

PACKET

May 24

2021



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TOWN ADMINISTRATOR
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www.wayland.ma.us

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN

THOMAS J FAY
ADAM G GUTBEZAHL
CHERRY C KARLSON
CAROL B MARTIN
DAVID V WATKINS

BOARD OF SELECTMEN
Monday, May 24, 2021
7:00 p.m.
Wayland Town Building
Council on Aging Room
41 Cochituate Road, Wayland, MA

Proposed Agenda

Note: Items may not be discussed in the order listed or at the specific time estimated. Times are approximate. The meeting likely will be broadcast and videotaped for later broadcast by WayCAM.

*In compliance with the revised Open Meeting Law requirements, we will live stream the meeting via Zoom as well as WayCAM. The Zoom meeting can be entered using the following link:

<https://zoom.us/j/95721725414?pwd=RVVkcG9qMXRVcXNlc1pMWVRXY1JLQT09>

Password: 346818

The meeting may be viewed live on the WayCam Government Channel (Comcast 9, Verizon 38). Public Comment will be received either through Zoom** or by phone at 508-358-6812 for this meeting. The phone number will be active during the public comment portion of the meeting. Thank you in advance for your patience; we intend to address all calls that come in during the Public Comment period.

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

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

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

- 7:00 pm 1. Call to Order, Review Agenda for Public
- 7:03 pm 2. Announcements and Public Comment
- 7:15 pm 3. Organization of the Board
- 1) Discussion and vote to elect Chair and Vice Chair/Clerk
 - 2) Board Liaison Roles: review and discuss liaison role and assignments for 2021-2022
 - 3) Assign and vote responsibility for reviewing/tracking minutes and executive session minutes
 - 4) Governance Guidelines: review and update as needed, vote to reissue
 - 5) Meeting schedule
- 8:00 pm 4. Code of Conduct: Volunteer conduct; HR manager, Personnel Board and Board of Selectmen roles

BOARD OF SELECTMEN
Monday, May 24, 2021
7:00 p.m.
Wayland Town Building
41 Cochituate Road, Wayland, MA

- 8:15 pm 5. Annual Town Meeting: follow up on Town Meeting, review next steps for Articles, discuss time tables
 1) Staff work
 2) Relation to Board Goals; Prioritization
 3) Annual Town Meeting 2022
- 8:45 pm 6. Fiscal Year 2021 Budget: third quarter budget report; year-end projections, potential year end budget position and related transfers
- 9:00 pm 7. Town Administrator update
- | | |
|---|--|
| <ul style="list-style-type: none"> a. COVID-19 Update b. School Bus Parking Update c. River’s Edge update d. Per- and polyfluoroalkyl substances (PFAS) update e. Restaurants - permission for outside dining after the State of Emergency expires; installation at Town Center (Complete Streets grant) | <ul style="list-style-type: none"> f. Outdoor Service License Application for Dudley Chateau; potential vote of Board of Selectmen g. Memorial Day Service by Public Ceremonies Committee h. RHSO – Housing update i. Police Chief Search j. Oxbow Field Update |
|---|--|
- 9:30 pm 8. Route 20 Corridor: beginning discussion of scope of work, potential zoning changes and possible funding sources
- 9:40 pm 9. Town Administrator Contract: announcement of terms effective September 1, 2020
- 9:50 pm 10. Minutes –May 3, May 10, May 15 and May 16, 2021 ; review and vote to approve

Executive Session minutes – vote to release with redactions the 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			

Executive Session minutes – vote to release with redactions the 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
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BOARD OF SELECTMEN
Monday, May 24, 2021
7:00 p.m.
Wayland Town Building
41 Cochrane Road, Wayland, MA

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	

9:55 pm 11. Consent: review and vote to approve

10:00pm 12. Correspondence

10:05pm 13. Selectmen's Reports and Concerns

10:10pm 14. Topics not Reasonably Anticipated 48 hours in advance, if any

10:15pm 15. Adjourn



TOWN OF WAYLAND

BOARD OF SELECTMEN

POLICIES AND PROCEDURES

This document represents the compilation of policies and procedures used by the Board of Selectmen in the conduct of its duties as described in law and as a guide in the performance of other customary practices of a municipal governing board. It supersedes any prior publication of these policies, either individually or collectively, in the form of the so-called "Selectmen's Policy Manual." To the extent the policies have been revised, the history of Selectmen action when known is footnoted. Future amendments will be so noted and appropriate pages replaced. A copy of this document is posted on the Selectmen's page of the Town of Wayland website and is available for public inspection in the Selectmen's Office in Town Building during regular business hours.

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Wayland Board of Selectman

Board Description and Guiding Principles

The Board of Selectmen is a five-member, non-partisan governing board that acts as the principal policy-making authority of the town. Members are elected to staggered, three-year terms. Each year at the first meeting following the conclusion of the Annual Town Meeting, the Board elects a chair who approves the agenda for Board meetings, conducts its meetings, and is the primary spokesman for the Board. The Board also elects a vice-chair, who acts in the temporary absence of the chair and also serves as clerk of the Board.

The oath of office binds each Selectman to adhere to the laws of the Commonwealth and Town bylaws; and each Selectman recognizes Board policies. The Board exercises general supervisory authority over all matters not specifically delegated by law or by vote of the town to another officer or board. Overall, the Board has broad responsibility for the safety and well-being of the town. Each member recognizes that the chief function of local government is to serve the best interests of all of the people at all times.

Members represent the Town of Wayland at all times. The Board's duties are outlined in the Town's bylaws and include the following major duties and responsibilities:

1. To provide leadership for the town.
2. To develop, articulate, and implement policies to steer the town government as applicable under the Town's bylaws.
3. To sign or veto items on warrants for payment of all town bills.
4. To make appointments to town boards, committees, commissions and offices.
5. To hire professional administrative assistance.
6. To appoint and retain legal counsel and direct the legal affairs of the town.
7. To prepare the Town Meeting warrant, including ordering of articles.

The Board conducts the affairs of the town by upholding the following guiding principles through the words and actions of individual members and as a public body:

- **Each member is integral to the effectiveness of the entire board.**

The Board provides leadership as a team. Therefore, each member agrees to conduct him/herself so as to maintain public confidence in our local government,

demonstrating at all times respect for the office and for the citizens who are represented and conducting official business in such a manner as to give the clear impression that he or she cannot be improperly influenced in the performance of his or her official duties. Selectmen shall share information regarding town matters with the entire Board and with members of other committees who may be seeking help or relevant information. Each member will treat all colleagues on the Board with respect, despite differences of opinion on matters of policy, always remembering that respectful debate does not preclude honest differences of opinion. Board members will exercise care to clearly state in any individual statements contrary to Board policy that the opinion is that of the individual member and not representative of the Board.

- **Selectmen recognize the role and relationship of Town Administrator and administrative staff.**

The Board will work to effectively support the ordinary business of town offices. The Town Administrator is the conduit between the Board and each Selectman and town departments. Each member recognizes and supports the role of the Board and the administrative chain of command and refuses to act on complaints as an individual outside of the Board and administration. Each member channels all requests for assistance or staff support from Town departments through the Board and the Town Administrator. Each member shall treat all staff as professionals and respect the abilities and experience of each individual. Members shall never publicly criticize an individual employee or a department; concerns about staff performance should only be made to the Town Administrator through direct communication.

- **Authority is limited to actions taken by the Board as a whole.**

The power of the Board is invoked only when action is taken by a quorum at a duly posted meeting. No individual Selectman has authority to act on behalf of the Board, unless the Board has granted such specific authority, and no member should represent him/herself as having individual authority or influence to governmental bodies or the public.

- **Selectmen make decisions based on information received and discussion held at Board meetings.**

Board members make decisions only after all relevant facts on an issue have been presented and discussed in formal session. Selectmen respect that each member is entitled to his or her viewpoint and opinion. The Board makes decisions by considering the needs of the town and for the good of the entire community.

- **Board members abide by decisions of the Board.**

Action taken at official meetings is binding. Each member abides by decisions of the Board made at a duly posted meeting, even when such decisions are contrary to an individual member's vote.

- **Members respect the intent of and deliberations conducted in executive session.**

Executive session is held only in particular circumstances to protect the interests of the Town or individuals' privacy as provided in state law. The content of the proceedings is privileged. Members pledge to uphold the intent of executive session, to respect the privileged communication that exists in executive session, and to safeguard confidential information. Statements uttered, sentiments expressed, information shared, and actions taken in executive session shall not later be discussed in an open meeting or publicly or privately with non-members who were not present in the executive session.

Adopted on July 15, 1997; revised on July 9, 2007; revised and restated on October 13, 2010; revised and restated on June 11, 2012; revised and restated on June 5, 2013; revised and restated on July 27, 2015.

<p style="text-align: center;">Board of Selectmen Liaison Assignments for September 2020 through Annual Town Meeting 2021</p>
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Mary Antes - term expires 2021

Community Preservation Committee
Council on Aging
Historic District Commission
Historical Commission
Housing Authority
Housing Partnership
Municipal Affordable Housing Trust
Senior Property Tax Relief Committee

Lea Anderson - term expires 2021

Board of Assessors
Energy and Climate Committee
Permanent Municipal Building Committee
School Committee
Surface Water Quality Committee
Zoning Board of Appeals

Tom Fay - term expires 2022

Board of Public Works
Conservation Commission
Economic Development Committee
Planning Board
Youth Advisory Committee

Cherry Karlson - term expires 2023

Finance Committee
Personnel Board
River's Edge Advisory Committee
Wastewater Management District Commission

Dave Watkins - term expires 2023

Audit Committee
Board of Health
Board of Library Trustees
Cable Advisory Committee
ELVIS Committee
Local Emergency Planning Committee
Recreation Commission

<p style="text-align: center;">Board of Selectmen Liaison Assignments for June 2021 through Annual Town Meeting 2022</p>

Tom Fay - term expires 2022

Board of Public Works
Conservation Commission
Council on Aging
Design Review Advisory Board
Economic Development Committee
Planning Board

Adam Gutbezahl - term expires 2024

Board of Assessors
Cultural Council
Energy and Climate Committee
Human Rights, Diversity, Equity and Inclusion Committee
Permanent Municipal Building Committee
Youth Advisory Committee
Zoning Board of Appeals

Cherry Karlson - term expires 2023

Audit Committee
Finance Committee
Personnel Board
Public Ceremonies Committee
School Committee
Wastewater Management District Commission

Carol Martin - term expires 2024

Community Preservation Committee
Historic District Commission
Historical Commission
Housing Authority
Housing Partnership
Municipal Affordable Housing Trust
Senior Property Tax Relief Committee
Surface Water Quality Committee

Dave Watkins - term expires 2023

Board of Health
Board of Library Trustees
Cable Advisory Committee
ELVIS Committee
Recreation Commission
Remote Participation at ATM (*proposed committee*)

**TOWN OF WAYLAND
GOVERNANCE GUIDELINES FOR
THE BOARD OF SELECTMEN AND
APPOINTED BOARDS, COMMITTEES, COMMISSIONS
REVISED: JUNE 11, 2018**

1.0 Volunteer Appreciation

The Board of Selectmen thanks the members of all Boards, Committees and Commissions for giving their valuable time and effort to the improvement of the Wayland community.

2.0 Authority and Purpose of These Guidelines

The Wayland Board of Selectmen adopts these Guidelines for the governance of the Board of Selectmen and its appointed Boards, Committees and Commissions, referred to in this document as "public bodies". It is understood that elected public bodies including the Board of Assessors, Board of Health, Library Board of Trustees, Board of Public Works, Planning Board, Recreation Commission and School Committee possess independent authority to adopt these or separate Governance Guidelines consistent with law.

The purpose of these Guidelines is to promote among the Town's public bodies decision-making that is open, thoughtful, fact-based, respectful and fair, in compliance with Town bylaws and with all state and federal laws.

The Board of Selectmen will review, revise and distribute the Guidelines annually.

3.0 Organization

3.1 Annual Organization Meeting: The Board of Selectmen will elect a chair at the first meeting following the conclusion of Annual Town Meeting. Other appointed public bodies must organize annually after Annual Town Meeting, no later than July 15th or as otherwise required. Public bodies will elect a Chair and any other necessary officers such as a Vice-Chair or Co-Chair, Clerk and Assistant Clerk.

3.2: Assignment to Department: Each public body will be assigned to a department of the Town which will provide a secure location to maintain minutes and records.

3.3: Responsibilities under Charge and Local and State Law: Each appointed public body will conduct its business under a Town by-law, state statute or under a charge adopted by the Board of Selectmen.

These guidelines are superseded when in conflict with any federal or state law or Town By-Law. Please contact the Town Administrator whenever there is any uncertainty about appropriate procedure.

3.4 Annual Reports: Under Chapter 53 of the Town Code, all boards, commissions, committees, officers and agents of the Town shall submit a report to the Selectmen, not later than September 30 after the end of each fiscal year for publication each December in the Annual Town Report. The Selectmen shall notify all officers and agents of the Town and the Chairs of all boards, commissions and committees of the final date for submitting such reports for publication. This notice shall be given by letter mailed or emailed in May of each year. If an appointed board, commission or committee of the Town, other than those created under the General Laws of the Commonwealth, does not submit its written report on or before such final date for publication in the Annual Town Report, it shall be dissolved, except in such instances where the creating vote specifically provides that it is to report at longer given intervals, or unless the Town at the next annual Town meeting, by vote naming the board, commission or committee, continues it in existence.

3.5 Rules of Procedure and Voting: Public bodies must establish a quorum before any meeting is called to order. Each public body may establish rules of procedure and voting consistent with local, state and federal law. The rules of procedure should include when public comment may be allowed by the Chair.

3.6 Advisory Committees: The Board of Selectmen may appoint advisory committees for a specific purpose under a temporary charge.

4.0 Role of Members: A member of any public body will:

1. Respect the role of the Chair in setting agendas and facilitating meetings.
2. Respect decisions of the public body and recognize that members take action as part of a public body and may not conduct Town business independently of the public body except as authorized by a vote of the public body.
3. Recognize that action at an official legal meeting is binding and that an individual member cannot bind the public body outside of such meeting.
4. Not make statements or promises about how he / she will vote on matters that come before the public body until he / she has had an opportunity to hear the pros and cons of the issue during the body's public meeting.
5. Uphold the intent of Executive Sessions and respect the privileged communication that exists in Executive Session, holding it in confidence.
6. Assume a high level of integrity, striving toward fact - based and objective public statements and deliberations. Make decisions only after all facts on a question have been presented and discussed.
7. As a general rule, work with Town staff at the direction of the public body so that Town staff are not subject to conflicting direction.

These guidelines are superseded when in conflict with any federal or state law or Town By-Law. Please contact the Town Administrator whenever there is any uncertainty about appropriate procedure.

8. If appointed by a majority of the public body, serve as a liaison to other public bodies.
9. Fulfill any training the Board of Selectmen may require so members can effectively fulfill their duties. Training may be provided at Town Building, over the internet, or may require out of Town travel or require multiple sessions. Whenever training is required by the Town so that a volunteer can serve on a public body, the Town will pay for the costs of tuition and travel. All such costs must be approved in advance by a Department Head before the costs are incurred.
10. Be sworn in by the Town Clerk or Assistant Town Clerk after appointment or election and submit a letter of resignation to the Office of the Town Clerk when no longer willing or able to serve. New members of public bodies cannot vote until sworn in by the Town Clerk or Assistant Town Clerk. If a member wishes to resign before the end of a term he or she must submit to the Office of the Town Clerk a signed letter of resignation. The resignation is effective upon receipt by the Office of the Town Clerk unless a different date is specified. Upon expiration of a term, appointed members will continue to hold office until a successor is appointed.

5.0 Role of Chair and Vice Chair: The Chair will set meeting agendas, convene all meetings, and execute documents as authorized by the public body. The Chair will act only under authority provided by a quorum of the public body. The Chair will serve as the public body's primary contact with Town staff. As a general rule, the Chair will solicit the opinions of all members prior to stating his or her personal opinion on any agenda item before the public body. The Chair will be responsible for ensuring the proper preparation and disposition of all minutes under the Open Meeting Law. The Vice Chair will fulfill the duties of the Chair in his or her absence.

6.0 Role of Clerk: Although Town staff may record minutes for some public bodies, the public body is encouraged to elect a Clerk or individual member who takes responsibility for ensuring minutes are recorded, created and submitted for approval and filed along with supporting documents as a permanent record in the office of the assigned Town department.

6.0 Open Meeting Law

6.1 Requirement to comply with the Open Meeting Law: Public bodies must comply with all parts of the Open Meeting Law. Public bodies subject to the Open Meeting Law include any sub-committee of two or more members assigned by a public body to conduct business. Please refer to the MA Attorney General's Open Meeting Law Guide which is available on the Town website and through the Wayland Town Clerk and includes the following information important for members to know:

1. Definition of a public body
2. Definition of a meeting / 5 exceptions to the definition

These guidelines are superseded when in conflict with any federal or state law or Town By-Law. Please contact the Town Administrator whenever there is any uncertainty about appropriate procedure.

3. Definition of a meeting quorum
4. Requirements for posting meetings
5. Ten legal purposes for executive sessions
6. Requirements to allow remote participation
7. Required public participation.
8. Required records for open and executive sessions
9. Open Meeting Law complaint process

Determinations by the Attorney General that the public body was found in violation of the Open Meeting Law over the past five years.

The Town Administrator is available to provide or obtain assistance on Open Meeting Law questions. You may also contact the Division of Open Government at (617) 963-2540 or e-mail openmeeting@state.ma.us.

- Please see the attached Public Bodies' Checklist for requirements for posting meetings.
- Please see the attached allowable reasons for conducting an Executive Session. You are encouraged to call the Town Administrator before posting an Executive Session to review the requirements who will refer questions to Town Counsel if required.

6.2 Meeting Notices: All public bodies must comply with the Open Meeting Law, including but not limited to filing meeting agendas with the Town Clerk at least 48 hours in advance of the meeting. Saturdays, Sundays and legal holidays are excluded in the calculation of the 48 hours. The agenda may be filed with the Town Clerk in person or e-mailed to the Town Clerk at Townclerk@wayland.ma.us. Agendas must be received by the Town Clerk at least 30 minutes before the end of business in order to be posted the same day. Agendas received after the close of business will not be posted until the next day. Please contact the Town Clerk's office if you have a late filing. The agenda must include a list of topics that is sufficiently specific to reasonably inform the public of the items to be discussed at the meeting. The agenda must also include any Executive Sessions planned, citing one of the 10 legal purposes for calling an executive session. Depending upon specific circumstances and the legal purpose of the Executive Session, the Executive Session notice must include specificity with regard, for example, the name of a matter of litigation, the name of a collective bargaining unit, or identification of parcels of land. Whenever in doubt, the Chairs of public bodies are encouraged to consult with Town Counsel through a request to the Town Administrator for appropriate language for meeting notices for Executive Sessions.

6.3 Revised Agendas: If an agenda item is received by the Chair within 48 hours of a posted meeting, and the agenda item could not be reasonably anticipated by the Chair more than 48 hours before the meeting, the Chair may revise the posted agenda to include the new agenda item. It is preferred that agendas are revised only when the agenda item arises because of an emergency, which is defined as a sudden and generally unexpected occurrence or set of circumstances, demanding

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immediate action. All other matters should be heard at a later meeting of the public body. If you are filing a revised agenda it should be marked "REVISED" with the date and any changes or additions should be highlighted.

6.4 Requirement for Meeting Minutes: The Open Meeting Law requires public bodies to create and approve minutes in a timely manner. The Public Records Law requires that existing minutes be made available to the public within 10 days upon request, whether these minutes have been approved or are in draft form. Materials or other exhibits used by the public body in an open meeting must also be made available to the public within 10 days of request. Minutes of all staffed public bodies will be posted to the website by departmental staff. Minutes of all other public bodies will be emailed to townclerk@wayland.ma.us to be posted on the Town website.

6.5 Contents of Minutes: Minutes must include the name of the public body, the date, time, and place of the meeting, the names of members present and absent, the names of staff present, and the substance of all discussion including all subjects acted upon or heard. Minutes must include a full and complete record of all motions proposed for vote and will include the exact vote, the names of the mover and the seconder for each motion, and the names of those voting against each motion. Although a verbatim record of meetings is not required, the Open Meeting Law requires that the minutes include a summary of the discussion of each subject containing enough detail and accuracy that a member of the public who did not attend the meeting could read the minutes and have a clear understanding of what occurred. A list of all documents used by the public body must be included in the minutes.

- Please see Public Body Checklist on Minutes for more detailed requirements for meeting minutes.

6.6 Draft Minutes: Once created, draft regular meeting minutes are a public record available to the public, even if the minutes have not been presented at a meeting.

6.7 Executive Session Minutes: Minutes must be created for all Executive Sessions. Executive Session Minutes must not be released to the public until the reason for calling an Executive Session has ended, after which Executive Session Minutes must be reviewed and voted for approval and release by the public body.

6.8 Recording of Meetings: Any member of the public has the right to make an audio or video recording of an open session of a public meeting, but must notify the Chair before recording. The Chair must inform attendees of any such recording at the beginning of the meeting including that that the meeting will be broadcast on the Way-Cam government access channel. The Chair may impose reasonable requirements regarding audio or video equipment so recording does not interfere with the meeting.

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6.9 Public Participation: Under the Open Meeting Law, the public is permitted to attend open meetings of public bodies. The public is excluded from an executive session that is called for a valid legal purpose cited in the agenda. The amount of time a member of the public will be allowed to speak to a public body will be determined at the discretion of the Chair. While the public is permitted to attend an open meeting, an individual may not address the public body without permission of the Chair. An individual is not permitted to disrupt a meeting of a public body, and at the request of the Chair, all members of the public will be silent. If after clear warning, a person is disruptive, the Chair may order the person to leave the meeting, and if the person does not leave, the Chair may authorize a police officer to remove the person.

6.10 Remote Participation at Meetings: The Town of Wayland permits remote participation. Members of Town boards and committees may participate and vote by teleconference, audio-conference or other means that allows all persons present, including the audience and the member participating remotely, to hear the proceedings. Under state regulation, remote participation is allowed if physical attendance by a member of a public body is unreasonably difficult.

All votes taken at such meetings where a member participates remotely must be taken by roll call vote and a quorum of members must otherwise be present, not including the remote participant. No remote participant may chair a meeting.

6.11 Open Meeting Law Complaint Process: Individuals who allege a violation of the Open Meeting Law must first file a complaint with the public body alleged to have violated the OML within 30 days of the date of the violation or the date the complainant could have reasonably known of the violation. The full complaint process, including the required response of the public body to the complainant within 14 days of receipt of the complaint is included in the Attorney General's Open Meeting Law Guide. Please provide a copy of all Open Meeting Law complaints to the Town Administrator's Office.

Within 14 business days of the date on which the complaint was filed, the public body must review the complaint and send to the Attorney General's Office (AGO) a copy of the complaint along with a description of any action taken to resolve the issue that was raised by the complaint. Within seven business days of the date that the complaint was filed, the public body may request additional information from the person making the complaint if necessary to resolve the complaint. The person making the complaint shall provide the additional information to the public body within 10 business days, and the public body shall have 10 additional business days (total 24 business days from the date complaint was originally filed) to act on the complaint and notify the AGO.

The public body may request additional time to consider taking remedial action and must make that request in writing to the AGO, to the Attention of the Director of the Division of Open Government. The AGO may, at its discretion, grant additional time

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to the public body if it determines there is a showing of good cause to grant the extension.

7.0 Use of E-Mail to Conduct Business

7.1 E-Mail and Public Records Law: E-mail communication created or received by a member of a public body while acting in his or her capacity as a member of the public body, is considered a public record and is subject to a public records request under the Public Records Law even if the e-mail is received by or created on a private computer or sent to only one individual. The Town will assign e-mail addresses to all members of appointed and elected boards and committees which must be used for all town business to avoid violations of the Public Records Law.

7.2 E-Mail and Open Meeting Law: Whenever one member of a public body uses e-mail to discuss the public body's business (except for administrative matters such as scheduling and the transmission of documents) with a quorum of the members, it constitutes "deliberation" and is in direct violation of the Open Meeting Law. E-mail communication between less than a quorum of a public body is also in violation of the Open Meeting Law if the e-mail between less than a quorum of members is later forwarded to or discussed with additional members outside of a public meeting, thus unintentionally creating a quorum.

7.3 Board of Selectmen Guideline on E-Mail: To avoid violations of the Open Meeting Law and the Public Records Law, it is preferred that e-mail between members of the Town's public bodies be restricted to scheduling meetings and distribution of agendas, documents and reports. E-mails between members of public bodies should never contain any statement that is an opinion of any member.

8.0 Code of Ethics and Code of Conduct

8.1 Code of Ethics: All members of public bodies are sworn in by the Town Clerk to uphold all state and local laws applicable to the public body's jurisdiction. Members must comply with the state ethics law (MGL Chapter 268A) regarding the conduct of public officials. Members must complete required ethics training and on-line tests. A member is required under the law to not vote on any matter in which the member or an immediate family member has a financial interest. Members are encouraged to recuse themselves if there is an "appearance" of a conflict of interest.

8.2 Standard of Conduct: All members will treat the public, applicants before the public body, Town employees and other members with respect and courtesy. The members and Chair of a public body should take time to listen to individuals speaking to the body. The Chair should make sure members of the public who are present also accord those speaking with respect and an opportunity to be heard uninterrupted.

These guidelines are superseded when in conflict with any federal or state law or Town By-Law. Please contact the Town Administrator whenever there is any uncertainty about appropriate procedure.

8.3: Absences: The absence without appropriate explanation of any member of an appointed body from a majority of meetings held over a one year period or from three consecutive meetings may serve to vacate the office. The decision to recommend that the office be vacated will be made by a majority vote of other members of the public body and then transmitted to the Board of Selectmen.

8.4 Members are Bound by Applicable Personnel Policies and Law: Members of public bodies, when acting in their official capacity, are subject to any applicable state law and Town policies including those prohibiting sexual harassment, discrimination and workplace violence. Any allegation of misconduct made by the public, Town staff or a fellow member will be reported immediately to the Town Administrator.

8.5 Litigation against Town by a Member of an Appointed Public Body: An appointed member of any appointed public body may be temporarily suspended by the Board of Selectmen during a lawsuit filed by the member against the Town in a court of competent jurisdiction in the state of MA.

8.6 Removal under this Section: The Board of Selectmen, under such procedures it may adopt, may remove a member from an appointed public body for violations of this section.

9.0 Town Meeting and Public Bodies: Upon a majority vote, public bodies may sponsor and submit to the Board of Selectmen articles for the Board's consideration for inclusion in Annual and Special Town Meeting warrants. Articles submitted by committees that are advisory to the Selectmen shall be submitted and sponsored by the Board of Selectmen.

10.0 Policy on Legal Services

All requests for legal opinions will be made through the Town Administrator under the Board's policy on legal affairs of the Town.

SUPPLEMENTAL DOCUMENTS REFERENCED ABOVE:

- 1) Checklists for Public Bodies
- 2)MGL 30 A, Section 21 (a): 10 Allowable purposes for entering executive session.

Other policies relevant to the work of public bodies are posted on the Board of Selectmen's website.

DATE OF ADOPTION / AMENDMENT: -June 11, 2018

These guidelines are superseded when in conflict with any federal or state law or Town By-Law. Please contact the Town Administrator whenever there is any uncertainty about appropriate procedure.

Public Body Checklist for Posting a Meeting Notice

Issued by the Attorney General's Division of Open Government – September 25, 2017

Notice Contents

- The notice contains the date, time, and location of the meeting. G.L. c. 30A, § 20(b).
- If the meeting is a joint meeting of several public bodies, the names of all bodies meeting are listed at the top of the notice.
- The notice contains all of the topics that the chair reasonably anticipates will be discussed at the meeting. The topics are sufficiently specific to reasonably advise the public of the issues to be discussed at the meeting, including executive session topics. G.L. c. 30A § 20(b); 940 CMR 29.03(1)(b).
- The notice is printed in a legible, easily understandable format. G.L. c. 30A, § 20(b).
- The date and time that the notice is posted is conspicuously recorded on or with the notice. 940 CMR 29.03(1)(d). If the notice is amended within 48 hours of a meeting, not including Saturdays, Sundays, and legal holidays, then the date and time that the meeting notice is amended must also be conspicuously recorded on or with the notice. 940 CMR 29.03(1)(d).

Notice Publication

- The notice is published at least 48 hours before the meeting, not including Saturdays, Sundays and legal holidays. G.L. c. 30A, § 20(b).
- The notice is posted with the proper authority:
 - Local public bodies – Filed with the municipal clerk, who must post it in a location conspicuously visible to the public at all hours in or on the municipal building where the clerk's office is located, or to the municipal website if adopted by the municipality as the official method of posting notices. G.L. c. 30A, § 20(c); 940 CMR 29.03.
 - State public bodies – Posted to a website, and a copy sent to the Secretary of State's Regulations Division. G.L. c. 30A, §20(c).
 - Regional public bodies – Posted in every municipality within the region, unless the public body has adopted an alternative notice posting method. G.L. c. 30A, § 20(c); 940 CMR 29.03.
 - County public bodies – Filed with the office of the county commissioners and a copy of the notice is publicly posted in a manner conspicuously visible to the public at all hours in such place or places as the county commissioners shall designate for the purpose, unless the county has adopted its website as the official method for posting notices. G.L. c. 30A, § 20(c); 940 CMR 29.03.

Note that this checklist is intended as an educational guide, and does not constitute proof of compliance with the Open Meeting Law. These checklists are updated periodically, so please check that you are using the most current version. For questions, please contact the Attorney General's Division of Open Government at 617-963-2540 or via email at openmeeting@state.ma.us. For more information on the Open Meeting Law, please visit www.mass.gov/ago/openmeeting.

Public Body Checklist for Creating and Approving Meeting Minutes

Issued by the Attorney General's Division of Open Government – September 25, 2017

- Minutes must accurately set forth the date, time, place of the meeting, and a list of the members present or absent. G.L. c. 30A, § 22(a).
- Minutes must include an accurate summary of the discussion of each subject. See G.L. c. 30A, § 22(a). The summary does not need to be a transcript, but should provide enough detail so that a member of the public who did not attend the meeting could read the minutes and understand what occurred and how the public body arrived at its decisions.
- The minutes must include a record of all the decisions made and the actions taken at each meeting, including a record of all votes. G.L. c. 30A, § 22(a).
- The minutes must include a list of all of the documents and other exhibits used by the public body during the meeting. G.L. c. 30A, § 22(a). Documents and exhibits used at the meeting are part of the official record of the session, but do not need to be physically attached to the minutes. See G.L. c. 30A, §§ 22(d), (e).
- If one or more public body members participated remotely in the meeting, the minutes must include the name(s) of the individual(s) participating remotely. 940 CMR 29.10(7)(b).
- If one or more public body members participated remotely in the meeting, the minutes must record all votes as roll call votes. 940 CMR 29.10(7)(c).
- Executive session minutes must record all votes as roll call votes. G.L. c. 30A, § 22(b).
- The minutes must be approved in a timely manner. G.L. c. 30A, § 22(c). A “timely manner” will generally be considered to be within the next **three** public body meetings or within **30 days**, whichever is later, unless the public body can show good cause for further delay. 940 CMR 29.11(2).

Note that this checklist is intended as an educational guide, and does not constitute proof of compliance with the Open Meeting Law. Checklists are updated periodically, so please confirm that you are using the most current version. For questions, please contact the Attorney General's Division of Open Government at 617-963-2540 or via email at openmeeting@state.ma.us. For more information on the Open Meeting Law, please visit www.mass.gov/ago/openmeeting.

Public Body Checklist for Entering Into Executive Session

Issued by the Attorney General's Division of Open Government – March 12, 2013

- Executive session listed as a topic for discussion on meeting notice, including as much detail about the purpose for the executive session as possible without compromising the purpose for which it is called. See G.L. c. 30A, § 20(b); 940 CMR 29.03(1)(b).
- Public body convened in open session first. G.L. c. 30A, § 21(b)(1).
- Chair publicly announced the purpose for executive session, citing one or more of the 10 purposes found at G.L. c. 30A, § 21(a).
- Chair stated all subjects that may be revealed without compromising the purpose for which the executive session was called. G.L. c. 30A, § 21(b)(3). For example, the Chair identified the party a public body may be negotiating with or the litigation matter the public body will be discussing.
- Chair stated whether the public body will adjourn from the executive session, or will reconvene in open session after the executive session. G.L. c. 30A, § 21(b)(4).
- For Executive Session Purposes 3, 6, and 8:
 - Chair publicly stated the having the discussion in open session would have a detrimental effect on the public body's negotiating position, bargaining position, litigating position, or ability to obtain qualified applicants. G.L. c. 30A, §§ 21(a)(3), (6), (8).
- A majority of members of the body voted by roll-call to enter into executive session. G.L. c. 30A, § 21(b)(2).

Note that this checklist is intended as an educational guide, and does not constitute proof of compliance with the Open Meeting Law. Checklists are updated periodically, so please confirm that you are using the most current version. For questions, please contact the Attorney General's Division of Open Government at 617-963-2540 or via email at openmeeting@state.ma.us. For more information on the Open Meeting Law, please visit www.mass.gov/ago/openmeeting.

MGL 30 A, Section 21 (a)

Section 21. (a) A public body may meet in executive session only for the following purposes:

(1) To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual. The individual to be discussed in such executive session shall be notified in writing by the public body at least 48 hours prior to the proposed executive session; provided, however, that notification may be waived upon written agreement of the parties. A public body shall hold an open session if the individual involved requests that the session be open. If an executive session is held, such individual shall have the following rights:

- i. to be present at such executive session during deliberations which involve that individual;
- ii. to have counsel or a representative of his own choosing present and attending for the purpose of advising the individual and not for the purpose of active participation in the executive session;
- iii. to speak on his own behalf; and
- iv. to cause an independent record to be created of said executive session by audio-recording or transcription, at the individual's expense.

The rights of an individual set forth in this paragraph are in addition to the rights that he may have from any other source, including, but not limited to, rights under any laws or collective bargaining agreements and the exercise or non-exercise of the individual rights under this section shall not be construed as a waiver of any rights of the individual.

2. To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel;
3. To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares;
4. To discuss the deployment of security personnel or devices, or strategies with respect thereto;
5. To investigate charges of criminal misconduct or to consider the filing of criminal complaints;
6. To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body;
7. To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements;
8. To consider or interview applicants for employment or appointment by a preliminary screening committee if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants; provided, however, that this clause shall not apply to any meeting, including meetings of a preliminary screening committee, to consider and interview applicants who have passed a prior preliminary screening;
9. To meet or confer with a mediator, as defined in section 23C of chapter 233, with respect to any litigation or decision on any public business within its jurisdiction involving another party, group or entity, provided that:
 - (i) any decision to participate in mediation shall be made in an open session and the parties, issues involved and purpose of the mediation shall be disclosed; and
 - (ii) no action shall be taken by any public body with respect to those issues which are the subject of the mediation without deliberation and approval for such action at an open session; or
10. to discuss trade secrets or confidential, competitively-sensitive or other proprietary information provided in the course of activities conducted by a governmental body as an energy supplier under a license granted by the department of public utilities pursuant to section 1F of chapter 164, in the course of activities conducted as a municipal aggregator under section 134 of said chapter 164 or in the course of activities conducted by a cooperative consisting of governmental entities organized pursuant to section 136 of said chapter 164, when such governmental body, municipal aggregator or cooperative determines that such disclosure will adversely affect its ability to conduct business in relation to other entities making, selling or distributing electric power and energy.

MANAGEMENT OF THE LEGAL AFFAIRS OF THE TOWN

I. GENERAL AUTHORITY, RESPONSIBILITY, AND ACCOUNTABILITY

The Board of Selectmen shall supervise the legal affairs of the Town and shall have full authority as the agent of the Town to employ Counsel to commence, prosecute and defend suits in the name of the Town unless otherwise especially ordered by a vote of the Town. (See section 58-1 of the Town Code as amended in 2014.)

The Town Administrator is responsible for oversight of Town legal activities. (See Section 60.2.1 of the Town Code). Oversight includes but is not limited to managing access to Town Counsel, procurement of legal services, management of the legal budget and making recommendations to the Selectmen for approval of legal bills.

Town Counsel will maintain a log of all ongoing legal matters assigned to Town Counsel and will make a semi-annual report to the Board of Selectmen on the status of each matter. Legal bills will be presented in line item form on each subject upon which Counsel advises. Legal bills will specifically reference legal costs applicable to enterprise funds or the School Committee.

II. APPOINTMENT OF TOWN COUNSEL

The Board of Selectmen will appoint by majority vote an attorney or law firm, on the basis of qualifications and cost, to serve as Wayland Town Counsel to provide legal advice to the Board of Selectmen, Town Administrator, Town Departments, and other appointed and elected governmental bodies of the Town.

Town Counsel will be available to advise the School Department which may also be represented by separate Counsel appointed by the School Committee.

The Board may, as it sees fit, seek proposals from attorneys and law firms to serve in the capacity of Town Counsel. The Board of Selectmen will approve the contract terms for the engagement of Town Counsel, which will include but not be limited to terms for evaluation, reappointment and removal.

III. ACCESS TO TOWN COUNSEL

All requests for access to Town Counsel from Departments, Boards and Committees shall be approved by the Town Administrator or the Board of Selectmen as indicated below. Except for Town Meeting petitioners, citizen requests for access to Town Counsel are not generally granted.

1. Requests for Advice on Routine Legal Matters

Governmental bodies, municipal officials, and department directors may request advice from Town Counsel on routine legal matters through a written or electronic request to the Town Administrator. The request will include a specific legal question and sufficient background information to understand the request. Such written requests are necessary only for new legal matters and can be waived at the discretion of the Town Administrator. The purpose of this requirement is to use Counsel to respond to legal questions only and to promote the appropriate use of other available

legal resources including but not limited to legal resources available through offices of state government.

2. Requests for Formal Written Legal Opinions

The Town Administrator may request a written legal opinion when necessary to comply with what he or she believes is the general direction of the Board of Selectmen. Other governmental bodies, municipal officials, and department directors may request formal written legal opinions through a written or electronic request to the Town Administrator who shall forward a recommendation on the request to the Board of Selectmen for consideration and approval. The request will include a specific legal question and sufficient background information to understand the request. Requests from governmental bodies for formal written legal opinions must be pursuant to a majority vote of the body.

The formal opinions of the Town Counsel shall be delivered in writing, and a permanent public file of such opinions shall be established under the care of the Town Administrator which, if deemed a public record, shall be made available for inspection to those requesting it.

3. Approval for Representation of the Town in Litigation

Approval of the Board of Selectmen is required to commence, prosecute and defend suits in the name of the Town unless otherwise especially ordered by a vote of the Town.

IV. PETITIONERS' ACCESS TO TOWN COUNSEL

Subject to these guidelines, Town Counsel is available to consult with registered voters who have been identified as the lead petitioner and desire to submit or who have submitted an article for consideration at an annual or special town meeting, as a "petitioner's article" without sponsorship of a town board.

1. Town Counsel's consultation is limited to (1) suggesting language that reflects the petitioner's legislative intent in presenting articles for insertion in the warrant; (2) suggesting language to insure compliance with procedural requirements; and (3) preparing the main motion for Town Meeting. Town Counsel will not render written opinions or give advice to petitioners about substantive legal issues relative to their articles.
2. Prior to the deadline for filing articles for insertion in the warrant for the annual Town Meeting, the Selectmen will conduct a "petitioners' workshop" at which prospective petitioners may ask general questions. The Town Administrator shall set reasonable limits on the scope of lead petitioner inquiries and the time allocated for consultation with Town Counsel.
3. Town Counsel may decline to assist the lead petitioner if Town Counsel states in writing that such assistance would present Town Counsel with an actual conflict of interest, and gives the basis for the conflict of interest. The Town Administrator may assign Special Counsel to assist the lead petitioner as appropriate.

4. Access to Town Counsel during Town Meeting sessions is not permitted.

V. APPOINTMENT OF SPECIAL COUNSEL

Requests to the Board of Selectmen to seek Special Counsel originate from: 1) the Board of Selectmen, 2) Town Council, 3) the Town Administrator, or 3) other appointed or elected bodies of the Town.

Requests must clearly state:

- 1) the legal work requested,
- 2) the estimated length and costs of the engagement, and
- 3) the reason appointment of Special Counsel is in the best interest of the Town.

The Board of Selectmen will appoint Special Counsel based on a majority vote on the basis of cost and the qualifications to undertake the legal work requested.

Unless specified by the Board of Selectmen, Special Counsel will be advisory to the Board of Selectmen and under the supervision of the Town Administrator or as delegated by the Town Administrator to a Department Head. The Town Administrator will maintain a log of all ongoing legal matters assigned to Special Counsel. Special Counsel will make a report to the Board of Selectmen on the status of each matter as required. Legal bills will be presented in line item form on each subject upon which Counsel advises.

Approved January 12, 2004; revised and restated on October 13, 2010; Revised July 27, 2015

365 January 2021

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
53						1	2
1	3	4	5	6	7	8	9
2	10	11	12	13	14	15	16
3	17	18			21	22	23
4	24	25	26	27	28	29	30
5	31						

365 February 2021

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
5		1	2	3	4	5	6
6	7	8	9	10	11	12	13
7	14	15	16	17	18	19	20
8	21	22	23	24	25	26	27
9	28						

365 March 2021

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
9		1	2	3	4	5	6
10	7	8	9	10	11	12	13
11	14	15	16	17	18	19	20
12	21	22	23	24	25	26	27
13	28	29	30	31			

365 April 2021

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
13					1	2	3
14	4	5	6	7	8	9	10
15	11	12	13	14	15	16	17
16	18	19	20	21	22	23	24
17	25	26	27	28	29	30	

365 May 2021

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
17							1
18	2	3	4	5	6	7	8
19	9	10	11	12	13	14	15
20	16	17	18	19	20	21	22
21	23	24	25	26	27	28	29
22	30	31					

365 June 2021

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
22			1	2	3	4	5
23	6	7	8	9	10	11	12
24	13	14	15	16	17	18	19
25	20	21	22	23	24	25	26
26	27	28	29	30			

365 July 2021

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
26					1	2	3
27	4	5	6	7	8	9	10
28	11	12	13	14	15	16	17
29	18	19	20	21	22	23	24
30	25	26	27	28	29	30	31

365 August 2021

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6	7
32	8	9	10	11	12	13	14
33	15	16	17	18	19	20	21
34	22	23	24	25	26	27	28
35	29	30	31				

365 September 2021

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
35				1	2	3	4
36	5	6	7	8	9	10	11
37	12	13	14	15	16	17	18
38	19	20	21	22	23	24	25
39	26	27	28	29	30		

365 October 2021

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
39						1	2
40	3	4	5	6	7	8	9
41	10	11	12	13	14	15	16
42	17	18	19	20	21	22	23
43	24	25	26	27	28	29	30
44	31						

365 November 2021

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
44		1	2	3	4	5	6
45	7	8	9	10	11	12	13
46	14	15	16	17	18	19	20
47	21	22	23	24	25	26	27
48	28	29	30				

365 December 2021

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
48				1	2	3	4
49	5	6	7	8	9	10	11
50	12	13	14	15	16	17	18
51	19	20	21	22	23	24	25
52	26	27	28	29	30	31	


- 1 Jan** New Year's Day
- 18 Jan** Martin Luther King Day
- 12 Feb** Lincoln's Birthday
- 14 Feb** Valentine's Day
- 15 Feb** Presidents Day
- 16 Feb** Mardi Gras Carnival
- 14 Mar** Daylight Saving (Start)


- 17 Mar** St. Patrick's Day
- 1 Apr** April Fool's Day
- 2 Apr** Good Friday
- 4 Apr** Easter
- 4 Apr** Easter Monday
- 5 Apr** Easter Monday
- 5 May** Cinco de Mayo
- 9 May** Mother's Day

- 15 May** Armed Forces Day
- 23 May** Pentecost
- 24 May** Pentecost Monday
- 31 May** Memorial Day
- 14 Jun** Flag Day
- 20 Jun** Father's Day
- 4 Jul** Independence Day

- 6 Sep** Labor Day
- 11 Sep** September 11th
- 17 Sep** Citizenship Day
- 24 Sep** Native American Day
- 11 Oct** Columbus Day
- 16 Oct** Boss's Day
- 16 Oct** Sweetest Day

- 31 Oct** Halloween
- 7 Nov** Daylight Saving (End)
- 11 Nov** Veterans' Day
- 25 Nov** Thanksgiving
- 7 Dec** Pearl Harbor
- 25 Dec** Christmas Day
- 31 Dec** New Year's Eve

 Jewish Holidays

 Board of Selectmen Meeting Dates

to the public body if it determines there is a showing of good cause to grant the extension.

7.0 Use of E-Mail to Conduct Business

7.1 E-Mail and Public Records Law: E-mail communication created or received by a member of a public body while acting in his or her capacity as a member of the public body, is considered a public record and is subject to a public records request under the Public Records Law even if the e-mail is received by or created on a private computer or sent to only one individual. The Town will assign e-mail addresses to all members of appointed and elected boards and committees which must be used for all town business to avoid violations of the Public Records Law.

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These guidelines are superseded when in conflict with any federal or state law or Town By-Law. Please contact the Town Administrator whenever there is any uncertainty about appropriate procedure.

POLICY # A2-1.1

MUTUAL RESPECT IN THE WORKPLACE ALL EMPLOYEES

It is the policy of the Town of Wayland that associated Boards, Committees, governing bodies and employees conduct their work and work-related activities with respect for all employees, residents and individuals conducting business with the Town. Any action, inaction, gesture, or language that would offend a reasonable individual or that a reasonable individual would deem unwelcome will not be tolerated. Harassment or discrimination under any circumstances is prohibited. Harassment can include behavior that affects or interferes with one's work performance and is intended to intimidate or creates a hostile environment. Examples of harassment may include verbal communications, physical behavior or visual materials.

Employees, residents or other individuals who believe they have been harassed or subjected to discrimination should contact the Assistant Town Administrator/ Human Resources Director or the Town Administrator immediately following such actions to register their complaint. The Town may request such complaints in writing. An investigation of the allegation will be conducted immediately. Confidentiality will be maintained to the extent practical under the circumstances. Interviews may be conducted with the person filing the complaint, the person allegedly committing the violation of this policy and any individuals who may have witnessed the alleged violation. If it is determined that a violation of this policy has occurred, appropriate action will be taken. Actions may include counseling or discipline up to and including termination. Any actions will be consistent with existing rules, regulations, policies, applicable collective bargaining agreements and state or federal laws.

Personnel Board Updated:

November 16, 2005

POLICY # A2-2.1

STANDARDS OF CONDUCT ALL EMPLOYEES

It is the policy of the Town of Wayland that employees are courteous and respectful toward fellow workers, residents and customers at all times. The intent of this policy is to provide Boards, Committees and employees with clearly articulated standards and expectations of behavior in the workplace. The Town also expects all employees to dress in a manner that is suitable for conducting business. The Town of Wayland expects all employees to conduct themselves professionally at all times while on duty. The rules and regulations contained within these Standards of Conduct are expected to be observed in conjunction with the Town's Mutual Respect in the Workplace Policy.

The following conduct is prohibited:

- Excessive absenteeism or tardiness and dishonesty for reasons of absenteeism and tardiness.
- Leaving the worksite during work hours without permission.
- Disregard for a supervisor's specific directive or refusal to follow instructions.
- Neglect of duty.
- Violations of safety rules.
- Violation of any Town or Department policy or procedure.
- Performing personal non-Town business during working hours, including but not limited to personal use of Town property and equipment such as business machines, tools, supplies, vehicles, etc.
- Writing on someone else's time card or falsifying a time card.
- Falsifying any Town record or document.
- More than minimal personal use of the telephone.
- More than minimal personal use of a personal computer or the internet.
- Use of abusive, threatening or obscene language.
- Impairment by either legal or illegal substances during work hours; use, possession or distribution of alcohol, marijuana or illegal drugs during work hours or on Town property.
- Smoking in workplace areas where smoking is prohibited.
- Inappropriate conduct while on duty or on Town property, such as fighting, wrestling, roughhousing or any other like activity.
- Bullying another individual or individuals either through direct or indirect means; intentional efforts to harm another individual.
- Harassment, sexual harassment or other forms of discrimination against another individual.
- Deliberate injury to another person.
- Unauthorized release of confidential information or discussions held in executive session.

- Use of or attempt to use one's authority or official influence to control or modify the political actions of any Town employee, or engaging in any form of political activity during working hours.
- Misrepresenting or withholding information on employment application or in Town records.
- Neglect or improper use or abuse of Town property; deliberate misuse of Town property.
- Inappropriate use of Wayland's electronic media to visit inappropriate websites.
- Inappropriate use of Town equipment in printing, distributing or displaying sexually explicit or pornographic materials.
- Inappropriate use of Town equipment in printing, distributing or displaying electronic materials intending to harm another individual.
- Unauthorized removal, possession or damage or destruction of Town property; or the property of employees or customers at the workplace.
- Unauthorized possession or sale or use, on Town property of weapons, narcotics or substances that State or Federal statutes define as controlled.
- Theft of Town property or the property of other employees, residents or the general public.

The aforementioned standards attempt to identify inappropriate behavior in the workplace. While they cover many relevant topics, these standards should not be considered inclusive of all unacceptable behavior. Failure to adhere to these standards may result in disciplinary action up to and including termination. Discipline will be applied in a fair and equitable manner. Discipline will be applied consistent with established collective bargaining agreements and Town policies. The imposition of discipline, including termination, does not preclude an employee or former employee from being subjected to civil liability and/or criminal prosecution.

Personnel Board Approved:

March 6, 2017

POLICY #A2-7.1

PROTECTION FROM RETALIATION ALL EMPLOYEES

Employees of the Town of Wayland are hereby advised of their rights and obligations under Chapter 149, section 185, "The Massachusetts Whistleblower Protection Act".

In accordance with the Act, the Town of Wayland shall not take retaliatory action against an employee because the employee does any of the following:

1. Discloses or threatens to disclose to a supervisor or to a public body an activity, policy or practice of the Town or of another employer with whom the Town has a business relationship, which the employee reasonably believes is in violation of a law, or a rule or regulation promulgated pursuant to law, or which the employee reasonably believes poses a risk to public health, safety or the environment; or
2. Provides information to or testifies before a public body conducting an investigation, hearing or inquiry into any violation of the law or of a rule or regulation promulgated pursuant to law, or an activity, policy or practice by the Town or another employer with whom the Town has a business relationship, which the employee reasonably believes poses a risk to public health, safety or the environment; or
3. Objects to or refuses to participate in an activity, policy, or practice which the employee reasonably believes is in violation of a law, or a rule or regulation promulgated pursuant to law, or which the employee reasonably believes poses a risk to public health, safety or the environment.

The Town encourages employees to make initial reports of improper action to the Town in order to permit the Town to address the alleged conduct and minimize negative impact, if any. To receive the protection of the Whistleblower Protection Act, the employee must, by written notice, bring the activity, policy or practice in question to the attention of his/her supervisor or the persons designated by the Town to receive such notice and must afford the Town a reasonable opportunity to correct the activity, policy, or practice. The only exceptions to this written notice requirement are as follows:

- (A) The situation is emergency in nature and the employee is reasonably certain that the activity, policy, or practice is known to one or more supervisors of the Town.;
- (B) The employee reasonably fears physical harm as a result of the disclosure; or
- (C) The employee makes disclosure for the purpose of providing evidence of what the employee reasonably believes is a crime to any federal, state, or local judiciary or to

any member or employee thereof, to any federal, state or local law enforcement agency, prosecutorial office, or police or peace officer, or to any grand or petit jury.

Employees who fail to follow this policy in reporting allegations of improper actions by the Town will not receive the protections provided by the Whistleblower Protection Act. Like other Town policies, violation of this policy by any employee may result in disciplinary action.

Employees who believe that they have been retaliated against for making a report in accordance with this policy should report such belief immediately to their Department Head or the Acting Executive Secretary.

An employee aggrieved by a violation of this law may institute a civil action in the Superior Court in accordance with M.G.L. c. 149, §185 (d) within two years of the alleged violation. In accordance with M.G.L. c. 149, §185(f), an employee who institutes such a civil action shall be deemed to have waived any rights such an employee may have under any collective bargaining agreement, contract, common law, or any other state law, rule or regulation. In accordance with this law, the Town of Wayland has designated the following persons to receive written notification pursuant to this law:

Kathleen Buckley
Human Resources Manager
Town of Wayland
41 Cochituate Road
Wayland, MA 01778
508-358-6721

Louise Miller
Town Administrator
Town of Wayland
41 Cochituate Road
Wayland, MA 01778
508-358-3620

A copy of this policy shall remain posted in a conspicuous location at all times. For further information regarding this law, please contact the Acting Executive Secretary at 508-358-3623.

In the event of a conflict between this policy and the provisions of M.G.L. c. 149, §185, the provisions of M.G.L. c. 149, §185 shall be controlling.

POLICY # A2-5.1

**SEXUAL HARASSMENT
ALL EMPLOYEES**

It is the policy of the Town of Wayland to promote a workplace that is free of sexual harassment. Sexual harassment of employees occurring in the workplace or in other settings that employees may find themselves in connection with their employment is unlawful and will not be tolerated by the Town of Wayland. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. In order to provide a workplace free from sexual harassment, the conduct that is described in this policy will not be tolerated. A procedure has been provided to deal with inappropriate conduct.

Because the Town of Wayland takes allegations of sexual harassment seriously, it will respond promptly to complaints of sexual harassment. If it is determined that inappropriate conduct has occurred, the Town will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action, up to and including termination, where appropriate.

Please note that while this policy sets forth the Town's goal of promoting a workplace that is free of sexual harassment, the policy is not designed or intended to limit the Town's authority to discipline or take remedial action for workplace conduct that is deemed unacceptable, regardless of whether that conduct satisfies the definition of unlawful sexual harassment.

Definition of Sexual Harassment

In Massachusetts, the legal definition of sexual harassment is the following:
"sexual harassment" means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

(a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions;

or

(b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases,

promotions, increased benefits, or continued employment violates this policy and constitutes sexual harassment.

In addition other sexually oriented conduct that is unwelcome and has the effect of creating a workplace environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment regardless of the intent of the individual engaging in such conduct.

It is not possible to list all those additional circumstances that may violate this policy. The following are some examples of conduct that, if unwelcome, may violate this policy, depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct or orientation, gossip regarding one's sex life; comments about an individual's body, comments about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, sexually suggestive or insulting comments;
- Inquiries into one's sexual experiences; and
- Discussion of one's sexual activities.

As stated above, all employees should take special note that retaliation against an individual who has complained about or opposed sexual harassment and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by the Town of Wayland.

Complaints of Sexual Harassment

If any employee believes he/she has been subjected to sexual harassment, the employee has the right to file a complaint with the Town. This may be done in writing or orally.

Complaints may be filed by contacting the Human Resources Manager, who will be responsible for the investigation of sexual harassment complaints and may be contacted at the following address and telephone number:

Kathleen Buckley
Human Resources Manager
Wayland Town Building
41 Cochituate Road
Wayland, MA 01778
Tel. (508) 358-6721

The Human Resources Manager is also available to discuss concerns around sexual harassment and to provide information about the Town's policy on sexual harassment and the Town's complaint process.

If the complaint involves the Human Resources Manager, or if the employee prefers for any reason, the employee may file a complaint by contacting the Town Administrator, who will be responsible for the investigation the sexual harassment complaint and may be contacted at the following address and phone number:

Louise Miller
Town Administrator
Wayland Town Building
41 Cochituate Road
Wayland, MA 01778
Tel. (508) 358-3620

Sexual Harassment Investigation

Complaints will be promptly investigated in a fair and expeditious matter. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. The Town of Wayland reserves the right to engage an individual who is not a Town employee to conduct the investigation. The investigation will include an interview with the person filing the complaint. Additional interviews may include witnesses and any appropriate persons. The person alleged to have committed sexual harassment may also be interviewed. Upon completion of the investigation, the person filing the complaint and the person alleged to have committed the conduct, will be informed of the results of the investigation to the extent appropriate.

If it is determined that inappropriate conduct has occurred, the Town will take action promptly to eliminate the offending conduct and, where appropriate, disciplinary action will be imposed.

Disciplinary Action.

If it is determined that this policy has been violated by an employee, action will be taken as is appropriate under the circumstances. Such action may range from counseling to termination from employment, and may include such other forms of disciplinary action as deemed appropriate under the circumstances.

State and Federal Remedies

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with either or both of the government agencies set forth below. Using the Town's complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC – 300 days, MCAD 300 days).

1. The United States Equal Employment Opportunity Commission (EEOC)
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
Tel. (617) 565-3200
2. The Massachusetts Commission Against Discrimination (MCAD)
Boston Office: Springfield Office:
One Ashburton Place - Rm. 601 436 Dwight Street, Rm. 220
Boston, MA 02108 Springfield, MA 01103
Tel. (617) 994-6000 Tel. (413) 739-2145

Please contact the Wayland Human Resources Department with any questions concerning this policy.

Personnel Board Updated: November 16, 2005

POLICY # A2-6.1

WORKPLACE VIOLENCE ALL EMPLOYEES

It is the policy of the Town of Wayland to maintain a safe environment in all Town buildings, facilities and properties. Threats of violence will not be tolerated by or toward its employees, customers, the general public or anyone who conducts business with the Town. All employees are to immediately notify their supervisor should they hear of any threat of violence.

Workplace violence may include, but is not limited to intimidation, threats, and physical attack or property damage. A threat is the expression of intent to cause physical or mental harm regardless of whether the person communicating the threat has the ability to carry out the threat and regardless of whether the threat is contingent or conditional or for future conduct. Physical attack is intentional, hostile, physical contact with another person. It may include hitting, fighting, pushing, shoving, or throwing objects. Property damage is intentional damage to property, which includes property owned by the Town, employees or others.

Other than police officers, employees are not permitted to carry or have in their possession or in their control any type of dangerous weapon while on duty and working as an employee of the Town. This includes any type of hand gun, firearm or any other item that may be construed as a dangerous weapon. Final determination of any item in question will be made by the Chief of Police or his/her designee.

Each incident of violent behavior, whether the incident is committed by another employee or an individual such as a customer, vendor or citizen, must be reported immediately to the Department Head, Assistant Town Administrator/Human Resources Director or Town Administrator. Employees will be informed of their right to have the Police Department notified. In critical incidents in which serious threat or injury occurs, emergency responders such as Police, Fire and/or Ambulance personnel will be notified immediately. In order to address instances of violent behavior, the Town Administrator will designate a Response Team to assess and be responsible for the investigation of the incident and recommend an appropriate course of action.

Should an employee become the victim of an incident of workplace violence, the Human Resources Department may offer referral services to assist in coping with any effects of the incident. An employee who commits an act of violence as determined by an assessment and investigation of the incident may be subject to disciplinary action up to and including termination. Employees may be referred to the Employee Assistance Program (EAP). In these cases, failure by the employee to participate in the EAP may result in disciplinary action up to and including termination.

It is a violation of this policy to engage in any act of workplace violence and any such violation is extremely serious. Any employee who has been determined to be in violation will be subject to disciplinary action up to and including termination. The imposition of discipline, including termination, does not preclude an employee or former employee from being subjected to civil liability and/or criminal prosecution.

Personnel Board Updated: November 16, 2005

**TOWN OF WAYLAND
2021 ANNUAL TOWN MEETING WARRANT
With Report of the Finance Committee**

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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

ARTICLE LIST 2021 ANNUAL TOWN MEETING

Article	Article Name	BoS Goal relates to	Tasks to be completed
5	Transfer Station Enterprise Fund		<ul style="list-style-type: none"> Finance Department to set up fund
8	Personnel Bylaws and Wage & Classification Plan		<ul style="list-style-type: none"> Finance and HR to complete payrolls and update MUNIS
10	FY 2022 Omnibus Budget		<ul style="list-style-type: none"> Finance Department to set up FY22 budget Town Administrator (TA) and Various Dept Managers to work on procurement and implementation of Capital Plan
11	Capital Stabilization Fund	<ul style="list-style-type: none"> Long Range Operating & Capital Financing Plan 	<ul style="list-style-type: none"> TA to work with Finance Director (FD) to establish fund. Determine with Treasurer deposit of Town Meeting approved funds into appropriate investment vehicle TA to work with Board of Selectmen (BoS) to establish policy
12	CPA: Set Asides		<ul style="list-style-type: none"> TA to work with CPC Chair and Town Counsel and FD on reconciliation and determine proper motion at ATM
13	Tax Work off Language		<ul style="list-style-type: none"> TA to work with COA and HR to put together program
14	Accept Spencer Circle		<ul style="list-style-type: none"> Finalize Easement and Order of Taking documents
17	Community Choice Aggregation for Electricity	<ul style="list-style-type: none"> Climate Change Plan 	<ol style="list-style-type: none"> Hire an Energy Broker for assistance in design and implementation of Aggregation Plan Hold discussion forums with public to receive input TA and Facilities Director to work with Energy & Climate Committee prepare aggregation plan to submit to Department of Energy Resources (DOER) for input Prepare submission of plan to Department of Public Utilities (DPU)
18	Solar at Loker School	<ul style="list-style-type: none"> Climate Change Plan 	<ul style="list-style-type: none"> TA and BoS to negotiate PPA and PILOT TA and Facilities director to work with vendor to plan installation during the summer.
19	Climate Emergency Resolution	<ul style="list-style-type: none"> Climate Change Plan 	<ul style="list-style-type: none"> TBD
22	Select Board/Town Manager Act	<ul style="list-style-type: none"> Administrative Goals: Streamline, modernize and automate processes 	<ul style="list-style-type: none"> Town Clerk to submit submission of special act to Legislature
24	Purchase of Land Located at Town Center	<ul style="list-style-type: none"> CoA/Community Center 	<ul style="list-style-type: none"> TA and BoS continue negotiations with Bos Retail 1 LLC to obtain parcel
28	CPA Historic Preservation: Rehab 70-74 Main St	<ul style="list-style-type: none"> Economic Development: Cochituate Village (?) 	<ul style="list-style-type: none"> TA to Draft grant agreement with Town Counsel TA to Draft historic restriction with Town Counsel

Board of Selectmen Goals FY2021-FY2022

Economic Development

- River's Edge
 - Complete construction of wastewater infrastructure
 - Review payment offsets and receive payment for property
- Route 20 Corridor
 - Determine MassDOT parameters
 - Hold discussion with Planning Board and Economic Development Committee
 - Finish engineering work to determine opportunities and hurdles for Route 20S Landfill
- Cochituate (Route 27, West Plain Street and East Plain Street intersection)
 - Hold community visioning conversations
 - Work with Planning Board and Economic Development Committee to prepare and bring new zoning plans to 2022 Annual Town Meeting
- Housing
 - Complete Housing Production Plan
 - Reach the 10% affordable housing target under Chapter 40B
 - Consider a policy to include affordable housing in overall Town property development plans and property purchases
 - Continue working with the various housing groups to develop a unified approach to affordable housing
 - Develop plans to enable a variety of housing options
 - Senior downsizing options
 - Accessory dwelling units
 - Identify potential friendly 40B projects and work with developers to develop as 40B
 - Engage in a discussion with the Planning Board and Economic Development Committee regarding potential zoning changes to provide for more affordable housing (MBTA community opportunities)

Leverage Town-Owned Properties

- Determine limitations on use of Town Building and Library
- Develop a plan for a canoe and kayak landing on the Sudbury River
- Old DPW Site
 - Receive engineering/design report
 - Discuss options with other boards
- Route 20S Landfill
 - Finish MassDEP work and obtain report of environmental considerations
 - Visioning group: explore hurdles and opportunities

Long-Range Operating and Capital Financing Plan

- Benchmark financial indicators relative to comparable towns
- Begin strategic planning for long-term needs
 - Begin strategic planning for town-owned land, including timing of potential development or disposition
 - Begin strategic planning for town-owned buildings, including a plan for long-term maintenance

- Begin review of potential properties for Town purchase
- Complete review and updating of long-range operating assumptions and projections
- Complete Long-Range Capital Plan (10 years, 20 years)

Council on Aging/Community Center

- Negotiate purchase of appropriate property for Council on Aging/Community Center
- Design Council on Aging/Community Center with funding appropriated at 2020 Annual Town Meeting
- Bring to 2022 Spring Town Meeting for construction funding if appropriate

Communication

- Website
 - Improve content
 - Maintain relevant and timely content
 - Create and maintain a budget page with all relevant budget documents
 - Maintain board and committee appointments and vacancies page
- Board of Selectmen Updates
- Town Administrator Updates – monthly updates of happenings – including photos
- Other Town Boards and Committees
 - Consult periodically with other Town Boards and Committees – convey Board of Selectmen priorities, receive feedback re: projects

Wastewater

- Develop a plan for wastewater management

Climate Change Plan

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

Diversity, Equity, and Inclusion

- Form Human Rights, Diversity, Equity, and Inclusion Committee
- Continue promoting diversity in staffing and boards

Administrative Goals

- Keep meetings productive and efficient
- Revise Chapter 19 of Code: understand budget roles and leverage skills of staff and volunteers
- Implement sustainable process for board and committee appointments
- Finish regulatory review put on hold due to COVID: Water, Stormwater, Health
- Update policies, signs
- Support TA and Personnel Board with modernizing and supporting staff development, Town competitiveness, and diversity and inclusion
- Support TA with efforts to streamline, modernize, and automate processes
- Rely on and support staff – do not micromanage

Voted April 26, 2021; to be reviewed and prioritized at a later meeting.



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BRIAN KEVENY
FINANCE DIRECTOR
TEL. (508) 358-3610
www.wayland.ma.us

To: Louise Miller, Town Administrator
From: Brian Keveny, Finance Director
Date: May 5, 2020
Subject: Budget Status Report FY 2021, 3rd Quarter

General Fund :

Please find enclosed the budget status reports for the General Fund, Enterprise Funds and Revolving Funds as of March 31, 2021. The reports detail actual revenues and expenditures to budget as well as a year-to-year comparison to Fiscal 2020. Additionally I have prepared Health Insurance, Reserve Fund and Covid 19 expense reports

General Fund Expenditures:

Town Departments have expended / encumbered \$13,751,404 or 70% of budget compared to \$12,668,911 or 68% of budget last fiscal year. Currently the balance in the Reserve Fund is \$200,000 compared to \$205,000 last year. At the upcoming 2021 ATM the following budgets are expected to receive additional funding, Treasury Department, Assessing Office and Vocational Education. The School Department and various Town Departments will also be receiving a transfer in support of wage settlements. Unclassified Budgets have expended / encumbered \$19,977,223 or 87% of budget compared to \$19,163,966 or 85% of budget last fiscal year. Thru March 2021, approximately \$794,471 in Covid 19 expenses was posted to Town Departmental budgets. Of this total, \$416,205 was transferred to the CARES and FEMA grants. The remaining expenses will be transferred by year-end.

School Department has expended / encumbered \$30,047,725 or 70% of budget compared to \$29,836,240 or 71% of budget last year same period. The total Town Budget including Transfers to other funds and State Assessment has expended / encumbered \$66,084,573 or 75% of budget.

General Fund Revenues:

The Town has collected approximately 73% of budgeted Property Tax, Local Receipts, State Aid and Transfers from Other funds revenue thru 9 months, which is also the same collection rate last year. The total dollar increase year to year is \$2,416,821 compared to \$2,428,393 last year. Taxation Revenue has achieved a 75% collection rate, which is consistent with last fiscal year. Local Receipts are down \$68,294 compared to last fiscal year primarily due to decreases in Meals Tax, Fees, Penalties and Interest and Investment Income. The Local Receipts budget of \$5.1M is expected to be achieved due to the anticipated License and Permit and Motor Vehicle revenue. Additionally State Revenue is expected to be collected at 100% or \$6.4M. The Town Treasurer's Office has collected \$578,549 compared to \$570,200 in unbudgeted prior year Tax Lien and Real Estate receivables. All budgeted transfers from other funds will be posted to the MUNIS system in May. Total revenue collected is \$64,475,910 compared to \$61,909,853 last year.

Fiscal 2019 Continuing Appropriations:

Both the town and school rolled over into FY 21 continuing appropriations from FY 20 in the amount of \$1,157,450 compared to \$733,493 last fiscal year. Approximately \$544,427 has been expended and the remaining \$613,023 will be closed to Free Cash.

Reserve Fund:

Thru March 2021, the Finance Committee has authorized \$50,000 in additional funding which leaves a remaining balance of \$200,000. I have prepared for your review a report showing the approved Public Works transfer. There are no other pending transfers at this time.

Wastewater Enterprise Fund:

Revenue:

Through nine months, the Wastewater Fund has collected 51% of revenue or \$409,032 compared to 58% of budget revenue or \$472,662 FY 20. The year-to-year dollar collection variance is related to Betterment revenue and Investment Income revenue.

Expenditures:

Total expenses are \$529,215 or 66% compared to \$619,537 or 78% of budget last fiscal year. The annual debt payments are \$435,447 or 54% of the total budget. The current fund balance is \$1,382,375 compared to \$1,202,491 last year.

Water Enterprise Fund:

Revenue:

The Water Fund has collected 76% of budget or \$3,052,016 compared to 67% of budgeted revenue or \$2,721,488 last fiscal year. Actual revenue is up \$336,958 compared to prior year mainly due to increased billing and collections of Water Meter Charges.

Expenditures:

The Water Fund has expended \$2,349,159 in operating expenses and \$75,000 in capital appropriations compared to \$2,232,097 in operation expenses and \$1,350,000 capital appropriations last fiscal year. Approximately 58% of budget has been expended which is consistent with prior year which was 55%. The Water Fund has unexpected costs related to PFAS which is expected to be absorbed within the total operating budget of \$3.9M.

Fiscal 2021 Audit

The Fiscal 202 Preliminary Audit will begin in late May. Town staff is currently preparing the required information in advance of the audit. The audit will be done both in person and remotely by our auditors.

Respectfully submitted,



Brian Keveny

Finance Director

Town of Wayland
Fiscal 2021
March 31, 2021

General Fund

	Fiscal 2021 Budget	Fiscal 2021 Actual	% Budget Spent
<i>Revenue</i>			
Taxation	73,932,433	55,451,667	75.00%
State Aid	6,385,669	4,755,448	74.47%
Local Receipts	5,100,000	3,588,365	70.36%
Transfers from Other Funds	1,329,103	-	0.00%
Other Sources			
Total	86,747,205	63,795,480	73.54%
Non Budgeted	-	680,430	n/a
Total Revenue	86,747,205	64,475,910	74.33%
<i>Expenditures</i>			
Town Budget	19,873,327	13,751,404	69.20%
School Budget	43,359,145	30,047,725	69.30%
Unclassified	22,916,653	19,977,223	87.17%
Transfers	2,736,896	2,308,221	84.34%
Total Expense	88,886,021	66,084,573	74.35%

Water Enterprise Fund

	Fiscal 2021 Budget	Fiscal 2021 Actual	% Budget Spent
<i>Revenue</i>			
Operating revenue	3,986,754	3,052,016	76.55%
Use of Water Capital	75,000	-	0.00%
Unbudgeted Revenue	-	-	0.00%
Total Revenue	4,061,754	3,052,016	75.14%
<i>Expenditures</i>			
Operating expenses	3,986,754	2,349,159	58.92%
Use of Water Capital	75,000	75,000	0.00%
Total Expense	4,061,754	2,424,159	59.68%
Unbudgeted Expense	-	-	0.00%
Total Expenses	4,061,754	2,424,159	59.68%

Wastewater Enterprise Fund

	Fiscal 2021 Budget	Fiscal 2021 Actual	% Budget Spent
<i>Revenue</i>			
Operating revenue	794,004	409,032	51.52%
Total Revenue	794,004	409,032	51.52%
<i>Expenditures</i>			
Operating expenses	794,004	529,215	66.65%
Total Expense	794,004	529,215	66.65%

Town of Wayland, Massachusetts
General Fund Revenue Report
Fiscal 2021
March 31, 2021

	Fiscal 2020 YTD-Actual	Fiscal 2021 YTD-Actual	Fiscal 2021 Budget	\$ Variance 2021 / 2020	B / A Fiscal 2021 \$ Variance	% of Budget Collected
Taxation:						
Real Estate	52,273,794	54,744,223	73,254,022	2,470,429	(18,509,799)	74.73%
Personal Property	636,904	707,444	815,790	70,540	(108,346)	86.72%
Overlay	-	-	(137,379)	-	137,379	0.00%
Total	52,910,698	55,451,667	73,932,433	2,540,969	(18,480,766)	75.00%
State Aid:						
School Construction						
Local Aid : Cherry Sheet						
Chapter 70	3,924,983	3,957,207	5,323,831	32,224	(1,366,624)	74.33%
Charter Tuition Assessment	-	-	-	-	-	0.00%
Unrestricted Aid	797,795	719,901	936,419	(77,894)	(216,518)	0.00%
Veterans Benefits Chapter 115	2,970	1,126	7,610	(1,844)	(6,484)	14.80%
Exemption : Vets, Blind, Surviving Spouse	2,510	2,259	22,815	(251)	(20,556)	9.90%
State Owned Land Reimbursement	82,159	74,070	94,994	(8,089)	(20,924)	77.97%
Undetermined	-	885	-	-	885.00	0.00%
Total	4,810,417	4,755,448	6,385,669	(55,854)	(1,630,221)	74.47%
Local Receipts:						
Motor Vehicle Excise	2,125,154	2,318,368	2,921,596	193,214	(603,228)	79.35%
Other Excise	181,329	62,777	235,000	(118,552)	(172,223)	26.71%
Penalties and Interest	135,136	120,383	272,000	(14,753)	(151,617)	44.26%
Payment in Lieu of Taxes	40,103	-	40,000	(40,103)	(40,000)	0.00%
Fees	513,119	293,528	609,000	(219,591)	(315,472)	48.20%
Licenses and Permits	327,981	644,030	790,000	316,049	(145,970)	81.52%
Special Assessments	1,844.00	6,144	7,000	4,300	(856)	87.77%
Fines and Forfeits	21,945	2,248	45,000	(19,697)	(42,752)	5.00%
Investment Income	301,417	131,987	175,000	(169,430)	(43,013)	75.42%
Miscellaneous Recurring	-	-	5,404	0	(5,404)	0.00%
Bond Premium	8,631	8,900	0	269	8,900	0.00%
Total	3,656,659	3,588,365	5,100,000	(68,294)	(1,511,635)	70.36%
Transfers from other funds:						
Fund 24-Ambulance	-	-	575,000	-	(575,000)	0.00%
Fund 24-Council on Aging	-	-	2,116	-	(2,116)	0.00%
Fund 24-Recreation	-	-	44,987	-	(44,987)	0.00%
Fund 24-Recreation-Fields	-	-	10,579	-	(10,579)	0.00%
Fund 25-Food Service	-	-	76,477	-	(76,477)	0.00%
Fund 25-BASE	-	-	221,000	-	(221,000)	0.00%
Fund 25-TCW	-	-	-	-	-	0.00%
Fund 25-Full Day Kinder	-	-	-	-	-	0.00%
Fund 61-Water	-	-	362,472	-	(362,472)	0.00%
Fund 63-Wastewater	-	-	36,472	-	(36,472)	0.00%
Total	-	-	1,329,103	-	(1,329,103)	0.00%
Total Budgeted Revenue	61,377,774	63,795,480	86,747,205	2,416,821	(22,951,725)	73.54%
Unbudgeted Revenue:						
Tax Title Liens	255,732	61,594	-	(194,138)	-	0.00%
Prior Year RE collections	314,469	516,955	-	202,486	-	0.00%
Fund 24-Recreation-New FY 17 accounts	-	-	-	-	-	0.00%
Account Closeout	-	101,881	-	-	-	-
Total Unbudgeted Revenue	570,201	680,430	-	8,348	680,430	0.00%
Total All Revenue	61,947,975	64,475,910	86,747,205	2,425,169	(22,271,295)	74.33%

Town of Wayland
Fiscal 2021 Total Revenue and Expenditures-GAAP
March 31, 2021

	FISCAL 2021 BUDGET TO ACTUAL				FISCAL 2020 ROLLOVER BUDGET TO ACTUAL				
	Final Budget	YTD Actual	Encumbrance	FY 2021 Total (Uncollected) / Unspent	FISCAL 2020 CARRYFORWARD	FISCAL 2020 ACTUAL	ENCUMBERED CARRYFORWARD	UNENCUMBERED CARRYFORWARD	COMBINED FY 21 / FY 20
REVENUES:									
Taxation-net of overlay	73,932,433	55,451,667	n/a	(18,480,766)	n/a	n/a	n/a	n/a	(18,480,766)
State Aid:	6,385,669	4,755,448	n/a	(1,630,221)	n/a	n/a	n/a	n/a	(1,630,221)
Local Receipts	5,100,000	3,588,365	n/a	(1,511,635)	n/a	n/a	n/a	n/a	(1,511,635)
Transfers From Other Funds	1,329,103	-	n/a	(1,329,103)	n/a	n/a	n/a	n/a	(1,329,103)
Non Budgeted Revenue	-	680,430	n/a	680,430	n/a	n/a	n/a	n/a	680,430
Free Cash	1,931,000	-	n/a	-	n/a	n/a	n/a	n/a	n/a
Overlay	-	-	n/a	-	n/a	n/a	n/a	n/a	n/a
Bond Premium	70,437	-	n/a	-	n/a	n/a	n/a	n/a	n/a
Total Revenues	88,748,642	64,475,910	-	(22,271,295)	-	-	-	-	(22,271,295.00)
EXPENDITURES:									
General Government	5,460,290	3,038,451	442,870	1,978,969	336,534	195,570	0	140,964	2,119,933
Public Safety	7,414,894	5,072,705	185,937	2,156,252	42,286	17,603	0	24,683	2,180,935
Education	43,359,145	27,721,635	2,326,090	13,311,420	499,330	227,074	248,500	23,756	13,335,176
Minuteman Reg School	333,000	335,222	31,420.00	-33,642	-	-	-	-	-33,642
Public Works	3,631,190	2,180,628	271,439	1,179,123	183,591	84,472	0	99,119	1,278,242
Health and Human Services	1,610,629	1,117,573	30,678	462,378	10,545	1,518	-	9,027	471,405
Culture and Recreation	1,423,324	966,199	78,282	378,843	25,566	4,883.00	0	20,683	399,526
State and County Assessments	117,517	76,221	-	41,296	-	-	-	-	41,296
Debt Service	6,874,864	6,267,913	-	606,951	-	-	-	-	606,951
Pension	5,182,237	5,182,237	-	-	-	-	-	-	-
Unclassified	10,859,552	8,248,594	278,479	2,332,479	59,598	13,307	-	46,291	2,378,770
Other Expenditures	-	-	-	-	-	-	-	-	-
Transfers To Other Funds	250,000	-	-	250,000	-	-	-	-	250,000.00
Transfer to Other Funds-Capital	2,232,000	2,232,000	-	-	-	-	-	-	-
Total:	88,748,642	62,439,378	3,645,195	22,664,069	1,157,450	544,427	248,500	364,523	23,028,592

Town of Wayland
Fiscal 2021
Health Insurance Report

	Fiscal 2021 Budget	Actual Total Expense	% Of Budget Spent	Estimated Turnback	% of Total Unspent
<i>Fiscal 2021</i>					
Health Insurance	8,174,364	5,980,720	73.16%	195,487.55	2.39%
Incentive Waiver	242,000	175,302	72.44%	(12,749.81)	-5.27%
Life Insurance	30,600	22,821	74.58%	173.95	0.57%
Other Expenses	67,200	52,301	77.83%	(92,600.50)	-137.80%
	8,514,164	6,231,144	73.19%	90,311.19	1.06%

Fiscal 2021- Reserve Fund	
3/31/2021	
FY 2021 Budget	\$250,000
Year to date transfers:	
DPW - Highway	(\$50,000)
Adjusted balance:	\$200,000
Available budget:	\$200,000

COVID EXPENSES	YTD
Town Departments	Total
Town Office	\$3,355
Town IT	\$87,679
Town Clerk	\$18,091
Facilities	\$435,005
Police	\$288
Fire	\$38,023
DPW Highway	\$2,014
Board of Health	\$207,318
Library	\$2,698
Total Covid 19 Expenses	\$794,472

Town of Wayland, Massachusetts
Wastewater Enterprise Fund
Fiscal 2021
Quarterly Report, 03/31/2021

	Fiscal 2021 Budget	Fiscal 2021 Actual	% Budget Collected / Expended	\$ Variance Budget / Actual	Fiscal 2020 Actual	\$ Variance FY 21 / FY 20
Operating Revenue:						
Penalties and Interest	-	797	0.00%	797	449	348
Wastewater User Charges	317,557	185,905	58.54%	(131,652)	205,730	(19,825)
Liens	-	1,395	0.00%	1,395	3,325	(1,930)
Betterments	-	1,560	0.00%	1,560	14,933	(13,373)
Betterment Interest	-	78	0.00%	78	746	(668)
Betterment paid in advance	-	-	0.00%	-	-	-
Unapportioned WW betterment TC	-	92,065	0.00%	92,065	48,803	43,262
Unapportioned WW betterment TC-int	-	63,988	0.00%	63,988	788	63,200
WW Betterment TC RE	315,175	58,687	0.00%	(256,488)	92,559	(33,872)
WW Betterment TC Int	-	2,587	0.00%	2,587	68,157	(65,570)
Interest on Savings	-	1,970	0.00%	1,970	37,925	(35,955)
Misc. revenue	10,000	-	0.00%	(10,000)	-	-
Fund Balance Reserve	151,272	-	0.00%	(151,272)	-	-
Total	794,004	409,032	51.52%	(384,972)	473,415	(64,383)
Operating Expenditures						
Personal Services	88,330	59,753	0.00%	28,577	61,193	(1,440)
Expenditures	270,227	97,888	36.22%	172,339	103,422	(5,534)
Funded Debt	435,447	371,574	85.33%	63,873	454,922	(83,348)
Total	794,004	529,215	66.65%	264,789	619,537	(90,322)
Other Financing Sources / (Uses)						
Transfers to General Fund	-	-	0.00%	-	-	-
Total	-	-	0.00%	-	-	-
Total YTD Revenues	794,004	409,032	51.52%	(384,972)	473,415	(64,383)
Total YTD Expenditures	794,004	529,215	66.65%	264,789	619,537	(90,322)

FUND BALANCE

Undesignated Fund balance
Reserve for expenditure
Current outstanding encumbrances
YTD expenditures (Current Year & FY 20 rollover)
YTD revenues

Fiscal 2021

1,379,495
-
-
(406,152)
409,032
1,382,375

Undesignated Fund balance-

Town of Wayland, Massachusetts
Water Enterprise Fund
Fiscal 2021
Quarterly Report, 03/31/2021

	Fiscal 2021 Budget	Fiscal 2021 Actual	% Budget Collected / Expended	\$ Variance Budget / Actual	Fiscal 2020 Actual	\$ Variance FY 21 / FY 20
REVENUES						
<i>Operating Revenue:</i>						
Penalties and Interest	25,000	29,395	117.58%	4,395	20,958	8,437
Water Meter Charges	3,596,754	2,748,958	76.43%	(847,796)	2,447,615	301,343
Liens	0	36,358	0.00%	36,358	38,547	(2,189)
Water Administration Fee	300,000	199,099	66.37%	(100,901)	176,666	22,433
Water Service Order	25,000	30,006	120.02%	5,006	10,158	19,848
Misc. Revenue	40,000	8,200	20.50%	(31,800)	10,998	(2,798)
Interest on Savings	-	-	0.00%	-	10,116	(10,116)
Total	3,986,754	3,052,016	76.55%	(934,738)	2,715,058	336,958
EXPENDITURES						
<i>Operating Expenditures:</i>						
Personal Services	811,600	546,528	67.34%	265,072	548,623	(2,095.00)
Expenditures	1,495,967	598,342	40.00%	897,625	638,477	(40,135.00)
Funded Debt	1,313,018	1,204,289	91.72%	108,729	1,044,997	159,292.00
Indirect Fringe Transfers to GF	362,472	-	0.00%	362,472	-	-
Indirect Fringe Transfers to GF and OPEB	3,697	-	0.00%	3,697	-	-
Total	3,986,754	2,349,159	58.92%	1,637,595	2,232,097	117,062.00
OTHER FINANCING TRANSFERS TO WATER CAPITAL						
<i>Other Financing Uses:</i>						
Transfers to Capital Projects / Unbudgeted expense	75,000	75,000.00	100.00%	-	1,350,000	-
	<u>75,000</u>	<u>75,000.00</u>	<u>100.00%</u>	<u>-</u>	<u>1,350,000</u>	<u>1,275,000</u>
<i>Other Financing Sources:</i>						
Water Surplus to Fund 42	75,000	-	-	-	-	-
	<u>75,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	-	-	-	-	-	-
Total YTD Revenues	4,061,754	3,052,016	75.14%	(1,009,738)	2,715,058	336,958
Total YTD Expenditures	4,061,754	2,424,159	59.68%	1,637,595	3,582,097	(1,157,938)
FUND BALANCE						
		<u>2021</u>				
Undesignated Fund balance		1,484,714				
YTD expenditures (Current Year & FY 20 rollover)		(2,528,800)				
YTD revenues		3,052,016				
Total Fund Balance		<u>2,007,930</u>				

Town of Wayland, Massachusetts
Major Town Revolving Funds
March 31, 2021

	24220900			24494000			24652000		
	Amulance Revolving Fund			Transfer Station Fund			Recreation Revolving Fund		
	FY 2021 Actual	FY 2020 Actual	FY 21 / FY 20 Variance	FY 2021 Actual	FY 2020 Actual	FY 21 / FY 20 Variance	FY 2021 Actual	FY 2020 Actual	FY 21 / FY 20 Variance
Beginning Fund Balance-7/01/20	465,103	563,906	(98,803)	79,263	71,899	7,364	616,149	679,954	(63,805)
REVENUE:									
<i>Revenue from services :</i>	452,008	520,353	(68,345)	313,979	314,828	(849)	-	-	-
<i>Revenue from programs:</i>									
Beach	-	-	-	-	-	-	-	6,405	(4,055)
Boat Rentals	-	-	-	-	-	-	2,350	8,975	(8,975)
Facility Rentals	-	-	-	-	-	-	-	10,749	(10,749)
Snack Bar	-	-	-	-	-	-	-	-	0
Beach Other	-	-	-	-	-	-	-	-	-
Day Passes	-	-	-	-	-	-	77,350	30,125	47,225
Memberships	-	-	-	-	-	-	5,675	15,015	(9,340)
Field Permits	-	-	-	-	-	-	75.00	11,579	(11,504)
Summer Camps	-	-	-	-	-	-	104,349	329,595	(225,246)
Youth Programs	-	-	-	-	-	-	36,803	107,351	(70,548)
Adult Programs	-	-	-	-	-	-	1,355	49,658	(48,303)
Lessons	-	-	-	-	-	-	-	1,570	(1,570)
Misc revenue	-	-	-	-	-	-	(7,990)	2,845	(10,835)
Pre K Programs	-	-	-	-	-	-	16,667	23,924	(7,257)
Ski Programs	-	-	-	-	-	-	-	26,115	(26,115)
Seasonal events	-	-	-	-	-	-	-	8,730	(8,730)
Transfers from Other Funds	16,491	-	-	-	-	-	-	-	-
Total	468,499	520,353	(51,854)	313,979	314,828	(849)	236,634	632,636	(396,002)
EXPENDITURES:									
<i>Operating Expenditures</i>									
Personal Services	-	-	-	133,541	135,102	(1,561)	182,229	330,168	(147,939)
Expenses	16,491	24,394.00	(7,903)	140,424	178,135	(37,711)	52,642	250,149	(197,507)
Total	16,491	24,394.00	(7,903)	273,965	313,237	(39,272)	234,871	580,317	(345,446)
<i>Other Financing Sources / (Uses)</i>									
Transfers to Other Funds	-	140,000.00	(140,000)	-	-	-	-	-	-
Total	0	140,000.00	(140,000)	-	-	-	-	-	-
Total YTD Revenues	468,499	520,353	(51,854)	313,979	314,828	(849)	236,634	632,636	(396,002)
Total YTD Expenditures	16,491	164,394	(147,903)	273,965	313,237	(39,272)	234,871	580,317	(345,446)
Year to date Fund Balance total:									
Beginning Fund Balance-7/01/20	465,103	563,906	(98,803)	79,263	71,899	7,364	616,149	679,954	(63,805)
Total YTD Revenues	468,499	520,353	(51,854)	313,979	314,828	(849)	236,634	632,636	(396,002)
Total YTD Expenditures	16,491	164,394	(147,903)	273,965	313,237	(39,272)	234,871	580,317	(345,446)
Total	917,111	919,865	(2,754)	119,277	73,490	45,787	617,912	732,273	(114,361)

Fiscal 2021 Estimated Revenues / Expenditures				
	FY 21 Budget	FY 21 Estimated	FY 21 Est. \$ Var,	% Rate Bud./ Act.
Taxation:	73,932,433	73,562,084	(370,349)	99.50%
State Aid:	6,385,669	6,385,669	-	100.00%
Local Receipts:	5,100,000	5,404,818	304,818	105.98%
Transfers from other funds:	1,329,103	1,329,103	-	100.00%
Bond Premium	70,437	-	(70,437)	0.00%
Transfer from Free Cash	1,931,000	-	(1,931,000)	0.00%
Total Budgeted Revenue:	88,748,642	86,681,674	(2,066,968)	97.67%
Unbudgeted Revenue	-	628,549	628,549	0.00%
Total All Revenue:	88,748,642	87,310,223	(1,438,419)	98.38%
<u>Town Departmental Budgets</u>				
General Government	5,460,290	4,995,191	465,099	91.48%
Public Safety	7,414,894	7,002,661	412,233	94.44%
Public Works	3,631,190	3,377,762	253,428	93.02%
Health / Human Services	1,610,629	1,595,500	15,129	99.06%
Cultural	1,423,324	1,377,548	45,776	96.78%
	19,540,327	18,348,663	1,191,664	93.90%
<i>School Department</i>	43,491,145	43,491,145	-	100.00%
<u>Unclassified</u>				
Debt	6,874,864	6,883,894	(9,030)	100.13%
Retirement Assessment	5,182,237	5,182,237	0	100.00%
Vocational Education	363,000	393,000	(30,000)	108.26%
General Insurance	701,000	741,000	(40,000)	105.71%
Insurance 32B	8,514,164	8,514,164	0	100.00%
Medicare Tax	698,088	748,088	(50,000)	107.16%
Unemployment	50,000	50,000	0	100.00%
Police / Fire Disability	15,000	2,500	12,500	16.67%
Salary Reserve	251,300	116,209	135,091	46.24%
Occupational Health	8,000	6,000	2,000	75.00%
Sick Buy Back	40,000	44,680	(4,680)	111.70%
Stormwater	200,000	150,000	50,000	75.00%
Water Charges	50,000	10,000	40,000	20.00%
Reserve Fund	170,000	0	170,000	0.00%
	23,117,653	22,841,772	275,881	98.81%
Transfers to Other Funds	2,482,000	2,482,000	0	100.00%
State Assessments	117,517	117,517	0	100.00%
	2,599,517	2,599,517	0	100.00%
Total Budget Expenditures	88,748,642	87,281,097	1,467,545	98.35%
Total Budget Expenditures	88,748,642	87,281,097	1,467,545	98.35%
Total Budgeted Revenue:	88,748,642	86,681,674	-2,066,968	97.67%
Net Budget Rev / Exp.	0	-599,423	-599,423	0.00%
Unbudgeted Revenue / Expense				
Add- Unbudget Revenue	-	-	628,549	
Add-FY 20 Rollover Turnback	-	-	613,023	
Total Unbudgeted			1,241,572	
Net Change in Fund Balance	-	-		
Net Budget Rev / Exp.			(599,423)	
Total Unbudgeted			1,241,572	
Net change Fund Balance			642,149	

CHARLIE BAKER
Governor



KARYN POLITO
Lt. Governor

FOR IMMEDIATE RELEASE:
May 17, 2021

CONTACT
Governor's Press Office
gov.press@mass.gov



**Baker-Polito Administration to Lift COVID Restrictions May 29, State
to Meet Vaccination Goal by Beginning of June**
Commonwealth Will Adopt CDC Face Covering Guidance

BOSTON – Today, the Baker-Polito Administration announced that the Commonwealth is on track to meet the goal of vaccinating 4.1 million residents by the first week of June and all remaining COVID-19 restrictions will be lifted effective May 29.

The Commonwealth's face covering order will also be rescinded on May 29. The Department of Public Health will issue a new face covering advisory consistent with the Centers for Disease Control and Prevention's updated guidance. Face coverings will still be mandatory for all individuals on public and private transportation systems (including rideshares, livery, taxi, ferries, MBTA, Commuter Rail and transportation stations), in healthcare facilities and in other settings hosting vulnerable populations, such as congregate care settings.

Governor Charlie Baker will end the State of Emergency June 15.

The Administration also announced updates that will be effective May 18 to revise face covering requirements for youth and amateur sports and other guidance relating to childcare programs and K-12 schools. The Administration will release updated guidance for summer camps effective May 29.

The Administration is able to take these steps to reopen the Commonwealth's economy because Massachusetts is on track to meet the goal set in December to fully vaccinate over 4 million individuals by the first week of June. The Commonwealth leads the nation in vaccinating residents, with 75% of adults receiving at least one dose. To date, over 4 million residents have received a first dose, with 3.2 million fully vaccinated.

New cases have dropped by 89% since January 8. COVID hospitalizations are down 88% since January 1 and the positive test rate is down by 88% from peaking at 8.7% on January 1 to 1% today.

Effective May 29

Effective May 29, all industries will be permitted to open. With the exception of remaining face-covering requirements for public and private transportation systems and facilities housing vulnerable populations, all industry restrictions will be lifted, and capacity will increase to 100% for all industries. The gathering limit will be rescinded.

All industries will be encouraged to follow CDC guidance for cleaning and hygiene protocols.

On May 18, 2020, the Administration [published the reopening phases](#), which called for ending restrictions when vaccines became widely available. Today, there are over 975 locations for Massachusetts residents to access vaccines without delay.

Face Covering Guidance

In line with updated CDC face covering guidance, the Administration will rescind the current face covering order and issue a new face covering advisory effective May 29.

Non-vaccinated individuals are advised to continue wearing face masks and to continue distancing in most settings. The advisory will also recommend fully vaccinated individuals no longer need to wear a face covering or social distance indoors or outdoors except for in certain situations.

Face coverings will still be required for all individuals on public and private transportation (including rideshares, livery, taxi, ferries, MBTA, Commuter Rail and transportation stations), healthcare facilities and providers, congregate care settings and health and rehabilitative day services.

Face coverings will also remain required indoors for staff and students of K-12 schools and early education providers.

[Link to mask guidance](#)

Youth and Amateur Sports Face Covering Guidance

Effective May 18, the youth and amateur sports guidance will be updated to no longer require face coverings for youth athletes 18 and under while playing outdoor sports. Effective May 29, all youth and amateur sports restrictions will be lifted.

[Link to youth sports guidance](#)

K-12, Early Education and Summer Camp Guidance

Effective May 18, guidance from the Department of Elementary and Secondary Education and the Department of Early Education and Care will be updated to no longer require masks for outdoor activities like recess and to allow for the sharing of objects in classrooms, in both K-12 and childcare settings. This guidance will remain in effect beyond May 29.

The Administration will release updated guidance for summer camps, effective May 29, which will include no longer requiring masks for outdoor activities.

[Link to DESE guidance](#)

[Link to EEC guidance](#)

State of Emergency Order

Governor Baker will end the [State of Emergency](#) June 15, and the Administration will work with legislative and municipal partners during this period in order to manage an orderly transition from emergency measures adopted by executive order and special legislation during the period of the State of Emergency.

###

**COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS
DEPARTMENT OF ENVIRONMENTAL PROTECTION**

In the matter of:
Town of Wayland

Enforcement Document Number: 00010644
Issuing Bureau: BWR
Issuing Region/Office: NERO
Issuing Program: WPC
Primary Program Cites: WPC

**ADMINISTRATIVE CONSENT ORDER
AND
NOTICE OF NONCOMPLIANCE**

I. THE PARTIES

1. The Department of Environmental Protection (“Department” or “MassDEP”) is a duly constituted agency of the Commonwealth of Massachusetts established pursuant to M.G.L. c. 21A, § 7. MassDEP maintains its principal office at One Winter Street, Boston, Massachusetts 02108, and its Northeast Regional Office at 205B Lowell Street, Wilmington, Massachusetts 01887.

2. The Town of Wayland (“Respondent”) is a municipality in the Commonwealth of Massachusetts. Respondent has a mailing address of 41 Cochituate Road, Wayland, MA 01778. Respondent owns and, acting through its Wastewater Management District Commission (“WWMDC”)¹, operates a wastewater treatment works, which includes a wastewater treatment plant (“WWTP”) located at 185 Elissa Avenue in Wayland, MA and an associated wastewater collection system.

II. STATEMENT OF FACTS AND LAW

3. MassDEP is responsible for the implementation and enforcement of M.G.L. c. 21, §§ 26-53, the Surface Water Discharge Permit Regulations at 314 CMR 3.00; the Ground Water Discharge Permit Regulations at 314 CMR 5.00 and the Sewer System Extension and Connection Permit Regulations at 314 CMR 7.00. MassDEP has authority under M.G.L. c. 21A, § 16 and the Administrative Penalty Regulations at 310 CMR 5.00 to assess civil administrative penalties to persons in noncompliance with the laws and regulations set forth above.

4. WWMDC has been issued a National Pollutant Discharge Elimination System (“NPDES”) surface water discharge permit no. MA0039853 (“NPDES Permit”) jointly by the Environmental Protection Agency (“EPA”) and MassDEP to discharge treated effluent which discharges to the Sudbury River, in accordance with the terms and conditions of the NPDES Permit. The NPDES permit was issued on September 30, 2008 and was later modified on October 9, 2009. It remains valid as of the date of issuance of this Consent Order.

¹ The Wayland Wastewater Management District Commission (“WWMDC”) established by c. 461 of the Special Acts of 1996, is a board of the Respondent. For purposes of this Consent Order, WWMDC has the same mailing address as Respondent.

5. MassDEP has also issued an Individual Groundwater Discharge Permit No. 944-1 (“GWDP”) to the Respondent to provide additional discharge capacity to a proposed disposal facility located at the Town Hall Office at 41 Cochituate Road in Wayland, MA, in accordance with the terms and conditions of the GWDP. The GWDP was issued on September 19, 2019.
6. The following facts and allegations have led MassDEP to issue this Consent Order:
 - A. Respondent is the subject of an Administrative Consent Order No. ACO-NE-12-1N001 (“ACO-12”) which establishes the requirement and the timeframe for the design and construction of the proposed groundwater discharge facility, which is triggered when and if the Respondent’s WWTP exceeds 80% of the NPDES Permit average daily flow limit (41,600 gallons per day) for a consecutive 120 day period.
 - B. Alta at River’s Edge (“Alta”) is a proposed residential site that will serve a total of 218 units that consist of 339 bedrooms, located at 490 Boston Post Road in Wayland, MA owned by WP East Acquisitions, LLC.
 - C. Alta is approved under its hydrogeological evaluation approval that was issued by MassDEP on February 14, 2020, to treat and discharge a maximum of 37,380 gallons per day of sanitary sewage at its proposed soil absorption system (“SAS”). Alta was issued a General Groundwater Discharge Permit (permit no. 995-0) for a Small Privately Owned Wastewater Treatment Facility, on November 2, 2020, which is valid until November 2, 2025.
 - D. The Respondent’s WWTP has a designed average annual daily flow treatment capacity of 0.079 million gallons per day (“mgd”).
 - E. The NPDES Permit includes an effluent flow limit of 0.052 mgd, as a rolling 12-monthly average.
 - F. The Respondent’s WWTP highest average monthly discharge was 19,701 gallons per day in 2020.
 - G. Respondent was awarded a \$2.2 million MassWorks Infrastructure Grant in 2020 to provide financial assistance for roadway and infrastructure improvements, including the construction of a sanitary sewer conveyance system (*i.e.*, force mains) along State Route 20 to provide a sewer connection to Alta.
 - H. On February 22, 2021, Alta granted the Respondent permanent easements on, over, under and across portions of Alta’s property for the purpose of access to and the right to perform the wastewater operation and maintenance work and to discharge treated effluent from the Town’s wastewater treatment. The Easement is recorded at the Middlesex South Registry of Deeds at Book 77066, Page 1. In place of constructing the full wastewater treatment and disposal facilities on the project site pursuant to their MassDEP Groundwater Discharge Permit, Alta is seeking, through execution of this agreement with

the Town, to be provided a connection to the municipal sewer system, as a means to provide for wastewater conveyance, treatment, and disposal.

- I. Given the joint interests of the Town and Alta, design plans being developed for new infrastructure in the relevant segment of Boston Post Road (State Route 20) include provisions for:
 - a. A sewer extension from the Alta site to the Town's WWTP; and
 - b. Sewer lines to convey treated effluent from the WWTP to the SAS on the Alta site.
- J. Construction of the Route 20 wastewater conveyance system and the easement agreement with Alta will allow sanitary sewerage generated from the proposed Alta development to be conveyed to and treated at the Respondent's WWTP through the Town's issuance of a sewer connection permit.
- K. The Town intends to seek an Individual groundwater Discharge Permit to secure authorization to discharge treated effluent from the WWTP to the SAS located at the Alta site. On February 12, 2021, the Town submitted a MassDEP Individual Groundwater Discharge Permit application seeking this authorization. This discharge capacity will supplement their discharge capacity allotted under the NPDES Permit.
- L. The regulations at 314 CMR 5.03 (1) state in part:

No person shall discharge pollutants to ground waters of the Commonwealth without a currently valid permit from the Department pursuant to M.G.L. c. 21, 5.00, except as otherwise provided in 314 CMR 5.05. No person shall construct, install, modify, operate or maintain an outlet for such a discharge or any treatment works required to treat such discharge without having first obtained a discharge permit in accordance with 314 CMR 5.03 (1) and written approval from the Department for such activity, except as otherwise provided in 314 CMR 5.05.
- M. By constructing a sewer line from the Town's WWTP to the SAS at the Alta site, the Town will violate the provisions of 314 CMR 5.03(1), by proceeding with this construction prior to obtaining a MassDEP Groundwater Discharge Permit.

III. DISPOSITION AND ORDER

For the reasons set forth above, MassDEP hereby issues, and Respondent hereby consents to, this Order:

7. The parties have agreed to enter into this Consent Order because they agree that it is in their own interests, and in the public interest, to proceed promptly with the actions called for herein rather than to expend additional time and resources litigating the matters set forth above. Respondent enters into this Consent Order without admitting or denying the facts or allegations

In the Matter of: Town of Wayland
ACOP # 00010644

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set forth herein. However, Respondent agrees not to contest such facts and allegations for purposes of the issuance or enforcement of this Consent Order.

8. MassDEP's authority to issue this Consent Order is conferred by the Statutes and Regulations cited in Part II of this Consent Order.
9. Respondent shall perform the following actions:
 - A. Prior to the construction of the wastewater conveyance systems (force mains) along Route 20, the Respondent shall submit the design plans and specifications to construct the system, to MassDEP for review and written approval.
 - B. On or before December 31, 2021, Respondent shall obtain an Individual Groundwater Discharge Permit from MassDEP for discharging WWTP effluent to the SAS at the Alta site.
 - C. Respondent shall obtain written authorization from MassDEP prior to commencing any discharge of WWTP effluent to the SAS at Alta at River's Edge.
10. Except as otherwise provided, all notices, submittals and other communications required by this Consent Order shall be directed to:

Kevin Brander, P.E., Section Chief
Wastewater Management Section
Massachusetts Department of Environmental Protection
Northeast Regional Office
205B Lowell Street
Wilmington, MA 01887
Kevin.Brande@mass.gov

Such notices, submittals and other communications shall be considered delivered by Respondent upon receipt by MassDEP.

11. Actions required by this Consent Order shall be taken in accordance with all applicable federal, state, and local laws, regulations and approvals. This Consent Order shall not be construed as, nor operate as, relieving Respondent or any other person of the necessity of complying with all applicable federal, state, and local laws, regulations and approvals.

12. For purposes of M.G.L. c. 21A, § 16 and 310 CMR 5.00, this Consent Order shall also serve as a Notice of Noncompliance for Respondent's noncompliance with the requirements cited in Part II above. MassDEP hereby determines, and Respondent hereby agrees, that the deadlines set forth above constitute reasonable periods of time for Respondent to take the actions described.

13. Respondent understands, and hereby waives, its right to an adjudicatory hearing before MassDEP on, and judicial review of, the issuance and terms of this Consent Order and to notice of any such rights of review. This waiver does not extend to any other order issued by the MassDEP.

14. This Consent Order may be modified only by written agreement of the parties hereto.

15. The provisions of this Consent Order are severable, and if any provision of this Consent Order or the application thereof is held invalid, such invalidity shall not affect the validity of other provisions of this Consent Order, or the application of such other provisions, which can be given effect without the invalid provision or application, provided however, that MassDEP shall have the discretion to void this Consent Order in the event of any such invalidity.

16. Nothing in this Consent Order shall be construed or operate as barring, diminishing, adjudicating or in any way affecting (i) any legal or equitable right of MassDEP to issue any additional order or to seek any other relief with respect to the subject matter covered by this Consent Order, or (ii) any legal or equitable right of MassDEP to pursue any other claim, action, suit, cause of action, or demand which MassDEP may have with respect to the subject matter covered by this Consent Order, including, without limitation, any action to enforce this Consent Order in an administrative or judicial proceeding.

17. This Consent Order shall not be construed or operate as barring, diminishing, adjudicating, or in any way affecting, any legal or equitable right of MassDEP or Respondent with respect to any subject matter not covered by this Consent Order.

18. This Consent Order shall be binding upon Respondent and upon Respondent's heirs, successors and assigns. Respondent shall not violate this Consent Order and shall not allow or suffer Respondent's employees, agents, contractors or consultants to violate this Consent Order. Until Respondent has fully complied with this Consent Order, Respondent shall provide a copy of this Consent Order to each successor or assignee at such time that any succession or assignment occurs.

19. If Respondent violates "any provision" of the Consent Order, Respondent shall pay stipulated civil administrative penalties to the Commonwealth in the amount of one thousand dollars (\$1,000.00) per day for each day, or portion thereof, each such violation continues.

Stipulated civil administrative penalties shall begin to accrue on the day a violation occurs and shall continue to accrue until the day Respondent corrects the violation or completes performance, whichever is applicable. Stipulated civil administrative penalties shall accrue regardless of whether MassDEP has notified Respondent of a violation or act of noncompliance. All stipulated civil administrative penalties accruing under this Consent Order shall be paid within thirty (30) days of the date MassDEP issues Respondent a written demand for payment. If a court judgment is necessary to execute a claim for stipulated penalties under this Consent Order, Respondent agrees to assent to the entry of such judgment. If simultaneous violations

occur, separate penalties shall accrue for separate violations of this Consent Order. The payment of stipulated civil administrative penalties shall not alter in any way Respondent's obligation to complete performance as required by this Consent Order. MassDEP reserves its right to elect to pursue alternative remedies and alternative civil and criminal penalties which may be available by reason of Respondent's failure to comply with the requirements of this Consent Order. In the event MassDEP collects alternative civil administrative penalties, Respondent shall not be required to pay stipulated civil administrative penalties pursuant to this Consent Order for the same violations.

Respondent reserves whatever rights it may have to contest MassDEP's determination that Respondent failed to comply with the Consent Order and/or to contest the accuracy of MassDEP's calculation of the amount of the stipulated civil administrative penalty. Upon exhaustion of such rights, if any, Respondent agrees to assent to the entry of a court judgement if such court judgment is necessary to execute a claim for stipulated penalties under this Consent Order.

20. Failure on the part of MassDEP to complain of any action or inaction on the part of Respondent shall not constitute a waiver by MassDEP of any of its rights under this Consent Order. Further, no waiver by MassDEP of any provision of this Consent Order shall be construed as a waiver of any other provision of this Consent Order.

21. To the extent authorized by the current owner, Respondent agrees to provide MassDEP, and MassDEP's employees, representatives and contractors, access at all reasonable times to any facilities in the collection system or records being maintained for purposed of conducting any activity related to its oversight of this Consent Order. Notwithstanding any provision of this Consent Order, MassDEP retains all of its access authorities and rights under applicable state and federal law.

22. This Consent Order may be executed in one or more counterpart originals, all of which when executed shall constitute a single Consent Order.

23. The undersigned certify that they are fully authorized to enter into the terms and conditions of this Consent Order and to legally bind the party on whose behalf they are signing this Consent Order.

24. This Consent Order shall become effective on the date that it is executed by MassDEP.

In the Matter of: Town of Wayland
ACOP # 00010644

Page 7 of 7

SPECIAL INSTRUCTIONS:

Your two signed copies of the Administrative Consent Orders ("ACO") must be delivered for execution (signature) by MassDEP to the following address:

Kevin Brander, P.E., Section Chief
Wastewater Management Section
Massachusetts Department of Environmental Protection
Northeast Regional Office
205B Lowell Street
Wilmington, MA 01887

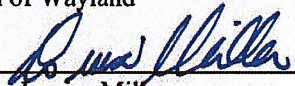
MassDEP will return one signed copy of the ACO to you after MassDEP has signed, provided you have followed the above instructions.

Payment will be due, pursuant to the instructions outlined within the ACO after you receive your fully executed copy.

PLEASE DO NOT INCLUDE YOUR PAYMENT WITH THE SIGNED ACOs. SIGNED ACO ARE TO BE SENT TO THE ABOVE ADDRESS.

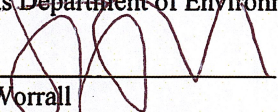
Please call Helen Howard at (617) 292-5668 if you have questions regarding payment and/or instruction.

Consented To:
Town of Wayland

By: 
Louise Miller
Town Administrator
Town of Wayland
41 Cochituate Road
Wayland, MA 01778

Date: 4/26/2021

Issued By:
Massachusetts Department of Environmental Protection

By: 
Eric Worrall
Regional Director
Massachusetts Department of Environmental Protection
Northeast Regional Office
205B Lowell Street
Wilmington, MA 01887

Date: 4/28/21



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

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

For Immediate Release
Date: May 20, 2021

Contact: Thomas Holder, DPW Director
(508) 358-3678
tholder@wayland.ma.us

Wayland PFAS Response Update

Wayland, Massachusetts - The Town of Wayland issued a statement today updating its continuing response to the presence of certain per- and polyfluoroalkyl substances (PFAS6) in the Town's public water supply at levels above the Massachusetts Department of Environmental Protection (MassDEP) maximum contaminant limit.

As noted in prior communications, two of the three wells at the Happy Hollow wellfield exceed the MassDEP PFAS6 standard. Happy Hollow is one of four wellfields supplying the Town with its drinking water. All other wells in town are in compliance, but continue to be monitored at this time. The short-term solution for bringing the Happy Hollow supply into compliance is to shut down one well, treat the second well showing elevated PFAS6 levels, and blend the treated water with water from the third well.

On May 15, Town Meeting approved funding this short-term solution to bring the Town's drinking water back into MassDEP regulatory compliance. Public Works Director Tom Holder provided a timeline for implementation of the short-term solution, with MassDEP review and approval anticipated by the end of May, and implementation completed by mid-July. He stated that "once the short-term solution for treatment of one Happy Hollow well is in place, we

expect that the Town's drinking water supply will be in compliance with the MassDEP standards for PFAS6. After PFAS6 levels are confirmed, and the pilot system is approved by MassDEP, we will winterize the treatment system so that it remains fully functional while we continue to work on the Town's long-term solution." Holder also noted that the State announced grant funding for PFAS6 remediation, and the Town is planning to apply for funds that could help pay for a portion of Wayland's short term efforts.

This week, the Town is transitioning from the distribution of bottled water to the establishment of a rebate system in which any Town residents who identify themselves as being part of the MassDEP defined "sensitive subgroups," will be eligible for a rebate on their water bill. Further information on the rebate program and instructions on how to apply are available on the Town's PFAS6 webpage at www.wayland.ma.us/PFAS. The form itself can be accessed at www.wayland.ma.us/water-division/webforms/bottled-water-rebate-application. Residents can use this rebate to purchase bottled water in the sizes they prefer. A link to MassDEP's information about filters is also included on the form. This switch will allow DPW staff to focus on preparing the Happy Hollow site for the equipment so that it can be up and running as soon as possible after it arrives.

The Town received concerned feedback from many residents regarding the use of plastic bottles for drinking water, whether Town provided or purchased by residents, and the end of the water distribution program for residents who may not be in a MassDEP "sensitive" population but are still concerned with PFAS6 in their tap water. Town Administrator Louise Miller stated, "the Town is exploring offering water refill stations so that residents are able to self-serve in their own reusable water containers. This program would be available to all residents. More information about the feasibility of such water stations for Wayland will be available next week on the Town's webpage."

The Town also released PFAS6 test results obtained at taps throughout Town. The test results mirrored the results of the testing at the Town's well sites. Chair of the Board of Public Works Michael Wegerbauer stated, "the results were from single samples taken at locations that the Town uses for quarterly disinfection by-product monitoring. While we are confident that the results reflect the water distribution in Town, samples were taken in the morning when Baldwin, Chamberlain, and Happy Hollow were pumping, and represent results at a single point in time during high demand. We believe that it is likely that PFAS6 concentrations can vary widely both during the day and over longer time periods, and levels in the various locations may vary from the results reported." This testing will continue monthly.

Health Director Julia Junghanns also reported that she had been in contact with the Massachusetts Department of Public Health toxicologist who worked with MassDEP on setting PFAS6 standards and who expressed that the 20 ppt was developed to leave a large margin of safety taking into account all ways in which people are exposed to PFAS in their daily lives through consumer products.

The recently approved town Meeting funds will also be used to prepare a monitoring and sourcing draft plan. The PFAS web site will continue to be updated regularly, and significant updates will be communicated via future press releases.



TOWN OF WAYLAND
41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

MEMORANDUM

To: Board of Selectmen
Board of Public Works
Board of Health
Finance Committee

From: Louise Miller, Town Administrator

Cc: John Bugbee, Assistant Town Administrator
Thomas Holder, Public Works Director
Don Millette, Water Superintendent
Julia Junghanns, Health Director
Michael McCann, Information Technology Director
Ben Keefe, Public Buildings Director
Linda Hansen, Conservation Agent

Date: May 21, 2020

Re: PFAS Response Update

Short-term Solution

As set forth in prior memoranda, two of the three wells at the Happy Hollow wellfield exceed the MassDEP PFAS6 standard of 20 ppt. Happy Hollow is one of four wellfields supplying the Town with its drinking water. All other wells in town are in compliance but continue to be monitored at this time. The short-term solution for bringing the Happy Hollow supply into compliance is to shut down one well, treat the second well showing elevated PFAS6 levels through an ion exchange process, and blend the treated water with water from the third well. MassDEP has accepted the concept and is anticipated to permit the treatment process as a PILOT demonstration study. Tata and Howard and the Public Works Director will submit the permit application early next week. While the next meeting with MassDEP has not yet been scheduled, we anticipate a response from MassDEP by the end of the week of May 31.

Tata and Howard has developed specifications for the short-term solution and a solicitation for a quote process will be released May 24, 2021. Quotes will be returned to the Town by the end of the week of May 31. However, no contract can be signed until the Town receives a MassDEP permit. Once the contract is signed or a Notice to Proceed is issued, the equipment is expected to be delivered within 4 weeks. In the meantime, the Water Superintendent is working with Water Division employees to prepare for installation of the pad that will hold the equipment used in the water treatment and in getting the Happy Hollow property otherwise ready. Once it has been confirmed that the Town's short-term solution is effectively reducing PFAS6 levels so that the well is in compliance, the Town will issue a contract to complete the work required for winterization. This is anticipated to occur in October.

The Conservation Agent has worked with the Public Works Director to obtain an emergency certification that will permit all needed work at Happy Hollow, to be ratified by the Conservation Commission. The emergency certification must also be provided to MassDEP.

Sampling and Testing Cycle of the Town's Drinking Water Wells

The April test results from each of the Town's wells are on the Town's PFAS webpage. The results were generally in line with prior results. Samples for May were taken this week with results anticipated in June. We are confirmint with MassDEP that, once the Town receives test results that demonstrate that all operating wells are under 20 ppt for PFAS6, the Town will be relieved from providing alternative water or a rebate. We did learn that MassDEP compliance means that the Town must demonstrate a quarterly average of compliance. The quarters are based on the calendar year, with the next quarter in July, August, and September. We do not yet know whether the timing of implementation of the short-term solution will allow the Town to become compliant in the July to September quarter.

Rebate Program

MassDEP requires that the Town provide an alternative source of drinking water for sensitive populations (pregnant women, nursing mothers, infants, and people with a compromised immune system) and advises that the sensitive populations should consider using bottled water that has been tested for PFAS6 for drinking, for making infant formula, and for cooking foods that absorb water (such as rice). The Town has been distributing bottled water since early April to meet this requirement. On April 27, 2021, the Board of Public Works approved a rebate program. This week, the Town is transitioning from the distribution of bottled water to the establishment of a rebate system in which any Town residents who identify themselves as being part of the MassDEP defined "sensitive subgroups," will be eligible for a rebate on their water bill. Further information on the rebate program and instructions on how to apply are available on the Town's PFAS6 webpage at www.wayland.ma.us/PFAS. The form itself can be accessed at www.wayland.ma.us/water-division/webforms/bottled-water-rebate-application. Residents can use this rebate to purchase bottled water in the sizes they prefer. A link to MassDEP's information about filters is also included on the form. Certain customers (including day cares, public schools, nursing homes, assisted care facilities) will still be provided the option of having water delivered directly.

The Town received concerned feedback from many residents regarding the use of plastic bottles for drinking water, whether Town provided or purchased by residents, and the end of the water distribution program for residents who may not be in a MassDEP "sensitive" population but are still concerned with PFAS6 in their tap water. We are exploring offering water refill stations so that residents are able to self-serve in their own reusable water containers. This program would be available to all residents. We have identified a potential vendor for refill stations and are confirming with MassDEP whether the vendor has been approved. More information about the feasibility of such water stations for Wayland will be available next week on the Town's webpage.

MWRA Emergency Connection

We have received MWRA costs for an emergency connection. Based on the costs provided, which were higher than anticipated, the Public Works Director and I recommend that further discussion and review the MWRA emergency connection be deferred at this time. The cost alternatives provided are attached to this memorandum. They would require substantially higher payments for water as well as connection fees beginning 6 months after the emergency connection. The Town of Natick has also deferred the MWRA connection at this time.

Long-term Response

The Town is negotiating the terms of the contract with Kleinfelder. The scope of work includes reviewing a number of long-term options for the Town, including new wells, new treatment options, a mix between MWRA and Wayland water, and MWRA only supply.

Future Considerations and Uncertainties

As the Town continues to test and monitor its wells, we would point out certain future considerations and uncertainties. With respect to the Town's short-term response to PFAS6, there is the potential that the Town will need to treat a second well at Happy Hollow. We also continue to caution that the Chamberlain well may also potentially need treatment in the future. While we are told that PFAS6 is pervasive and present in many water supplies, there is much uncertainty about the level of PFAS6 fluctuations.

We would also caution that there may be more items regulated in the future. The USEPA and MassDEP continue to study a number of currently unregulated contaminant materials, including additional PFAS compounds. The timeline for additional regulated substances is also uncertain.

Potential Sources of PFAS6

Weston and Sampson continues to work with town staff on evaluating the location of additional monitoring wells. We had previously reported that, given the level of PFAS6 detected, it does not appear that there will be a single source identified. A three-phase approach to identifying potential sources of PFAS is being developed. As part of the first phase, samples will be tested from the current test wells at the High School complex, as they are currently. The testing in May will include surface water testing as well as testing from some existing older test wells if they are usable. A map is being developed to show the location of the samples. Weston and Sampson did report that PFAS6 testing on Cape Cod has shown the presence of PFAS6 in all surface waters tested.

Weston and Sampson will provide a plan for a three-phased approach, including a GIS historical survey of evidence of potential sources, ongoing testing of existing monitoring wells, and the addition of monitoring wells based on data collected. The first two phases of the plan will occur simultaneously. There was discussion with Weston and Sampson of the value of the historical survey. They indicated that they have had some luck in finding potential sources through the historical survey.

Testing of Town Water at the Tap

The Town also released PFAS6 test results obtained at taps throughout Town. The test results mirrored the results of the testing at the Town's well sites. The results were not from MassDEP approved PFAS6 sampling sites, they were taken at locations that the Town uses for quarterly disinfection by-product monitoring. The results reflect the water distribution in Town. Samples were taken in the morning when Baldwin, Chamberlain, and Happy Hollow were pumping, and represent results at a single point in time during high demand. We believe that it is likely that PFAS6 concentrations can vary widely both during the day and over longer time periods, and levels in the various locations may vary from the results reported. This testing will continue monthly.

The results are as follows:

Oxbow Sample Station - 16.58 ppt

The sample results from the Oxbow Sample Station reflect the sample results from Chamberlain Well. We know the northern end of Town is fed mostly by Chamberlain (and Campbell when it is running).

Town Hall - 5.39 ppt

The Town Hall result reflects the water sample results from the Baldwin Pond Treatment Plant. Water from Baldwin mainly feeds the center portion of Town as well as fills the Tank.

Reeves Hill Tank - 22.75 ppt

The Tank is mainly fed by Happy Hollow, with a small portion coming from Baldwin and Chamberlain at night and during times of low demand.

Fire Station 2 - 27.78 ppt

Station 2 and the southern end of Town is mostly fed from Happy Hollow, so these results are not unexpected.

SCENARIO 1 - OP 05

	Cost per MG (including surcharge)	Net Asset Value Payment Per MG	NAV Surcharge	Total Charge Per MG
FY22	E Period #1 \$ 4,847.12	\$ -	\$ -	\$ 4,847.12
FY22	E Period #2 \$ 4,847.12	\$ 357.00	\$ 35.70	\$ 5,239.82
FY23	E Period #3 \$ 5,037.86	\$ 703.50	\$ 70.35	\$ 5,811.71
FY23	E Period #4 \$ 5,037.86	\$ 1,049.99	\$ 105.00	\$ 6,192.85
FY24	E Period #5 \$ 6,188.34	\$ 1,049.99	\$ 315.00	\$ 7,553.33
FY24	E Period #6 \$ 6,188.34	\$ 1,049.99	\$ 315.00	\$ 7,553.33
FY25	E Period #7 \$ 6,430.98	\$ 1,049.99	\$ 315.00	\$ 7,795.97
FY25	E Period #8 \$ 6,925.67	\$ 1,049.99	\$ 420.00	\$ 8,395.66

SCENARIO 2 - Extend 1st
Emergency Period for 4
years.

SCENARIO 2 - 1.3 mgd

	Projected Cost per MG (includes 10% surcharge)	Daily Water Use (mgd)	Number of Days in Emergency	Charge for 6 months of Daily Use
FY22	\$ 4,847.12	1.3	365	\$ 2,299,957.0
FY23	\$ 5,037.86	1.3	365	\$ 2,390,464.3
FY24	\$ 5,236.29	1.3	365	\$ 2,484,619.9
FY25	\$ 5,441.59	1.3	365	\$ 2,582,036.7
Four year total charge =				\$ 9,757,077.9

SCENARIO 1 - 1.3 mgd

FY	E Period	Daily Water Use (mgd)	Number of Days in Emergency Period	Charge per 6 months of Daily Use	NAV Payment
FY22	E Period #1	1.3	182.5	\$ 1,149,978.51	n/a
FY22	E Period #2	1.3	182.5	\$ 1,243,146.58	\$ 84,698.25
FY23	E Period #3	1.3	182.5	\$ 1,378,828.06	\$ 166,905.38
FY23	E Period #4	1.3	182.5	\$ 1,469,253.52	\$ 249,110.13
FY24	E Period #5	1.3	182.5	\$ 1,792,028.88	\$ 249,110.13
FY24	E Period #6	1.3	182.5	\$ 1,849,592.83	\$ 249,110.13
FY25	E Period #7	1.3	182.5	\$ 1,991,869.88	\$ 249,110.13
FY25	E Period #8	1.3	182.5	\$ 1,991,869.88	\$ 249,110.13
Four year total charge =				\$ 12,666,725.63	\$ 1,497,154.26

Currently pursuant to OP 05, if Wayland uses 1.3 million gallons each day of four years, the total charge will be around \$12.7 million. That includes a \$1.5 million net asset value payment that would be refunded if Wayland joined MWRA under OP-10 for a permanent connection.

If the entire four year term were treated as one emergency period and Wayland uses 1.3 million gallons each day, the total charge would be around \$9.8 million.

Restaurant	Status of Request for Temporary Extension of Outdoor Seating	Request for Permenant Extension?
The Coach Grill	Approved	Yes
Giacomo's Ristorante	Approved	
The Local Wayland	Approved	
The Dudley Chateau	Pending	Yes
China Rose Cuisine & Bar	Not Submitted	
The Grill at Sandy Burr	Not Submitted	
X Golf	Not Submitted	



*Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, Massachusetts 02150*

Jean M. Lorizio, Esq.
Chairman

**ALCOHOLIC BEVERAGES CONTROL COMMISSION ADVISORY
REGARDING THE END OF COVID-RELATED RESTRICTIONS**

On May 17, 2021, Governor Charlie Baker announced the lifting of COVID-related restrictions and the expected date for the end of the Commonwealth's state of emergency. The details of the Governor's plans can be found [HERE](#).

Beginning Saturday, May 29, 2021, all COVID-related restrictions for licensees are lifted and all licensees can resume normal operations.

The Governor's COVID-19 State of Emergency will end Monday, June 15, 2021. The end of the state of emergency brings with it two important changes:

Patios/Outdoor Expansions: licensees that have been approved for expanded patio/outdoor service pursuant to the Governor's executive orders may continue their outdoor operations for 60 days after the end of the state of emergency, which is Sunday, August 15, 2021.

The Governor and the Legislature are working on legislation to extend this deadline. However, no extension has yet been approved. Licensees that seek to continue patio/outdoor service after August 15, 2021, are encouraged to apply in the ordinary course for an alteration of premises with their local licensing authorities.

Takeaway/delivery of alcohol: establishments licensed for on-premises consumption of alcohol must end takeaway and delivery sales of alcohol on June 15, 2021.

Anyone with questions, comments, or concerns about the end of the state of emergency and its impacts on licensees should contact the Governor's Office by calling 2-1-1.

We thank licensees and the local licensing authorities for all their support and compliance during this state of emergency; we understand this has been a trying time for the entire industry. We continue to be available to local licensing authorities and licensees going forward.

Local licensing authorities are reminded that on May 26, 2021, at 10:00 a.m., the ABCC is hosting a virtual meeting to answer any questions and address concerns from local licensing authorities. All are encouraged to attend. This call will be recorded for those who cannot attend live.

As always, all licensees must ensure that they comply with the laws of the Commonwealth of Massachusetts, and that sales of alcoholic beverages take place only as authorized by federal, state, and local law. All questions should be directed to the ABCC Executive Director Ralph Sacramone at rsacramone@tre.state.ma.us or (617) 727-3040 x 731.

(Issued May 20, 2021)



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

TOWN BUILDING
41 COCHITUATE ROAD
TEL. (508) 358-7701
www.wayland.ma.us

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

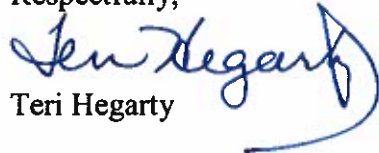
Dear Selectmen,

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

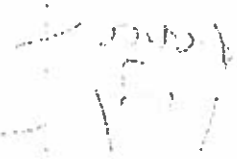
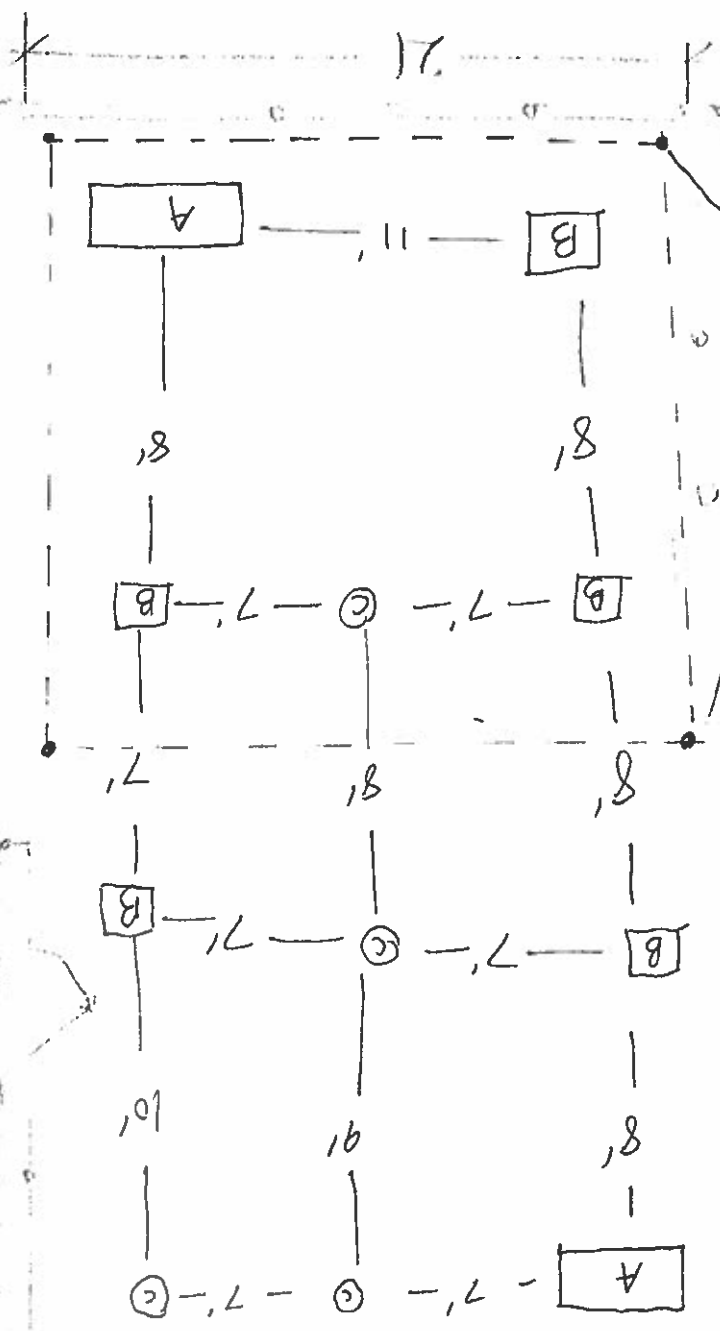
Phone Number 508-934-6477

Use of Premises: Restaurant

No. of Seats: 40

Signature of Applicant/Authorized Agent
Mandy Phillips

Title owner/manager Date 4/8/21



tent 20' x 20''

Dudley Pond

existing parking

Concrete

Concrete

Concrete

existing parking

10' x 7'

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

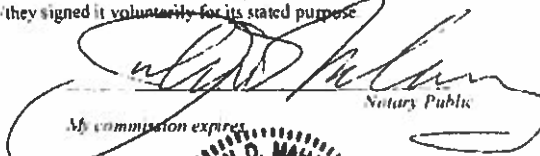
COMMONWEALTH OF MASSACHUSETTS

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





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



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WAYLAND, MASSACHUSETTS 01778

TOWN BUILDING
41 COCHITUATE ROAD
TEL (508) 358-7701
www.wayland.ma.us

Public Ceremonies Committee

Ms. Cherry Karlson
Chair Board of Selectmen
May 17th, 2021

Dear Ms. Karlson

The Public Ceremonies Committee Cordially invites all members of the Board of Selectmen to attend the ceremony on May 31st the ceremony will take place at the lake view cemetery at 11:00 am. We are hoping that you or a representative can attend to give the welcoming remarks.

Richard P Turner

Richard P Turner USN RET
Chairman Public Ceremonies Committee



Regional Housing Services Office

Serving Acton, Bedford, Concord, Lexington, Lincoln, Maynard, Sudbury, Wayland, and Weston

Address: 37 Knox Trail, Acton, MA 01720

Website: WWW.RHSOhousing.org

Email: INFO@RHSOhousing.org

Phone: (978) 287-1092

April 30, 2021

To: John Mangiaratti, Sarah Stanton, Stephen Crane, James Malloy, Timothy Higgins, Greg Johnson, Henry Hayes, Louise Miller, Leon Gaumond, Janet Adachi, Kristen Guichard, Robert Hummel, Alyssa Sandoval, Marcia Rasmussen, Heather Gill, Lee Smith, Carol Kowalski, Amanda Loomis, Paula Vaughn, Megan Zammuto, Adam Duchesneau, Cynthia Howe, Sarkis Sarkisian, Imai Aiu, Sarah Rhatigan

CC: Jody Kablack, Lara Plaskon, Liz Valenta

From: Elizabeth Rust

RE: Regional Housing Services Office – FY21 Q3, Status Report

This is the FY21 status report for activity from 1/1/21 through 3/31/21 (FY21 Q2) for Regional Housing Services Office, the inter-municipal collaboration between the nine towns of Acton, Bedford, Concord, Lexington, Lincoln, Maynard, Sudbury, Wayland and Weston. Please let me know if you have any comments or questions.

RHSO Administration:

We continue the RHSO work in the pandemic semi-shut down – we staff the office 2-3 days a week, continuing remote working, and hold meetings of all kinds through ZOOM. All efforts on the workplan continue, with adjustments as needed.

As we enter Q4, we look to preparing the annual IMA Amendment and having it signed by each member community, and finishing any residual invoicing for supplemental hours. This year we supported an additional 20% in supplemental services, expanding our hours to cover the additional work.

Looking forward to FY22, we made final budget adjustments to support member community’s plans. We will resurrect plans to hire a 5th RHSO staff, which was deferred for this fiscal year due to on boarding difficulties in COVID times.

The Advisory committee met in March and reviewed the new zoning changes, with presentations led by experts from CHAPA and DHCD.

Regional Activities:

Regional activities provide general housing resources, including trainings, reports, information and the website. We continue to enhance the website, and this quarter, we added a section on Section 8 homeownership.

The RHSO continues to administer the Emergency Rental and Mortgage Assistance Programs, responding to COVID-19 change in income, with household averages of a 42% reduction in income due to COVID.

	Rental Assistance			Mortgage Assistance	
	AMOUNT ALLOCATED	HOUSEHOLDS ASSISTED	AMOUNT COMMITTED	HOUSEHOLDS ASSISTED	AMOUNT COMMITTED
Acton	\$100,000	37	\$83,900	14	\$31,132
Bedford	\$60,000	11	\$50,000		
Maynard	\$70,000	16	\$50,900	5	\$11,980
Sudbury	\$39,850	14	\$39,850		
Weston	\$100,000	6	\$25,700		
TOTAL	\$369,850.	84	\$250,350.	11	\$43,112



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SHI, 40B Safe Harbor and Inventory Administration

Managing the SHI inventory is a key component of the RHSO services provided. A total of 1,194 units have been added to the Subsidized Housing Inventory for the members since joining the RHSO and 163 in FY21.

	Housing Units, 2010	SHI Tracking				FY21/FY22 Pipeline	40B Safe Harbor
		SHI Units	% Subsidized	+/- 10%	Added in FY21		
Acton	8,475	896	10.57%	49	2	Craftsman Village (2), Mass Ave (31)	Yes - >10%, and HPP Certified to 8/9/22
Bedford	5,322	981	18.43%	449		Village at Bedford Woods (6)	Yes - >10%
Concord	6,852	721	10.52%	36		Junction Village (83), Gerow (2), 930 Main St (2)	Yes - >10%
Lexington	11,946	1,334	11.17%	140		Wright Farm (1), 186 Bedford (13)	Yes - >10%
Lincoln	2,130	298	13.99%	85			Yes - >10%
Maynard	4,430	401	9.05%	-42		Coolidge (12), Old Bay Road (1)	Yes - HPP Certified to 9/21/21
Sudbury	5,921	669	11.30%	77			Yes - >10%
Wayland	4,957	330	6.66%	-166	1	RiversEdge (218), Cascade (-60)	
Weston	3,952	332	8.40%	-64	160	Modera Weston (160)	Yes - HPP Certified to 11/23/22
total	53,985	5,962	11.04%	564	163		

Monitoring:

The monitoring program is a core service of the RHSO with almost 6,000 units of SHI rental and ownership restricted housing across the communities, of those, the RHSO monitors 388 ownership units, and 778 rental units.

This quarter we sent referral letters to 12 homeowners behind on payments.

Ownership Units: The ownership monitoring is finishing up for FY21, with the following steps:

- Self-certifications to each owner, 3 mailings
 - Third mailing completed in March
- Review the registry of deeds, complete
- Review owner mailing address versus town database, complete
- Review on-line sites for rentals, on-going
- Provide annual certification reports to DHCD in June

4/6/2021	FY21 Self-Declaration			
	Sent	Rec'd	Open	% rec'd
Acton	67	60	7	90%
Bedford	59	54	5	92%
Concord	73	70	3	96%
Lexington	32	32	0	100%
Lincoln	54	48	6	89%
Maynard	6	6	0	100%
Sudbury	35	34	1	97%
Wayland	36	33	3	92%
Weston	26	22	4	85%
total	388	359	29	93%



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- Send quarterly Welcome Letters to new owners – 14 letters to date.

Resales: One of the primary responsibilities of the monitoring agent is to locate eligible buyers upon resale of deed restricted ownership units. This falls to the municipality for units in the LIP Program, 40B units where the town is the named agent, or other locally restricted units.

Resales	FY20	FY21
Acton	1	1
Bedford		2
Concord	2	4
Lexington		
Lincoln	1	3
Maynard		1
Sudbury	1	
Wayland		2
Weston	1	1
	6	14

This year have brought an unprecedented number of resales in the RHSO area, with 14 resale units closing in FY21, compared to 6 in FY20 (which was a substantial increase over FY19), 2 new units starting to market in the upcoming month, and inquiries from many owners.

The RHSO provides these resale services as part of its core monitoring efforts, and the town receives the resale fee (~\$4k -~\$5k) associated with the transaction, which is sometimes used to offset RHSO membership fees. Municipalities can purchase additional hours if the work on resales extend past the contracted support level.

Rental Projects: The RHSO monitors Local Initiative Program (LIP) rental units and units funded with HOME funds on behalf on the member communities, as required by the funding Regulatory Agreements.

In general, the monitoring review includes:

1. Reviewing that the rents are assessed in accordance with the Regulatory Agreement.
2. Reviewing sample tenant files to ensure that tenant income is recertified using source documents according to the regulations.
3. Verifying that tenants are selected in accordance with Fair Housing requirements and current Affirmative Fair Housing Marketing Plans (AFHMP) including advertising requirements.
4. Verification that the units are maintained in accordance with applicable standards.
5. Providing Town certification to DHCD, as required.
6. Follow-up during the year on compliance findings and recommendations.
7. Reviewing annual rent increase requests and recommending approvals. [on hold during COVID]

The below table provides the detail schedule for the rental monitoring. There is some shift in schedule and scope due to COVID, including desk reviews in lieu of site visits. There is a moratorium of both rent increases and evictions, per DHCD guidance and rental re-certifications are slower and delayed.



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	Town	Rental Development Name	SHI units	Restricted Units	Subsidy Program	FY21 (start)
1	Acton	Scattered sites (AHA)	8	8	LIP 40B	Q4
2	Acton	Inn at Robbins Brook	3	3	LIP-LAU	Q4
3	Acton	Avalon	86	22	LIP-40B	Q4
4	Bedford	Village at Concord Road	12	3	LIP 40B	Complete
5	Bedford	20 Railroad	8	8	HOME	In process
6	Bedford	Patriot Place	10	7	LIP 40B	Complete
7	Bedford	Village at Taylor Pond	200	50	LIP-LAU	Complete
8	Bedford	Bedford Village	96	96	CPA	
9	Bedford	447 Concord Road	14	12	HOME	Q3
10	Concord	Concord Prescott	350	88	LIP 40B	Q4
11	Concord	Concord Park	16	16	Local	Q4
12	Concord	405 Old Bedford Road (CHA)	4	4	LIP LAU	In process
13	Concord	Brookside Square	74	8	LIP-LAU	Q4
14	Concord	Warner Woods	80	16	MH NEF	Q4
15	Concord	Thoreau St (CHA)	1	1	HOME	Q3
16	Concord	Peter Bulkeley (CHA)	28	28	HOME	Q3
17	Lexington	Avalon at Lexington Hills	387	97	LIP 40B	Complete
18	Lexington	Avalon Lexington	198	56	Local	Complete
19	Lexington	LexHAB Scattered Sites	48	48	various	Complete
20	Lexington	Pine Grove Village	5	5	HOME	Complete
21	Lexington	Keeler Farm	1	1	HOME	In process
22	Lincoln	Commons	30	8	LIP 40B	Q4
23	Lincoln	Oriole Landing	60	15	LIP LAU	Q4
24	Maynard	Maynard Crossing, Vue	180	22	LIP LAU	In process
25	Sudbury	Willis Lake (SHA)	1	1	LIP-LAU	Q4
26	Sudbury	Avalon	250	63	LIP 40B	In process
27	Sudbury	Coolidge (Phase1)	64	64	HOME	In process
28	Wayland	Residences At Wayland Center	12	12	LIP-LAU	Complete
29	Weston	Church, Jones, Pine, Viles	6	6	LIP LAU	In process
30	Weston	Warren Ave	7	5	LIP 40B	In process
31	Weston	Merriam Village	62	5	LIP LAU	Under Review
			2301	778		

Town-Specific Monitoring

Other monitoring efforts include assisting residents with refinancing as well as maintaining the inventory with new projects, new owners, and other general updates.

In Acton: Recommended refinancing approval for two owners at Prospect and Parker.

In Bedford: Attempted to complete rental monitoring of Village at Concord Road; completed monitoring at Patriot Place; held lottery and located an eligible buyer for 4 Carter Way for resale; drafted invoice for Town-owned land at 447 Concord Road; recommended refinancing approval for an owner at Hartwell Farms; worked with property manager on behalf of tenant family in crisis.

In Concord: Proposed buy-down funds to preserve the affordable restriction and repairs at Emerson Annex and marketed, held lottery and located an eligible purchaser; started resale process at Riverbend and Elm



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Brook; recommended refinancing approval for four owners - at Lalli Woods, Riverwalk, Burke Farm, Concord Homes; and supported closing at Walden St resale.

In Lexington: Prepared memo on theoretical Katahdin Woods conversion and impact to SHI; completed Avalon monitoring.

In Lincoln: Located eligible buyer for Battle Road Farm resale, drafted closing documents and supported closing; prepared violation letter for Lincoln Foundation to homeowners for unapproved mortgage refinance; assisted the Housing Commission with tenant rental review; responded to owners regarding resale process.

In Maynard: Started resale notice process and preparing marketing materials for the resale unit at Marble Farm; sent two violation letters to homeowners for unapproved mortgage refinances.

In Sudbury: Prepared closing document package for closing at Village at County Road; responded to Coolidge loan audit request; prepared closing documents for unit at Grouse Hill.

In Wayland: Monitoring report for the Residences at Wayland Center sent to DHCD.

In Weston: No monitoring activities this period.

HOME Support:

The HOME support category assists participating HOME communities (Bedford, Concord, Lexington, Sudbury and Wayland) commit and expend their available Program funds, develop HOME funded programs, as well as completing their administrative requirements. To date, the RHSO has assisted the member communities commit ~\$2,400,000 since FY13.

In this reporting period the RHSO attended the quarterly HOME meeting in February, worked on the annual sub-recipient agreements and requisitions for administration, as well as:

- **Analysis of Impediments:** Assisted the final comment period for the final Analysis of Impediments to Fair Housing Choice, gathered local preference data for planning consultant, and prepared for implementation of the Action Plan, including preparing a proposal for Consortium funding of a comprehensive testing program.
- **Bedford:** The Ashby Place project, renovations in the community building, has completed construction and processed the final requisition, final monitoring is upcoming. The Bedford Initial Rental Assistance Program (TBRA) is funded for FY21 for \$15,550 with no cases received to date.
- **Concord:** Completed the Environmental Review (ER) analysis for Christopher Heights at Junction Village and submitted to DHCD for review, where we learned that the Phase1 Analysis needed to be updated with current data. Started working on the HOME award of funds to the Concord Housing Authority development at the Gerow property by preparing and submitting an RFP for consortium competitive funds.
- **Lexington:** Lexington has \$30,040 of FY21 funds available with no projects in the pipeline.
- **Sudbury:** Coolidge II HOME project has completed construction, and project closeout in process.
- **Wayland:** Wayland Initial Rental Assistance Program (TBRA) is funded for FY21 for \$8,280.



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Local Support:

The local support category enables each municipality to have some amount of hours to support priority items not covered under other service categories. The following local support activities were performed for each community in this reporting period:

Acton: Continued monthly meetings with town; continued administration of ERAP and MAP programs with review of new and renewed applicants, and submission of monthly rent invoices, reviewed applicants and presented approvals for payment to the town; and supported the ACHC by attending meetings, taking minutes, reviewing mortgage assistance application and following up as appropriate.

Bedford: Continued administration of ERAP with review of new and renewed applicants, and submission of monthly rent invoices; assisted the town and MAHT with the administration of the Small Grant Program; reviewed LIP materials for 330 South Street.

Concord: Participated in Northeastern student study on opposition to affordable housing case study; scheduled and prepared for Housing Roundtable. For Christopher Heights at Junction Village: Continued monthly status meetings, prepared and issued RFQ Open Space design, supported Open Space Task Force; assisted the CHA with Executive Director search. Assisted the CHDC by preparing meeting agendas and packets; completed annual Form ABC and Town Annual Report, supported the proposal for buy-down CPC funds, administered the Small Grant Program by reviewing and presenting applications for consideration for the January grant cycle and making approved awards, and processing invoices for awarded funds.

Lexington: Participated on a LWV panel on housing opportunities in Lexington; reviewed and prepared comments for National Development Waterstone development.

Lincoln: Assisted in the implementation of a Small Grant Program using the other RHSO member communities as a model.

Maynard: Continued administration of ERAP and MAP with review of new and renewed applicants, and submission of monthly rent invoices.

Sudbury: Continued administration of ERAP with expanded program guidelines, review of applicants, and submission of monthly rent invoices. Supported the Sudbury Housing Trust by: preparing agendas, supporting annual financial audit, packets and Town Annual Report; supporting the proposal for CPC funds; and Small Grant Program by reviewing and presenting applications for consideration and award, and processing invoices for awarded funds. In addition, under the Sudbury Trust umbrella, the RHSO performed lottery and monitoring services for other entities in the region, as follows:

- MassHousing monitoring contract: Started transition of three properties (27 units) with creating inventory, reviewing registry and deed restrictions. Received one request for refinance (withdrawn) and conveyance notice for Westford unit.
- Cold Brook Crossing: Received signed Monitoring Agent contract and started review of affordable housing package
- Recertified tenants at property in Melrose;
- Started and/or Completed Affirmative Fair Housing Marketing Plans for Lexington Meadows and Bedford Woods.
- Held lottery for Harvard Trail Ridge.
- Supported contracts and remaining closings at Sherborn Fields at Sherborn Falls, Acton Post Office Square, and Reading Postmark Square.

Wayland: Met with Town staff and prepared proposal for FY22 services.



Regional Housing Services Office

Serving Acton, Bedford, Concord, Lexington, Lincoln, Maynard, Sudbury, Wayland, and Weston

Address: 37 Knox Trail, Acton, MA 01720

Website: WWW.RHSOhousing.org

Email: INFO@RHSOhousing.org

Phone: (978) 287-1092

Weston: Continued administration of ERAP with review of new and renewed applicants, and submission of monthly rent invoices. Assisted the HPP effort by completing final draft of the Needs Assessment for the HPP and supporting the HPP Steering Committee with project administration. DHCD has reviewed the Brook School LIP/LAU application and the RHSO will work with DHCD to make revisions and have the AHFMP and application approved. Assisted the Weston Affordable Housing Trust with its projects and programs, including: preparing meeting agendas and packets; ongoing asset management of Warren Avenue housing development; and continued support the development at 0 Wellesley, working with Habitat to develop six-affordable homes. Started to assist the Elderly Housing Committee with plans to expand Brook School.



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FY21 Tracking:

The FY21 Q3 total hours are shown in the table to the right.

Over all, the RHSO has worked 21.25 hours less than the anticipated Q3 amount (using a straight-line budget, of one-half the annual budget). With 20% increase in hours added mid-year, the straight-line method is inaccurate.

We monitor the hours for each community monthly and work together as the year closes to ensure that the over/under is +/- 10 hours (which are forgiven), and which monies can be rolled over to next fiscal year.

	YTD Actual	YTD Annualized Budget	Actual v Budget
Acton			
Monitoring	55.75	60.00	(4.25)
40B Monitoring	9.75	0.00	9.75
Local Support	284.00	248.25	35.75
ACHC	38.00	78.00	(40.00)
Regional Activities	16.00	15.00	1.00
Admin	29.75	15.00	14.75
Total	433.25	416.25	17.00
Bedford			
Monitoring	133.25	134.25	(1.00)
HOME administration	26.00	30.00	(4.00)
Local Support	149.25	150.00	(0.75)
Regional Activities	16.00	15.00	1.00
Admin	29.75	15.00	14.75
Total	354.25	344.25	10.00
Concord			
Monitoring	123.00	60.00	63.00
HOME administration	60.75	60.00	0.75
Local Support	157.75	187.50	(29.75)
CHDC	81.50	123.75	(42.25)
Regional Activities	16.00	15.00	1.00
Admin	29.75	15.00	14.75
Total	468.75	461.25	7.50
Lexington			
Monitoring	78.75	105.00	(26.25)
HOME administration	32.75	30.00	2.75
Local Support	116.50	123.00	(6.50)
Regional Activities	16.00	15.00	1.00
Admin	29.25	15.00	14.25
Total	273.25	288.00	(14.75)
Lincoln			
Monitoring	121.50	120.00	1.50
Local Support	44.00	57.75	(13.75)
Regional Activities	16.00	15.00	1.00
Admin	29.75	15.00	14.75
Total	211.25	207.75	3.50
Maynard			
Monitoring	26.00	30.00	(4.00)
Local Support	61.00	131.25	(70.25)
Maynard AHT	86.00	15.00	71.00
Regional Activities	16.00	15.00	1.00
Admin	29.75	15.00	14.75
Total	218.75	206.25	12.50
Sudbury			
Monitoring	78.50	60.00	18.50
HOME administration	21.00	37.50	(16.50)
Local Support	91.25	150.00	(58.75)
Sudbury AHT	441.50	423.75	17.75
Regional Activities	16.00	15.00	1.00
Admin	29.75	15.00	14.75
Total	678.00	701.25	(23.25)
Wayland			
Monitoring	20.25	22.50	(2.25)
HOME administration	26.75	48.75	(22.00)
Local Support	27.50	22.50	5.00
Regional Activities	16.00	15.00	1.00
Admin	29.75	15.00	14.75
Total	120.25	123.75	(3.50)
Weston			
Monitoring	25.75	30.00	(4.25)
Local Support	50.00	67.50	(17.50)
HPP	148.00	174.75	(26.75)
Weston AHT	152.50	150.00	2.50
Regional Activities	16.00	15.00	1.00
Admin	29.75	15.00	14.75
Total	422.00	452.25	(30.25)
Totals	3179.75	3201.00	(21.25)



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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
Saturday, May 15, 2021
11:30 a.m.**

**Wayland High School Stadium
264 Old Connecticut Path, 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 held outside in person. The public could attend and make public comment.

Attendance: Lea T. Anderson, Mary M. Antes, Cherry C. Karlson, David V. Watkins, Thomas J. Fay.

Absent: None.

Also Present: None.

A1. Call to Order by Chair, Review the Agenda for the Public At 11:41 a.m., C. Karlson called the meeting of the Board of Selectmen to order when a quorum was present and reviewed the agenda.

A2. Announcements and Public Comment There were no announcements and no public comment.

A3. 2021 Annual Town Meeting (ATM) Articles: discussion and possible vote on any town meeting articles or motions; address any items related to ATM; review handouts C. Karlson reviewed the two Town handouts for all residents and explained that the recent edits to the capital budget motion are due to proposed PFAS remediation expenses. D. Watkins explained he would present the Capital Stabilization article in regular format rather than Abbreviated Presentation Procedure. T. Fay stated that wording was being reviewed on the Community Center article.

A4. Vote the question of approving and signing the Collective Bargaining Agreement with New England Police Benevolent Association (NEPBA)/Wayland Police Officers Union (WPOU) Local 176 for years 2021-2023 C. Karlson reminded the Board that it had approved the contract in executive session and now needed to take a public vote. T. Fay moved, seconded by L. Anderson, to approve the Collective Bargaining Agreement with the police union as shown on the agenda. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Watkins. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A5. Vote the question of approving Police Reform and Town Policy Changes for the Wayland Police Department The Board agreed that it was ready to vote. M. Antes moved, seconded by L. Anderson, to approve the Police Reform and Town Policy Changes for the Wayland Police Department as presented at the May 10, 2021 meeting. Roll Call Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Watkins. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A6. Minutes of May 3 and May 5, 2021; review and vote to approve The Board discussed minor edits. M. Antes moved, seconded by L. Anderson, to approve the minutes of May 5, 2021 as amended. Vote: YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Watkins. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A7. Topics Not Reasonably Anticipated by the Chair 48 Hours In Advance, If Any There were none.

A8. Recess to ATM. At 12:05 p.m., the Board recessed to Annual Town Meeting.

Items Distributed for Information and Use by Board of Selectmen during the Meeting of May 15, 2021 otherwise not in Packet

There were none.

Items included in the Agenda Packet for the Board of Selectmen Meeting of May 15, 2021

1. Reference to Policy Reform Policy in the May 10, 2021 packet.
2. Draft minutes of May 5, 2021.



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BOARD OF SELECTMEN
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DRAFT

**Meeting Minutes
BOARD OF SELECTMEN
Saturday, May 16, 2021
11:45 a.m.**

**Wayland High School Stadium
264 Old Connecticut Path, 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 held outside in person. The public could attend and make public comment.

Attendance: Lea T. Anderson, Mary M. Antes, Cherry C. Karlson, David V. Watkins, Thomas J. Fay.

Absent: None.

Also Present: None.

A1. Call to Order by Chair, Review the Agenda for the Public At 12:02 p.m., C. Karlson called the meeting of the Board of Selectmen to order when a quorum was present and reviewed the agenda.

A2. Announcements There were no announcements. C. Karlson offered the opportunity for public comment. There was none.

A3. 2021 Annual Town Meeting (ATM) Articles:

- 1) Discussion and possible vote** The Board reviewed the articles to be discussed at this session. T. Fay reported on language changes to Article 24 Council on Aging/Community Center. No other actions were needed.

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

A5. Recess to ATM. At 12:10 p.m., the Board recessed to Annual Town Meeting.

Items Distributed for Information and Use by Board of Selectmen during the Meeting of May 16, 2021 otherwise not in Packet

There were none.

Items included in the Agenda Packet for the Board of Selectmen Meeting of May 16, 2021

There were none.

BOARD OF SELECTMEN
Monday, May 24, 2021
7:00 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 ratifying the expenditure of \$115,000 for Capital project: COVID-19 Ventilation Improvements as approved by 2020 Annual Town Meeting
4. Vote the question of accepting with thanks one (1) donation in the amount of \$25.00 to the Testing for COVID-19 in the Wayland Schools Fund.
5. Vote the question of accepting with thanks a gift of a 2014 Ford Cutvan E4SUP from the Metrowest Regional Transit Authority to the Town of Wayland for use by the Council on Aging
6. Vote to dissolve, with thanks, the River's Edge Advisory Committee effective immediately

PUBLIC DOCUMENTS PROVIDED TO THE BOARD OF SELECTMEN FROM MAY 10, 2021 THROUGH AND INCLUDING MAY 23, 2021 OTHERWISE NOT LISTED AND INCLUDED IN THE CORRESPONDENCE PACKET FOR MAY 24, 2021

Items distributed to the Board of Selectmen for discussion during May 10, 2021 Meeting otherwise not in Packet

1. Draft Proposed Capital Budget – Fiscal 2022 breakdown and PFAS Capital Budget Item Blurb
2. Memorandum from Town Administrator to Board of Selectmen dated May 10, 2021 re: Recommendation re Opt-Out of State Reclamation and Mosquito Control Board (“SRMCB”) Conducted Mosquito Spraying
3. Framingham-Wayland Town Line Report Sudbury River Potter Road-Framingham Stonebridge Road Wayland as prepared by Guerriere & Halnon, Inc.

Items included as part of the Agenda Packet for discussion during the May 24, 2021 Board of Selectmen Meeting(s)

1. Pages 1 through 5 of Board of Selectmen’s Policies and Procedures Packet
2. Board of Selectmen Liaison list for 2020
3. Proposed Board of Selectmen Liaison list for 2021 DRAFT
4. Town of Wayland Governance Guidelines revised June 11, 2018
5. 2021 Calendar with Board of Selectmen Meeting Dates
6. Code of Conduct Section from Governance Guidelines
7. Town of Wayland Policy on Mutual Respect in the Workplace
8. Town of Wayland Policy on Standards of Conduct
9. Town of Wayland Policy on Protection from Retaliation
10. Town of Wayland Policy on Sexual Harassment
11. Town of Wayland Policy on Workplace Violence
12. 2021 Annual Town Meeting Warrant Table of Contents
13. Link to 2021 Annual Town Meeting Warrant
14. 2021 Annual Town Meeting Article Worksheet dated May 21, 2021
15. Board of Selectmen Goals for FY2021-2022
16. Memorandum from Finance Director to Town Administrator dated May 5, 2021 re: Budget Status Report for FY 2021, 3rd Quarter
17. Estimated FY 2021 Year end Budget Report
18. Governor’s Press release dated May 17, 2021 re: lifting of COVID Restrictions May 29, State to Meet Vaccination Goal by Beginning of June, and State of Emergency to end June 15.
19. Administrative Consent Order and Notice of Noncompliance from MassDEP to Town of Wayland
20. Press Release dated May 20, 2021 re: Wayland PFAS Response Update
21. Memorandum from Town Administrator to Board of Selectmen dated May 21, 2021 re: PFAS Update
22. List of Wayland Restaurants and status of Temporary Extension of Outdoor Seating
23. Correspondence from ABCC to Board of Selectmen re: ABCC Advisory Regarding the end of COVID-Related Restrictions
24. The Dudley Chateau’s Application for Extension of Temporary Outdoor Seating
25. Letter to Selectmen from Public Ceremonies Chair dated May 17, 2021 inviting members of the Board to the Memorial Day Service to be held Monday May 31, 2021 11:00am at Lakeview Cemetery.
26. Draft Board of Selectmen Minutes of May 15, 2021
27. Draft Board of Selectmen Minutes of May 16, 2021

BOARD OF SELECTMEN
Monday, May 24, 2021
7:00 pm
Wayland Town Building
Council on Aging Room
41 Cochituate Road, Wayland, MA

CORRESPONDENCE

1. Correspondence from Comcast Xfinity to Board of Selectmen dated May 4, 2021 re: discontinuance of the channel Newsy for Comcast customers.
2. Correspondence from National Multiple Sclerosis Society, Greater New England to Town Administrator dated May 5, 2021 re: Permission for Bike MS: Minuteman Ride to be held September 18, 2021.
3. Correspondence from Michael Lowery to Board of Selectmen dated May 10, 2021 re: Board of Selectmen Sign Policy Comments.
4. Correspondence from Anette Lewis to Board of Selectmen dated May 10, 2021 re: Request to input Town Election and Town Meeting dates on Town's Online Calendar.
5. Correspondence from Susan Reed to Town Clerk forwarded to Town Administrator's office dated May 11, 2021 re: Robo-call from Board of Public Works Candidate using Town of Wayland's general phone number and having Town of Wayland Caller ID.
6. Correspondence from Gretchen Dresens to Board of Selectmen dated May 12, 2021 re: Concerns regarding School Bus Parking and petition signed by 800 individuals requesting parking not be on any school property with comments.
7. Correspondence from Michael Lowery to Board of Selectmen dated May 17, 2021 re: Compliments and appreciation for hard work put into Town Meeting.
8. Correspondence from Dave Bernstein to Board of Selectmen dated May 17, 2021 re: Compliments for Town Meeting and data regarding Town Meeting and Budget Article Duration for past Town Meetings.
9. Correspondence from Gretchen Dresens to Board of Selectmen dated May 18, 2021 re: Conservation Concern for School Bus Parking at Wayland Middle School.
10. Correspondence from Adam Gutbezahl to Board of Selectmen dated May 20, 2021 re: Resignation from the Finance Committee.