

**PACKET**

**July 12**

**2021**



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

# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN

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

## **REVISED**

**Revises agenda posted July 8, 2021 at 4:07pm**

**BOARD OF SELECTMEN**

**Monday, July 12, 2021**

**6:00 p.m.**

**Wayland Town Building**

**Board of Selectmen Conference 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.*

This meeting/hearing will be held in-person at the location provided on this notice. Members of the public are welcome to attend this in-person meeting. Please note that while an option for remote attendance and/or participation is being provided as a courtesy to the public, the meeting/hearing will not be suspended or terminated if technological problems interrupt the virtual broadcast, unless otherwise required by law. Members of the public with particular interest in any specific item on this agenda should make plans for in-person vs. virtual attendance accordingly.

The Zoom meeting can be entered using the following link:

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

Password: 346818

\*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-Raisingyour-hand-In-a-webinar>

Everyone in attendance should adhere the MA Department of Public Health's May 29 Mask Advisory that advises all unvaccinated residents to continue to wear masks in indoor settings and when you can't socially distance.

<https://www.mass.gov/info-details/covid-19-mask-requirements#effective-may-29:-updated-mask-requirements->

The meeting may be viewed live on the WayCam. Public Comment will be received either through Zoom or in person for this meeting. We request public comment be limited to two minutes per person.

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.

6:00 pm 1. Call to Order, Review Agenda for Public

6:03 pm 2. Executive Session:

- I. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to collective bargaining with:
  - The Wayland Library Staff Association MFT, AFT, AFL-CIO

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**Wayland Town Building**  
**41 Cochituate Road, Wayland, MA**

- II. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (6) to discuss the purchase, exchange, lease or value of real estate with respect to the Town's agreement with Twenty Wayland, LLC. relative to property and development located off 400-440 Boston Post Road;
- III. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to litigation Stephen Cass v. John Ritchie;
- IV. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (2), (3), and (6) to review and approve the executive session minutes of June 29, 2021

Approve and Hold: Executive Session minutes of June 29, 2021

6:48 pm 3. Announcements and Public Comment

6:55 pm 4. 2022 Annual Town Meeting: discuss potential dates, timing of holding Petitioner's information session

7:15 pm 5. Committee Appointments: Discuss and potential vote to appoint:

Committee	Potential Appointee	Term End Date
Senior Tax Relief Committee	Pauline DiCesare	June 30, 2024

Committee Appointments: Interview, discuss and potential vote to appoint:

Committee	Potential Appointee	Term End Date
HRDEI	Kara Brown	June 30, 2022
<i>1 voting member vacancy</i>	Steven Wynne	
Wayland Housing Partnership	Christine McKenna Lok	June 30, 2024

8:00 pm 6. Twenty Wayland: Discuss and report on discussion with the Town's agreement with Twenty Wayland, LLC and/or KGI Properties relative to the property and development located of 400-440 Boston Post Road.

8:15 pm 7. Local Emergency Planning Committee: discuss and potential vote

8:30 pm 8. Governance Guidelines: continuation of discussion and potential vote

8:45 pm 9. Town Administrator update

- a. River's Edge
- b. Capital Projects – Conservation & Recreation
- c. Potential Technology Upgrades in Town Departments
- d. Land Use Staffing
- e. Per- and polyfluoroalkyl substances (PFAS) – grant application
- f. Departmental Reports: Human Resources, Conservation
- g. Spencer Circle
- h. Solar at Loker
- i. Solar at Transfer Station Landfill

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j. Eversource Vegetation Maintenance  
Activity Notice

- 9:15 pm 10. Route 20 Corridor Survey: discuss and potential vote regarding proposed town survey on topics that include the Route 20 Corridor
- 9:30 pm 11. Minutes – June 14, 2021 and June 29, 2021; review and vote to approve
- 9:35 pm 12. Town Beach Private Event Request: review and potential vote to approve request to use Town Beach for private event
- 9:40 pm 13. Consent: review and vote to approve
- 9:45 pm 14. Correspondence
- 9:50 pm 15. Selectmen's Reports and Concerns
- 9:55 pm 16. Topics not Reasonably Anticipated 48 hours in advance, if any
- 10:00pm 17. Adjourn

## Potential Dates for ATM 2022 Draft 7.12.2021

### Wayland Code Requirements (section 36-1 and 36-3)




- 1) Last day to close ATM Warrant is January 15
- 2) Town Meeting must start between April 1 – May 15
- 3) Annual Town Election must be held 2-7 days before the start of ATM


















### Assumptions

1. Town Clerk: Elections should be held on a Tuesday
2. If ATM held at the High School, additional logistics required if during AP exams or if sports or performing arts events are taking place – will need feedback from school staff regarding potential events
3. Athletics historically prefers early April, team practice and hosted games are issue
4. Facilities begins set up of the fieldhouse on the Friday before a Monday or Sunday start. If starting on a Saturday, facilities would need to start setting up on a Thursday which potentially impacts High School programs


















### Potential 2022 Annual Town Meeting Choices

- March 29, 2022 Election; Potential Meeting Dates: April 1, 2, 3, 4, 5
- April 5, 2022 Election; Potential Meeting Dates: April 7, 8, 9, 10, 11, 12
- April 26, 2022 Election; Potential Meeting Dates April 28, 29, 30, May 1, 2, 3
- May 3, 2022; Potential Meeting Dates May 5, 6, 7, 8, 9, 10
- May 10, 2022; Potential Meeting Dates May 12, 13, 14, 15, 16, 17

KEY	
	Potential Election
	Potential TM
	Less desirable dates due to holidays

APRIL 2022						
S	M	T	W	TH	F	S
27	28	29 	30	31	1 	2 
3  start of Ramadan	4 	5  	6	7 	8 	9 
10 Palm Sunday 	11 	12 	13	14	15 Good Friday Spring Recess	16 Passover
17 Easter	18 Patriots Day	19 Spring Recess	20 Spring Recess	21 Spring Recess	22 Spring Recess	23 Last Day of Passover
24 Orthodox Easter	25	26 	27	28 	29 	30 

Potential Dates for ATM 2022 Draft 7.12.2021

MAY 2022						
S	M	T	W	TH	F	S
 1 End of ramadan	 2 Eid al-Fitr 12 <sup>th</sup> day of Ridvan	  3	4	 5	 6	 7
8 Mother's Day 	 9	  10	11	 12	 13	 14
 15	 16	 17	18	19	20	21
22	23	24	25	26	27	28
29	30 Memorial Day	31				



**TOWN OF WAYLAND 2021 Annual Town Meeting  
WARRANT ARTICLE PROCESS: Guide for Petitioners**

Citizens have the right to submit articles for consideration by the Town Meeting. Such articles must be in writing and signed by ten or more registered voters for Annual Town Meeting (ATM) or 100 or more registered voters for Special Town Meeting (STM), using the attached form. All petitioners' articles must be submitted in accordance with the law on or before January 15 or such time as may be fixed by the Board of Selectmen, and all such articles for Special Town Meeting must be so presented on or before the date fixed by the Selectmen for closing of the warrant for such meeting. All petitioners' articles having the required number of qualified signatures must be included in the Town Meeting Warrant by state statute.

**The Board of Selectmen and the Finance Committee encourage citizens to work with appropriate Town boards to achieve their goals whenever possible before submitting petitioners' articles. Please review the 2021 ATM Schedule online.**

**ATM Timeline and Process**

<b>Date</b>	<b>Action</b>	<b>Responsibility</b>
December / January <i>(Date is Dec 14, 2020)</i>	<i>Petitioners should attend the Selectmen's workshop for citizens interested in submitting petition for Annual Town Meeting. Potential articles and the submission process may be discussed with the Selectmen.</i>	Board of Selectmen
On or before January 15 or such earlier time as may be fixed by the Board of Selectmen <i>(2021 DATE IS 1/15 AT 4:30 PM)</i>	<i>Petitioners submit petitioners' articles for Annual Town Meeting along with all signatures by email (to <a href="mailto:scrandall@wayland.ma.us">scrandall@wayland.ma.us</a>). The petitioner's article must be in Microsoft Word. In addition, a hard copy must be submitted to the Town Administrators Office at the Town Building. The Submission date and time will be the email time stamp. Articles are collected and numbered, and copies are given to the Board of Selectmen, Finance Committee, Moderator, and Town Counsel. Signatures on the petition are verified by the Town Clerk.</i>	Town Administrator
January - March	<i>Petitioners may be asked to meet with the Board of Selectmen. The Selectmen will review articles, determine their order, vote positions on most articles; may meet with petitioners. The Board will discuss substantive articles with petitioners and may attend the Finance Committee's meeting with petitioners.</i>	Board of Selectmen
January – March <i>(2021 FINANCE COMMITTEE WORKSHOP IS JAN 27, 2021)</i>	<i>Petitioners should attend the Finance Committee's Article Workshop. The Finance Committee meets with petitioners to discuss articles at a public meeting. The Committee may explore alternative means for accomplishing the article's objective. A member of the Committee is assigned to the article to prepare a report for the Warrant, should the Committee elect to do so, including comments, pro and con arguments and the Committee's recommendation to Town Meeting.</i>	Finance Committee
January – March; <i>(ALL INFORMATION IS DUE BY 3/8)</i>	<i>Petitioners may meet with Finance Committee and/or Board of Selectmen to discuss their article; write report of no more than 150 words to be printed in the Warrant if desired and if the Finance Committee prepares a report. Such discussions help to identify issues that require further work on the part of the petitioner as well as to identify arguments for and against passage. While the final due date is <b>Monday, March 8, 2021</b>, please note, the Finance Committee does not intend to issue a report and recommendation if the information provided, including maps and exhibits, is materially modified after <b>Monday, February 8, 2021</b>.</i>	Petitioners
January - February	<i>Petitioners may meet with Town Counsel with questions as to legal form. Town Counsel will review articles for form, legislative intent, and procedural compliance and will provide main motion and the quantum of vote required for passage. Town Counsel will not render written opinions or give advice to petitioners about substantive legal issues and will not advise petitioners when there is a potential conflict of interest between the petitioners and the town.</i>	Town Counsel
Approximately 7 days prior to ATM <i>(2021 DATE IS 5/3)</i>	<i>Petitioners should attend the Board of Selectmen's Warrant Article Hearing. Petitioners should attend this workshop to answer any final questions on the article.</i>	Selectmen with Moderator and Finance Committee
ATM	<i>Petitioners make the motion on the article and make a brief presentation on the merits of the article. Procedures for presenting the article are included in the Moderator's Rules and Regulations.</i>	Lead Petitioner

**Town of Wayland  
Board/Committee Appointments  
Status as of July 1, 2021**

Most volunteer positions have a term that ends on June 30. All positions with openings as of July 1, 2021 are listed below. Incumbents may reapply, and all interested volunteers will be considered.

Information on each board and committee (purpose, responsibilities, Chair) can be found on its web page. All board and committee pages are linked here: <https://www.wayland.ma.us/boards>.

The Board of Selectmen will interview, as needed, and appoint during June and July. Volunteers interested in serving on one of the committees or boards listed below, please send an email explaining your interest and qualifications and a resume/CV to the Board of Selectmen c/o Teri Hegarty at [thegarty@wayland.ma.us](mailto:thegarty@wayland.ma.us). All positions are appointed by the Board of Selectmen unless otherwise noted.

<b>Committee</b>	<b>Term Ending Date</b>
<b>Audit Committee</b>	
School Committee	June 30, 2022
<b>Cable Advisory Committee</b>	open ended
<b>Council on Aging Board</b>	June 30, 2022
<b>Cultural Council</b> (multiple vacancies)	3-year terms
<b>Dog Control Appeals Board</b>	June 30, 2024
<b>Housing Partnership</b>	
Selectmen	June 30, 2024
<b>Human Rights, Diversity, Equity, and Inclusion Committee</b>	
Voting member	June 30, 2022
<b>Municipal Affordable Housing Trust Fund Board</b>	
Selectmen (Real Estate Law Specialist)	June 30, 2022
Housing Authority	June 30, 2023
<b>Personnel Board</b>	June 30, 2026
<b>Registrars of Voters</b>	April 1, 2022
Appointment done in compliance with MGL Ch 51, section 15.	
<b>River Stewardship Council</b> (2 positions)	June 30, 2024
<b>Senior Tax Relief Committee</b>	
Selectmen	June 30, 2024
Assessors	June 30, 2024
<b>Youth Advisory Committee</b>	
Selectmen	June 30, 2023
Board of Health	June 30, 2023



## Crandall, Seath

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**Subject:** FW: Human Rights, Diversity, Equity, and Inclusion Committee

**From:** Kara Brown <>

**Date:** Tuesday, June 22, 2021 at 1:43 PM

**To:** Hegarty, Teri <[thegarty@wayland.ma.us](mailto:thegarty@wayland.ma.us)>

**Cc:** Miller, Louise <[lmiller@wayland.ma.us](mailto:lmiller@wayland.ma.us)>, Fay, Thomas <[tfay@wayland.ma.us](mailto:tfay@wayland.ma.us)>, Karlson, Cherry <[ckarlson@wayland.ma.us](mailto:ckarlson@wayland.ma.us)>

**Subject:** Re: Human Rights, Diversity, Equity, and Inclusion Committee

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

Hi Teri, et al,

I do not have a current resume on hand, but can update my stale resume if you need me to. In lieu of a resume, I've linked a bio from my company's website, as well as my LinkedIn profile, below. Please let me know if this is sufficient for your purposes.

<https://www.cabotprop.com/our-leadership/>

[linkedin.com/in/kara-brown-79983012](https://www.linkedin.com/in/kara-brown-79983012)

Best regards,

Kara Brown

On Mon, Jun 21, 2021 at 5:48 PM Hegarty, Teri <[thegarty@wayland.ma.us](mailto:thegarty@wayland.ma.us)> wrote:

Hi Kara,

Thank you for your note of interest in the HRDEI Committee.

Was hoping you had a resume that you could forward to us as well.

Sincerely,

Teri Hegarty

**Teri Hegarty**

**Management Analyst**

**Town of Wayland**

**41 Cochituate Road**

Wayland, MA 01778

Phone: 508-358-3622

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**From:** Kara Brown [mailto:  
**Sent:** Monday, June 21, 2021 5:38 PM  
**To:** Hegarty, Teri <[thegarty@wayland.ma.us](mailto:thegarty@wayland.ma.us)>  
**Subject:** Human Rights, Diversity, Equity, and Inclusion Committee

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

Hello Teri,

I'm writing to express my interest in joining this committee. I am an attorney and member of the Massachusetts bar (as well as the NY bar). I have 15 years of experience in regulatory law, including as a private practitioner with Sidley Austin LLP in Boston. Currently I am General Counsel, Chief Compliance Officer and a member of the Board of Directors at Cabot Properties, Inc., a real estate investment firm in Boston. As part of my duties, I oversee our Human Resources team and am responsible for our DE&I efforts. We are making progress on this front through measures such as recruiting process improvements (e.g., blind resumes) and by requiring unconscious bias training. Last week we facilitated a Juneteenth discussion with the Boston Museum of African American History. I have 2 children, ages 10 and 8, and I care deeply about making the world (including Wayland) a more diverse, equitable and inclusive place for their generation.

Please let me know if you need any further information.

Thank you.

Kara Brown



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## Kara J. Brown

**GENERAL COUNSEL, CHIEF COMPLIANCE OFFICER AND SECRETARY**  
**MEMBER, BOARD OF DIRECTORS**  
**MEMBER, INVESTMENT COMMITTEE**  
**MEMBER, ESG COMMITTEE**

In addition to her legal responsibilities, Kara oversees Cabot's Human Resources and Information Technology teams. She has managed compliance programs for registered investment advisers and counseled multiple private fund advisers through regulatory exams and investigations while in-house and in private practice. Before joining Cabot, she served as Counsel in Sidley Austin's Boston office and was a member of their Investment Funds, Advisers and Derivatives and Securities and Derivatives Enforcement and Regulatory practice groups, advising investment advisers offering real estate, credit, private equity and public equity strategies and funds. She also held legal and compliance positions at Glenview Capital Management and Neuberger Berman. She holds a JD from Brooklyn Law School and a BS in Resource Economics from the University of Massachusetts at Amherst.



Kara Brown



## Kara Brown

Chief Compliance Officer and General Counsel, Cabot Properties, Inc.

Greater Boston · 500+ connections

Join to Connect



Cabot Properties, Inc.



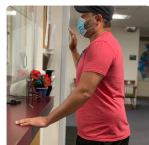
Brooklyn Law School

## Activity



Pleased to be included on this list with some daunting and ridiculously accomplished company, but more keenly focused on getting lgbtq voices in...

Liked by Kara Brown



Congratulations to my husband Abner Bruno who was sworn and appointed as a member of the Finance Committee today for a 3-year term. I look forward to...

Liked by Kara Brown

While many Sidley groups and attorneys are recognized in Chambers this year (including many in the Investment Funds Group), I wanted to give a...



Kara Brown



Join now to see all activity

## Experience



### Cabot Properties, Inc.

2 years 11 months

#### Chief Compliance Officer and General Counsel

Jan 2020 - Present · 1 year 7 months

Boston, M

#### General Counsel and Compliance Officer

Sep 2018 - Dec 2019 · 1 year 4 months

Boston, MA



### Counsel

Sidley Austin LLP

Nov 2015 - Sep 2018 · 2 years 11 months

Boston, MA



### Chief Compliance Officer and Counsel

F-Squared Investments

Apr 2013 - Jul 2015 · 2 years 4 months

Newton, MA



### Chief Compliance Officer

Gordon Brothers Group

Apr 2012 - Feb 2013 · 11 months

Greater Boston Area

### Legal and Compliance Counsel



Kara Brown



### Compliance Officer

Neuberger Berman

2005 - 2007 · 2 years

## Education



### Brooklyn Law School

J.D. · Law

2002 - 2005



### University of Massachusetts Amherst

B.S. · Economics

1999 - 2002

## Volunteer Experience



### Director

New England Broker-Dealer Investment Adviser Association (NEBDIAA)

Jul 2017 - Jul 2020 · 3 years 1 month

Incorporated in 1997, the purpose of NEBDIAA is to provide a forum for the professional exchange of information among investment advisers, broker dealers, and persons who provide services to investment advisers and broker dealers, and to direct communication among its members which will improve their ability to serve the needs of their respective clients. The forum helps members navigate an increasingly complex and ever-changing regulatory landscape. NEBDIAA is a non-profit organization.

## Groups



### The National Society of Compliance Professionals, Inc.



Kara Brown



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**Hedge Fund Group (HFG) Association: Alternative Investments, CTA Funds, & Fund of Funds**

-



**Help For Children - Prevent and Treat Child Abuse**

-



**Sidley Alumni**

-



**Real Estate Investment Group**

-

## View Kara's full profile

See who you know in common

Get introduced

Contact Kara directly

[Join to view full profile](#)

## People also viewed



**Kathleen Reardon**

Director, InvestorRelations at Cabot Properties, Inc.

Boston, MA



**Paula Drake**

Managing Director, General Counsel at HarbourVest Partners

Winchester, MA

CHRISTINE MCKENNA LOK

██████████  
Wayland, MA 01778  
██████████  
████████████████████

## SUMMARY

Policy practitioner-scholar with 10+ years experience teaching undergraduates to analyze social structures, institutions, and policies. Prolific author of policy analyses for a variety of audiences in a wide range of formats, including fact sheets, editorials, an encyclopedia entry, published agency reports, an academic journal, and a dissertation. Tech-savvy advocate who created a statewide semi-monthly electronic newsletter in 2000 for the economic justice organization where she worked.

## PROFESSIONAL EXPERIENCE

Dean College, Franklin, MA. September 2016 - December 2018.

Academic Coach

Worked one-on-one with assigned students to help them plan and execute assignments, prepare for exams, manage time, and improve study strategies. Many were part of Dean's Arch Learning Community of students with diagnosed learning disabilities and/or other learning challenges.

Regis College, Weston, MA. September 2012 - June 2014.

Assistant Professor of Social Work

Taught Contemporary Social Problems: Violence in Intimate Relationships (1 semester), Introduction to Social Services (2 semesters), Life Span Human Behavior (2 semesters), Research Methods in Social Work (2 semesters), Social Policy and Social Change (2 semesters). As member of President's Ad Hoc Committee on Faculty Workload wrote subcommittee reports on Academic Advisement (after conducting national scan of best practices and surveying department chairs about existing practices) and Supervising Student Research/Internships (after collating data from college catalog and interviewing department chairs). Won 2014 Innovative Teaching Award from Council on Social Work Education for enhancing capacity of students to be critical consumers of research through screencast assignment in which students described their navigation of the library databases. Prepared students for participation in National Alliance on Mental Illness advocacy day.

Emmanuel College, Boston, MA. September 2007 - August 2012.

Assistant Professor of Sociology

Taught Family and Gender Roles (4 semesters), Field Seminar (3 semesters), Introduction to Social Work (4 semesters), Introduction to Sociology (8 semesters), The Practice of Social Policy (3 semesters), Race, Ethnic, and Group Relations (3 semesters), Senior Seminar (1 semester). Created and managed Sociology listserv. Clarified conference reimbursement policies on Faculty Development Committee, reviewed proposals for new courses and programs on Graduate and Professional Programs Curriculum Committee, evaluated ethics of proposed student and faculty research on Institutional Review Board. Led study of



competing anti-bullying bills as course project and built consensus for advocacy recommendations later presented by class to legislative aides at State House.

Regis College, Weston, MA. August 2004 - August 2007.

Field Coordinator

Taught Communities, Organizations, and Groups (1 semester), Field Seminar (3 semesters), Interdisciplinary First-Year Seminar (1 academic year), Introduction to Social Services (6 semesters), Research Methods in Social Work (3 semesters), Social Policy and Social Change (3 semesters), Senior Seminar (2 semesters). As Field Coordinator recruited field supervisors, acted as liaison to students and supervisors in field internships, facilitated field seminars and supervisor events. Created and managed Social Work listserv. With three other faculty members, founded college's Institutional Review Board and developed processes and paperwork for committee. While Chairperson of Educational Resources Committee, identified plagiarism as significant issue for college, solicited input from student leaders and faculty, then received approval from both Faculty and Student Senates for adoption of campus-wide academic integrity handbook. Brought students to NASW Advocacy Day. Elected by senior class to participate in hooding students at ceremony in 2006. Directed BSW senior research projects.

United Way of Tri-County, Framingham, MA. July 2001 - June 2003.

Regional Coordinator of "Keeping Kids on Track"

Wrote two successful new grants: as co-author for \$250,000 (renewable for five years) for Framingham's 21<sup>st</sup> Century Community Learning Center and sole author for \$35,000 for musical after-school programming in Framingham. Served on steering committee of partnership launching Citizen Schools after-school model. Assisted Community Investment Division with research.

Statewide Emergency Network for Social and Economic Security, Albany, NY. January 1999 - July 2001.

Associate Director

Organized and presented at six sets of regional forums across state: trainings on Electronic Benefits Transfer, innovative models for emergency feeding programs, welfare reform, and basic family needs budgets, and two sets of state budget advocacy forums. Convened task force of state administrators, advocates, service providers to ease state's transition to Electronic Benefits Transfer from Food Stamp coupons. Created semi-monthly e-newsletter to statewide contacts, edited quarterly hard-copy newsletter.

Division of Public Health Practice, University of Rochester, Syracuse, NY. April 1998 - December 1998.

Research Associate

Monitored outcomes of effort to reduce infant mortality. Developed measurable objectives and tracking methods with adolescent pregnancy prevention programs; did participant-observation of peer education and public presentations. Assisted in drafting phone survey and completed 200 surveys.

## EDUCATION

Doctoral Degree in Social Science, 2007

Maxwell School of Citizenship and Public Affairs, Syracuse University, Syracuse, NY

Dissertation: Taxing issues of federal child care subsidies in postwar America, 1946-2006

Master's Degree in Social Work, Community Focus

Saint Louis University, Saint Louis, MO

Bachelor of Arts Degree, Religion Major and Spanish Minor

Bates College, Lewiston, ME

## SELECTED PUBLICATIONS

McKenna Lok, C., & Chartier, L. (2013). Why are some bullying victims more newsworthy than others? In R. A. Lind (Ed.), *Race/Gender/Media: Considering diversity across audience, content, and producers* (3rd ed.). Boston: Pearson.

McKenna, C. (2010). Child care subsidies in the United States: Funding to families. In S. Sweet & J. Casey (Eds.), *Work and family encyclopedia*. Chestnut Hill, MA: Sloan Work and Family Research Network.

Food stamps in Upstate New York: Views from the front lines. (2001). Albany, NY: Greater Upstate Law Project, Hunger Action Network of New York State, Nutrition Consortium of NYS, Statewide Emergency Network for Social and Economic Security. [with co-authors]

McKenna, C. (1999). From welfare to well-paid work. Albany, NY: Statewide Emergency Network for Social and Economic Security.

McKenna, C. (1998). Developing welfare policy: A case study of New York State. *The Maxwell Review* 6 (1): 1-8.

## Crandall, Seath

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**Sent:** Friday, July 9, 2021 8:09 AM  
**Subject:** FW: Human Rights, Diversity, Equity and Inclusion Committee  
**Attachments:** Wynne resume 06.2021.pdf

**From:** Steve Wynne []  
**Sent:** Thursday, June 24, 2021 5:43 PM  
**To:** Hegarty, Teri <[thegarty@wayland.ma.us](mailto:thegarty@wayland.ma.us)>  
**Subject:** Human Rights, Diversity, Equity and Inclusion Committee

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

Ms. Hegarty,

I am writing with strong interest in becoming a member of the Human Rights, Diversity, Equity and Inclusion Committee.

My husband Joe and I moved to Wayland in 1998 to be close to family - and have truly enjoyed living in a town with so much to offer. As a gay couple, we have always been welcomed as part of our extending family, our local neighborhood, with Wayland friends, and at our nieces and nephew's school athletic, arts, and social events.

But unfortunately, we know that for many diverse families, couples, and individuals, this is not always the case. I would very much like to be part of a town committee devoted to developing solutions and opportunities for anyone marginalized, discriminated against, or oppressed. It will make such a difference.

Attached is a copy of my professional resume. Throughout my career, I have learned that real equity only will exist when everyone has equal access to opportunities, leadership, and resources. Those are the essential elements needed to live openly, true to oneself, and as a full member of our Wayland community.

Please let me know any next steps I need to take, or if you need any additional information.

Regards,

-Steve

Steven M. Wynne  
Wayland, MA

# STEVEN M. WYNNE

Wayland, MA

[www.linkedin.com/in/stevewynne](http://www.linkedin.com/in/stevewynne)

## PROVEN MARKETING COMMUNICATIONS LEADER

Driven creative professional with consistent achievement in audience-focused marketing communications, business development and organizational strategies. Strong change agent, repositioning new products and service offerings to customers, industry leaders and internal cross-functional teams. Superior communication and presentation skills; company spokesperson for conferences and webinars.

## CORE COMPETENCIES

Creative communication development	Strategic product marketing	Market research
Change management, process improvement	Cross-functional collaboration	Team building
Vendor/client communication	Learning program design	Social media expertise

## PROFESSIONAL EXPERIENCE

**NORTHEASTERN UNIVERSITY, Boston, MA** 2021-present

*A global research university and leader in experience-driven lifelong learning, empowering students, faculty, alumni, and partners to create impact far beyond the confines of discipline, degree, and campus.*

### Associate Director of Financial Counseling Services, Student Financial Services (SFS)

- Leading service-related counseling activities for Northeastern students and parents navigating financial aid and student accounts activities relating to affordability.
- Working within Financial Aid and Student Accounts to promote and facilitate account payment, loan counseling, payment plan establishment and participation in Northeastern's institutional loan program.
- Successfully collaborating within SFS and with key university stakeholders in Finance, Advancement, Office of the General Counsel, and individual Colleges.

**WYNNE CONSULTING, Wayland, MA** 2018-2021

*Advisor to students and families, with customized solutions across of the paying for college lifecycle and financial aid process, to reduce college cost and successfully manage loan repayment.*

- Working with families to navigate the complicated financial aid process: from customized comprehensive strategic plans on colleges with the best fit and value for students through identifying cost saving loan repayment solutions.
- Creating compelling content and facilitating high school seminars on *Paying for College*, and *Comparing Financial Aid Awards*.
- Trusted advisor on college aid process for aging workforce, developing strategic educational campaigns for client employees; blogger and spokesperson for Money Matters at [www.Boomers4Us](http://www.Boomers4Us)

**NAVIENT, Newton, MA** 2014-2018

*Loan management, servicing, and asset recovery company, with \$300 billion in student loans serviced, supporting the educational achievement of more than 12 million Americans.*

### Director, Marketing Communications, ED Servicing

- Designed and delivered campaigns to drive Navient Department of Education (ED) and Federal Student Aid (FSA) customer success; utilized multiple customer communication channels to educate customers and schools regarding successful student loan repayment
- Designed, created, and launched customer and school related online libraries of financial literacy collateral, quarterly newsletters, live quarterly webinars with strategies by audience, determining frequency, topics, promotion, and facilitation as web events host
- Built multi-level web and social media communication opportunities tied to customer-focused media strategies; developed and tracked appropriate metrics to measure response rates for multiple channels, achieving record breaking open rates and sustained positive customer feedback
- Created and managed dashboards and reporting for quarterly ED-FSA dashboard portfolio analytics and borrower communication statistics to drive customer satisfaction strategies
- Achieved compliance and conformity with federal contractual requirements as reviewer of customer correspondence and related materials

**CREDIT UNION STUDENT CHOICE**, Washington, DC

2012-2014

*Credit union service organization (CUSO) offering private student loan solutions through partner credit unions.***Director, Strategic Partnerships**

- Managed total territory loan volume of \$242M; retained strong credit union partnerships and drove business growth with 57 clients, 2 of top 5 accounts; effective management of loan portfolios, and new solution implementations.
- Designed and launched new campaign strategies and tools for prospect clients, including relevant product information, pricing, and return-on-asset models
- Launched comprehensive loan product overviews for credit union staff and financial aid offices, loan portfolio performance reporting, repayment analysis, school level delinquency and cohort detail
- Designed expanded educational seminar series for partner credit union members, as well as product and system programs for credit union executives, lending, and business development staff

**SALLIE MAE**, Newton, MA

2004-2011

*Provider of student loans and education based financial services.***Senior Marketing Manager, Corporate Marketing (2008-2011)**

- Exceeded year-over-year goals for private loan market share to \$2.3 billion loan disbursements for academic year 2010-2011, an increase of 12.5% over previous year
- Managed integrated campaigns to drive awareness, acceptance, and purchase of Sallie Mae education based financial services products through online, print and event marketing
- Supervised staff in the strategic design and execution of collateral and multi-channel campaigns
- Developed content for and led facilitation of national sales meetings, educational webinars, and sessions at state, regional and national higher education conferences

**Senior Marketing Manager, School Marketing (2004-2008)**

- Managed strategy and execution for all facets of marketing communications for the Northeast, Mid-Atlantic and Southern regions: web and print collateral, branding, client relation web and print collateral, conferences and events materials, external and internal web properties, sales training/tools, print and web advertising, and print vendor relations
- Created key client advisory group to encourage customer loyalty and determine customer buying preferences, perceptions and attitudes regarding products and services

**ACADEMIC MANAGEMENT SERVICES (AMS)**, Swansea, MA

2002-2004

*Education based financial services company, purchased by Sallie Mae in 2004.***Sales Communications and Development Manager**

- With a team of seven reports, reported to Division President; aligned learning and development initiatives with senior management and national account executive strategies and goals
- Led creative development of AMS brand within school collateral, *amsweb.com* content, email campaigns, and events, print advertising and other marketing programs for exceptional marketing performance
- Assessed sales development skill gaps; created needs analysis process for course development, implementation, and measurement

**ADDITIONAL PROFESSIONAL EXPERIENCE****The Yacobian Group, LLC**, Maynard, MA, Training and Communications Consulting Manager, 2000-2002**Nautica Enterprises, Inc.**, New York, NY, Training and Communications Manager, 1996-2000**EDUCATION, PROFESSIONAL AFFILIATIONS, AND CERTIFICATIONS****Boston University**, Boston MA, Master of Science, Mass Communication**The Catholic University of America**, Washington, DC, Bachelor of Arts, American Studies**Ithaca College London Center**, Junior year abroad**Boston University**, Management Development Program Certificate, Instructional Design**American Marketing Association**, active member



**TOWN OF WAYLAND**  
41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

**MEMORANDUM**

To: Board of Selectmen  
From: Louise Miller, Town Administrator  
CC: Linda Hansen, Conservation Administrator  
Date: July 12, 2021  
Re: Conservation Capital Projects

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The following are Conservation capital projects that are on-going or were recently completed.

1. Conservation Heard Farm Parking Lot Repairs (Capital) FY2015 (\$30,000)
  - Funding for drainage improvements at Heard Farm parking lot
  - McClure Engineering provided a proposal in August 2015 for the work
  - Town Engineer developed a proposal for drainage improvements, but the plan was never implemented
  - Abutters have requested no parking along Heard Road, requiring a modified plan to increase the parking lot area and improve drainage
  - Planning to contract DGT Associates to perform the work depending on their availability
2. Carriage Shed Repairs (Capital) FY2017 (\$30,000)
  - Working with Steve Vitello (Public Facilities) and RMD Collaborative (Architect) to identify the high priority repairs
  - RMD Collaborative prepared memo dated January 6, 2021 with their recommendations
  - Steve Vitello develop a scope of work based on memo
3. Conservation Tractor purchase (Capital) FY2019 (\$45,000)
  - The tractor was delivered in June 2019
  - There is a small amount of funding remaining in the appropriation. An attachment may be purchased or the funding returned
4. Snake Brook Dam Repairs FY2012 and FY2019
  - The FY12 budget of \$100,000 was to be used for dam repairs recommended by the inspection report in 2010, although no work was done
  - A cost estimate from an engineering firm in 2018 exceeded the original cost estimate and additional funding was requested in FY2019
  - Pare Corporation was hired and has nearly completed the engineering design to rehabilitate the dam. Town staff has reviewed the design and provided feedback. The Conservation Commission will be reviewing the engineering design in July. The Town applied for grant funding for the 100% design drawings and permitting assistance. A capital appropriation is anticipated at the 2022 Annual Town Meeting.



**TOWN OF WAYLAND**  
41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

**MEMORANDUM**

To: Board of Selectmen  
From: Louise Miller, Town Administrator  
CC: Katherine Brenna, Recreation Director  
Date: July 12, 2021  
Re: Recreation Capital Projects

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The following are Recreation capital projects that are on-going or were recently completed as well as operational facility improvements.

1. Dudley Woods Walking Trails FY2011 - FY2018
  - a. Completed in FY2021 with CPA and Recreation Funds.
2. Loker Turf Field - 412 Commonwealth Road FY2022
  - a. Funds were not approved at 2021 ATM.
  - b. Facilities Department is managing this project.
  - c. Permit is still pending with ZBA on Case #21-02. A decision has been drafted. The permit process started in 2018.
3. Oxbow Meadows Field (CPA, Recreation Revolving and Operating Funds) FY2015 - FY2018
  - a. Recreation Department issued field user permits beginning April 2021.
  - b. Conducted Traffic Evaluation June 2021.
  - c. Certificate of Compliance issued from Conservation for Chapter 193.
  - d. Open Item: compliance with Settlement Agreement with neighbors.
  - e. Open Item: National Parks Service Stewardship Report submitted bi-annually 2021, 2023 and 2025.
4. Loker Recreation Area Trailheads & Parking Lot FY2021
  - a. Open CPA funds previously approved for parking lot improvements; the design was based on the turf field construction project. This may need to be rethought and redesigned.
  - b. Recent reports of vandalism and arson events at the vacant site.
5. Playground Improvements FY2021-FY2026
  - a. Claypit Hill and Happy Hollow projects were bid in June 2021, to be constructed in summer 2021
  - b. Funded with CPA Funds, grants, and donations. Funding estimate was not accurate. Additional funding to complete the project is being determined.
6. Middle School Fields Study and Design FY2022
  - a. CPA funds were approved ATM May 2021.
  - b. Middle School Back Fields – Design \$50,000 (irrigation systems reaching end of life).

**OPERATIONAL FACILITY IMPROVEMENTS:**

1. Claypit Hill 9v9 Soccer Field #5 and #6 Renovation (Operating FY2021)
  - a. Fields became unplayable in Fall 2020
  - b. DPW rehabbed, reseeded in Fall 2021
  - c. Fields rested for two seasons through Summer 2021

2. Wayland High School Tennis Courts (Operating FY2021)
  - a. Stripe for Pickle Ball in July 2021
3. Cochituate Ball Field 1 (Operating FY2021)
  - a. DPW rehabbed and reseeded
  - b. Field rested through Spring 2021
4. Schwartz/ Riverview Ave Field (Revolving FY2021)
  - a. converted to 50/70' diamond in Spring 2021
  - b. added new batting cages in FY2021
  -





Kathleen Buckley  
HUMAN RESOURCES MANAGER  
TEL. (508) 358-6721  
www.wayland.ma.us

# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN  
THOMAS J. FAYE  
ADAM G. GUTBEZAH  
CAROL B. MARTIN  
DAVE V. WATKINS  
CHERRY C. KARLSON

## **HUMAN RESOURCES & BENEFITS REPORT** **For the Board of Selectmen** **Monday, July 12, 2021**

### **Joint Tasks - HR Manager and Benefits Manager:**

1. **Annual Report** – Gathering information and assisting in the drafting of the FY21 annual report for Personnel Board.
2. **Hiring** – Human Resources is currently recruiting and managing 10 open positions. Recruitment for several open custodial positions must be staffed for the coming school year.
  - From the initial postings to several rounds of interviews, the selection process and the hiring/regret letters, this takes dozens of hours per week to manage. Scheduling and prioritizing can also be challenging.
  - This month, hiring, processing and onboarding included over 100 seasonal employees and 3 key roles, including Director of Assessing, one Firefighter and Library staff. All employees receive the same level of service.
3. **Payroll** – The past three payrolls of June/July are the largest of the year. They include balloon payments for teachers and nurses, Cost of Living Increases voted by Town Meeting and the implementation of two new Collective Bargaining Agreement provisions. Retroactive pay was required for over 500 employees, and hours spent reconciling these payrolls.
  - The Benefits Manager implements changes, reconciles all of the balloon payments and provides customer service for over 1,000 employees working for both Town and Schools.
4. **Year-End Time Accruals** – Year-end requires reconciliation of Time Accruals for all employees. This takes days of work to reconcile with employees, unions and the processing. This ensures correct liability for the Town.
5. **Employee Self-Service (ESS)** – In an effort to be more cost effective, we are setting up a new module to allow employees to view and print their Pay Advices, W-2's and 1095's.
6. **New Hire Webpage** – Created a new hire page on the Town website under the Employees Only section with resources and onboarding materials for easy access for new hires.
7. **PEC Agreement** – In early stages of negotiations for a new PEC agreement beginning 7/2022 – 6/2025. Performed research on breakdown of plans and costs associated for the Town.

8. **Worker's Compensation** – Currently we have about five employees on leave and six employees on worker's compensation. HR is responsible for the ongoing management of Worker's Compensation and Injured on Duty cases for both Town and School employees. HR works with the Town's insurance company, the employee and the employee doctor updates, as well as ensuring all of the proper paperwork is filed in accordance with law, including ADA accommodations.
9. **Work-Off Programs** – HR played a key role in the implementation of the Senior Tax Work-off program and the Valor Act to ensure our volunteers in the workplace programs complied with employment laws and processes.
10. **Employee Relations** – HR is required to provide employee services, especially important in a unionized environment. A significant amount of time each week is spent answering questions related to life changes, like retirement and FMLA, insurance, time accruals, paychecks and deductions, management questions, union questions, and verification of employment forms for employees.
11. **Vendor Management** – About 10 hours a month is spent on researching and/or answering requests from various vendors to stay in compliance with the Town's contracts. MIIA insurance worker's compensation, Healthcare and other insurance/benefit vendors, Middlesex Retirement issues and transfers.
12. **Insurance Invoices** – All Town and School invoices are reconciled by the Benefits Manager and Human Resources Manager.
  - Monthly account payable processing over \$1M all insurance billing.
  - Unemployment for both Town and Schools. Processed over 30 new claims. Reconciliation process required 30 hours this month. It is anticipated that the next unemployment bill will require additional staff help.
13. **Board positions** – Benefits Manager sits as an alternate board member of the West Suburban Health Group, and serves as the Wellness Coordinator for both Town and Schools.

Human Resources Manager is the liaison to the Personnel Board and the Human Rights, Diversity, Equity, and Inclusion Committee.

#### **Benefits Manager:**

14. Past due insurance premiums for the School Department employees (managing, reconciling and tracking).
15. Annual events – Currently preparing for Senior Fair, a fall event for Retirees over 65 to present all of the insurance benefits available. Open Enrollment for retirees in September will then result in dozens of benefit enrollment/changes for both Town and School.
16. Event activities require a few months to coordinate vendors and communications. There are about 4-5 events per year focused on Open Enrollment and employee health topics.
17. COVID-19 – Reconciled unpaid leaves for insurances for both Town and Schools. Increase in filings for retirements, leave of absences and resignations.
18. Retirements – Coordinating with the Retirement Boards, Benefit providers and the employee. Processing a retirement can take approximately 3 months of work. We currently have three employees retiring.

**Human Resources Manager:**

19. Compensation and Salary Study for the Town of Wayland – Working with the consultant to determine job descriptions, reviewing peer communities for different roles.
20. Participates in the union grievance process for all unions and presents to the Personnel Board. Also leads all investigations of reports and complaints regarding policy violations.
21. Addresses all ADA accommodations and FMLA requests from employees.
22. Updating job descriptions with the Personnel Board as needed. This requires research, job analysis and compensation studies specific to the position. Four job descriptions were updated this month.
23. Managing HR matters on a daily basis to mitigate legal issues. Group and one-on-one training provided to managers. HR manages six union contracts and each have individualized provisions.
24. Launched the Tax Workoff program
25. Monitor training opportunities for Town employees; sent year-end report to MIIA for insurance bill credits.
26. COVID-19 training for both Town and School employees for summer and recreation programs; re-entering the workplace presentation. Closed the Healthwatch System for automating employee attestations for Town. Determining how to maintain the data and maintain School portion of contract and data.



RECEIVED  
JUL 07 2021  
BOARD OF SELECTMAN  
TOWN OF WAYLAND

July 6, 2021

Dear Honorable Thomas J. Fay,

### **Safety First and Always**

The safety of our employees, our customers and the public is our top priority during the ongoing coronavirus public health crisis. Our commitment to safety, first and always, is continuous.

### **Providing Reliable Service to Customers**

At the same time, Eversource must fulfill its critical mission to deliver safe, reliable service to our customers, in support of the economic health of New England and the basic needs of society. This commitment has taken on even more importance during these unsettled times. We continue to call on our employees and contractors to perform essential work in the field that maintains and improves the reliability of our networks and serves customers' best interests, while also adapting our work practices to incorporate social distancing, proper protective equipment, heightened hygiene, and other best practices to protect their, and the public's, health and avoid the spread of coronavirus.

### **Safely Performing Our Work**

Essential work is activity that maintains or improves the condition of our system and supports our delivery of safe and reliable energy and other services, including vegetation maintenance activities within the transmission power line corridor (right-of-way) within your community. . During this time, Eversource will follow social distancing and other health and safety guidelines in our community outreach efforts. In addition to relying on alternate communications channels to keep customers safe and informed (letters, emails and phone calls), as well as the use of door hangers as a part of our outreach efforts. Eversource representatives will leave these notifications that include information on our work in rights-of-way and who to contact with any questions — without knocking on doors. Eversource representatives will continue to abide by all COVID-19 safety guidelines, which include wearing personal protective equipment, following social distancing, enhanced sanitizing requirements and other federal and state health and safety guidelines.

### **Why Tree Work is Important**

- To protect the electric system, we remove tall-growing species from the right-of-way and cut branches extending into the right-of-way. These trees and branches pose a serious safety hazard, now or in the future, if they are too close or in contact energized equipment.
- Vegetation too close to or in contact with electric facilities may lead to power outages that could impact thousands of electric customers. The clearing of trees and branches in and along the right-of-way will improve system performance, especially during severe weather events.

### **Work in Your Community**

The vegetation management work may include:

- Clearing of incompatible trees and/or removal of branches that are encroaching into the right-of-way.
- Removing tall-growing tree species that are incompatible to the transmission system, using manual climbing crew or mechanical tree harvesting equipment, and tree-chipping machinery.
- Removal of vegetation within the cleared areas of the right-of-way, through cutting, mowing and/or application of approved herbicides.

### **What You Can Expect**

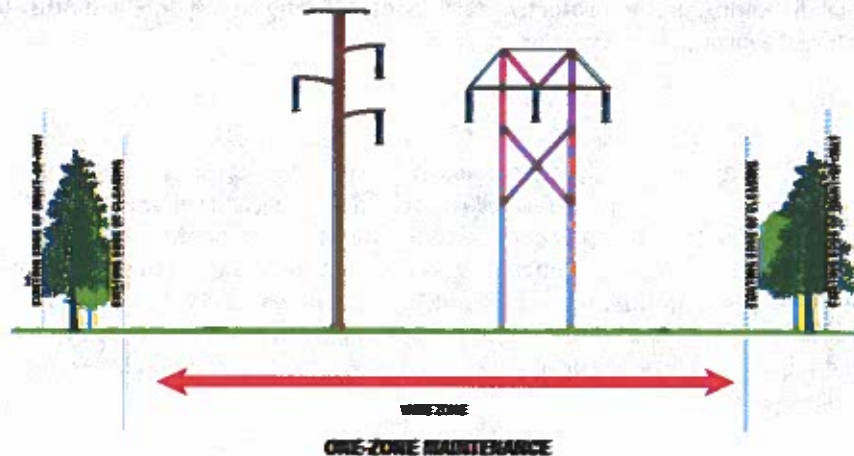
We want you to know that this work will not interrupt electric service to residents or businesses. Work hours will typically be 7 a.m. to 7 p.m., Monday through Saturday. Due to weather or other unexpected circumstances, from time to time crews may need to work longer hours or on a Sunday.

In certain areas, this vegetation management scope may be more than what has been experienced in the past.

Based on the width of the right-of-way, the type and number of transmission lines, the location of the lines within the right-of-way, and the topography, Eversource employs a "two-zone" vegetation maintenance method. This method establishes the following:

- **The wire zone** is the area directly under the transmission lines, extending out 25 to 35 feet outside the wires depending on voltage. Eversource manages the wire zone to promote a low-growing plant community dominated by grasses, flowers, ferns and small shrubs under 3 feet in height at maturity. Within this zone, trees and brush are selectively removed to allow for the establishment and preservation of these native, low-growing plant communities in non-lawn areas. Only established compatible species with a height of 15 feet or less at maturity may be allowed to remain in the wire zone, depending on location. All other plants with a mature height greater than 15 feet will be removed.
- **The border zone** is the area from outside wire zone to the edge of the cleared area or the easement edge. In this zone, incompatible tall-growing trees are removed and native trees and shrubs that have a mature height of 25 feet or less may remain where possible.

*The diagram illustrates a typical right-of-way condition. This work is occurring within the existing edge of clearing. Your neighborhood may have a different configuration of transmission structures.*



#### **Work Performance**

Eversource is using approved contractors to conduct this work. The work may be completed in several stages, or at various times during the year. Work may also be performed by different contractors depending on the scope of work required in the particular right-of-way. Trimming and tree removal is performed throughout the year. Herbicide application may be used to treat cut tree stumps or stems throughout the year, and selective leaf treatment can be performed when leaves are present.

#### **Keeping the Wood from Cleared Areas**

Eversource asks property owners if they want to keep the wood from the trees cut on their property. The wood that is to be kept for personal use will be placed along the edge of the maintained area within the right-of-way and outside of the wire zone and environmentally sensitive areas. Wood and cut branches not left for personal use will be chipped and removed, slashed, or diced and left within the right-of-way. Diced vegetation will not be left on manicured lawns, right-of-way access areas or within the cleared areas around structures and guy wires. Debris will also be kept out of water courses, stream and river banks, and bodies of water including standing water in wetland areas.

#### **Always Working to Serve You Better**

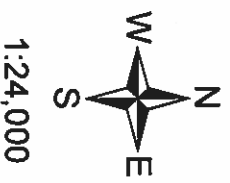
Keeping the lines of communication open is an important part of our work in your community. We can be reached [or 888-673-9943](tel:888-673-9943) or [MAVegMaintenance@eversource.com](mailto:MAVegMaintenance@eversource.com). Thank you for your patience and cooperation while Eversource performs this important system reliability work.

Sincerely,

*Marcia Wellman*

Senior Project Manager, Project Services  
July 6, 2021

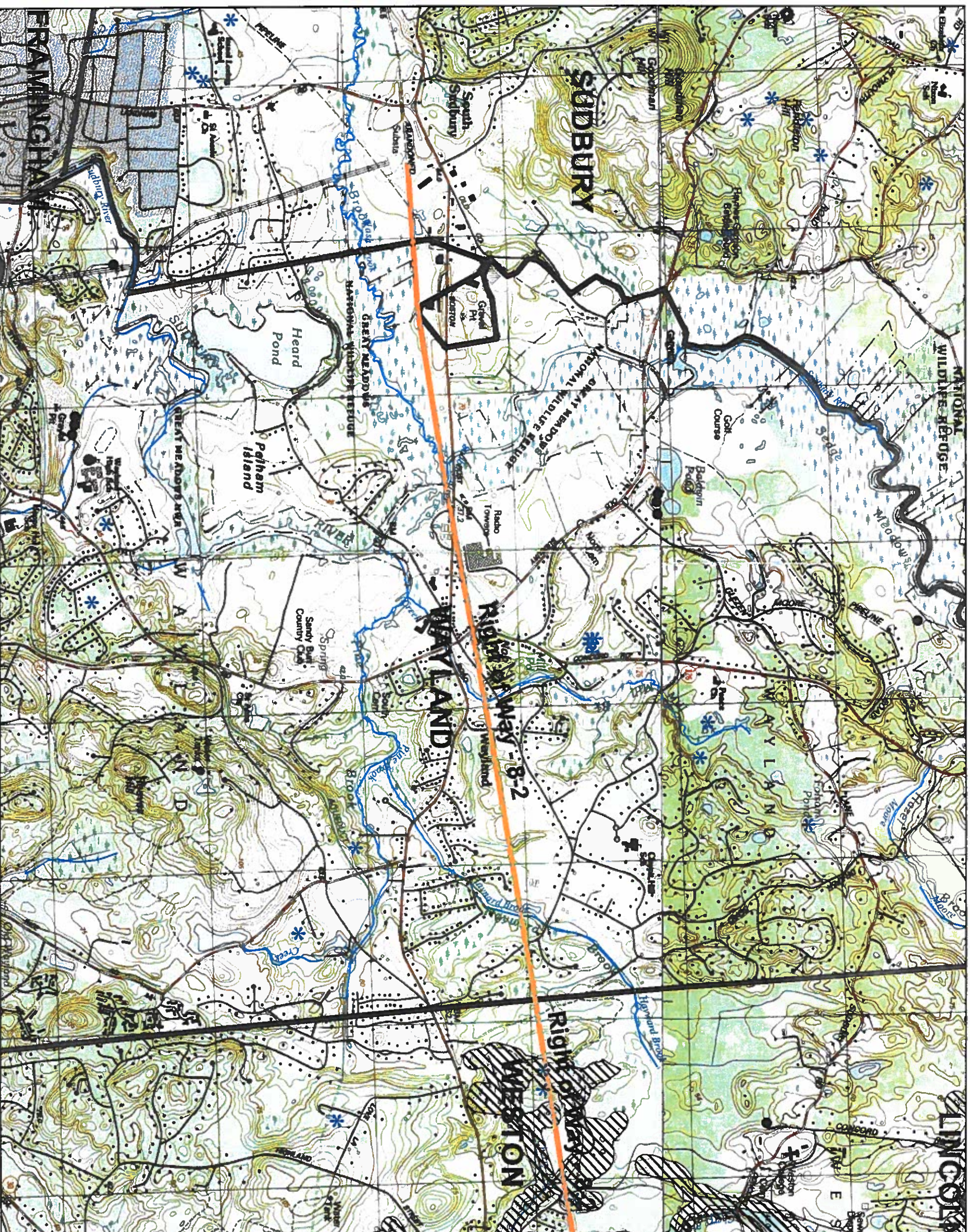
# Eversource Energy Transmission Vegetation Management WAYLAND Right of Way 8-2



1:24,000

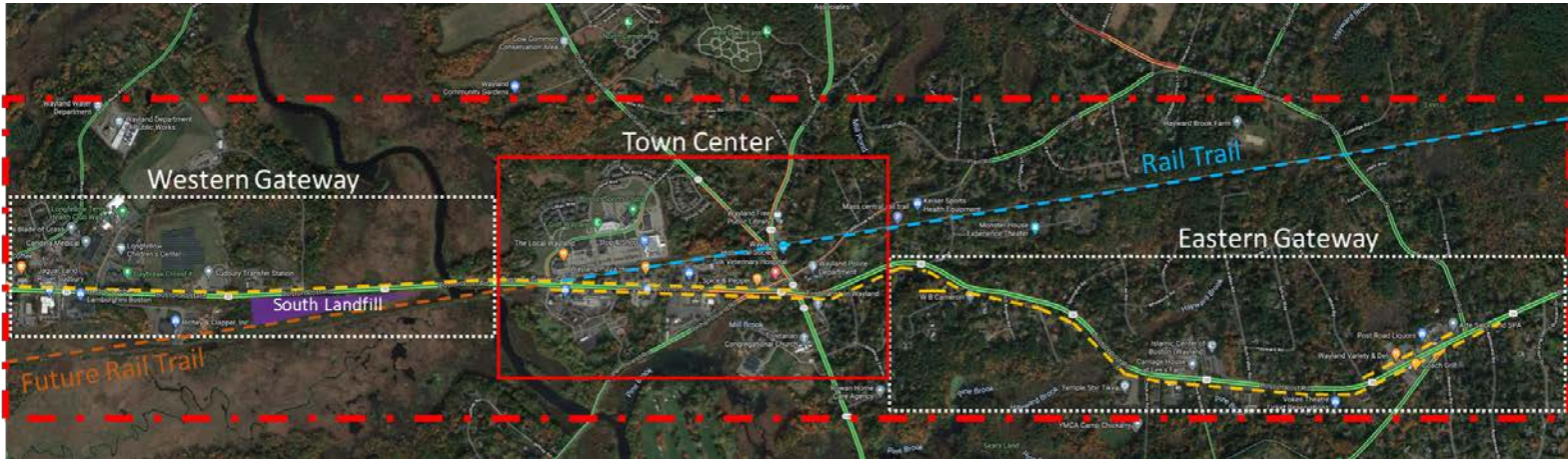



- \* NHESP Certified Vernal Pools
- ▶ Emergency Surface Water Well
- Ground Water Well
- Non-Transient, Non-Community Well
- ◆ Proposed Well
- ▲ Surface Water Well
- # Transient, Non-Community Well
- Eversource Right-of-Way
- Perennial Rivers and Streams
- Intermittent Rivers and Streams
- ▨ Mass Zone A
- ▭ Mass Town Lines

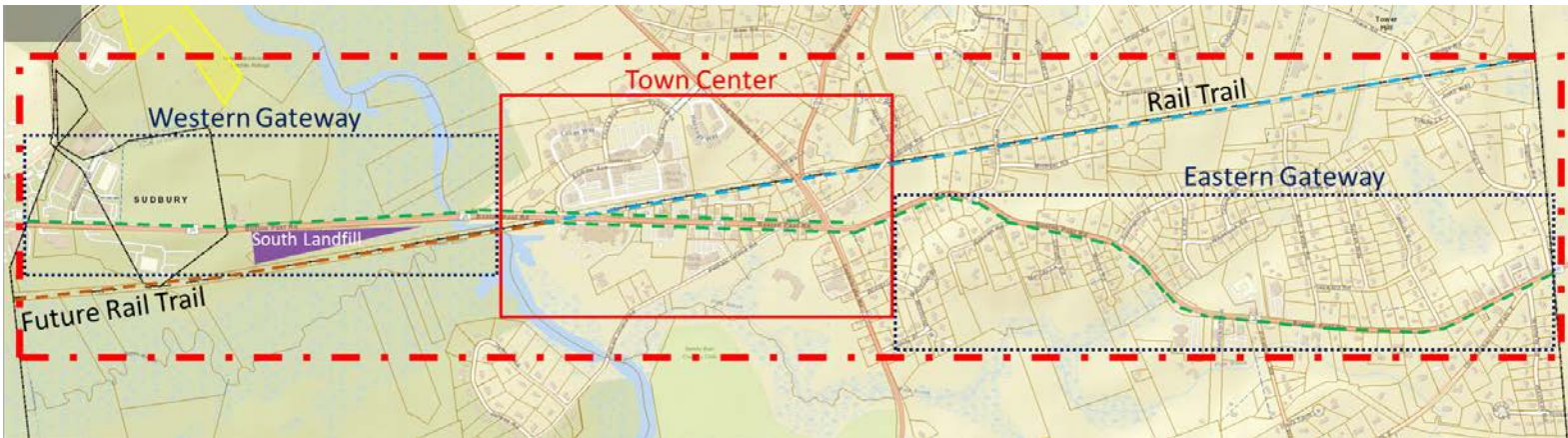


Source: Office of Geographic and Environmental Information (Mass GIS), Commonwealth of Massachusetts, Executive Office of Energy and Environmental Affairs.  
Public Water Supply data provided by MA DEP Drinking Water Program, October 2017, DEP Public Water Supplies

# Re-envisioning Route 20 Corridor Survey



Scope of Sidewalks 



Scope of Sidewalks 



This survey will be used to better understand how the local community feels about the Route 20 Corridor. We greatly appreciate you taking the time to share your thoughts.

The State Department of Transportation is slated to be paving Route 20 in Wayland Center in 2022, and the goal is to secure sidewalks as part of that project. Additionally, upgrades to lighting and landscape, which may not be covered by state funds, based on Town resident interest. Your responses are a first step in providing input, and we expect and will encourage further public input along the way.

The Town has potential to receive state and/or federal funding and it will need to respond with “shovel ready” projects. In short order, we are focused on the following objectives:

- 1) Make an East to West sidewalk on Route 20 through Wayland.
- 2) Make it safer to walk and bike along Route 20.
- 3) Improve the plantings along Route 20.
- 4) Improve the lighting along Route 20.
- 5) Consolidate the curb cuts on Route 20.

To achieve those results, we need to perform the following activities:

- 1) Create a detailed layout of Route 20 showing the edge of the pavement and identify the distance of the right of way on the north and south side of the roadway.
- 2) Calculate the full length of the area in order to have the information needed to calculate costs.
- 3) Identify where the buildings and curb cuts are for each of the segments and where should they be.
- 4) Identify the private and/or business properties affected and work with them to determine whether they would be amenable to combined curb cuts and plantings on their property.
- 5) For work that needs to be done in the right of way, like tree plantings the Town would need permission from the State.
- 6) The Town would need permission from the State for a bike lane.
- 7) After the Town has determined whether they can consolidate curb cuts, further evaluation can be done regarding proper crosswalk placement.

## **Background**

The effort to improve the corridor is critically important to the future economic viability and quality of life along Route 20. Community input on various topics such as safety improvements, accessibility and street design will help shape future improvements. The purpose of this survey is for residents to provide opinions and to develop, through an open, public planning process, recommendations for improvements and potential future development to enhance vibrancy of the area, pedestrian, bike and driver safety, environmental quality, overall aesthetics and other important quality of life aspects, where possible.

Because Route 20 is considered a major state road, posted speed limits on this road start at between 35-45 miles per hour. These higher speeds, which are probably unlikely to be allowed to be lowered by the State, increase the importance of creating safe walking and biking conditions. It will be difficult to support pedestrian and safety improvements because it is a major east west roadway and it is affected by being in flood plains.

Because many of the properties along Route 20 are privately owned, the Town has limited control and influence over them. For example, the former Whole Foods location remains empty because of actions



by the Owner of the property; the Town does not have the ability to dictate specific tenants, businesses, or improvements.

There are several parcels of Town-owned land over which the Town may have direct control including (east to west):

- The parcel with the Mellen Law Office where the building is of historical significance and the land is park land at the corner of Routes 27 and 20
- The triangle parcel Blacksmith Green at the intersection of Pelham Island Road and Route 20
- The Park parcel at Town Center (ownership control still pending)
- The municipal pad at Town Center (ownership control still pending)
- The former South Landfill site on the south side of Route 20, across the Sudbury River

This survey is broken up into the following sections:

- Improvement
- Safety
- General Use
- General Transportation Mode

Thank you for your participation.

## **Resident Survey Questions**

### **Improvements**

Q1 Please choose the top 5 improvements you consider most important to improve the Route 20 corridor:

1. Add a bike lane to a stretch of Route 20 in addition to the rail trail or help divert bicycle traffic to the Rail Trail.
2. Add more greenery, public art and improved lighting to beautify the road and ensure it represents the vibrant history and culture of the community.
3. Add more marked crosswalks and make some pedestrian-only crosswalks with flashing lights. Where applicable, change the light cycles to allow for more frequent pedestrian crossings and/or give pedestrians more time to cross.
4. Build more playgrounds on Town owned parcels.
5. Create bike path parking in Wayland Center.
6. Create canoe and kayak access to the Sudbury River.
7. Create in-pavement lighting to better define the location of crosswalks at night (non-water-prone locations).
8. Create row of bike path parking from the library station house to Millbrook Road along the bike path, to help keep bike path users from using library spaces
9. Find opportunities to lessen the slope of hills so it is easier for people to navigate, especially those with disabilities.
10. Improve auto parking by adding parking behind businesses along Route 20.

11. Improve commuter support and create park-and-ride spaces for commuters.
12. Improve MTA bus access and support designated bus stops
13. Improve park at Blacksmith Green (triangle park at Pelham Island Road & Route 20)
14. Make sidewalks easier for people to travel on by widening them and repairing cracks and unevenness along the entire Route 20 Corridor.

Q2 How much do you support or oppose making improvements to the Route 20 Corridor?

- Strongly support
- Somewhat support
- Neither support nor oppose
- Somewhat oppose
- Strongly oppose
  
- Following up to the previous question, why do you feel that way?
- TEXT BOX

Q3 Should signage guidelines be developed solely for Route 20? For example, should the Route 20 corridor have signs that indicate a person is entering Wayland's unique part of town identifying the Route 20 Corridor.

- Strongly support
- Somewhat support
- Neither support nor oppose
- Somewhat oppose
- Strongly oppose

Q4 Do you support that sidewalks be made available along the entire distance of Route 20 within Wayland's border? There are areas where private owners would need to make concessions to accommodate a sidewalk on their property.

- Strongly support
- Somewhat support
- Neither support nor oppose
- Somewhat oppose
- Strongly oppose

Q5 Do you support decorative lighting and street trees/landscaping, if this upgrade is at the Town's expense?

- Strongly support
- Somewhat support
- Neither support nor oppose
- Somewhat oppose
- Strongly oppose

**Safety**

Q6 How would you rate pedestrian safety on Route 20?

- Poor
- Fair
- Good
- Very Good
- Excellent

Q7 How would you rate biking safety on Route 20?

- Poor
- Fair
- Good
- Very Good
- Excellent

Q8 How would you rate driving safety on Route 20?

- Poor
- Fair
- Good
- Very Good
- Excellent

Q9 What are your major safety concerns of the Route 20 Corridor? (Check up to 5)

- Aggressive or distracted driving
- Drainage issues after rain
- Feels unsafe
- Inadequate or missing crosswalk
- Inadequate or missing sidewalk/curb ramp
- Lack of pavement markings
- Lack of wayfinding or guide signs
- No bike lane or dedicated area for cyclists
- Pedestrians jaywalking
- Poor visibility to make a turn
- Sideswipes and weaving/merging crashes
- Speeding
- Sudden stops and rear end crashes
- Too Many private entrances and curb cuts
- Vehicles making a right turn on red
- Vehicles not yielding to pedestrians
- Vehicles running red lights

- Other

### General Use Questions

Q10 How do you currently use the Route 20 Corridor? (check all that apply)

- Biking
- Driving
- Local Bus
- Metro
- Walking

Q11 Where do your trips in the corridor take you? (check all that apply)

- Entertainment/Dining
- Home
- School
- Shopping / Errands
- Passing through to Sudbury or Weston
- Commuting to Work
- Other

Q12 How often do you travel this section of Route 20?

- Daily
- A few times per week
- A few times per month
- A few times per year
- Never

### Mode of Transportation

Q13 What mode of travel is most needed along the Route 20 corridor? (pick 3)

- Walk
- Bike
- Bus
- Carpool/Vanpool
- Park & Ride
- Scooter
- Shared Bike
- Other

### Demographic

Q14 Do you live north or south of the Route 20 corridor?

Q15 What is your age?

Q16 What is your ethnicity?

Q17 How long have you lived in Wayland?

## Board Survey Questions (Planning, EDC, BOPW, WWMDC)

The following questions will only be sent to Wayland boards (not residents) to help inform the Board of Selectmen of the associated Board's opinion.

### Zoning

Q18 Should the Town make it easier by changing the zoning for existing restaurants and retail (along the bike path) so they can serve people using the bike path (businesses have to apply for a special permit)?

- Strongly support
- Somewhat support
- Neither support nor oppose
- Somewhat oppose
- Strongly oppose

Q19 Should the Town allow mixed use/ multifamily residential use along the Route 20 Corridor? (check all that apply)

- Exclusive 2-3 story multifamily buildings
- Mixed use, with ground-floor retail and residential above
- Senior housing
- Affordable housing

Q20 Should current retail and restaurant parking requirements be reduced to minimize paved areas in the Route 20 Corridor?

- Strongly support
- Somewhat support
- Neither support nor oppose
- Somewhat oppose
- Strongly oppose

Q21 Should a drive-through be allowed for a coffee shop/eatery on the south side of Route 20 (i.e. conducive to morning traffic)?

- Strongly support
- Somewhat support
- Neither support nor oppose
- Somewhat oppose
- Strongly oppose

Q22 Should "last-mile" delivery warehouses or spaces be allowed in the Route 20 corridor?

- Strongly support

- Somewhat support
- Neither support nor oppose
- Somewhat oppose
- Strongly oppose

Q23 Several smaller properties in Wayland Center are limited from expanding since in order to secure wastewater capacity, they must meet criteria that they can otherwise build a full septic system on their own property for their new proposed use. Should this criterion be lifted and therefore only zoning rules apply to encourage the improvement of smaller properties and should the Town take on responsibility for always being able to provide wastewater capacity to those properties? According to current Wastewater District rules, in order to be eligible to join the Wayland Center wastewater plant property owners have to demonstrate that they could install their own septic system if necessary.

- Strongly support
- Somewhat support
- Neither support nor oppose
- Somewhat oppose
- Strongly oppose

Q24 Should moderate density bonuses be allowed for properties who propose projects that (check all that apply):

- Site any new building close to the road and hide parking in back
- Utilize the Design Review Board to create higher-quality projects
- Restore historic properties
- Offer housing that is stipulated to be 25% affordable
- Meet Passive House (high-level green building) requirements
- Support bike path improvements and/or connections
- No density bonuses should ever be offered

### **Incentives**

Q25 Periodically property owners have asked if they could contribute to improvements such as signage in Wayland. One way of accommodating that request is that the Town could create an Enterprise Zone. An Enterprise Zone allows funds to be collected from area property owners for collective landscaping and improvements, signage or bike path improvements and encourage investment. Should Wayland setup an Enterprise Zone?

- Strongly support
- Somewhat support
- Neither support nor oppose
- Somewhat oppose
- Strongly oppose

Q26 As a taxpayer and resident, would you favor matching tax dollars for this Zone?

- None
- Up to \$50,000 (Approximately \$10 per household per year)
- Up to \$100,000 (\$20 per household per year)
- Up to \$200,000 (\$40 per household per year)
- More as needed to upgrade the district

Q26 To provide an incentive for larger investments in the Route 20 corridor, Wayland could offer tax incentive agreements to businesses or developers. In this scenario, the Town negotiates Tax Increment Financing (TIF) agreements only when the benefits of private investment are expected to exceed any foregone tax revenue. These typically are also supported by State funding and economic incentives associated with job creations and well as the revitalization of commercial centers through housing development. These negotiated agreements typically temporarily reduce taxes on the new improvements to the property resulting from new investment (the "increment").

The Town does not lose existing revenue because it continues to collect taxes on pre-investment property value. A negotiated and temporary reduction in taxes collected against the incremental value is intended to encourage investment that may not otherwise occur. After the reduction period, the Town gains all taxes against the baseline value-and all taxes gained against the increment.

Do you believe that Wayland should support TIF agreements?

- Strongly support
- Somewhat support
- Neither support nor oppose
- Somewhat oppose
- Strongly oppose

### **Other Questions**

Q27 Should Town consider Town Building services be moved to Town Center and near the potential new Community/Senior Center? (There would be a cost associated with a move. The ongoing cost of maintenance and improvements to the building would also need further evaluation to determine whether there was a return on investment. Many aspects would need to be reviewed. However, this question is asked in the theoretical, simply as a location for Town services and the ongoing capital needs of an aging building)

- Strongly support
- Somewhat support
- Neither support nor oppose
- Somewhat oppose
- Strongly oppose



Q28 If Town Building services were to move to Town Center what potential purposes would you want to see the Town support? (The current Town building has restrictions on its use that might require a court to make a determination as to whether alternative uses are allowed).

- No, Town Building services should stay at Town Building
- Potential housing use (Explore affordable housing, senior housing, or market/affordable blend that could help pay for new Town Services elsewhere)
- Town Park
- Playing Field
- General municipal use
- Potential Town Library
- Potential other community or recreation use

Q29 Should the Town aim to set aside wastewater capacity for alternative future uses of Town Building?

- Strongly support
- Somewhat support
- Neither support nor oppose
- Somewhat oppose
- Strongly oppose



LOUISE L. E. MILLER  
TOWN ADMINISTRATOR  
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# 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

**DRAFT Meeting Minutes**  
**BOARD OF SELECTMEN**  
**Tuesday, June 29, 2021**  
**7:00 p.m.**  
**Wayland Town Building**  
**Council on Aging Room**  
**41 Cochituate Road, Wayland, MA**

**Attendance:** Thomas J. Fay, Adam G. Gutbezahl, Cherry C. Karlson, Carol B. Martin, David V. Watkins.

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

**A1. Call to Order by Chair, Review the Agenda for the Public:** At 7:03 p.m., T. Fay called the meeting of the Board of Selectmen to order when a quorum was present. T. Fay announced that the meeting would be held in-person, live-streamed and recorded for later broadcast on the local WayCAM Government Channel. T. Fay announced each member by full name and that members of the public were invited to attend and participate in-person or remotely through video-teleconference via a Zoom “hand raise.” T. Fay reminded the public of the state’s mask advisory and reviewed the agenda for the public.

**A2. Announcements and Public Comment:** There were no announcements from the Board.

Jeff Kurtz, Plain Road, commended the Board for establishing the Human Rights, Diversity, Equity and Inclusion Committee (HRDEIC) and requested the Town Administrator delay the Police Chief hiring process to allow more time for public input, suggesting public interviews and advertising the opportunity for residents to participate.

Janot Mendler-Suarez, Orchard Lane, joined by teleconference and commended the Board for its establishment of the HRDEIC and offered suggestions on the Police Chief hiring process.

Lynne Garone, Lakeshore Drive, joined by teleconference to raise a safety concern for swimmers and boaters in Dudley Pond due to vegetation in the water.

Karen Blumenfeld, Oxbow Road, joined by teleconference and expressed agreement with J. Kurtz and J. Mendler-Suarez’s comments.

Mary Ann Bukowski, Lakeshore Drive, joined by teleconference to request the Board consider community input during the upcoming Police Chief hiring process.

**A4. Liquor License: hearing for Donelan’s Supermarkets, Inc. located at 177 Commonwealth Road, Wayland on application for Change of Manager of Record; Change of Officers/Directors/LLC Managers and Issuance/Transfer of Stock/New Stockholder. Potential Vote to approve.**

At 7:16 p.m., T. Fay declared the hearing open for the liquor license application of Donelan’s Supermarket’s Inc. and read the legal notice as published in local circulation of the Town Crier on June 10, 2021. T. Fay described the order of presentation for the hearing would include a presentation from the applicant, response from the Board, public comment, a summary of the case from the applicant and the close of the hearing.

T. Fay welcomed the applicants, Mohanbhai C. Patel and Ronak Patel, F. Alex Parra, counsel representing the Patel family, Carl Croce counsel representing the Donelan family and Interim Police Chief Sean Gibbons. Kathleen M. Roth and John K. Donelan participated via video-teleconference. Management Analyst Teri Hegarty participated by video-teleconference. A. Parra described the application and the proposed changes in management and officers. The Board reviewed the application with the applicants. Chief Gibbons expressed confidence in K. Roth’s knowledge and experience to serve as Manager of Record. There was no public comment. At 7:34 p.m., T. Fay closed the hearing.

C. Karlson moved, seconded by A. Gutbezahl, to approve the request of Donelan’s Supermarkets, Inc., 177 Commonwealth Road, Wayland, MA, 01778, a Change of Manager of Record to Kathleen M. Roth; Change of

Officers/Directors/LLC Managers to Mohanbhai C. Patel, Director and Vice President; John K. Donelan, Director; Joseph R. Donelan, Director; and Gopalkrishna M. Patel, President, Treasurer, Clerk; and the Issuance/Transfer of Stock/New Stockholders, Bhavin Patel, Rupen M. Patel, Ronak Patel, and Mohanbhai C. Patel for the Wines and Malt License (ABCC# 00021-PK1340) for Donelan's Supermarkets, Inc., 177 Commonwealth Road, Wayland, MA 01778. Roll Call Vote: YEA: T. Fay, A. Gutbezahl, C. Karlson, C. Martin, D. Watkins. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

**A5. Committee Appointments: discuss and potential vote to appoint:**

<b>Committee</b>	<b>Potential Appointee</b>	<b>Term End</b>
Council on Aging	Frank Kennedy	June 30, 2022
Zoning Board of Appeals - Associate	Evans Huber	June 30, 2024
Zoning Board of Appeals - Associate	James Grumbach	June 30, 2022
Zoning Board of Appeals	Adam Hirsh	June 30, 2024
Audit Committee	Randi Stern	June 30, 2024
Economic Development Committee	Nick Zafiroopoulos	June 30, 2022

C. Karlson noted that F. Kennedy would be considered for the Council on Aging appointment at the next meeting.

A. Hirsch and J. Grumbach joined the meeting via video-teleconference. E. Huber was unable to attend. The Board interviewed the two candidates, reviewing their experience and interest in serving on the Zoning Board of Appeals (ZBA). C. Karlson moved, seconded by C. Martin to appoint to the Zoning Board of Appeals: A. Hirsch to a full member position for a three-year term ending June 30, 2024, E. Huber to an associate position for a three-year term ending June 30, 2024 and J. Grumbach to an associate position for a one-year term ending June 30, 2022. Roll Call Vote: YEA: T. Fay, A. Gutbezahl, C. Karlson, C. Martin, D. Watkins. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

R. Stern joined the meeting via video-teleconference. The Board reviewed her application to join the Audit Committee. Nick Zafiroopoulos joined the meeting. The Board reviewed his interest in the Economic Development Committee. C. Karlson moved, seconded by C. Martin to appoint R. Stern representing the Board of Selectmen to the Audit Committee for a term ending June 30, 2024; and appoint Nick Zafiroopoulos to the Economic Development Committee for a term ending June 30, 2022. Roll Call Vote: YEA: T. Fay, A. Gutbezahl, C. Karlson, C. Martin, D. Watkins. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

**Committee Appointments: discuss and potential vote to appoint:**

<b>Committee</b>	<b>Potential Appointee</b>	<b>Representing</b>	<b>Term End</b>
Historic District Commission	Marjorie Ford		June 30, 2024
Historic District Commission	Desmond McAuley		June 30, 2024
Design Review Advisory Board	William Sterling	Planning Board	June 30, 2024
Design Review Advisory Board	Katherine Schreiber	Planning Board	June 30, 2024
Design Review Advisory Board	Leisha Johnson	Planning Board	June 30, 2024
Design Review Advisory Board	Andrew Reck	Planning Board	June 30, 2024
Design Review Advisory Board	Marjorie Ford	Planning Board	June 30, 2024
Municipal Affordable Housing Trust Fund	Mary Antes	Planning Board	June 30, 2023
Municipal Affordable Housing Trust Fund	Jacqueline EspiritusantoVega	Housing Partnership	June 30, 2023
Wayland Housing Partnership	Jeff Johnson	Wayland Clergy	June 30, 2024
Wayland Housing Partnership	Katherine Provost	Housing Authority	June 30, 2024
Youth Advisory Committee	Pam Cerne	School Committee	June 30, 2023
Youth Advisory Committee	Malcom Astley	School Committee	June 30, 2023

C. Karlson moved, seconded by C. Martin to appoint the list of individuals to the respective committees and terms

as listed on the agenda. Roll Call Vote: YEA: T. Fay, A. Gutbezahl, C. Karlson, C. Martin, D. Watkins. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

**A3. FY 2021 Year-End Line Item Transfers: Discussion and vote to approve:** L. Miller presented and explained year-end transfers totaling \$320,000, noting Medicare Tax and General Insurance tend to be underfunded and need to be reviewed as part of FY23 budget process. She reported that the year-end line items transfers are authorized under the Municipal Modernization Act M.G.L. c. 44 § 33B and had been approved by the Finance Committee. L. Miller added the Town is waiting for Cares reimbursement, but anticipates Free Cash to be in the \$500-700,000 range. C. Karlson moved, seconded by D. Watkins to approve the FY 2021 year-end budget transfers requests as shown in the June 24, 2021 memorandum. Roll Call Vote: YEA: T. Fay, A. Gutbezahl, C. Karlson, C. Martin, D. Watkins. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

**A6. Planning for FY 2023: Review and potential vote Fiscal Year 2023 budget schedule; discuss potential 2022 Annual Town Meeting dates:** The Board reviewed and discussed two draft versions of the FY 2023 Budget Schedule and Process. The Board discussed potential dates for 2022 Annual Town Meeting. C. Karlson moved, seconded by A. Gutbezahl to approve the Fiscal Year 2023 budget schedule and process, as amended. Roll Call Vote: YEA: T. Fay, A. Gutbezahl, C. Karlson, C. Martin, D. Watkins. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

**A7. Town Administrator Update: a. River's Edge b. Public Safety Projects c. Public Records Requests d. Local Emergency Planning Committee e. Spencer Circle f. Police Chief Search g. Unemployment h. Per- and Polyfluoroalkyl substances (PFAS) i. Departmental Reports: Health, Conservation, and Building j. Town Meeting Remote Participation Special Act Legislation k. Board of Public Works WayCAM recording**

**A7.a. River's Edge:** L. Miller reviewed a draft press release related to the River's Edge project and reported construction is set to begin. She stated under 2010 census data, this project helps the Town to achieve a 11% affordable housing status, adding that is expected to drop to 9% when 2020 census data is released.

**A7.b. Public Safety Projects:** L. Miller provided a status update on the ongoing 11 public safety capital projects. She noted an issue with the location of the joint communication tower has resulted in an additional survey is being commissioned to determine most appropriate location.

**A7.c. Public Records Requests:** L. Miller reported that the Town Administrator's Office had received a number of public record requests which averaged between ten and fifteen hours per week to properly respond to the requests. L. Miller reported this was in addition to any routine and regularly published records.

**A7. d. Local Emergency Planning Committee (LEPC):** L. Miller reported the LEPC is a statutory committee established under the Federal Emergency Planning and Community Right-To-Know Act, (EPCRA) and is not currently operating as intended. A proposal to re-constitute the LEPC committee to meet federal requirements will be presented for review at the July 12 meeting.

**A7.e. Spencer Circle:** L. Miller reported that the Town Administrator's Office was working on obtaining signatures from the residents for the agreement, adding residents have been advised Town Meeting action would expire 120 days from the May 16 ATM approval.

**A7.f. Police Chief Search:** L. Miller provided an outline that summarized the selection process and timeline for hiring a new Police Chief. The Board discussed the development of the position profile, a skills assessment and added public input surveys as part of the selection process. The Board discussed the timeline. A. Gutbezahl requested the Board advertise the opportunity for residents to participate in the Racial Advisory Group's subgroup on policing.

**A7.g. Unemployment:** L. Miller reviewed a memorandum from Kathleen Buckley, Human Resources Manager who has investigated every unemployment claim for processing, refuting ineligible claims. L. Miller summarized that of the total claims paid, \$175,000 were for school related employees and \$17,500 was related to Town employees. She added these expenses have been submitted to Cares for consideration but wasn't confident the Town would be reimbursed.

**A7.h. Per- and Polyfluoroalkyl substances (PFAS):** L. Miller reported the Board of Public Works would meet on June 30 to review several PFAS water treatment proposals and select a course of action. The resulting contract

would be funded from the FY2022 Water Enterprise Fund budget. L. Miller reported that up to \$150,000 would be eligible to be funded by a state grant.

**A7.i. Departmental Reports: Health, Conservation, and Building:** L. Miller reported that the Health and Building Department reports were included in the packet, and the Conservation Department would provide an update at a future meeting.

**A7.j. Town Meeting Remote Participation Special Act Legislation:** L. Miller reported that more information from Town Counsel was expected on this topic.

**A7.k. Board of Public Works WayCAM recording:** L. Miller reported that Town Counsel had provided a written opinion on a recent complaint of defamation in regard to a Board of Public Works meeting that was airing on the WayCAM channel. L. Miller reported that the video was suspended from airing while a defamation complaint was investigated. The case was later resolved and the unedited recording was re-posted. The Board of Public Works would review the policy and procedure at its next meeting.

**A8. Old Stone Bridge Rd/Potter Road Bridge: discussion:** There was no update.

**A9. Annual Report: assign responsibility for preparing:** D. Watkins volunteered to prepare a draft of the Annual Report.

**A10. Minutes - June 7, 2021 and June 14, 2021; review and vote to approve:** C. Martin moved, seconded by A. Gutbezahl that the Board vote to approve the minutes of June 7, 2021, as amended and June 14, 2021, as amended. Roll Call Vote: YEA: T. Fay, A. Gutbezahl, C. Karlson, C. Martin, D. Watkins. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

**A11. Consent: review and vote to approve:**

1. Vote the question of designating and approving signing authority to Louise Miller, Town Administrator on items listed below.
2. Vote the question of approving and signing the weekly payroll and expense warrants.
3. Vote the question of approving and signing Task Order No. 4 to Contract Agreement number 19-1062 with BETA Group, Inc. for Professional Engineering Services related to the Route 20 Corridor Study.
4. Vote the question of approving and signing agreement with Tucker Library Interiors, LLC for supply and delivery of library shelving and all other related equipment to Wayland Free Public Library.
5. Vote the question of approving and signing Tower Lease Agreement with Horizon Towers, LLC for the purpose of installing and operating communications facility and equipment to be located on Reeves Hill, 139 Old Connecticut Path.
6. Vote the question of approving invoice #138521 from Anderson & Kreiger in the amount of \$13,222.00 for legal services through March for legal services related to an Appellate Tax Board Case.
7. Vote the question of approving invoice #137755 from Anderson & Kreiger in the amount of \$8,729.00 for legal services through March for legal services related to River's Edge.
8. Vote the question of approving invoice #138151 from Anderson & Kreiger in the amount of \$8,957.00 for legal services through April for legal services related River's Edge.
9. Vote the question of approving invoice #138520 from Anderson & Kreiger in the amount of \$6,783.00 for legal services through May for legal services related to River's Edge.
10. Vote the question of approving invoice #131704 from KP Law, PC dated June 11, 2021 in the amount of \$8,010.66 for legal services through May 31, 2021.
11. Vote the question of approving invoice #131960 from KP Law, PC dated June 18, 2021 in the amount of \$3,802.98 for legal services through June 14, 2021.
12. Vote the question of approving the liquor license application for Donelan's Supermarkets, Inc., ABCC License Number 00021-PK-1340, located at 177 Commonwealth Road, Wayland, MA, for a Change of Manager of Record; Change of Officers/Directors/LLC Managers, and Issuance/Transfer of Stock/New Stockholder.
13. Vote the question of approving Louise Miller, Town Administrator, as sole signatory to sign off on the application for Donelan's Supermarkets, Inc., ABCC License Number 00021-PK-1340, located at 177 Commonwealth Road, Wayland, MA, for a Change of Manager of Record; Change of Officers/Directors/

LLC Managers; and Issuance/Transfer of Stock/New Stockholder when/if it is approved by the Wayland Board of Selectmen.

14. Vote the question of designating Louise Miller, Town Administrator, as sole signatory to sign off on the amended liquor license for Donelan's Supermarkets, Inc., ABCC License Number 00021-PK-1340, located at 177 Commonwealth Road, Wayland, MA, when/if it is approved by the Alcoholic Beverages Control Commission.
15. Vote the question of ratifying the Town Administrator's signature on the Location Contract with Element Productions, Inc. for use of the Wayland Boat Ramp on June 23, 2021 with a weather day of June 26, 2021.
16. Vote the question of approving and signing contract agreement with Eric Dray Consulting for Consulting Services related to the development of a Preservation Restriction for the main House at 105 Plain Road.
17. Vote the question of accepting grant agreement with Metropolitan Area Planning Council for technical assistance related to Net Zero Planning.
18. Vote the question of approving and signing Task Order No. 5 Contract Agreement number 19- 1062 with BETA Group, Inc. for Professional Engineering Services related to Construction Supervision of the Wastewater Sewer Project.
19. Vote the question of accepting Emergency Management Grant agreement with Massachusetts Emergency Management Agency in the amount of \$3,500.00 to offset the purchase of new radios for public safety personnel.
20. Vote the question of approving and signing agreement with David Velluti for Real Estate Assessment Services of residential properties for the Assessing Department.
21. Vote the question of approving and signing agreement with Barber Welding Inc. d/b/a Alpha Boats Unlimited for mechanical harvesting and removal of tape grass at Dudley Pond.
22. Vote the question of approving and signing agreement with Northeast Document Service Center (NEDCC) for services related to the conservation and preservation of various historic documents owned by the Town of Wayland.

L. Miller requested that the Board remove incomplete items #18 and item #3 from the Consent Calendar. C. Karlson moved to approve the Consent Calendar with the exception of #18 and #5, C. Karlson amended the motion, seconded by A. Gutbezahl, to approve the Consent Calendar with the exceptions of #18, #3, and #12. Roll Call Vote: YEA: T. Fay, A. Gutbezahl, C. Karlson, C. Martin, D. Watkins. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

**A12. Correspondence:** There was a discussion regarding signatory authority related to the Board's position on Bill H. 3863, An Act Relative to Reprecincting.

**A13. Selectmen's Reports and Concerns:** C. Martin reported that she reminded the board, committees and commissions to which she serves a liaison of upcoming Annual Report deadline. T. Fay reported that the state recently ruled against Sudbury in a case related to extending the Wayland section of the Department of Conservation and Recreation's (DCR) Rail Trail westward into Sudbury. T. Fay mentioned that D. Watkins had previously made a request that the Board authorize the Town Administrator to seek permission from Massachusetts DCR to make local improvements to the Rail Trail, and the topic would be added to the next Consent Calendar

**A14. Topics Not Reasonably Anticipated by the Chair 48 Hours In Advance, If Any:** There were none.

**A15. Executive Session:** I. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to collective bargaining with: The Wayland Library Staff Association MFT, AFT, AFL-CIO II. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (6) to discuss the purchase, exchange, lease or value of real estate with respect to the Town's agreement with Twenty Wayland, LLC. relative to property and development located off 400-440 Boston Post Road; III. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to litigation related to Kenneth Nelson v. Town of Wayland, et al.; IV. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to litigation Stephen Cass v. John Ritchie; V. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to litigation Stephen Cass v. Robert Irving et al; VI. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to litigation Stephen Cass v. Scott Parseghian et al; VII. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to litigation Stephen Cass v. Wayland School Committee et al; and VIII. Pursuant to

**Massachusetts General Laws, Chapter 30A, Section 21 (a) (2), (3), and (6) to review and approve the executive session minutes of June 14, 2021 Approve and Hold: Executive Session minutes of June 14, 2021**

At 10:45 p.m., Chair T. Fay moved, seconded by C. Martin, that the Board of Selectmen enter into Executive Session pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to collective bargaining with the Wayland Library Staff Association MFT, AFT, AFL-CIO; pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (6) to discuss the purchase, exchange, lease or value of real estate with respect to the Town's agreement with Twenty Wayland, LLC. relative to property and development located off 400-440 Boston Post Road; pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to litigation related to Kenneth Nelson v. Town of Wayland, et al.; pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to litigation Stephen Cass v. John Ritchie; pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to litigation Stephen Cass v. Robert Irving et al; pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to litigation Stephen Cass v. Scott Parseghian et al; pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to litigation Stephen Cass v. Wayland School Committee et al; and pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (2), (3), and (6) to review and approve the executive session minutes of June 14, 2021 to approve and hold said executive session minutes of June 14, 2021.

T. Fay declared that a public discussion of these matters may have a detrimental effect on the litigating, negotiating, or bargaining position of the Town. Roll Call Vote: YEA: T. Fay, A. Gutbezahl, C. Karlson, C. Martin, D. Watkins. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

T. Fay invited attendance by Town Administrator L. Miller, Assistant Town Administrator J. Bugbee, and Management Analyst J. Adams. T. Fay announced that the Board would adjourn from the executive session with no other public business to be held in open session.

**A16. Adjourn:** At 11:00pm, the Board adjourned from Executive Session and did not reconvene in open session.

**Items included in the packet during the Board of Selectmen Meeting of June 29, 2021:**

1. Memorandum Re: Memorandum in Support of FY2021 Year-End Budget Transfer Requests To: Board of Selectmen, Finance Committee From: Town Administrator, Finance Director, dated June 24, 2021
2. Legal Notice: Re: Application for Change of Manager; Change of Officers/Directors/LLC Managers; and Issuance/Transfer of Stock/New Stockholder for Donelan's Supermarkets, Inc., ABCC License Number 00021-PK-1340
3. Audit Committee Application from Randi Stern
4. Council on Aging Application from Frank Kennedy
5. Economic Development Committee Application from Nicholas Zafiroopoulos
6. Zoning Board of Appeals Application from Adam Hirsch
7. Zoning Board of Appeals Application from Evans Huber
8. Zoning Board of Appeals Application from James Grumbach
9. Draft Press Release Alta at River's Edge Update from Town Administrator June 29, 2021
10. River's Edge Development PIP Plan from Vertex Companies, Inc. with attachments
11. Memorandum Re: Public Safety Capital Projects To: Board of Selectmen From: Town Administrator cc: Fire Chief, Interim Police Chief, dated: June 29, 2021
12. Memorandum re: Public Safety Communication System Capital Improvement Request, To: Town Administrator From: Fire Chief, Police Lieutenant, Police Chief, dated September 30, 2019
13. Memorandum re: RMS Replacement to Town Administrator from Wayland Police and Fire Department dated, November 14, 2019
14. Health Department Report for the Board of Selectmen, dated June 24, 2021
15. Draft Board of Selectmen Minutes of June 7, 2021
16. Draft Board of Selectmen Minutes of June 14, 2021

**Items Distributed For Information and Use By Board during the Meeting of June 29, 2021 Otherwise Not Included In The Packet (Handouts):**

17. Fiscal Year 2023 Budget Schedule and Process Draft June 2021 Version 1
18. Fiscal Year 2023 Budget Schedule and Process Draft June 2021 Version 2
19. Memorandum from Town Administrator to Board of Selectmen dated June 28, 2021 re: Update on Police Chief Search
20. Memorandum from Human Resource Manager to Town Administrator dated June 25, 2021 re: Unemployment Claims – Payment of June 30, 2021
21. Memorandum from Town Administrator to Board of Selectmen dated June 28, 2021 re: Request for Vote of Board of Public Works re PFAS Treatment System at Happy Hollow Wellfield
22. Summary of PFAS Treatment Proposals as prepared by Tata & Howard dated 6.29.2021

**Correspondence:**

1. Correspondence from Xfinity to Board of Selectmen dated June 7, 2021 re: Regional Sports Networks
2. Correspondence from the Vertex Companies to Cherry Karlson dated June 8, 2021 re: Public Meeting of Public Involvement Site Meeting for River's Edge.
3. Correspondence from MetroWest Regional Transit Authority dated June 9, 2021 re: Town representative to the MWRTA's Advisory Board.
4. Correspondence from Tom Sciacca to Board of Selectmen dated June 12, 2021 re: Perambulation of Town Borders near Framingham Line.
5. Correspondence from Mary Antes to Board of Selectmen dated June 12, 2021 re: Support of appointment of Abner Bruno to Finance Committee.
6. Correspondence from Mike Lowery to Board of Selectmen dated June 12, 2021 re: Board of Selectmen's discussion of the Governance Guidelines applying to both appointed and elected boards.
7. Correspondence from Elaine Donnelly to Board of Selectmen dated June 13, 2021 re: Support of appointment of Abner Bruno to Finance Committee.
8. Correspondence from Eversource Energy to Board of Selectmen dated June 11, 2021 re: Notice of planned and scheduled vegetation maintenance work on the transmission right-of-way that is located with Town limits.
9. Correspondence from Attorney General's Office dated June 16, 2021 re: Board of Selectmen would not need to post for perambulation of Town Borders.
10. Correspondence from Town Clerk to Board of Selectmen dated June 24, 2021 re: Forty-Five days' notice of resident Kristopher K. Aleksov's interest in filling Board of Registrar vacancy with term end date of April 1, 2022
11. Correspondence from Board of Selectmen to State Senator Rebecca Rausch dated June 23, 2021 re: Asking to oppose enactment of Bill H. 3863, An Act Relative to Reprecincting.



To: Wayland Board of Selectman, Board of Health, Recreation Commission, Public Safety.

Last week I submitted an *Application for a Special Event and the Application for Beach Permit* with the Recreation Department to have a daytime 70<sup>th</sup> Birthday Party on the Wayland Town Beach with alcohol served. While there, I spoke with Christine Baldwin who was extremely helpful, but she also warned me that everyone is extremely busy so I should not expect a quick approval.

I know that this time of year, as life reopens again, is indeed busy for all of you and I respect that, but since the first step in my planning process requires securing a location and September is a very popular month in the event world such that food vendors are already getting fully-booked, I am writing to find out what I can do to help expedite the coordination of the approval process for both use of the beach and an alcohol permit. I am willing to do all the leg work and provide as much information to whoever needs it such that I can get on the Selectmen's docket for approval or rejection of both requests as soon as possible.

**Details:**

I am a Wayland senior who is trying to secure permission to hold my 70th birthday dinner party with alcohol served on the Wayland Town Beach on September 18th, 2021 from 2:30 p.m. - 6:00 p.m. (sundown is at 6:30 pm on that date) for approximately 45-50 people. Only fully-vaccinated people would be invited. Half of the guests will be my family and the others, friends and Wayland neighbors.

My plan is to have a modified New England Clam Bake (lobster & steaks) and serve beer and wine as well as other non-alcoholic beverages. Food would be cooked on the premises and would be served as a buffet-style. Liquor would be served from one bar location only and will not be self-serve.

- I will either hire PEAK Event Rentals (Burlington) or ATentForRent (Dedham) to erect and then remove - a 20'x40' or 20'x50' frame-style tent (depending on guest count) and one or two smaller pole-style "cooking tents". These companies will also provide and remove tables, chairs, trash containers, propane stoves and any other necessary cooking equipment.
- I will hire a licensed and insured caterer for all food-preparation. I have spoken with the Board of Health and have their *Food Establishment Permit Application* that I understand they need once I hire a vendor - if a permit is granted.
- I will purchase the alcohol myself and hire only TIPS certified and insured bartenders from Special Occasion Servers (Hopkinton) to do the serving.
- I would also like to hire a DJ who would play music such as not to disturb the abutting homes. I live on the Lake near The Point, with Lake-path access next to my home, so I understand how important this is.
- I have used the aforementioned vendors for the past 20 years in my event planning business and find them extremely reputable.
- I will hire any town employees required to keep the bathhouse-bathrooms open and any other required town personnel needed.

Please let me know what you need in order for the Selectmen/Recreation Department to vote on my application for an alcohol and beach-use permit.

Thanks for your time and consideration,

*Marbo Hansen*  
*One Lake Road Terrace*  
*Wayland, Massachusetts 01778*





# Special Event Request Application

Wayland Recreation Department  
41 Cochituate Road | Wayland, MA 01778  
(508) 358-3660 | waylandrec.com

*Christine Baldwin*

**You may need approval from several departments to host an event in Wayland.  
You start the process with this application and then we'll help direct you.**

### SPECIAL EVENTS

For special events, parades, carnivals, festivals, tournaments, derby's, road races, etc., please attach a letter of intent which includes all details of event; site plans, include sample flyers, registrations forms, etc.

**FACILITY/FIELD REQUESTING** Submit a separate request for each site, okay to list facilities at same address

Beach

Name of Event Marbo Hansen's 70th Birthday Party

Event Type / Purpose / Intended Use tented clambake

Is this a fundraiser? NO

Event date 9-18-2021 Time of Event 2:30 or 3:00 pm - sunset @ 6:30

Facility Access Time/Setup depends on tent schedule, but ideally 12pm Event Breakdown Time depends on tent/rental schedule but ideally 6:30 pm

PRIVATE  PUBLIC Expected Attendance 40-50 Admission Fees None

### REQUESTOR/GROUP/ORGANIZATION INFO

Name of person submitting request Marbo Hansen Date of Birth [REDACTED]

Sponsoring Organization - Tax ID -

Address of Organization (Requestor) 1 Lake Road Terrace Town Wayland Zip 01778

Phone [REDACTED] Email [REDACTED]

For weather and / or scheduling conflicts - Contact Marbo Hansen

Phone [REDACTED] Email [REDACTED]

For billing (if different) - Contact

Phone  Email

### PRIORITY LEVEL

- (1) Wayland Schools
- (2) Wayland Youth Group
- (3) Wayland Senior
- (4) Wayland Adult
- (5) Non-Wayland Youth
- (6) Non-Wayland Senior
- (7) Non-Wayland Adult
- (8) Private

### FOR OFFICE USE ONLY

REQUEST RECEIVED  COIEXP.  EVENTPLAN  SPMN  SENT

FACILITY CHARGE DUE  AMOUNT PAID  DATE PAID  CHECK#



# Special Event Application

Wayland Recreation Department  
41 Cochituate Road | Wayland, MA 01778  
(508) 358-3660 | waylandrec.com

**EVENT DETAILS** Submit supporting documents to describe needs, if applicable

**IF THE EVENT WILL REQUIRE ANY OF THE FOLLOWING, PROVIDE EVIDENCE OF ARRANGEMENTS:**

POLICE DETAIL / TRAFFIC / PUB SAFETY	YES ?	NO	<u>I do not think this will be necessary</u>
BLOCK PUBLIC ROADWAYS	YES	<input checked="" type="radio"/> NO	<u>but I am willing to provide</u>
FIRE PERMIT	? YES	NO	<u>if necessary.</u>
WATER SOURCE	? YES	NO	_____
TEMPORARY STRUCTURES / TENTS	<input checked="" type="radio"/> YES	NO	_____
FOOD PERMIT (BOARD OF HEALTH)	<input checked="" type="radio"/> YES	NO	_____
LIQUOR LICENSE (BOS)	<input checked="" type="radio"/> YES	NO	_____
DPW/CUSTODIAL SUPPORT	<input checked="" type="radio"/> YES	NO	_____
ELECTRICITY / LIGHTS / GENERATOR	<input checked="" type="radio"/> YES	NO	_____
AUDIO/VISUAL NEEDS OR WIFI	YES	<input checked="" type="radio"/> NO	_____
ENTERTAINMENT / DJ / MUSIC	<input checked="" type="radio"/> YES	NO	<u>low level so as not to disturb neighbors!</u>
<input type="checkbox"/> LIVE MUSIC	<input checked="" type="checkbox"/> DJ	<input type="checkbox"/> RADIO/PLAYLIST	<input checked="" type="checkbox"/> AMPLIFIED SOUND
			<input type="checkbox"/> DANCING <input type="checkbox"/> PERFORMERS STAGE
TRASH / RECYCLE RECEPTACLES	<input checked="" type="radio"/> YES	NO	_____
PORTABLE RESTROOMS (HANDICAP)	YES	<input checked="" type="radio"/> NO	_____
ARE BUSES EXPECTED	YES	<input checked="" type="radio"/> NO	_____
ABUTTERS NOTIFIED	YES	NO	<u>will do</u>
CERTIFIED TO PERFORM CORI CHECKS	YES	NO ?	_____
VENDING / CONCESSIONS	YES	<input checked="" type="radio"/> NO	<input type="checkbox"/> FOOD <input type="checkbox"/> BEVERAGE <input type="checkbox"/> GOODS <input type="checkbox"/> OTHER
ACTIVITIES	YES	<input checked="" type="radio"/> NO	<input type="checkbox"/> RIDES <input type="checkbox"/> INFLATABLES <input type="checkbox"/> GAMES <input type="checkbox"/> RAFFLE <input type="checkbox"/> ANIMALS <input type="checkbox"/> OTHER

Please submit a completed application that includes:

- A COVID-19 Control Plan that complies with EEA Guidance, subject to approval of the Health Department. *all attendees / will need proof of vaccination!*
- This signed & dated **Special Event Request Application** form.
- Certificate of Insurance** (COI) listing the 'Town of Wayland' as additionally insured. *will do once permission granted - all tent/food vendors*
- Attachments** Any required contracts, certificates, permits, or other attachments.
- Site Plan**, Traffic Plan and/or Parking Plan

I have received, read, understand, agree to and assume all responsibility for the use of requested Town of Wayland facility and the fulfillment of the policies and regulations of the Facility User Policies Packet for the Town of Wayland Recreation Department:

Marko Hansen resident 6/10/2021 *will have insurance*

REQUESTOR SIGNATURE

TITLE/POSITION

DATE

No Smoking, Drugs or Alcohol allowed at any municipal/recreation property. Litter must be removed by the users. Dogs are not allowed on recreation playing surfaces. All dogs must be leashed in public. Do not sublet your reservation. Users must leave facility within 30 minutes after the end of permitted time.

*I will furnish it to you. All alcohol servers will be TIPS certified*



# Town Beach Use Application

Wayland Recreation Department

41 Cochituate Road Wayland, MA 01778

PHONE (508) 358-3660 | waylandrec.com

## BEACH USER INFORMATION

## APPLICATION

PERSON SUBMITTING REQUEST Marbo Hansen DATE OF BIRTH [REDACTED]  
 (Applicant must be a Beach Member) ← ~~FIRST~~ will join! LAST

NAME OF ORGANIZATION \_\_\_\_\_

ADDRESS OF ORGANIZATION/APPLICANT 1 Lake Rd Terrace

TOWN Wayland ZIP 01778 PHONE NUMBER [REDACTED]

EMAIL \_\_\_\_\_

CONTACT PERSON FOR DAY OF WEATHER/SCHEDULING CONFLICTS Marbo Hansen

PHONE [REDACTED] EMAIL [REDACTED]

DATE(S) REQUESTING 9-18-2021 TIME REQUESTED all day

INTENDED USE OF FACILITY/EVENT TYPE tented birthday party dinner

APPROX # OF ATTENDEES 40-50 % OF WAYLAND RESIDENTS IN GROUP 25%

OTHER DETAILS: \_\_\_\_\_

WILL THE EVENT REQUIRE A POLICE DETAIL? YES NO ? SPECIAL EQUIPMENT NEEDED? YES NO

WILL THE EVENT REQUIRE BATHROOMS?  YES NO LIFEGUARD ON DUTY? (IF AVAILABLE) YES ? NO

\* ADDITIONAL FEES APPLY FOR OFF SEASON BATHROOM ACCESS, LIFEGUARDS, ETC. *depending on weather*

### BEACH EVENT FEES FOR GROUPS (In-Season)

Getting a group permit will save you 50% off day pass rates!

NUMBER OF GUESTS	WAYLAND RESIDENTS	NON RESIDENTS
0 to 10 guests	\$25	\$60
11 to 20 guests	\$50	\$120
21 to 30 guests	\$75	\$200
31 to 50 guests	<input checked="" type="radio"/> \$150	\$300
50 or more guests and summer camps	Call Rec Office - per person rates plus additional charges for added life guards, dependent on availability	

**Have a Birthday Party at the Beach! Packages are 2 hours and include:**

- ◆ Entrance into beach
- ◆ Reserved picnic tables in our picnic grove
- ◆ Access to refrigerator and freezer ✓
- ◆ Party host to oversee event and organize activities ✓
- ◆ Option to purchase pizza and/or snack bar ice cream
- ◆ One Goodie Bag per person

**You Provide**

- ◆ Food and refreshments
- ◆ Supervision of party participants
- ◆ Sunscreen and insect repellent
- ◆ Cleanup and trash removal

**Availability**  
 Parties can take place early June through early August during one of our available time slots. Contact the Rec. Office or check Waylandrec.com for more info. You can also ask one of our beach staff in the lifeguard office for details.

## EVENT & OUTING DETAILS

**ENTRY FEES IF EVENT IS DURING REGULAR BEACH SEASON (Between Memorial Day and August 11)**

TOTAL WAYLAND RESIDENT GUESTS : \_\_\_\_\_

TOTAL NON WAYLAND RESIDENT GUESTS : \_\_\_\_\_

If event has over 25 guests:

ADDITIONAL LIFEGUARD/STAFF (1 PER 25 GUESTS) \_\_\_\_\_ STAFF X \_\_\_\_\_ HOURS X COST \$20.00 = \_\_\_\_\_

# OF PICNIC TABLES NEEDED \_\_\_\_\_ # OF GRILLS NEEDED \_\_\_\_\_

**VOLLEYBALL COURT, BASKETBALL COURT OR CORNHOLE** 4 HOUR RENTAL \$20 PER PERMIT

**BOAT RENTALS (IN SEASON ONLY)** Sailboats, Kayaks, Canoes, Paddle Boards, SUPs: \$15 PER BOAT PER/HR

**IF EVENT IS IN THE OFF SEASON / OFF HOURS (Between August 12 and Memorial Day)**

WITH ACCESS TO BEACH HOUSE BATHROOMS/SHOWERS/ 4 STAFF \_\_\_\_\_ HOURS X COST \$30.00 = \_\_\_\_\_

WITH NO ACCESS TO BEACH HOUSE BATHROOMS/SHOWERS \_\_\_\_\_ HOURS X COST \$10.00 = \_\_\_\_\_

ADDITIONAL LIFEGUARD / STAFF (1 PER 25 GUESTS) 2 STAFF X \_\_\_\_\_ HOURS X COST \$20.00 = \_\_\_\_\_

Users are required to provide Liability Insurance, at own expense, in order to use. Contact Rec. Dept. for more info.

**TOTAL DUE** \_\_\_\_\_

Event Guests who are also Beach Members can scan a membership card, and not be tallied in your party total. A minimum group charge is issued with permit, charges will be adjusted based on actual guest attendance and charged to the account on the permit.

- Rental Permits are required for any organized use of Recreation Facilities in the Town of Wayland.
- For safety of all swimmers it is recommended that groups 8 or more apply for a group permit.
- Permits are issued in four hour blocks between 10:00am and 7:00pm
- Submit a completed Beach Use Permit Application, requires approval from the Recreation Department
- All renters must state intended use on the Permit Form and follow said use; or permit may be revoked.
- Carry the permit with you to the reservation, and utilize the area in the Picnic Grove to host your event. Tables are not reserved.
- Renters and their guests are expected to abide by the rules of the beach to which all Wayland Town Beach Members abide.
- Users must leave the facility being rented 30 minutes after the end of permitted time.
- Minimum \$100 fee will be charged for damage or clean-up required after an event.

**NO SMOKING** NO ALCOHOL | **NO GLASS** | **NO PETS** NO MUSIC | **NO INFLATABLE RAFTS** | NO PROPANE

### RESERVATION INFORMATION

All checks made payable to "Town of Wayland"

*check*

All rules, regulations, and policies outlined in the Facility Reservation and Town Beach Policies packets must be strictly followed. The user will be held responsible for any and all damage to the recreation facility during the time granted. A \$100 minimum fee will be charged to the user if cleaning or repairs are needed after use. Children must be supervised at all times. User is responsible for ensuring the facility they use is left in the same condition it was found and to report any concerns to the Recreation Department.

Mario F. Hernandez

5/10/2021

SIGNATURE OF APPLICANT

DATE

**FOR OFFICE USE ONLY**

Request Approved \_\_\_\_\_ Request Denied \_\_\_\_\_ Reason \_\_\_\_\_

Facility Charge \_\_\_\_\_ Amount Paid \_\_\_\_\_ Date Paid \_\_\_\_\_ Date Request Made \_\_\_\_\_

Rec. Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

**BOARD OF SELECTMEN**  
**Monday, July 12, 2021**  
**6:00 p.m.**  
**Wayland Town Building**  
**41 Cochituate Road, Wayland, MA**

**CONSENT CALENDAR**

1. Vote the question of designating and approving signing authority to Louise Miller, Town Administrator on items listed below.
2. Vote the question of approving and signing the weekly payroll and expense warrants.
3. Vote the question of approving and signing Task Order No. 4 to Contract Agreement number 19-1062 with BETA Group, Inc. for Professional Engineering Services related to the Route 20 Corridor Study.
4. Vote the question of approving and signing Task Order No. 5 Contract Agreement number 19-1062 with BETA Group, Inc. for Professional Engineering Services related to Construction Supervision of the Wastewater Sewer Project.
5. Vote the question to approve and sign a letter of intent with Ameresco, Inc. **or another provider** for the purpose of installing and supplying Solar at the Transfer Station landfill.
6. Vote the question of approving and signing Task Order No. 16 to Contract Agreement number 18-2006 with Tighe & Bond, Inc. for Landfill Monitoring.
7. Vote the question of approving and signing agreement with Massachusetts Audubon Society for Professional Services related to the development of the conservation land management plan of the Sedge Meadow Conservation Area.
8. Vote the question of approving and ratifying the Town Administrator's signature to the amendment, effective July 1, 2021, to the agreement by and between the Towns of Acton, Bedford, Concord, Lexington, Sudbury, Wayland and Weston, originally dated June 1, 2017 to share services of a Regional Housing Services Office. Amendment to replace Exhibit B with new Membership Fee Schedule Chart for FY22.
9. Vote the question of granting permission for Wayland resident Marbo Hansen, One Lake Road Terrace, to rent the Town Beach for a private Event to be held on Saturday, September 18, 2021 from 2:30 pm – 6:00 pm for approximately 45-50 people. If approved, the rentee would have to apply for permits from the Selectmen, for a one-day liquor license; to the Building Department, for a permit for the tent and any electrical needs; to the Health Department, for the food being served; and agree to work with the Recreation Department on additional needs, including hiring a traffic detail, custodial staff, lifeguards, and Recreation staff to provide access to the Beach House bathrooms, including the refrigerator and freezer. The rentee would also need to check with the Fire Department in case a Fire permit is required. When/if approved the rentee will also be required to provide all necessary Certificates of Insurance and a site plan for parking and the actual event. The rentee would also be required to advise the abutters of the upcoming event.

**BOARD OF SELECTMEN**  
**Monday, July 12, 2021**  
**6:00 p.m.**  
**Wayland Town Building**  
**41 Cochituate Road, Wayland, MA**

10. Vote the question of approving and ratifying the Town Administrator's signature to the Massachusetts Department of Public Health Office of Local & Regional Health Public Health Excellence Grant Program for Shared Services RFR #21433 Municipality Statement of Commitment
11. Vote the question of approving invoice #132280 from KP Law, PC dated June 30, 2021 in the amount of \$1,463.00 for legal services through June 30, 2021.
12. Vote the question of approving invoice #132281 from KP Law, PC dated June 30, 2021 in the amount of \$290.00 for legal services through June 30, 2021.
13. Vote to question to grant the Town Administrator to enter into an agreement(s) with the Massachusetts DCR relative to the rail trail within Wayland's town borders, including, but not limited to, local signage, user parking, historical education, enhanced bicycle and pedestrian safety, recreational access and art.
14. Vote the question of approving and signing agreement with Koch Separation Solutions, Inc. for the purchase of replacement filtration cartridges for Baldwin Pond Water Treatment Facility.
15. Vote the question of approving and signing agreement with N. Cibotti, Inc. for Waterline Replacement project located on Sedgemoor Road.
16. Vote the question of approving and signing agreement with Mass Installation, Inc. for the Automated Meter Installation project to include all materials and labor needed for implementation.

**BOARD OF SELECTMEN**  
**Monday, July 12, 2021**  
**6:00 pm**  
**Wayland Town Building**  
**Council on Aging Room**  
**41 Cochituate Road, Wayland, MA**

**CORRESPONDENCE**

1. Correspondence from Heather Pineauhe to Board of Selectmen dated June 24, 2021 re: Desire for an update regarding the Police Chief Search and interest in community being involved in process.
2. Correspondence from George Harris to Board of Selectmen dated June 30, 2021 re: Concern of audio quality during the latest Board of Selectmen Meeting.
3. Correspondence from Elaine Donnelly to Board of Selectmen dated June 28, 2021 re: Interest in community involvement for the Police Chief Search and request for transparency in the process.
4. Correspondence from Sonia Ali of Islamic Center of Boston to Town Administrator dated June 30, 2021 re: A thank you for the help in searching for a workable venue in Town for the upcoming Eid-al-Adha Holiday.
5. Correspondence from Eversource Energy to Board of Selectmen dated July 6, 2021 re: notice of vegetation management service in the right-of-way.