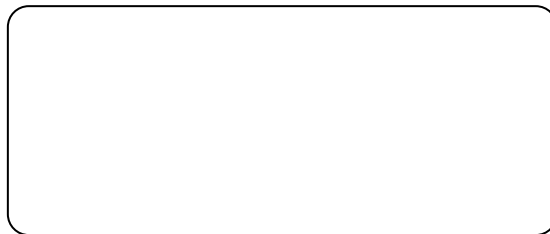
Keep Up With All the COA News Through Our Website and E-Blast

At www.waylandcoa.org you'll find lots of information, including helpful resources and ideas for staying at home. On Thursdays we send out a short-and-sweet email highlighting programs and services in the coming week. Call us at 508-358-2990 or email coa@wayland.ma.us to subscribe.

The Wayland COA News

A monthly publication from
Wayland Council on Aging
41 Cochituate Road
Wayland MA 01778
508-358-2990
www.waylandcoa.org

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Spring 2021 Update

WAYLAND
RECREATION DEPARTMENT



SOMETHING FOR EVERYONE

REC PROGRAMS

- Spring Session - excellent participation #'s, w/ limited indoor-outdoor resources
- April School vacation week sports program – sold out!
- Pickle Ball (fastest growing sport in America!) equipment is in, installing lines and nets at WHS Tennis Courts
- Planning for new summer basketball leagues
- Working with PTOs and Scouts on some small outdoor passive recreation projects
- Expect Adult Volleyball and Badminton programs to resume this Spring

CAMPS

- Day Camps sold out completely in 90 seconds in February, still space in some Sports Camps & Clinics
- Our longtime Camp Director, Hannah has moved on, confident in our strong camp leadership team for summer 2021.
- Paul is working with Health Dept on updating COVID-19 protocols, very similar to last summer, planning to expand enrollment, bring back activities like swimming, archery, boating and field trips.
- Collaborating with Wayland Fire & EMS for First Aid/CPR and AED training for all permanent and seasonal Recreation Staff
- Attended Mass Department of Public Health Seminar in April with Health Department re: Camps, very informative, in great shape to open summer programs.
- Attending weekly Massachusetts Recreation & Park Association workgroup meetings with peer communities

PLAYGROUNDS

- Improving Accessibility and Inclusivity
 - Expect construction at CPH and renovation at HH this Summer
 - Planning for two more playground upgrades in FY 23
- General maintenance and repairs being done by DPW, funded by GF

EVENTS

- Dad & Me Campout cancelled 2020 and 2021, hope to bring back in 2022
- Fishing Derby cancelled in 2020 and 2021, hope to bring back in 2022
- Touch-a-Truck cancelled in 2020, may re-invent for Fall 2021

FIELDS & PARKS

- Spring Sports - Per Mass.gov: now in EEA Amateur Sports Guidance - Phase 4 Step 1
- Christine has issued all Spring field permits, had to turn away some Wayland and all non-Wayland requests. Users range from toddlers to seniors, and a multitude of activities.
- Keeping DPW-Parks very busy with field lining, mowing, painting, etc. and the Beach prep (BIG thanks to the DPW crew)
- 2021 brings many new sites – Tennis Courts, Basketball Courts, Oxbow, Dudley Woods
- OXBOW – expect spring opening, 2021 Stewardship Report, Traffic Study first 60 days
- DUDLEY WOODS – receiving complaints re: trespass, trash and dog complaints
- RAIL TRAIL – request to plow next winter, many dog complaints

- SCHWARTZ FIELD New 50/70 mound on Riverview Ave
- CLAYPIT HILL FIELDS 5&6 rehabbing, on schedule
- Border Collie Geese Control ongoing at Town Building and Town Beach
- Request for bicycle racks at elementary schools due to decrease in bus riders

TOWN BEACH

- Rock Star Town Beach Director, Tom is back for a third season.
- Opens Memorial Day Weekend (weekends only) and then daily in late June
- Season Passes are back! Distancing requirements still in effect
- Christine and Tom working to synch with state covid-19 guidelines, mostly same as 2020
- Planning to re-open both Boat Rentals and the Snack Bar
- American Red Cross- Aquatics and Waterfront Lifeguarding Certification Courses will be offered late May/ Early June
- Attending weekly Massachusetts Recreation & Park Association Aquatic management workgroups with peer communities

REC DEPARTMENT

- Town Building is now open to public, Rec Office by appointment
- This is our busy season!
- Spent some portion of the pandemic assisting with Town Meeting, Town Elections, COVID-19 response
- Recreation Assistant role (.54 FTE) remains vacant
- All staff attended the Massachusetts Recreation & Park Association (MRPA) Conference, valuable professional development / Continuing Ed
- Next few weeks, we conduct an intentional and careful selection process to interview, hire, onboard, and train about 100 seasonal staff!
- Seasonal staff are thoughtfully selected group of employees who range in age from age 16 years to 70+ and have a wide range of skillsets and talents -- some have been with Wayland Rec for over 20 years.

REC COMMISSION

- Loker: Bid Site Visit April 27 11:30am, Bids Open May 13 – Town Meeting May 15-16
- Budget is healthy – reduced revenue and expenses due to COVID-19, but bouncing back

BASEBALL IMPROVEMENTS

also added batting cages and screens



Schwartz ↑ WHS ↓ Art King ↗ Cochituate →



PLAYGROUNDS – upgrades coming



landscape
structures

CLAYPIT HILL

ME019794 3D • 12.06.2019

O'BRIEN
& SONS
ELEMENTS FOR A GREAT OUTDOORS

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PLAYGROUNDS – accessibility - inclusivity



Swings | Freestanding Play

Ages 2-12

A. Oodle® Swing

- Accessible to enter from a wheelchair or walker
- Maximum fall height 90"



Ages 5-12



PLAYGROUNDS



landscape
structures

HAPPY HOLLOW SCHOOL

O'BRIEN
& SONS
ELEMENTS FOR A GREAT OUTDOORS

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OXBOW: BEFORE, DURING & AFTER

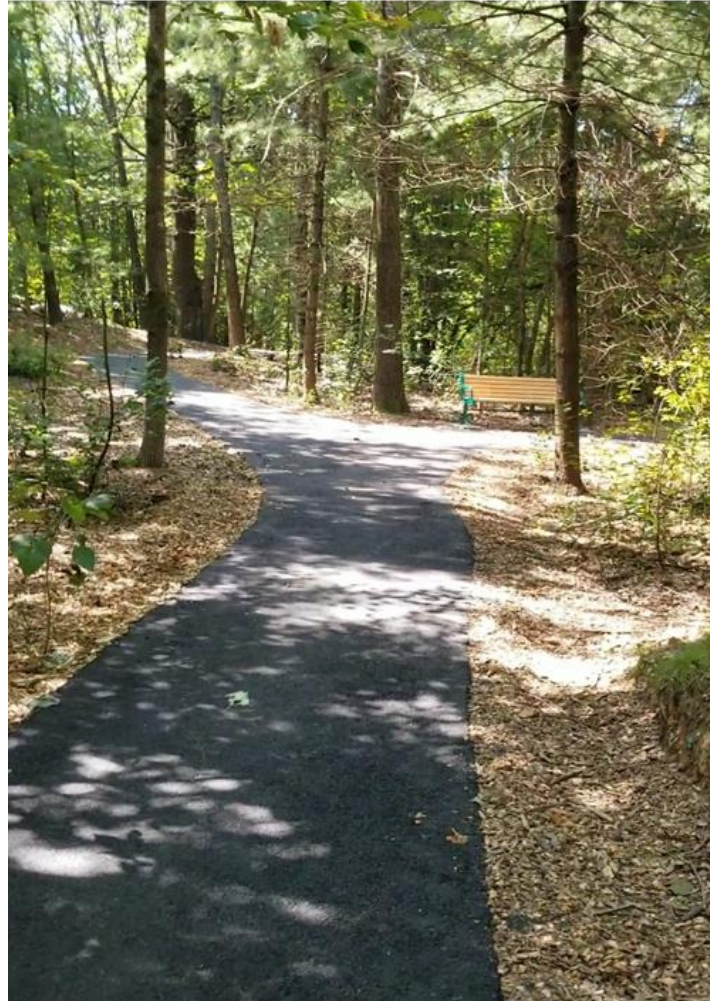


OXBOW MEADOWS CIRCA 1962



NEW SITES

- RAIL TRAIL
- DUDLEY WOODS
- OXBOW
- TENNIS COURTS
- WHS BASKETBALL COURTS



WAYLAND
RECREATION DEPARTMENT
SOMETHING FOR EVERYONE

WE'RE BACK!

FRESH AIR AND THE MAGIC OF SUMMER CAMP

With caution and creativity, we are preparing for 2021 Rec Summer Camps. We will build off the success of last summer to safely fill the activity-void campers have surely experienced over the last year, a void that can only be filled with good friends, fresh air and the magic of summer camp. If safe to do so, we'll re-add field trips, swimming, and more.

www.waylandrec.com
(508) 358-3660 | rec@wayland.ma.us

SUMMER CAMPS REGISTRATION OPENS ON FEBRUARY 22ND!

Camps running from June 21 to August 27
Check www.waylandrec.com for more information on what's new this summer!

9 AM - 12 PM	Beach Buddies	Ages 3.5 - 5.5 years
12 PM - 3 PM	Summer Adventure	Entering Grade K to Grade 2
3 PM - 6 PM	Summer Adventure	Entering Grade 3 to Grade 5
6 PM - 9 PM	Wayland Escapes	Entering Grade 6 and up

Camps, CIT Program, Field Trips info coming soon...

Wayland Town Beach

2021 Beach Season Passes go on sale
MONDAY, MARCH 1, 2021



WAYLAND REC SENT THIS POSTCARD TO ALL WAYLAND RESIDENCES

Postcard in lieu of typical quarterly brochure, the Program Guide will be back in Fall 2021

THE VALUE OF PARKS

According to the National Association of Homebuilders, parks and recreation areas may enhance the values of nearby properties by up to **15-20%**.

A park with one acre of trees absorbs the carbon dioxide produced by driving a car **11,000 miles.**

Parks reduce the impact of large storms and flooding by soaking up run off from nearby paved surfaces. This helps **prevent flooding** and decreases property damage.

Children who have easy access to a playground are **5 times** more likely to have a healthy weight than children who live in less green areas.

According to a study in an international health journal, higher levels of green space have been associated with **lower symptoms** of anxiety, depression and stress.

Source: National Recreation and Park Association (NRPA)



VIDEO

2020 Summer Camp Re-Cap with parent feedback: <https://www.facebook.com/waylandrec/videos/323333875459720>

Youth & Family Services Update

4/5/21

- **Clinical Capacity**
 - Wayland Y&FS continues to see an increase in individuals and families seeking support and clinical care. We are currently able to meet the demand, but have shifted to a consulting model with new clients. In the consulting model, we provide an intake/evaluation as well as three follow up sessions. At the end of the three sessions we make an evaluation to continue services and/or make referral for continued care.
 - Clinical services continue to be offered via zoom and other virtual platforms. Clients and staff have expressed this as their current preferred meeting preference at this time.
- **Violence Prevention Sub Committee**
 - The Youth Advisory Sub Committee addressing relationship violence prevention continues to meet on a monthly basis. The sub committee is currently focused on completing an inventory of current resources and tools, as well as exploring new resources to reinforce our ability to assist our students. The sub committee will be meeting on Friday, April 16th to learn about Jackie Campbell's and Dan Adams work within this field.
 - Y&FS continues to support the work of the WPS task force to address relationship violence and sexual abuse/harassment. Y&FS in conjunction with REACH will be conducting a series of focus groups during the month of April with youth, parents and school staff. The aim of the focus groups is to help identify barriers to reporting, accessing resources, addressing tools and support structure, and increasing transparency in the process post reporting.
- **Summer Youth Programing**
 - Y&FS is planning for our EMPOWER Youth Leadership programing for summer 2021. Historically we have offered this training in-person for about 40 youth members, over the course of 2-3 one-week sessions. While we switched to a virtual model in summer 2020, we hope to return to an outdoor, in-person model in 2021.
- **Current Youth Leadership Work**
 - The WMS Youth Leadership Group is currently working on a youth mentoring recognition project. This project will allow the middle school youth to share moments of mentoring/leadership with graduating seniors. The WMS group is currently creating a series of short videos and narrated letters, sharing impactful moments in their lives that Wayland High School students have provided. The final product will be available for WHS to view and share prior to graduation.
 - Vaping and Marijuana Education

- WaylandCares will be offering parent/community education events via Zoom in early May. The events will be focused on updated information regarding youth vaping and marijuana use, health impact and prevention tactics.

EMERGENCY ALERTS

Coronavirus Update

COVID-19 Vaccine: Find an appointment, learn more about the vaccine *May. 3rd, 2021, 12:00 pm* [Read more](#) 

For the latest information on COVID-19: Guidance, reopening, case data *May. 5th, 2021, 5:00 pm* [Read more](#) 

HIDE ALERTS

Mass.gov

Application for Municipality Opt-Out of SRMCB Spraying

Overview of process by which municipalities can submit an alternative mosquito management plan, required for a municipality to opt-out of spraying conducted by the State Reclamation and Mosquito Control Board.

Municipal opt-out applications for calendar year 2021 season are due to EEAopt-out@mass.gov (mailto:EEAopt-out@mass.gov) by May 15, 2021.

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[Contacts](#) (#contacts-)

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01

Overview of Process

M.G.L. Chapter 252, Section 2A(b)(2) allows a municipality to opt out of spraying, either aerial or other mosquito control spraying, conducted by the State Reclamation and Mosquito Control Board ("SRMCB") conducted under M.G.L. c. 252, Section 2A(a). For the SRMCB to recognize a municipal opt out, the municipality must first have an alternative management plan ("Plan") approved by the Executive Office of Energy and Environmental Affairs ("EEA"). In accordance with the M.G.L. c. 252, Section 2A(b)(2), EEA has developed the following guidance on the development and approval of a Plan.

The following steps must be completed by the municipality prior to submitting a Plan to EEA for its review:

1. The municipality must hold a meeting of the City Council or Select Board, at which a vote must be taken indicating the municipality's intention to opt out of spraying (including aerial or other mosquito control spraying) conducted by the SRMCB.
2. This meeting should include input on the Plan from the local board of health and allow for public comment.
3. The vote should include the following:
 - a. The date and time of the public meeting
 - b. That the board of health was consulted;
 - c. That public comment was allowed;
 - d. Whether the municipality is opting out of all spraying or only certain spray activities, such as aerial spraying. If a vote does not include that it is for a specific type of spraying, the vote will cover all spray activities conducted by the SRMCB under M.G.L. c. 252, Section 2A; and
 - e. That the vote to opt out will only be honored if an alternative mosquito management plan is submitted and approved by EEA.
4. The municipality must provide a copy of the certified vote as part of the application for approval of a Plan.
5. The municipality must complete this application for approval of a Plan and submit it to EEA at the following address: EEAopt-out@mass.gov (<mailto:EEAopt-out@mass.gov>)
6. All applications must be received by May 15th of the year for which the request is being made.
7. This process applies only to municipalities. Any other requests to opt out of spraying or exclude private property must be made in accordance with M.G.L. c. 252 or 333 CMR 13.00. More information on these options is available on the SRMCB web page: [How to Request an Exclusion or Opt-out from Wide Area Pesticide Applications](#) (</how-to/how-to-request-an-exclusion-or-opt-out-from-wide-area-pesticide-applications>)

Important notes:

- A Plan must be approved in order for the SRMCB to recognize any municipality's request to opt out of spraying.
- Approval of a Plan does not extend to any spraying conducting by a mosquito control project or district ("MCD") of which a municipality may be a member. Any questions related to services provided by an MCD should be directed to its attention.
- A Plan shall be effective from the date of approval through December 31st of the year in which it was approved.

Application Details

By May 15, 2021, municipalities must send the following items as an email attachment to EEAopt-out@mass.gov (<mailto:EEAopt-out@mass.gov>)

1. Confirmation of certified vote, including:
 - a. The date and time of the public meeting;
 - b. That the board of health was consulted;
 - c. That public comment was allowed;
 - d. Whether the municipality is opting out of all spraying or only certain spray activities, such as aerial spraying. If a vote does not include that it is for a specific type of spraying, the vote will cover all spray activities conducted by the SRMCB under M.G.L. c. 252, Section 2A; and
 - e. That the vote to opt out will only be honored if an alternative mosquito management plan is submitted and approved by EEA.
2. A completed alternative mosquito control management plan application
[Application for Municipality Opt-Out of SRMCB Spraying](#)
([/doc/application-for-municipality-opt-out-of-srmcb-spraying/download](#))

Municipal Opt-Out Frequently Asked Questions

Below are frequently asked questions (FAQs) regarding the application process for producing an alternative mosquito management plan as part of the requirement for a municipality to opt out of spraying conducted by the State Reclamation and Mosquito Control Board (SRMCB).

Who approves the application for an alternative mosquito management plan when a municipality requests to opt out of mosquito spraying?

An alternative mosquito management plan ("Plan"), required by M.G.L. c. 252, Section 2A(b)(2), must be approved by the Executive Office of Energy and Environmental Affairs ("EEA").

What does having an approved Plan do, and what spraying activities can a municipality apply to opt out of?

A municipality may only opt out of spraying activities conducted by the SRMCB, whether done aerially or by other means, provided it has a Plan approved by EEA. The approval of a Plan means that the SRMCB will not perform any spray activities in that municipality. It does not extend to activities conducted by Mosquito Control Districts ("MCD") or any spray activities the MCD may perform within a municipality that is a member.

What if the municipality that wishes to opt out is currently a member of an MCD?

Municipalities that are part of an MCD that wish to opt out of spraying conducted by the SRMCB would apply by submitting a Plan for approval as well - there is no separate process. Note that the opt-out request relates to SRMCB activities only, and does not extend to activities conducted by MCDs including any spray activities an MCD may perform within a municipality that is a member.

What is the difference between mosquito control activities conducted by the SRMCB and MCDs?

While MCDs operate under the oversight of the SRMCB, M.G.L. c. 252, and enabling legislation, MCDs conduct year-round arbovirus control operations for their member municipalities. These services include but are not

limited to: larvicide treatments (including ground or aerial spraying), adulticide treatments (including ground spraying), public education and outreach, and water and wetland management. Under M.G.L. c. 252, Section 2A, the SRMCB may conduct mosquito control operations under its own authority anywhere in the Commonwealth when DPH has determined there is an elevated risk of arbovirus such as Eastern Equine Encephalitis (EEE) for that year. In the event that DPH issues a Certificate of Public Health Hazard, the SRMCB has historically responded by conducting aerial spraying of adulticide in limited areas in order to address the arbovirus risk.

If the municipality has an approved Plan, will the municipality be sprayed in the event there is a public health hazard?

No. If EEA has approved a Plan then the municipality will not be sprayed in the event the SRMCB conducts spraying, whether aerial or ground.

Will exclusion requests submitted by private property owners seeking to be excluded from spraying be honored if the SRMCB decides to spray in response to a public health hazard?

While private property owners may opt out of spraying activities conducted by the SRMCB, or can request to exclude their property from wide-area applications of pesticides, including those performed by MCDs, such requests are not honored by the SRMCB during a certification of a public health hazard.

What will EEA consider when reviewing a municipality's application for an alternative mosquito management plan?

Each municipality's application will be individually reviewed, with consideration of historical arbovirus risk, the regional impact of excluding the municipality from spraying, and the ability of the municipality to successfully implement an alternative mosquito management plan.

What are the minimum requirements for an alternative mosquito management plan?

In order for the Plan to be considered, it must contain at a minimum a detailed public outreach and education component. Municipalities should also make sure to provide an appropriate level of detail for any other components of the Plan they intend to provide.

What is the deadline for submission of an alternative mosquito management plan?

The deadline to submit a request is May 15th.

Contacts

If you have any questions, please email EEAopt-out@mass.gov (<mailto:EEAopt-out@mass.gov>)

Additional Resources

- [State Reclamation and Mosquito Control Board](#) (/state-reclamation-and-mosquito-control-board-srmcb)
- [How to Request an Exclusion or Opt-out from Wide Area Pesticide Applications](#) (/how-to/how-to-request-an-exclusion-or-opt-out-from-wide-area-pesticide-applications)
- [Mosquito Control Projects and Districts](#) (/service-details/mosquito-control-projects-and-districts)

- [Mosquito Control for the 21st Century Task Force \(/orgs/mosquito-control-for-the-twenty-first-century-task-force\)](/orgs/mosquito-control-for-the-twenty-first-century-task-force)

INTRODUCTION

- Pursuant to M.G.L. Chapter 252, Section 2A, municipalities may opt out of spraying, including aerial or other mosquito control spraying, conducted by the State Reclamation and Mosquito Control Board (“SRMCB”). To opt out of any spraying conducted by the SRMCB, a municipality must have an alternative mosquito management plan (“Plan”) approved by the Executive Office of Energy and Environmental Affairs (“EEA”).
- Approval of a Plan allows a municipality to opt out of spraying (including both aerial or wide-area) conducted by the SRMCB under M.G.L. c. 252, Section 2A. It does not extend to any spraying conducted by a mosquito control project or district (“MCD”) of which a municipality may be a member. Any questions related to services provided by an MCD should be directed to its attention.
- A Plan must be approved in order for the SRMCB to recognize any municipality’s request to opt out of spraying.
- This process applies only to municipalities. Any other requests to opt out of spraying or exclude private property must be made in accordance with M.G.L. c. 252 or 333 CMR 13.00. More information on these options is available on the SRMCB website at <https://www.mass.gov/how-to/how-to-request-an-exclusion-or-opt-out-from-wide-area-pesticide-applications>.
- A Plan shall be effective from the date of approval through December 31st of the year in which it was approved.

PROCESS

The following steps must be completed prior to submitting a Plan to EEA for its review:

1. The municipality must hold a meeting of the City Council or Select Board, at which a vote must be taken indicating the municipality’s intention to opt out of spraying (including aerial or other mosquito control spraying) conducted by the SRMCB.
 - a. This meeting should include input on the Plan from the local board of health and allow for public comment.
 - b. The vote should include the following:
 - i. The date and time of the public meeting
 - ii. That the board of health was consulted;
 - iii. That public comment was allowed;
 - iv. Whether the municipality is opting out of all spraying or only certain spray activities, such as aerial spraying. If a vote does not include that it is for a specific type of spraying, the vote will cover all spray activities conducted by the SRMCB under M.G.L. c. 252, Section 2A; and
 - v. That the vote to opt out will only be honored if **an alternative mosquito management plan** is submitted and approved by EEA.
2. The municipality must include a copy of the certified vote must be included as part of the application for approval of a Plan.
3. The municipality must complete this application for approval of a Plan and submit it to EEA at the following address: EEAopt-out@mass.gov
4. All applications must be received **by May 15th** of the year for which the request is being made.

Application for an Alternative Mosquito Management Plan Required for a Municipality to Opt Out of Spraying Conducted by the State Reclamation and Mosquito Control Board

CONTACT INFORMATION

Please provide contact information for your municipality:

- Town/City:
- County:
- If your municipality is currently a member of a Mosquito Control District or Project, please enter the Project/District Name:
- Point of contact:
 - Name: _____ Title: _____
 - Email: _____ Phone: _____
- **A copy of the certified vote** (must be submitted along with this application)

Is the person responsible for overseeing the work outlined in this plan different than the point of contact above? Yes No

If yes, please enter their information below:

- Point of contact:
 - Name: _____ Title: _____
 - Email: _____ Phone: _____

MOSQUITO CONTROL SERVICES

Who is providing services? Check all that apply:

- MCD (If this box is checked, skip to the **MOSQUITO HABITAT** section on page 6)
- Contractor
 - Contractor name and contact information, if available:
 - Number of staff to be provided: Full-time: _____ Part-time: _____ Contract: _____
- Municipal Staff
 - Number of staff to be provided: Full-time: _____ Part-time: _____ Contract: _____
 - Description of staff roles, licenses held to perform work, etc.

SERVICES TO BE PROVIDED

Check off all that apply:

- Education, Outreach & Public education (REQUIRED)
- Source reduction (tire removals)
- Water Management/Ditch maintenance
- Larval mosquito control
- Larval mosquito surveillance
- Adult mosquito control
- Adult mosquito surveillance (species ID and populations counts only)

Application for an Alternative Mosquito Management Plan Required for a Municipality to Opt Out of Spraying Conducted by the State Reclamation and Mosquito Control Board

- Adult mosquito arbovirus testing (For EEE, WNV, etc.)**
- Research**
- Other (please list):**

Comments:

EQUIPMENT

Equipment needed for mosquito management, to be provided by contractor or in-house (if any):

- Modified wetland equipment (Number: and type:)
- Larval control equipment (Number: and type:)
- ULV sprayers (Number: and type:)
- Vehicles (Number:)
- Other (please describe):

SOURCE REDUCTION

If you plan to conduct tire removals or other methods of source reduction, please fill out the section below.

Please describe your program:

What time frame during the year will this method be employed?

Comments:

WATER MANAGEMENT/DITCH MAINTENANCE

If you plan to have a water management or ditch maintenance program, please fill out the section below, or skip ahead to the next section.

Please check all that apply:

- Inland/freshwater habitats
- Saltmarsh/coastal habitats

Please describe your program:

Check off all planned maintenance types that apply:

- Culvert cleaning (Freshwater Saltwater)
- Hand cleaning (Freshwater Saltwater)
- Mechanized cleaning (Freshwater Saltwater)

Application for an Alternative Mosquito Management Plan Required for a Municipality to Opt Out of Spraying Conducted by the State Reclamation and Mosquito Control Board

- Stream flow improvement
- Other (describe):

Comments:

What time frame during the year would this work be done?

If available, please attach a map of ditch maintenance areas (or a website link to that map).

LARVAL MOSQUITO CONTROL:

*If you plan to have a larval mosquito control program, please fill out the section below. **NOTE THAT THE USE OF PESTICIDES IS UNDER THE JURISDICTION OF M.G.L. c. 132B, THE MASSACHUSETTS PESTICIDE CONTROL ACT, AND THE REGULATIONS PROMULGATED THEREUNDER AT 333 CMR 2.00 THROUGH 14.00 ET SEQ.***

Describe the purpose of this program:

What months will this program be active?

Describe the types of areas where you intend to use this program:

What will your trigger be for larviciding operations? (check all that apply)

- Best professional judgment
- Historical records
- Larval dip counts – please list trigger for application:
- Other (please describe):

Comments:

What control methods will you use (check all that apply):

- Ground application of larvicide (hand, portable and/or backpack, etc.)
- Aerial applications of larvicide (typically helicopter)
- Catch basin treatments
- Other (please list):

Comments:

Application for an Alternative Mosquito Management Plan Required for a Municipality to Opt Out of Spraying Conducted by the State Reclamation and Mosquito Control Board

ADULT MOSQUITO SURVEILLANCE

If you plan to have an adult mosquito surveillance program, please fill out the section below, or have the contractor provide this information if a contractor has already been selected.

Describe the purpose of this program:

What months will this program be active?

List all trap types you intend to employ (CDC light traps, gravid traps, ovitraps, etc.):

ADULT MOSQUITO CONTROL

*If you plan to have an adult mosquito control program, please fill out the section below, or have the contractor provide this information. **NOTE THAT THE USE OF PESTICIDES IS UNDER THE JURISDICTION OF M.G.L. c. 132B, THE MASSACHUSETTS PESTICIDE CONTROL ACT, AND THE REGULATIONS PROMULGATED THEREUNDER AT 333 CMR 2.00 THROUGH 14.00 ET SEQ.***

Describe the purpose of this program:

What is the time frame for this program?

Describe the types of areas where you intend to use this program:

What methods of control will you use? Check all that apply:

- Aerial applications (typically helicopter)
- Portable applications (ex. Backpack sprayers)
- Truck applications (ultra-low volume (ULV) sprayers, misters, etc.)
- Other (please list):

Comments:

What will your trigger be for adulticiding operations? Check all that apply:

- Arbovirus data
- Best professional judgment
- Complaint calls (Describe trigger for application:)
- Landing rates (Describe trigger for application:)
- Trap data (Describe trigger for application:)

Comments:

ASSESSMENT OF MOSQUITO MANAGEMENT PLAN EFFICACY

Describe efforts for assessing the efficacy of your mosquito management program, if your plan involves any of the following:

- Aerial Larvicide – wetlands:
- Ground ULV Adulticide:
- Larvicide – catch basins:
- Larvicide-hand/small area:
- Source Reduction:
- Other (please list):

Provide or list standard steps, criterion, or protocols regarding the documentation of efficacy (pre- and post- data), and pesticide resistance testing (if any):

INFORMATION TECHNOLOGY (IT)

Does your program intend to use (check all that apply):

- Aerial Photography
- Databases
- Dataloggers (monitoring for temperature, etc.)
- GIS mapping (Describe: _____)
- GPS equipment
- Smartphones
- Tablets/Toughbooks
- Other (please describe):

Comments:

MOSQUITO HABITAT

Has any potential mosquito habitat been identified in your municipality? Yes No

If so, how? Please indicate all that apply:

- Mapping of wetlands
- Mapping of catch basins
- Past surveillance, done by:

Application for an Alternative Mosquito Management Plan Required for a Municipality to Opt Out of Spraying Conducted by the State Reclamation and Mosquito Control Board

- DPH
- Mosquito Control District
- Contractor
- Municipality

MOSQUITO TESTING AND ARBOVIRUS

Indicate below which arboviruses have been found in your area during the last five years. If the box is checked please provide number of positive mosquito pools, equine (horse) and human cases. Information available from your MCD, or at: <https://www.mass.gov/lists/arbovirus-surveillance-plan-and-historical-data>

Arbovirus	Positive Mosquito Pools	Equine Cases	Human Cases
<input type="checkbox"/> Eastern Equine Encephalitis (EEE)			
<input type="checkbox"/> West Nile Virus (WNV)			
<input type="checkbox"/> Other (please list):			

Comments:

EDUCATION, OUTREACH & PUBLIC RELATIONS

All municipalities are required to have an education/outreach program.

Provide a 1-2 paragraph narrative of the proposed outreach plan:

Check off all education/outreach methods that you intend to employ:

- Development/distribution of brochures, handouts, etc.
- Door-to-door canvassing (door hangers, speaking to property owners, etc.)
- Social media accounts (Facebook, Twitter, or other social media):
- Mailings (Describe target audiences):
- Media outreach (interviews for print or online media sources, press releases, etc.)

Application for an Alternative Mosquito Management Plan Required for a Municipality to Opt Out of Spraying Conducted by the State Reclamation and Mosquito Control Board

- Presentations (in-person or virtual)
- School-based programs, science fairs, etc.
- Tabling at events (local events, annual meetings, etc.)
- Website (URL: _____)
- Other (please describe): _____

Select the audience types you intend to target from the list below:

- Residents (homeowners, apartment dwellers, etc.)
- Landlords (for large apartment or condominium complexes)
- K-12 (teachers, students, camps, etc.)
- Municipal staff (highway dept., parks and recreation, board of health, conservation commission, etc.)
- State/Federal land managers (state parks, national wildlife refuges, etc.)
- Transportation industry (Busing companies, commuter rail, truck/rest stops, etc.)
- Recreational venues (fairgrounds, sports complexes, ballfields, etc.)
- Other land owners/managers (please describe): _____
- Other (please describe): _____

Additional Comments:

List a minimum of 3 education/outreach activities you plan to execute for the upcoming mosquito season:

- 1.
- 2.
- 3.
- 4.
- 5.

OTHER COMMENTS

Please use this section to add any comments here on topics not covered elsewhere in this report:

REPORTING REQUIREMENTS

Municipalities that receive approval of alternative mosquito management plans from EEA are required to submit an annual report for all activities conducted during the mosquito season **by January 31st**.

Annual reports must be submitted to: EEAopt-out@mass.gov

Application for an Alternative Mosquito Management Plan Required for a Municipality to Opt Out of Spraying Conducted by the State Reclamation and Mosquito Control Board

ACKNOWLEDGEMENT

Please mark each check box indicating your acknowledgement of the items below, and sign and date the application before submitting it.

- The Municipality acknowledges that any work performed will be subject to applicable local, state, and federal regulations, ordinances, and statutes and all necessary permits, licenses, approvals, or other permission must be obtained prior to the commencement of any work. The approval of this Plan does not constitute work under M.G.L. c. 252 or authorize any exemption provided for work conducted under said chapter, unless otherwise expressly provided for by law.
- The municipality acknowledges that approval of a Plan allows it to opt out of spraying conducted by the SRMCB under M.G.L. c. 252, Section 2A. It does not extend to any spraying conducting by a mosquito control project or district ("MCD") of which a municipality may be a member.
- The municipality acknowledges that it has conducted the required public meeting, that a vote is included with this Plan, and that any vote to opt out of spraying performed under M.G.L. c. 252 is subject to the approval of this Plan. No such opt out will be honored without an approved Plan.

Signature and Title (Sign or Type Signature)

Date

CURRENT POLICY
SIGNS –DISPLAY OF SIGNS ON PUBLIC LAND

*Suggested edits in red

Town Sign Boards

The Town has made available four frames to display 4 feet by 8 feet signs 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 contacting the Department of Public Works **using the attached form.**
2. Due to the demand for these signboards, priority is given as follows:
 - All Town Meetings, Elections and Candidates' Night **(note: signs are posted at least two weeks prior to Town Meeting and Elections and will remain posted until they are concluded.)**
 - Requests from Town departments
 - Wayland civic, nonprofit, and Town-wide organizations
 - ~~Other groups such as churches~~
3. ~~Signs may be either 4 x 8 vinyl banners or 4 x 8 painted plywood that meets DPW requirements.~~
4. The usual display will be one week, from Monday to Monday. **If there are no other requests, the display period may be extended.**
5. ~~Signs must be delivered to and picked up from the DPW facility on River Road. Signs must be picked up at the Wayland DPW facility as soon as possible after they have been removed.~~
6. The Town is not responsible for loss or damage to the signs.
7. During weeks when the signboards are not reserved... or
Every effort should be made to fill the sign boards or remove the plywood panel.

Suggested Policy Editions Below

Sandwich Board 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/A-frame signs adjacent to the Town signboards. These signs must be placed so as not to obscure the Town signboards and secured in such a way that they are not displaced by wind. Signs must be removed promptly after the advertised event. (Note: at the intersection of Old Connecticut Path and Routes 126 and 27 the signs may be placed on the land between Routes 126 and 27 heading south.)

Signs for events held outside of Wayland may only be considered for posting on Wayland Town property if requested by a Wayland resident. The same procedure for sandwich/A-frames described above must be followed.

Electronic Signboards

Both the Department of Public Works and the Public Safety Departments own and display movable electronic signboards. These signboards are to be used only to notify the public of emergency or public safety situations and must be removed when the situation has been resolved.

H-Frame/Lawn Signs (Proposed language based on Weston's sandwich board policy)

Small, temporary, stick-in-the-ground signs serve a variety of purposes. Residents may post such signs on their own property, outside of the Town's right-of-way. Signs posted on public land must be secured in such a way that they are not displaced by wind.

A maximum of six signs, no larger than 24 x 18 inches, will be permitted on Town property for a period of x weeks before the event and must be removed promptly.

Notable Policies from other Towns for Consideration

Weston's policy for sandwich board signs: A maximum of six signs, no larger than 45 inches high and 25 inches wide, will be permitted in each of the three locations during the same period. Permits will be granted for no longer than one week. (Weston does not grant permits to non-Weston affiliated organizations.) (If signs are not removed in a timely manner, permission may be denied in the future.)

Ashland does not allow temporary and freestanding signs on public lands or spaces except for directing traffic (to promote safety and minimize clutter and unsightliness).

Unresolved issues

Sign boards: what to do when there are no signs reserved

H-Frame signs: ability to set a governing policy, number and size of signs, how long they can be posted, if there should be a penalty if not removed promptly

TOWN BULLETIN BOARDS

AKA Sign Boards

Week requesting Display (Monday – Sunday): Monday, _____, 20__ to Sunday, _____, 20__

Name of event to be advertised: _____

Number of Signs: _____ If less than 4 signs to display, the locations desired are:

Wayland Ctr (Rt 20/Rt 27) _____ Cochituate Ctr/Cochituate FireStation _____

Five Paths _____ Rt 20/Wayland-Weston Town Line _____

Name: _____ Organization: _____

Address: _____ Telephone #: _____ Email: _____

Date of Application: _____ Alternate Contact Name & Phone #: _____

IMPORTANT – PROCEDURE AND POLICIES

In order to assure a fair allocation of signs, the following policies and procedures have been adopted:

1. Quantity: Maximum signs = 4
2. Material: Signs must be made out of vinyl (aka VINYL BANNER) **OR**, Plywood or an aluminum composite panel. **We strongly recommend vinyl material for your signs.**
3. Size: *VINYL BANNER must be 4'0" x 8'0". We recommend edges to be sewn but not mandatory. Grommets to be installed one inch from each corner, plus one inch from the top and bottom edges, centered top and bottom, totaling 6 grommets installed. **Vinyl Banners preferred!**
*Plywood/panel must be 4'0" x 8'0" x 3/8" or 1/4". Holes must be 5/16" and drilled in each corner. Holes must be 1 foot from each side, and 3/4 inches from the top and bottom.
4. Painting: Must be painted attractively with waterproof paint.
5. Design: Must be appropriate for Town viewing.
6. Delivery: Signs must be delivered to the DPW Facility Garage at 66 River Road prior to 6:30 a.m. on the Monday they are to be displayed; preferably the Friday before (the DPW office closes at 12:30 p.m. on Fridays). Drop off area for Vinyl Banners is the DPW office during business hours (6 a.m. to 4 p.m. Monday-Thursday, and 6 a.m. to 12:30 p.m. Friday) rolled up and secured. Drop off area for Plywood/panel signs is behind the Salt Shed, on the back side that is closest to the DPW garage/building, and left on the swath of grass by the Salt Shed. Your signs will be returned to 66 River Road the Monday morning after the Sunday of the display week. **THEY MUST BE PICKED UP FROM THIS AREA BY THE WEDNESDAY FOLLOWING THE MONDAY SIGN REMOVAL. ANY SIGNS NOT PICKED UP WILL BE DISPOSED OF.**
7. **Priority for Signs: Town Meeting, Special Town Meeting, and ALL ELECTIONS take precedent over all organizations.** You will **NOT** be able to display your signs if any of these town events are to take place.

8. **Please NOTE:** If the signboards are not in conformance with the Procedure and Policies listed above, or not in conformance with the policy set by the Board of Selectmen, **your signs will NOT be put up.**

.....

CONFIRMATION

Approved: _____ Not Approved: _____ by: _____ DPW CC: Applicant _____ CC: DPW Superintendent _____

Town of Wayland Bulletin Board (aka Sign Board) contact:
DPW Office, 66 River Road Tom Holder, DPW Director
508-358-3672 508-358-3678
ghughes@wayland.ma.us tholder@wayland.ma.us

Town of Wayland, Board of Selectmen, Policies and Procedures for 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 Rt 20 at the Weston border, Rt 20 at the intersection of Routes 27 and 126, "Five Paths", and the Cochituate Fire Station. The following procedures govern the use of these signboards:

1. Sign boards may be reserved by stopping by 66 River Road DPW Facility Garage, emailing, or downloading from the town website the Department of Public Works the Town Sign Board application form.
2. Due to the demand for these signboards, priority is given as follows:
 - a. Town Meeting and ALL elections, and Special Town Meeting take precedent over ALL organizations.
 - b. Request from Town Departments
 - c. Non-profit and Town wide organizations
3. Signs must be a VINYL BANNER, 4'0" x 8'0", or, painted attractively with waterproof paint on 4x8 foot wood boards or an aluminum composite panel no thicker than 3/8 inch.
4. Signs must be delivered to the Wayland DPW Facility Garage at 66 River Road by the Friday before no later than 12:30 p.m., or prior to 6:30 a.m. on the Monday on which they are to be erected.
5. The usual period of display will be two weeks, from Monday to Monday. Signs must be picked up at the Wayland DPW Facility Garage, 66 River Road, as soon as possible after they have been taken down.
6. The Town is not responsible for the 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 should be placed 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. (Please contact Teri Hegarty in the Selectmen's Office.)

NOTE: Requests to display temporary sandwich-board signs at Route 20 and the intersection of Routes 27 and 126 must be submitted in writing to the Historic District Commission. Please make your requests early because this Board seldom meets more than once a month.

Link to the Town of Wayland's Human Rights, Diversity, Equity and Inclusion (HRDEI) Committee is below

<https://www.wayland.ma.us/human-rights-diversity-equity-and-inclusion-committee>

Link to the Letter of Interest and Resume of all applicants can be found in the April 29 and May 5, 2021 Board of Selectmen Packets is below

April 29, 2021

<https://www.wayland.ma.us/sites/g/files/vyhlf4016/f/agendas/20210429packet.pdf>

May 5, 2021

<https://www.wayland.ma.us/sites/g/files/vyhlf4016/f/agendas/20210505packet.pdf>



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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

DRAFT Meeting Minutes BOARD OF SELECTMEN

Monday, April 26, 2021

6:00 p.m.

Wayland Town Building

Council on Aging Room

41 Cochituate Road, Wayland, MA

Note: In compliance with the March 12, 2020 Massachusetts Office of the Governor's Order Suspending Certain Provisions of the Open Meeting Law M.G.L. Chapter 30A, Section 20, this meeting of the Board of Selectmen was live streamed on local broadcast on the WayCAM Government Channel and open to the public to view and participate via Zoom. No in-person attendance of members of the public was permitted. Public Comment was available by both telephone and Zoom during the designated time.

Attendance: Lea T. Anderson, Mary M. Antes, Thomas J. Fay, Cherry C. Karlson, David V. Watkins. The Board participated remotely by video-teleconferencing via Zoom and WayCAM. C. Karlson participated by video-teleconference and was also present at Town Building. D. Watkins left the meeting at 8:46 p.m.

Also Present: Town Administrator Louise Miller, Assistant Town Administrator John Bugbee, and Management Analyst Jason Adams

A1. Call to Order by Chair, Review the Agenda for the Public At 6:04 p.m., C. Karlson called the meeting of the Board of Selectmen to order when a quorum was present and reviewed the agenda. C. Karlson announced that the meeting would be broadcast and recorded by WayCAM in compliance with revised Open Meeting Law requirements and announced by full name each Board member who was present. C. Karlson announced that no in person attendance by members of the public would be permitted, provided a phone number for the public to call to offer comments, and reviewed the procedure to participate via Zoom.

A2. Announcements and Public Comment M. Antes reminded residents about two virtual events hosted by the League of Women Voters: 71st Candidates Night to be held on April 29 at 7:00 p.m. and an Annual Town Meeting Issues Forum to be held on May 6. M. Antes noted that residents can submit questions in advance to the League of Women Voters.

Carole Plumb, Bald Rock Road, joined by teleconference and informed the Board that she was interested in a status update related to the school bus parking.

A3. Restaurants: review and potential vote the amended temporary outdoor service license application for the following restaurant: 1) The Dudley Chateau, 20 Crest Road, Wayland L. Miller reviewed the request to increase the number of outdoor seats, and reported that upon receipt of the application Town Department Managers visited the site to review the outdoor seating plan. L. Miller reported that the Town received one complaint in relation to indoor capacity since restaurants reopened; the complaint was investigated by the Police and Health Department. L. Miller reported that the Town had received no noise complaints. There was a discussion regarding an email sent to the Board on April 25 by Molly Upton.

T. Fay moved, seconded by M. Antes, to approve the extension for temporary outdoor seating as requested in the application, as approved by Town staff. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Watkins. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A4. River's Edge Petition for Public Involvement Plan (PIP): Review and potentially provide feedback to the site-specific PIP Plan to address RTN 3-36013 prepared by The Vertex Companies, Inc. C. Karlson announced that all the related documents were in the packet. C. Karlson thanked B. Gould and P. Brinkman for their efforts.

A5. Annual Town Meeting (ATM) Article 22 Select Board / Town Manager Act: review and vote article for media distribution The Board reviewed the draft article and made revisions. In discussion, D. Watkins requested that language be added to indicate the Board's intent to improve customer satisfaction by implementing a cross-department policy. T. Fay supported the intent, but questioned whether it was the appropriate level of detail for the press release. C. Karlson noted that it may not be the authority of the Board to implement departmental policies, and potentially counter to other communications regarding the Act. L. Anderson concurred with T. Fay's concerns about implementing administrative policy.

L. Anderson moved, seconded by M. Antes, to approve the article titled Select Board / Town Manager Act: for media distribution, as amended. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Watkins. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A10. 2021 Annual Town Meeting Warrant: Vote to Sign

M. Antes moved, seconded by L. Anderson, that the Board of Selectmen vote to sign and post the 2021 Annual Town Meeting Warrant. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Watkins. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A11. Minutes – April 5, 2021 and April 15, 2021; review and vote to approve

L. Anderson moved, seconded by M. Antes, that the Board of Selectmen approve the minutes of April 5, 2021, as amended, and April 15, 2021, as written. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Watkins. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A12. Consent: review and vote to approve.

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 \$1631.20 from the Wayland COVID-19 Relief Fund.
4. Vote the question of approving and signing Memorandum of Understanding with Local 690 Wayland-1 American Federation of State, County and Municipal Employees (AFSCME 690 Wayland -1).
5. Vote the question of approving and signing Memorandum of Understanding with Local 690 Wayland – 2 American Federation of State, County, and Municipal Employees (AFSCME 690 –2).
6. Vote the question of approving and signing agreement with Kleinfelder Northeast Inc. for Engineering Services related to MWRA Water Supply Analysis.
7. Vote the question of accepting, with thanks, a gift in the amount of \$18,574.00 from the Wayland Public Schools Foundation for the purpose of contributing to the purchase of playground equipment at Claypit Hill School.

C. Karlson noted that item #6 was pending review and was to be removed from the Consent Calendar. M. Antes moved, seconded by L. Anderson, to approve the Consent Calendar, deleting item #6. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Watkins. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A13. Correspondence The Board reviewed the Correspondence in the packet.

A6. Energy & Climate Committee: discussion of goals and potential projects over a 2-4 year timeframe to inform the Board of Selectmen's goal setting Members of the Energy and Climate Committee (E&CC), Tom Sciacca, Ellen R. Tohn, Anne Harris, William Huss, as well as Associate Member John Harper joined the meeting by video-teleconference to discuss goals. At 6:45 p.m., E. Tohn called the meeting of the E&CC to order and recognized its members by full name. E. Tohn presented a slide deck to review the past and future goals of the E&CC. E. Tohn described the funds that have been secured and the energy savings for the Town and presented two key strategies to achieve the E&CC's goals: Hire a Sustainability Director and prepare a Climate Action Plan. There was discussion about a funding source for a Sustainability Director. The E&CC adjourned their meeting by unanimous vote.

A7. Committee Appointments: Interview and potential vote to appoint:

Committee	Potential Appointee	Term End Date
Cultural Council *for opening of student member	Sophie Simmons	June 30, 2023
Human Rights, Diversity, Equity and Inclusion Committee	<i>Interviews to be scheduled later this week</i>	

S. Simmons joined the meeting by video-teleconference and reviewed her intent to join the Cultural Council with the Board. The Board interviewed S. Simmons.

M. Antes moved, seconded by L. Anderson, that the Board of Selectmen vote to appoint S. Simmons to the Cultural Council for a term ending at her graduation, amended to end June 30, 2023. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Watkins. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A8. Town Administrator update a. COVID-19 b. River’s Edge update: Deadlines and Operation & Maintenance Agreement c. Mosquito Spraying in process d. Committee Appointment Process e. Annual Audit Contract – discuss timing of RFP f. Per- and Polyfluoroalkyl substances (PFAS) – update and review changes to FY22 capital budget g. Election Update h. Racial Justice Advisory Group i. Wayfinding next steps j. Town Meeting preparation update

A8.a. COVID-19 L. Miller noted that students were returning to in-person learning April 27. L. Miller reported that the Health Department had received an influx of school and community events that needed review.

A8.b. River’s Edge update: Deadlines and Operation & Maintenance Agreement L. Miller reported that the Town was working to have the necessary permits from the MassDEP and MassDOT by the April 30 deadline. L. Miller reported that the Waste Water Management District Commission had reviewed the Operation & Maintenance Agreement and provided it to Alta River’s Edge for its meeting on April 28. L. Miller noted that construction bids were scheduled to be opened on April 29 and may be extended to May 4.

A8.c. Mosquito Spraying in process L. Miller reported that a notice was sent to inform residents when to expect the aerial spraying.

A8.d. Committee Appointment Process L. Miller reported that Management Analyst T. Hegarty provided the materials regarding the upcoming committee appointment process.

A8.e. Annual Audit Contract – discuss timing of RFP L. Miller reported that the Town had contracted with Melanson since 2014, and that the Audit Committee was interested in issuing a Request for Proposal (RFP) for audit services. L. Miller recommended that the Board issue a one year contract with Melanson, to allow time to prepare and issue a new RFP sometime in August 2021. L. Miller reported that the recommended one-year contract would be available for the Board to review at the next meeting. L. Miller further recommended that the Town enter into a three-year contract with whichever firm is selected through the RFP process.

A8.f. Per- and Polyfluoroalkyl substances (PFAS) – update and review changes to FY22 capital budget L. Miller reviewed the memorandum in the packet outlining the Town’s short and long term options to remediate the water issue. L. Miller reported that a draft public notice would be sent to all residents by May 7, the letter needed to be approved by MassDEP prior to distribution. L. Miller reported that a digital press release would likely be sent ahead of the long form that would be received via USPS mail, as was the case with the first notice. L. Miller reported that the PFAS workgroup would continue to work on the short-term compliance plan and to provide alternative water. C. Karlson noted that the Kleinfelder contract was tabled to the May 3 meeting.

L. Miller reported that the source of PFAS in the water is still being investigated. L. Miller noted that many residents have suggested the new stadium turf field may be a source. L. Miller indicated that it was a groundwater issue, and that the one monitoring well with no detectable amounts of PFAS is the one that is nearest to the drainage area of the new field. L. Miller noted that this data is being interpreted by the engineering firm. L. Miller reported that the test results for the new stadium turf materials published by the turf manufacturer are posted online and shows that the materials have no detectable levels of PFAS in the manufacturing process. L. Miller noted that the bid specified to use synthetic turf materials that did not contain PFAS for the new field. L. Miller reported that the next lab report was expected in eight to ten weeks.

L. Miller reported that Natick was also experiencing elevated levels of PFAS in the water, and was exploring solutions that could involve an inter-municipal agreement. C. Karlson noted that there would be a joint meeting among the Board, the Finance Committee, the Board of Public Works and the Board of Health on May 3. L. Miller reported that there was a discussion about making adjustments to the FY2022 budget to remediate PFAS in the water. T. Fay asked about declaring a state of emergency in order to secure grant funding.

A8.g. Election Update L. Miller reported that the Town Clerk had received fewer mail-in absentee ballots for this election compared to the previous election. L. Miller reported that the Town Clerk was interested in securing more poll workers as write-in candidates were expected.

A8.h. Racial Justice Advisory Group L. Miller reported that the second “Community Conversations” virtual event would be held on Sunday, May 2 to celebrate Asian American and Pacific Islander Heritage Month.

A8.i. Wayfinding next steps T. Fay noted that the presentation by Mark Favermann at a previous meeting included two of the three choices, and would be supportive of a town-wide survey to garner input from residents. There was a discussion regarding the Community Branding and Wayfinding options presented.

A8.j. Town Meeting preparation update L. Miller reported that the planning group is preparing for 1,200 or more attendees at Annual Town Meeting. The group has secured accommodations such as the sound system and electronic handsets, and made overflow parking accommodations.

A9. Board of Selectmen Goals: discuss and finalize goals for Fiscal year 2021-2022; discuss communication of goals/article D. Watkins suggested to prioritize the top ten goals from the list, to remove the last item on the list and to give the goals time frames. D. Watkins listed his top priorities. There was discussion about the prioritization and appropriate time periods.

D. Watkins moved, seconded by L. Anderson, to adopt the goals outlined in the list provided in the packet, and prioritize the goals at a future meeting. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Watkins. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

At 8:46 p.m., D. Watkins left the meeting.

A14. Selectmen’s Reports and Concerns T. Fay asked about the timeline for the Playground projects. L. Miller reported that the bid was advertised. T. Fay suggested updating the Frequently Asked Questions on the PFAS website. T. Fay confirmed that the School Committee would discuss the future location for school bus parking. M. Antes reported that she attended a recent MetroWest meeting and would share the slides; the group was now including two agenda items: budgets and introductions to various municipalities. M. Antes noted that Wellesley had an interesting organizational chart.

A15. Topics Not Reasonably Anticipated by the Chair 48 Hours In Advance, If Any There were none.

A16. Enter into Executive Session I. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to collective bargaining with all bargaining units pursuant to the Public Employee Committee (PEC) agreement; II. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (2), (3), and (6) to review and consider for potentially release the following executive session minutes related to discussing strategy with respect to litigation Ordway v. Town of Wayland pending with the Massachusetts Commission Against Discrimination (MCAD)

Feb 26, 2018	June 26, 2019	June 25, 2020	Dec 14, 2020
Mar 6, 2018	July 15, 2019	Oct 19, 2020	Jan 4, 2021
May 7, 2018	July 31, 2019	Nov 23, 2020	Jan 11, 2021
June 3, 2019	Oct 15, 2019	Dec 7, 2020	

III. Pursuant to Massachusetts General Laws Chapter 30A, Section 21, (a) (2) to conduct a strategy session in preparation for contract negotiations with nonunion personnel (Town Administrator)

At 8:57 p.m., Chair C. Karlson moved, seconded by L. Anderson, that the Board of Selectmen enter into Executive Session pursuant to Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to collective bargaining with all bargaining units pursuant to the Public Employee Committee (PEC) agreement; pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (2), (3), and (6) to review and consider for potential release the following executive session minutes related to discussing strategy with

respect to litigation *Ordway v. Town of Wayland* pending with the Massachusetts Commission Against Discrimination (MCAD) February 26, 2018, March 6, 2018, May 7, 2018, June 3, 2019, June 26, 2019, July 15, 2019, July 31, 2019, October 15, 2019, June 25, 2020, October 19, 2020, November 23, 2020, December 7, 2020, December 14, 2020, January 4, 2021, January 11, 2021; and pursuant to Massachusetts General Laws Chapter 30A, Section 21, (a) (2) to conduct a strategy session in preparation for contract negotiations with non-union personnel, Town Administrator.

C. Karlson declared that a public discussion of these matters may have a detrimental effect on the litigating, negotiating, or bargaining position of the Town. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson. NAY: none. ABSENT: D. Watkins. ABSTAIN: none. Adopted 4-0.

C. Karlson invited attendance by Assistant Town Administrator John Bugbee, and Management Analyst Jason Adams. C. Karlson announced that the Board would adjourn from Executive Session and not return in open session.

A17. Adjourn. At 9:36 p.m., the Board adjourned from Executive Session and did not reconvene in open session.

Items Distributed for Information and Use by Board of Selectmen during the Meeting of April 26, 2021 otherwise not in Packet

1. Email from Molly Upton re: Dudley Chateau, dated April 25, 2021
2. Draft Meeting Minutes Board of Selectmen Thursday, April 15, 2021
3. Slide deck from the Wayland Energy and Climate Committee re: Update to Board of Selectmen and 3 Year Plan, dated April 2021

Items included in the Agenda Packet during the Board of Selectmen Meeting of April 26, 2021

1. Memorandum to Board of Selectmen, from Teri Hegarty re: Dudley Chateau request for extension for Outdoor Temporary Seating, dated April 23, 2021
2. Application for Outdoor Temporary Seating, from Dudley Chateau, dated April 8, 2021
3. Draft Board of Selectmen Minutes, April 5, 2021
4. Documents Related to Petition for Public Involvement Plan (PIP) for River's Edge Located at 484-490 Boston Post Road, Wayland, Massachusetts to include: • The RAM Interim Status Report 3.30.21• Draft PIP Plan dated 3.18.21
5. Memorandum from B. Gould, CMG Environmental, Inc. to K. Sarson, The Vertex Companies, Inc. re: Public Commentary on 03/18/21 draft Petition for Public Involvement Plan (PIP) for River's Edge located at 484-490 Boston Post Road, Wayland, MA CMG ID 2017-160, dated April 16, 2021
6. Email from B. Gould, CMG Environmental, Inc. to K. Sarson, The Vertex Companies, Inc. cc L. Miller, dated April 16, 2021
7. Email from K. Sarson, The Vertex Companies, Inc. to B. Gould, CMG Environmental, Inc. to cc L. Miller, dated April 19, 2021
8. DRAFT Press Release from Wayland Board of Selectmen re: Select Board / Town Manager Special Act, dated April 26, 2021
9. Email letter of intent from Sophie Simmons, dated March 28, 2021
10. Draft Sample Appointment letters
11. Email from Teri Hegarty to Board chairs re: the appointment process, dated April 21, 2021
12. Flyer, Wayland's Racial Justice Advisory Committee Event: "Community Conversations"
13. Slide deck, from by Favermann Design titled Town of Wayland Community Branding and Wayfinding, dated April 5, 2021
14. Annual Town Meeting Article 10. Fiscal Year 2022 Omnibus Budget
15. Draft of Proposed Capital Budget - Fiscal 2022
16. Draft of Board of Selectmen Goals FY2021-FY2022
17. Link to the 2021 Town of Wayland's Annual Town Meeting Warrant
18. Draft Meeting Minutes Board Of Selectmen Thursday, April 5, 2021

CORRESPONDENCE

1. Correspondence from Henry and Suzanne Stimpson to Board of Selectmen dated April 18, 2021 re: Strongly supporting the proposed Medical Marijuana distribution facility in Town.

2. Correspondence from the Vertex Companies, Inc. to Board of Selectmen dated April 14, 2021 re: Availability for Public comment on Release Abatement Measure Plan and Status Report for River's Edge
3. Correspondence from the 495/MetroWest Partnership to Town Administrator dated April 12, 2021 re: Update on Partnership's work since last report.
4. Correspondence from Eversource Energy to Board of Selectmen dated April 9, 2021 re: Treework and vegetation maintenance activities within the right-of-way within the Community.
5. Correspondence from MWRTA Advisory Board to Board of Selectmen dated April 20, 2021 re: notice of meeting and agenda to be held April 26, 2021 at 11:00 a.m.
6. Correspondence from Toni Ivers to Board of Selectmen dated April 7, 2021 re: Concern regarding PFAS in the Town's Drinking Water Supply.
7. Correspondence from Town Administrator's Office to Resident Toni Ivers dated April 23, 2021 re: Response to her concern regarding PFAS in the Town's Drinking Water Supply
8. Correspondence from Rebecca Warner to Board of Selectmen dated April 19, 2021 re: Opposition to playing fields and parking at Loker Conservation Area.



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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

DRAFT Meeting Minutes
BOARD OF SELECTMEN
Thursday, April 29, 2021
3:45 p.m.
Wayland Town Building
Council on Aging Room
41 Cochituate Road, Wayland, MA

Note: In compliance with the March 12, 2020 Massachusetts Office of the Governor's Order Suspending Certain Provisions of the Open Meeting Law M.G.L. Chapter 30A, Section 20, this meeting of the Board of Selectmen was live streamed on local broadcast on the WayCAM Government Channel and open to the public to view and participate via Zoom. No in-person attendance of members of the public was permitted. Public Comment was available by both telephone and Zoom during the designated time.

Attendance: Lea T. Anderson, Mary M. Antes, Cherry C. Karlson, David V. Watkins. The Board participated remotely by video-teleconferencing via Zoom and WayCAM.

Absent: Thomas J. Fay

Also Present: Management Analyst Seath Crandall.

A1. Call to Order by Chair, Review the Agenda for the Public At 3:48 p.m., C. Karlson called the meeting of the Board of Selectmen to order when a quorum was present and reviewed the agenda. C. Karlson announced that the meeting would be broadcast and recorded by WayCAM in compliance with revised Open Meeting Law requirements and announced by full name each Board member who was present. C. Karlson announced that no in person attendance by members of the public would be permitted, and reviewed the procedure to provide public comment via Zoom.

A2. Announcements and Public Comment M. Antes reminded residents about a virtual Candidates Night event hosted by the League of Women Voters, to be held on April 29 at 7:00 p.m. There was no Public Comment.

A3. Committee Appointments: Interview and potential vote to appoint:

Committee	Potential Appointee	Term End Date
Human Rights, Diversity, Equity & Inclusion Committee	Karen Blumenfeld	Terms to be decided.
	Kylie Byrne (S)	
	Adrienne Correia (S)	Term dates for voting members include:
	Isabella Donovan (S)	
	Dovie King	
	Richard Lee	June 30, 2022 (3)
	Jenny Levine	June 30, 2023 (3)
	Janot Mendler De Suarez	June 30, 2024 (3)
	Ingrid Palacios	Term dates for non-voting members include:
	Heather Pineault	
Jessica Schendel		
Jane Sciacca	June 30, 2022 (2)	
Yamini Ranjan	June 30, 2023 (2)	
Yauwu Tang	June 30, 2024 (3)	
Isabel Xue (S)		

*Comprising of:
9 Voting members
7 non-voting members
(2 of which shall be student members)

(S) indicates student

**Some applicants listed will be interviewed at a later date

C. Karlson announced that the Board would interview eight candidates for the Human Rights, Diversity, Equity, and Inclusion Committee (HRDEIC) at this meeting and the remaining seven candidates at the next meeting. The Board would take action to appoint at the next meeting.

Candidates joined the Board in three time slots. All candidates joined the meeting by video-teleconference. The first group included candidates Jane Sciacca, Richard Lee, and Ingrid Palacios. The second group included candidates Karen Blumenfeld, Jessica Schendel, and Jenny Levine. The third round of interviews included candidates Yauwu Tang and Janot Mendler De Suarez.

C. Karlson welcomed each candidate and introduced the Board. Each candidate talked about their interest in being appointed to the HRDEIC and how their experiences qualify them for the position. The Board interviewed the candidates, asking about their approach to developing programs, setting policy, gathering data to assess Wayland's needs, and how to manage philosophical differences among committee members.

C. Karlson asked each candidate of their interest in being appointed to a voting slot or non-voting slot on the HRDEIC. The Board thanked the candidates for applying.

A4. Topics Not Reasonably Anticipated by the Chair 48 Hours In Advance, If Any There were none.

A5. Adjourn. At 5:31 p.m., D. Watkins moved, seconded by M. Antes, to adjourn the meeting. Roll Call Vote: YEA: L. Anderson, M. Antes, C. Karlson, D. Watkins. NAY: none. ABSENT: T. Fay. ABSTAIN: none. Adopted 4-0.

Items Distributed for Information and Use by Board of Selectmen during the Meeting of April 29, 2021 otherwise not in Packet

There were none.

Items included in the Agenda Packet during the Board of Selectmen Meeting of April 29, 2021

1. Resume and Letter of Interest for HRDEI Committee from Richard Lee
2. Resume and Letter of Interest for HRDEI Committee from Ingrid Palacios
3. Resume and Letter of Interest for HRDEI Committee from Jane Sciacca
4. Resume and Letter of Interest for HRDEI Committee from Karen Blumenfeld
5. Resume and Letter of Interest for HRDEI Committee from Jenny Levine
6. Resume and Letter of Interest for HRDEI Committee from Jessica Schendel
7. Resume and Letter of Interest for HRDEI Committee from Janot Mendler de Suarez
8. Resume and Letter of Interest for HRDEI Committee from Yauwu Tang

BOARD OF SELECTMEN
Monday, May 10, 2021
6:00 p.m.
Wayland Town Building
41 Cochituate Road, Wayland, MA

CONSENT CALENDAR

1. Vote the question of designating and approving signing authority to Louise Miller, Town Administrator on items listed below.
2. Vote the question of approving and signing the weekly payroll and expense warrants.
3. Vote the question of accepting, with thanks, a gift in the amount of \$16,790.00 from the Wayland Public Schools Foundation for the purpose of contributing to the purchase of playground equipment at Claypit Hill School
4. Vote the question of accepting, with thanks, a gift in the amount of \$9,041.00 from the Wayland Public Schools Parent Teacher Organization, Inc for the purpose of contributing to the purchase of playground equipment at Claypit Hill School
5. Vote the question of approving and signing Task Order no. 2 for Contract #19-1062 with BETA Group for bidding and construction process services for the Happy Hollow and Claypit Hill Schools Playground Project.

PUBLIC DOCUMENTS PROVIDED TO THE BOARD OF SELECTMEN FROM MAY 3, 2021 THROUGH AND INCLUDING MAY 9, 2021 OTHERWISE NOT LISTED AND INCLUDED IN THE CORRESPONDENCE PACKET FOR MAY 10, 2021

Items distributed to the Board of Selectmen for discussion during May 3, 2021 Meeting otherwise not in Packet

1. Memorandum from Town Administrator to Board of Selectmen dated May 3, 2021 re: PFAS Response Update
2. PFAS Compliance Action Plan submitted by Tata & Howard to Town of Wayland dated April 30, 2021
3. PFAS Decisions Flowchart as prepared on May 3, 2021
4. Supplemental Memorandum from Public Works Director to Town Administrator dated May 3, 2021 re: PFAS Action Plan – Questions & Answers
5. Housing Certification Letter to MA Department of Housing and Community Development for Housing Development Plan of River's Edge Project located at 490 Boston Post Road

Items included as part of the Agenda Packet for discussion during the May 10, 2021 Board of Selectmen Meeting(s)

1. Article 10. Fiscal Year 2022 Omnibus Budget
2. Draft Motion for Article 10 Motion 2 for Capital Budget dated May 6, 2021
3. Link to 2021 Annual Town Meeting Warrant
4. Memorandum from Wayland Interim Police Chief to Town Administrator dated May 3, 2021 re: Parking for Town Meeting
5. Memorandum from Town Administrator's Office to Town Officials dated May 7, 2021 re: Town Meeting Handout Procedure
6. Board of Health COVID-19 Case Update as of April 30, 2021
7. Permanent Municipal Building Committee Status report dated April 28, 2021 re: Loker Turf Field Construction
8. Memorandum from Town Administrator and Interim Police Chief dated May 10, 2021 re: Police Reform Law Update
9. Legal Bulletin from Massachusetts Association of Chiefs of Police re: Police Reform Municipal Agency Action Items.
10. Draft Police Policy and Procedures as prepared by Wayland Interim Police Chief
11. Outdoor Temporary Service License Application for the Dudley Chateau Restaurant
12. Departmental Report from the Council on Aging dated May 2021
13. Departmental Report from Youth and Family Services dated May 2021
14. Departmental Report from Recreation Department dated May 2021
15. State Reclamation and Mosquito Control Board Municipality Opt-Out overview process and Opt-out Application
16. Draft Board of Selectmen Policy on Signs and Sign Boards within Town
17. Department of Public Works Sign up form for Town Bulletin Boards AKA Sign Boards
18. Links to Human Rights, Diversity, Equity and Inclusion (HRDEI) Committee's Charge and Letters of Interest and Resume of all Applicants
19. Draft Board of Selectmen Minutes of April 26, 2021
20. Draft Board of Selectmen Minutes of April 29, 2021

BOARD OF SELECTMEN
Monday, May 10, 2021
6:00 pm
Wayland Town Building
Council on Aging Room
41 Cochituate Road, Wayland, MA

CORRESPONDENCE

1. Correspondence from Town Selectmen's Office to Board and Committee Chairs dated May 4, 2021 re: Upcoming deadline for 2021 Annual Reports
2. Correspondence from Town Selectmen's Office to Elements Massage Wayland dated May 4, 2021 re: Request for Aid Response
3. Correspondence from Paul Dale to Board of Selectmen dated May 3, 2021 re: Concern regarding the Synthetic Turf at Loker.
4. Correspondence from Gretchen Dresens dated May 3, 2021 re: Concern regarding Bus Parking at 195 Main Street.