

**PACKET**

**Nov 8**

**2021**



# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

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

## BOARD OF SELECTMEN

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

## BOARD OF SELECTMEN Monday, November 8, 2021 7:00 p.m.

**Wayland Town Building; Council on Aging Room  
41 Cochituate Road, Wayland, MA**

### **Proposed Agenda**

*Note: Items may not be discussed in the order listed or at the specific time estimated. Times are approximate.*

One may watch or may participate remotely with the meeting link that can be found at  
<https://www.wayland.ma.us/public-body-meeting-information-virtual-inperson-and-hybrid>

Pursuant to Chapter 20 of the Acts of 2021, this meeting will be conducted in person and via remote means, in accordance with applicable law. This meeting may be recorded which will be made available to the public on WayCAM as soon after the meeting as is practicable.

Everyone in attendance must adhere the Town of Wayland's new mask requirement dated August 11, 2021  
<https://www.wayland.ma.us/home/news/august-11-2021-announcement-covid-19-update-and-new-mask-requirement-wayland-town>

- 7:00 pm 1. Call to Order, Review Agenda for Public
- 7:05 pm 2. Announcements and Public Comment
- 7:15 pm 3. Eversource Grant of Location Hearing: Fuller Road – Northwesterly side at Amey Road; Install one (1) new pole #105/8A
- a) Petitioners requests permission to erect or construct of a pole, to be owned and used in common by them, and for such other fixtures including anchors and guys as may be necessary to sustain or protect the wires of the line upon, along and across the public way described above
- 1. Open Hearing and Read Announcement
  - 2. Presentation and Recommendation
  - 3. Public Comment
  - 4. Board Discussion and Vote
  - 5. Close Hearing
- 7:20 pm 4. Borrowing: discussion and vote to authorize Bond Anticipatory Note
- 7:30 pm 5. Annual Town Meeting 2022 Petitioners' Workshop
- 7:50 pm 6. Committee Appointments: Interview, discuss and potential vote to appoint:
- | Committee                | Potential Appointee | Term End Date |
|--------------------------|---------------------|---------------|
| Youth Advisory Committee | Allison Kates       | June 30, 2023 |

**BOARD OF SELECTMEN**  
**Monday, November 8, 2021**  
**7:00 p.m.**  
**Wayland Town Building**  
**41 Cochituate Road, Wayland, MA**

Cable Advisory Committee	Carl Rosenblatt	Until project completion
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Discuss and potential vote to ratify appointment:

Committee	Potential Appointee	Term End Date
Permanent Municipal Building Committee	Jeanne Downs	Until completion of Loker Roof Project
*representatives of school committee	Angela Young	Until completion of Loker Roof Project
Audit Committee	Samantha Shullo	June 30, 2022
*representatives of school committee		

- |                         |   |   |                         |                      |           |                        |                      |                             |                       |                     |                 |   |  |                          |
|-------------------------|---|---|-------------------------|----------------------|-----------|------------------------|----------------------|-----------------------------|-----------------------|---------------------|-----------------|---|--|--------------------------|
| 8:15 pm                 | 7.  | 12 Hammond Road affordable housing project: Update from Mike Staiti, Chair of Municipal Affordable Housing Trust, on the status of the 12 Hammond Road project application  |                         |                      |           |                        |                      |                             |                       |                     |                 |   |  |                          |
| 8:30 pm                 | 8.  | Fiscal Year 2023 Capital Project Submission: discussion with Town Administrator on Departmental Capital Project Submission. Potential vote to approve recommendation from Town Administrator  |                         |                      |           |                        |                      |                             |                       |                     |                 |   |  |                          |
| 9:00 pm                 | 9.  | Route 20 Survey: Review results, discuss next steps   |                         |                      |           |                        |                      |                             |                       |                     |                 |   |  |                          |
| 9:15 pm                 | 10.   | Town Administrator Review & Evaluation: review evaluation form and timeline   |                         |                      |           |                        |                      |                             |                       |                     |                 |   |  |                          |
| 9:25 pm                 | 11.   | Town Administrator update <table border="0" style="margin-left: 20px;"> <tr> <td style="width: 40%;">a. Alta at River's Edge</td> <td style="width: 60%;">f. 212 Cochituate Rd</td> </tr> <tr> <td>b. COA/CC</td> <td>g. Police Chief Search</td> </tr> <tr> <td>c. CARES act funding</td> <td>h. School Bus Parking Forum</td> </tr> <tr> <td>d. Anti-Idling Policy</td> <td>i. Energy Contracts</td> </tr> <tr> <td>e. Launcher Way</td> <td>j. Energy Aggregation &amp; Climate Action Plan</td> </tr> <tr> <td></td> <td>k. Dudley Pond Boat Ramp</td> </tr> </table> | a. Alta at River's Edge | f. 212 Cochituate Rd | b. COA/CC | g. Police Chief Search | c. CARES act funding | h. School Bus Parking Forum | d. Anti-Idling Policy | i. Energy Contracts | e. Launcher Way | j. Energy Aggregation & Climate Action Plan |  | k. Dudley Pond Boat Ramp |
| a. Alta at River's Edge | f. 212 Cochituate Rd                        |   |                         |                      |           |                        |                      |                             |                       |                     |                 |   |  |                          |
| b. COA/CC               | g. Police Chief Search                      |   |                         |                      |           |                        |                      |                             |                       |                     |                 |   |  |                          |
| c. CARES act funding    | h. School Bus Parking Forum                 |   |                         |                      |           |                        |                      |                             |                       |                     |                 |   |  |                          |
| d. Anti-Idling Policy   | i. Energy Contracts                         |   |                         |                      |           |                        |                      |                             |                       |                     |                 |   |  |                          |
| e. Launcher Way         | j. Energy Aggregation & Climate Action Plan |   |                         |                      |           |                        |                      |                             |                       |                     |                 |   |  |                          |
|                         | k. Dudley Pond Boat Ramp                    |   |                         |                      |           |                        |                      |                             |                       |                     |                 |   |  |                          |
| 9:50 pm                 | 12.   | Street Light Installation Request – Intersection of Hickory Hill Rd & Rte 126. Potential Vote   |                         |                      |           |                        |                      |                             |                       |                     |                 |   |  |                          |
| 10:00pm                 | 13.   | Minutes –October 18, 2021 and November 2, 2021; review and vote to approve  |                         |                      |           |                        |                      |                             |                       |                     |                 |   |  |                          |
| 10:05pm                 | 14.   | Consent: review and vote to approve   |                         |                      |           |                        |                      |                             |                       |                     |                 |   |  |                          |
| 10:10pm                 | 15.   | Correspondence  |                         |                      |           |                        |                      |                             |                       |                     |                 |   |  |                          |
| 10:15pm                 | 16.   | Selectmen's Reports and Concerns  |                         |                      |           |                        |                      |                             |                       |                     |                 |   |  |                          |

**BOARD OF SELECTMEN**  
**Monday, November 8, 2021**  
**7:00 p.m.**  
**Wayland Town Building**  
**41 Cochituate Road, Wayland, MA**

10:20pm 17. Topics not Reasonably Anticipated 48 hours in advance, if any

10:25pm 18. Executive Session:

- I. 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;
- II. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (6), discuss the acquisition, by gift, purchase or otherwise, interest in all or part of the parcels of land, on and off Elissa Avenue, north of the current X Golf business, and bounded by Elissa Avenue on the west and on the north by 185 Elissa Avenue, owned by the Town, from Boston Retail I, LLC;
- III. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to litigation related to David Bernstein v. Planning Board of Wayland;
- IV. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (2), (3), and (6) to review and approve the executive session minutes of October 18, 2021 and November 2, 2021

Approve and Hold: Executive Session minutes of October 18, 2021 and November 2, 2021

10:55pm 19. Adjourn



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## **Town of Wayland BOARD OF SELECTMEN Public Hearing**

The Wayland Board of Selectmen will hold a Public Hearing that can be viewed in person or remotely on Zoom on Monday November 8, 2021 beginning approximately at 7:15 PM from the COA/Senior Center at the Wayland Town Building, 41 Cochituate Road, Wayland, MA, regarding the following:

**7:15 PM. Eversource Grant of Location, Fuller Road – Northwesterly side at Amey Road;**  
Install one (1) new pole #105/8A

- a) Petitioners requests permission to erect or construct of a pole, to be owned and used in common by them, and for such other fixtures including anchors and guys as may be necessary to sustain or protect the wires of the line upon, along and across the public way described above

Copies of the plans are available for public review on line at

<https://www.wayland.ma.us/board-selectmen>

Zoom link can also be found above under the agendas. Reasonable accommodations and audio-visual aids and services will be available upon request.

The public is invited to attend in person or remotely and give questions and comments.

Thomas J. Fay

Chair, Wayland Board of Selectmen

Town Crier: Publish under Legal Notices on October 21, 2021

**PETITION OF NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY AND OTHER COMPANIES FOR JOINT OR IDENTICAL LOCATIONS FOR POLE**

**To the Board of Selectmen of the Town of Wayland, Massachusetts:**

Respectfully represent **NSTAR ELECTRIC COMPANY dba Eversource Energy** and **VERIZON NEW ENGLAND, INC.** companies subject to Chapter 166 of the General Laws (Ter.Ed.), that they desire to construct a line upon, along and across the public way or ways hereinafter specified.

WHEREFORE, your petitioners pray that after due notice and hearing as provided by law the **Board of Selectmen** may by Order grant your petitioners joint or identical locations for the erection or construction of poles, to be owned and used in common by them, and for such other fixtures including anchors and guys as may be necessary to sustain or protect the wires of the line, said poles to be located, substantially as shown on the plans made by **T. Thibault dated August 12, 2021** and filled herewith, upon along and across the following public way or ways of said town:

Fuller Road – Northwesterly side northeast of Amey Road

Install one (1) new pole #105/8A

Hearing Required

Also, for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for making connections with such poles and buildings as each of said petitioners may desire for distributing purposes. Your petitioners agree to reserve space for one Cross-arm at a suitable point upon each of said poles for the telephone, fire and police signal wires owned by the town and used for municipal purposes.

**NSTAR ELECTRIC COMPANY  
dba EVERSOURCE ENERGY**

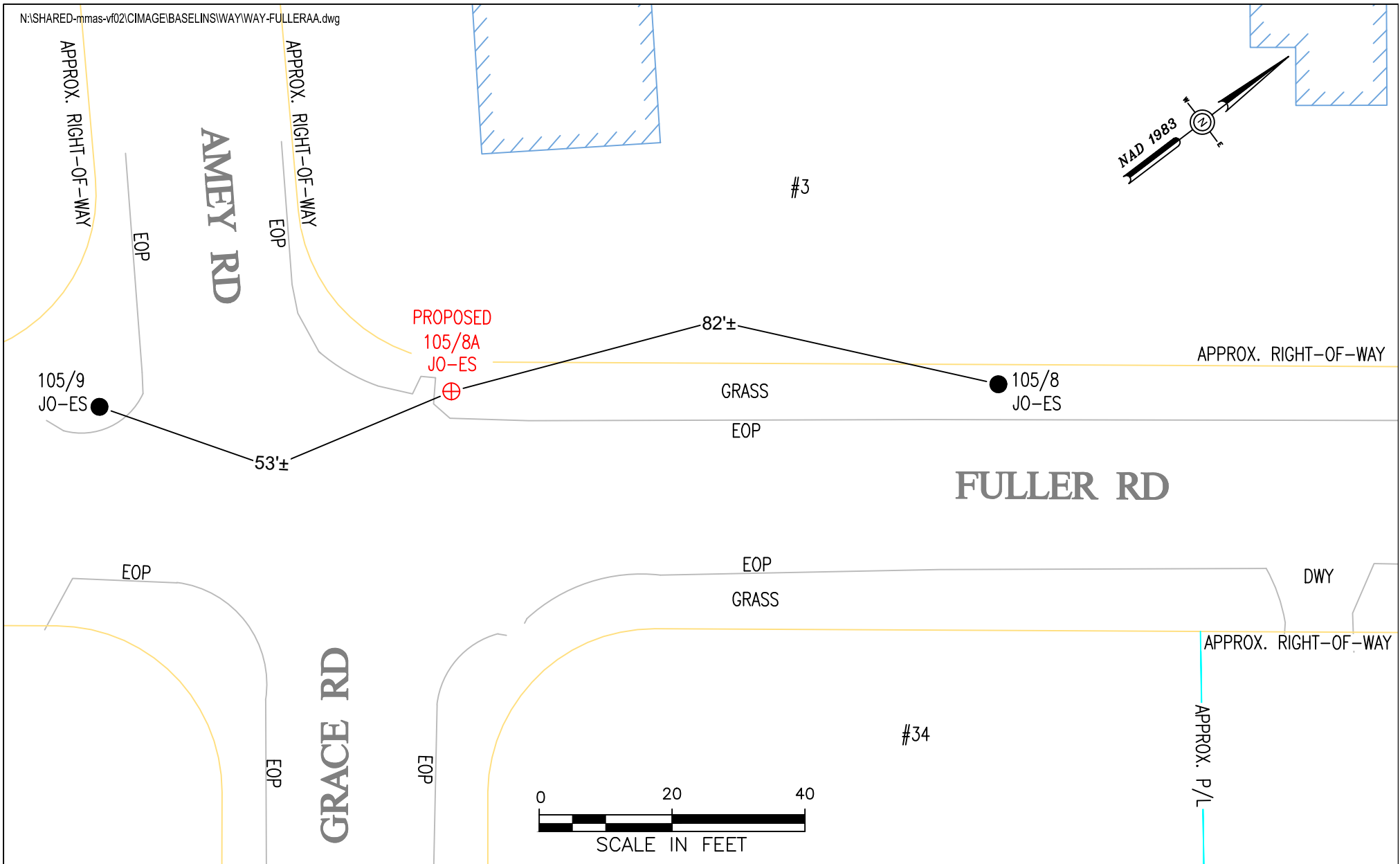
By: Richard M. Schifone  
Richard M. Schifone  
Rights and Permits, Supervisor

**VERIZON NEW ENGLAND INC.**

By: Albert E. Bessette

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2021

Town of WAYLAND, Massachusetts  
Received and filed \_\_\_\_\_ 2021




BY YOUR USE OF THE INFORMATION CONTAINED IN THIS MAP, YOU AGREE THAT NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, IS GIVEN WITH RESPECT TO THE INFORMATION. NEITHER NSTAR ELECTRIC COMPANY, NSTAR GAS COMPANY NOR ITS PARENTS, AFFILIATES, OFFICERS, DIRECTORS, SHAREHOLDERS, EMPLOYEES OR AGENTS, (COLLECTIVELY THE "NSTAR ENTITIES") SHALL BE LIABLE FOR ANY LOSS OR INJURY CAUSED IN WHOLE OR IN PART BY USE OF THIS INFORMATION OR IN RELIANCE UPON IT, TO THE MAXIMUM EXTENT ALLOWED BY LAW, YOU AGREE BY YOUR ACCEPTANCE OF THE INFORMATION TO RELEASE, INDEMNIFY AND HOLD THE NSTAR ENTITIES HARMLESS FROM ANY SUCH LOSS OR INJURY.

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Proposed pole locations shown thus	⊕
Pole locations to be abandoned, shown thus	○
Proposed Anchor Guy shown thus	T
Proposed Hip Guy shown thus	T <sub>H</sub>
Proposed Underground location shown thus	—
Proposed Push Brace shown thus	⊕
Existing Pole location shown thus	●
<b>PURPOSE: TO ELIMINATE AERIAL TRESPASS/WIRE CROSSING</b>	

C#	
Ward #	
Work Order #	6006977
Surveyed by:	BP/JC
Research by:	JC
Plotted by:	GR
Proposed Structures:	JC
Approved:	T THIBAUT
P#	



**EVERSOURCE**

1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125

Plan of FULLER RD, WAYLAND

Showing PROPOSED NEW POLE LOCATION

Scale	1"=20'	Date	AUGUST 12, 2021
SHEET	1 of 1		



**BOARD OF PUBLIC WORKS**  
TOWN OF WAYLAND

*Entrusted To  
Manage The  
Public  
Infrastructure*

Cliff Lewis  
*Chair*

Mike Wegerbauer  
*Vice Chair*

Robert Goldsmith  
*Member*

Sherre Greenbaum  
*Member*

Michael Lowery  
*Member*

TO: Board of Selectmen

FROM: Board of Public Works

DATE: September 21, 2021

COPY: File

**RE: Eversource Energy Request – Grant of Location for Utility Pole (105/8A)**

The purpose of this writing is for the Board of Public Works to provide a recommendation to the Selectmen relative to the attached request from Eversource Energy for a Grant of Location for a Utility Pole to be located within the Town Right-of-Way on Fuller Road near northwest corner of Amy Road.

Department of Public Works staff have reviewed this request and find that this proposed pole (105/8A) will not overly impede the use, operation and/or maintenance of the Town's Right-of-Way. It finds that this proposed pole is located in a manner to be consistent with other poles located in this subject vicinity.

The Police Department have also stated they find that this proposed pole presents no public safety implications.

It is with the above information that the Board of Public Works voted and recommends that the Selectmen grant this location to Eversource Energy for the installation of this proposed Utility Pole.

On 9-21-21 the Board of Public Works voted 5-0 to recommend to the Selectmen that they grant the PETITION OF NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY FOR LOCATIONS FOR POLE as described in the attachments to this memo.

  
Cliff Lewis, Chair

9/29/2021  
Date

Attachments: Eversource Hearing Letter  
Eversource Grant of Location Petition  
Eversource Plan on Fuller Road

HIGHWAY – WATER – PARKS – CEMETERIES – TRANSFER STATION – ENGINEERING





**TOWN OF WAYLAND**  
**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 appropriate form found on the Town Website. 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 the Town Administrator and appropriate Town boards to achieve their goals before submitting petitioners' articles whenever possible. Please review the 2022 ATM Schedule online.**

\*Petitioners should note that proposed Article Text Language, once submitted, can only be changed prior to closing of the warrant. A majority of the signatures supporting the original petition, with at least the required number voters (10 for ATM, 100 for STM) must be needed in the revised article text submission.

**ATM Timeline and Process**

Date	Action	Responsibility
Nov/December / January <i>(Date is Nov 8, 2021)</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. <b>The Board of Selectmen and the Finance Committee encourage citizens to work with the Town Administrator and appropriate Town boards to achieve their goals before submitting petitioners' articles whenever possible. Please review the 2022 ATM Schedule online.</b></i>	Board of Selectmen
On or before January 15 or such earlier time as may be fixed by the Board of Selectmen <i>(2022 DATE IS 1/18 AT 4:30 PM)</i>	<i>Petitioners submit petitioners' articles for Annual Town Meeting along with all signatures by email (to <a href="mailto:execasst@wayland.ma.us">execasst@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 or hardcopy, whichever occurs first. 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>(2022 FINANCE COMMITTEE WORKSHOP IS TENTATIVELY JAN 25, 2022)</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 3/7)</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 7, 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 7, 2021</b>.</i>	Petitioners
January - February	<i>Petitioners, in coordination with the Town Administrator's office, may meet with Town Counsel with questions as to legal form (petitioner's should contact Town Administrator's office with their request).. 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>(2022 DATE IS TENTATIVELY 5/2)</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**  
**PETITIONERS' ARTICLE FOR TOWN MEETING**  
*Attach extra pages if necessary*

**Article Title:** \_\_\_\_\_ **Estimated Cost:** \_\_\_\_\_

**Article Text for Warrant:** To determine if the town will vote to:

#	Print Name Legibly	Signature	Print Street Address
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			



**TOWN OF WAYLAND**  
**PETITIONERS' ARTICLE FOR TOWN MEETING**  
*Attach extra pages if necessary*

**Article Title:** \_\_\_\_\_ **Estimated Cost:** \_\_\_\_\_

**Background Information** (to be used by Finance Committee to draft its report. Please explain the intent of the article, why it should be supported now, as well as known reasons the article may be opposed):

**Petitioners' Comments** (150-word limit per Town Code):

**Lead Petitioner's Contact Information\***



**Name (for publication in warrant):** \_\_\_\_\_

**Phone (for discussing article):** \_\_\_\_\_

**Email (for publication in warrant):** \_\_\_\_\_

**Signature of Lead Petitioner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*\* The lead petitioner will serve as spokesperson for the article and will be the contact person for the Finance Committee, Board of Selectmen, and Planning Board, if the petition is a zoning issue.*

<u>KEY</u>	
	Town Election
	Ballot Question

**DRAFT**

**2022**

**ANNUAL TOWN ELECTION/ANNUAL TOWN MEETING SCHEDULE**

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*Last updated November 1, 2021; some dates are subject to change*


**2021**

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- Mon Nov 8*                      Petitioners’ Workshop with Selectmen. Town will advertise on website and social media approximately 1-2 weeks prior
  
- Mon Dec 6*                      Board of Selectmen votes to open warrants for the Annual Town Meeting and Town Election starting December 15, 2021.
  
- Wed Dec 8*                      Notice of the opening of the warrant shall be sent to the Town Clerk and all Town boards and committees. Per Town Code 36-2 and 36-3, notice of the closing date of the warrant will be posted at the Town Building and at the public library in Wayland Center, at the Cochituate Fire Station or Cochituate Post Office and at the Happy Hollow School.
  
- Tues Dec 14*                     Pursuant to Town Code 36-1, the Selectmen shall cause notice of the time and place of the Annual Town Meeting and Election to be published in a newspaper of general circulation no later than the date fixed by them for closing the warrant pursuant to Town Code 36-3.
  
- Wed Dec 15*                     Warrant for Annual Town Meeting opens.
  
- Mon Dec 20*                     Planning Board has preliminary meeting with Board of Selectman on Zoning and Planning Board articles, if required.
  
- Mon Dec 20*                     Selectmen vote to submit standard warrant articles it will propose

**2022**









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- Tues Jan 4*                       Nomination papers are available from the Town Clerk for the Town Election.
  
- Mon Jan 10*                      Selectmen vote to submit any remaining warrant articles it will propose.
  
- Mon Jan 17*                      **Martin Luther King Jr. Day**
  
- Tues Jan 18*                      Deadline for submission of warrant articles at 4:30 p.m. to the Board of Selectmen through the Town Administrator’s Office. (per Town Code Sec. 36-3) Articles will be stamped with date and time of receipt. No article, other than one submitted by the Moderator, Town Clerk, or the requisite number of petitioners, shall be inserted in the warrant for any Town Meeting unless so voted and submitted by a board, commission, committee, or other governmental body of the Town of Wayland by 4:30 p.m. on the date fixed by the Board of Selectmen for closing of the warrant for such meeting. (Town Code 36-3C)

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

- Fri Jan 21* Articles are draft ordered by Town Administrator and distributed to Moderator, each member of the Finance Committee, Selectmen, Town Counsel and Town Clerk. Town Counsel reviews text of articles.
- Tues Jan 25* Finance Committee ATM Article Workshop. The Workshop fulfills Town Code 19-3.
- Mon Feb 7* Selectmen meet with Planning Board on Town Meeting articles, if necessary. (See MGL 40 A Section, 5)
- Mon Feb 7* Finance Committee decides the articles for which it will make a report in the warrant to include comments, and the pros and cons. The Finance Committee will communicate its decision to the article sponsors and petitioners who may respond by March 7 with a "Sponsor's Report" not to exceed 150 words in length. Town Code § 5 B.
- Feb 21-25* **Presidents Day and School Vacation Week**
- Tues March 1*  The Finance Committee and other boards and committees are asked to make written requests to the Board of Selectmen to approve placement of a Proposition 2 ½ Ballot Question on the Election Warrant at least two weeks prior to the Board's vote. The Board will consider the requests at their March 7, 2021 meeting.
- It is the Selectmen's policy that the Board of Selectmen request the Finance Committee's recommendation on whether to place any Proposition 2 ½ Questions on the ballot. The Finance Committee's recommendation and its presentation will be made at the Selectmen's meeting on March 21, 2021. (Earliest date of action - Last legal date for Selectmen to vote on ballot questions is Tuesday, April 6, 2021.)
- Mon March 7* Selectmen determine the final order of ATM warrant articles.
- Mon March 7* By this date, any changes that an article sponsor or petitioner requests to make to the article text (excluding the comments and pros and cons which are the responsibility of the Finance Committee) shall be submitted to the Town Administrator for approval by Town Counsel after which they will be forwarded back to the article sponsor or petitioner, and also to the Chair of the Board of Selectmen and the Chair of the Finance Committee for distribution to the members.
- Mon March 7* Deadline for article sponsors and petitioners for which the Finance Committee will make a report in the warrant to submit a "Sponsor's Report" not to exceed 150 words in length. (Town Code § 36-5 B)
- Mon March 14* Board considers opening of STM Warrant (within Annual Town Meeting) for the period Tuesday, March 15 through Tuesday, March 22 at 4:30 pm and sets all related STM dates at that time. Last date to set STM within ATM is 45 days before (March 30) ATM or TBD. The warrant for any Special Town Meeting shall remain open for at least seven days after it is called by the Board of Selectmen. Within 48 hours after calling any Town Meeting, the Selectmen shall post notice of the warrant closing date at the locations specified in Town Code § 36-2.

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


- Tues March 15** Last date for Planning Board to discuss and vote Planning Board Reports on zoning articles (may be earlier). See MGL 40 A Section 5.
- Mon March 21**  Finance Committee makes presentation to Board of Selectmen on all Proposition 2 ½ questions. (See Board Policy for Finance Committee presentation requirements.)
- Mon March 21**  Board of Selectmen votes to place Proposition 2 ½ Override or Exclusion Question on Election Ballot. Under MGL 54, 42 C, the Town Clerk must receive the written notice of the question being placed on the ballot 35 days before the Election or by Tuesday, April 5, 2021. Following a vote to approve a Proposition 2 ½ Question, the Selectmen and Finance Committee will provide public notice and convene a meeting for public comment on proposed Proposition 2 ½ Question(s).
- Tues March 22**  Last day for submission by 5:00 pm of nomination papers to the Board of Registrars for Town Election (49 days before Election) GL c53, sec. 7 (*Town has not accepted MGL C. 53, sec 9A.*)
- Tues Mar 22** **Deadline: Finance Committee article comments (with supporting charts and appendices), Finance Committee report, and Planning Board articles due to Town Administrator office by 10:00 a.m. - No changes accepted after this date.**
- Tues March 22** Articles are put in final form by Town Counsel. Town Counsel provides comments on by-law changes consistent with Town Code chapter 36, Section 5 B.
- Mon April 5**  Selectmen accept public comment, discuss wording and vote on ballot questions (if any).
- Tues April 6**  Last day for Selectmen to submit ballot question to Town Clerk by 5:00 pm. (on or before 35th day proceeding election) MGL 54, sec 10; MGL C 54, sec 42c.
- Tues April 5**  Last day for filing certified nomination papers with Town Clerk (on or before 35th day proceeding election.) MGL 53 section 10.
- Thurs April 7**  Town Clerk sends ballot to printer.
- Thurs April 7**  Last day to object to nomination papers, to withdraw nomination or object to petitions for local ballot questions for Town Election. GL c. 53, sec. 11; GL c. 55B sec. 7.  
 April 7 or later: Town Clerk sends ballot to printer if no objections filed. GL 55 B, sec. 7  
 April 14 or later: Town Clerk sends ballot to printer if objections filed. GL 55 B, sec. 7
- Fri April 8** Compilation of warrant completed, and all changes made.  
**Warrant is sent to printer.**

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

<i>Tues April 12</i>	Town Clerk advertises in a newspaper of general circulation and posts notice of the time and place of Annual Town Meeting and Election for per Town Code Sec. 36-1 on town sign boards no later than 2 weeks before Town Election and Town Meeting
<i>Fri April 15</i>	Postal delivery of warrants (Town Code 36-2A, MGL c. 39, s10)
<i>April 15 - 22</i>	<b>Spring Recess - No School</b>
<i>Mon April 18</i>	<b>Patriots Day</b>
<i>April 18-22</i>	Motions for articles completed by Town Counsel and provided to Moderator and Town Clerk; Pre-Town Meeting review this week.
<i>Wed April 20</i>	Last day to register to vote prior to Town Election / Town Meeting; 8:00pm. (20 days prior) GL c 39 sec 26, 28
<i>Mon April 25</i>	Sponsors and Petitioners submit any illustrative slides under Moderator's Rules to Town Administrator's office by this date.
<i>Mon April 25</i>	Final copy of warrant delivered to Selectmen, Moderator, Finance Committee, Town Clerk, Town Counsel and Finance Director.
<i>Mon April 25</i>	Selectmen vote and sign warrants for posting.
<i>TBD</i>	<b>CANDIDATES' NIGHT - LEAGUE OF WOMEN VOTERS</b>
<i>TBD</i>	<b>ISSUES FORUM - LEAGUE OF WOMEN VOTERS</b>
<i>Tuesday April 26</i>	Town Clerk posts warrants for Town Meeting and Election at the Town Building and at the public library in Wayland Center, at the Cochituate Fire Station or Cochituate Post Office and at the Happy Hollow School per Town Code Sec. 36-2A, MGL c. 39, s10 (at least 7 days prior to Annual Town Meeting or Annual or Special Election and at least 14 days prior to Special Town Meeting).  If a Special Town Meeting is called for May 14, 2021, the warrant must be posted 14 days prior. GL 39, sec. 10.
<i>TBD</i>	Moderator's Forum
<i>Fri April 29</i>	Last date for vehicle descriptions (valued at least \$10,000 from Parks, Recreation, Highway and Water Departments only) prepared by procurement officer to be filed with Town Clerk per Town Code Sec. 19-7 (at least 7 days prior to Annual Town Meeting and 14 days prior to Special Town Meeting).
<i>Mon May 2</i>	Selectmen conduct ATM Warrant Hearing at time TBD
<i>Mon May 2</i>	Last day for Selectmen to review proposed motions and vote positions on Annual Town Meeting warrant articles.
<i>Wed May 4</i>	Draft motions for articles are posted at Town Building and Library

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

*Fri May 6* Prepare and print final errata sheets, Moderator's instructions to Town Clerk, tellers, and Planning Board reports (if necessary) for distribution at Town Meeting.

*Tues May 10* 

**ANNUAL TOWN ELECTION**

*Fri May 13* Warrants and lists delivered to Town Meeting site. List of non-resident employees provided to Moderator and Town Clerk.

*Sat May 14*

**ANNUAL TOWN MEETING (start time TBD)**

*Sun May 15*

**Cont. ANNUAL TOWN MEETING (as necessary)**

*through May 17 (if necessary)*

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

DRAFT



**From:** Allison Kates [REDACTED]  
**Sent:** Tuesday, October 26, 2021 4:46 PM  
**To:** Hegarty, Teri <thegarty@wayland.ma.us>  
**Subject:** Youth Advisory 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,

My name is Allison Kates and I am interested in the Board of Selectman liaison position to the Youth Advisory Committee. I live in Wayland with my husband and two sons (age 14 in 9th grade at WHS, and age 8 in 2nd grade at Riverbend Montessori). We've lived in town for over 14 years.

My professional background is a School Psychologist. In that role, I was responsible for conducting special education evaluations and providing a variety of counseling services to preschool and elementary age students. I also observed students in class and consulted with teachers and parents regarding learning, social/emotional, and behavioral concerns.

I currently hold a number of volunteer positions. I'm a Vice President on the Executive Committee at Jewish Family Service of Metrowest, as well as a member of their Governance Committee, Strategic Planning Committee, and co-chair of the Board Engagement and Education Committee.

I am also the Wayland Chapter Leader for Dignity Matters, a non-profit organization that provides feminine hygiene products to women and girls in need. In addition, I organize annual town-wide collection drives for Cradles to Crayons, serve as Staff Appreciation Chair for the Wayland High School PTO, and serve as Community Service Liaison for the parent community at Riverbend School in Natick.

As a parent and a former educator, I strongly believe in supporting the social/emotional well-being of our children and 'm concerned about the increase in mental health issues in children and adolescents over the last year and a half. I am looking forward to joining this committee to learn more about the needs of our students and how we can address them both in school and at home.

I am attaching a CV and am happy to answer any questions you might have. Please don't hesitate to contact me at this email address or at [REDACTED] if you'd like to discuss my interest or experience.

Thank you for your consideration,  
Allison Kates

## Professional Experience

- School Psychologist/Special Education Team Chairperson, Beal Early Childhood Center, Shrewsbury Public Schools, September 2002 – June 2009
  - Conducted comprehensive psychological assessments, wrote IEP goals and objectives
  - Facilitated social skills groups and provided 1:1 social skills training for preschoolers, kindergarteners, and 1<sup>st</sup> graders
  - Consulted with teachers and parents on a variety of learning and social/emotional needs
  - Led IEP meetings
  - Completed necessary IEP administrative paperwork
- School Psychologist, Pine Hill School, Sherborn Public Schools, September 2009 – June 2013
  - Conducted comprehensive psychological assessments, wrote IEP goals and objectives
  - Conducted classroom observations of elementary students
  - Consulted with teachers and parents on a variety of learning and social/emotional needs

## Volunteer Experience

- JFS of Metrowest
  - Board Member since 2010
  - Vice President, 2013 - present
  - Incoming Board President, 2022
  - Co-Chair, Board Engagement and Education Committee
    - Conduct onboarding activities for new board members
    - Coordinate speakers and other board education/engagement activities
    - Plan breakout groups during board meetings as necessary
  - Member of Executive Committee
  - Member of Governance and Nominating Committee
  - Member of Strategic Planning Workgroup
- Dignity Matters
  - Wayland Chapter Leader
  - Organize twice yearly town-wide collection drives
  - Host informational gatherings/collections
- Cradles to Crayons
  - Organize twice yearly town-wide collection drives
  - Attend Un-Gala, the organization's annual fundraiser

- Wayland Public Schools PTO
  - Claypit Hill School, Backpack Auction Co-Chair, 2016 & 2017
  - The Children’s Way Preschool, Parent Organization Co-Chair 2018-2019
  - Wayland Middle School, Fundraising Chair, 2018-2019
  - Wayland Middle School, Parent Enrichment Chair, 2019-present
  
- Temple Shir Tikva
  - Mitzvah Day Committee Member, 2020
  
- Metrowest Meal Bags
  - November 2020 – present
  - Provide support by cooking or baking to help with weekly meal delivery to families in need physically, emotionally or financially
  
- Cookies for Caregivers
  - Established Boston chapter, December 2020
  - Plan, organize delivery of homemade cookies to local caregivers and essential workers throughout Metrowest and surrounding areas
  - To date, delivered 13,762 cookies (over 1,146 dozen) to post offices, police and fire departments, public libraries, pharmacies, grocery stores, school bus drivers, DPW workers, vets and pet shelters, and teachers
  
- Baking For Good
  - Began in February 2021
  - Bake and sell cookies in exchange for donation to one of three local organizations helping those in need
  - To date, donated \$740 to JFS of Metrowest, Dignity Matters and Metrowest Meal Bags
  
- Riverbend Montessori, Natick, MA
  - Service Learning Community Group Liaison, May 2021

# CARL P. ROSENBLATT

[REDACTED], WAYLAND, MASSACHUSETTS 01778  
[REDACTED]

## SUMMARY OF QUALIFICATIONS

Senior Director with excellent customer service, sales, marketing, and facility oversight skills coupled with more than 30 years of experience. Highly effective and comfortable working with people at all organizational levels. Successful track record in business development, operations, sales, and engineering leadership for technology companies. Proven history of growing businesses while increasing profitability.

- Experienced in:
  - Customer Relationships
  - New Business Development
  - Strategic Planning
  - Market Expansion
  - P&L Management
  - Product Design and Development
  - Product Roadmaps
  - Product and Project Management
  - Process Improvement
  - Quality Control
  - Sales
- Restructured UEI's small business model to enable scaling from \$30M to \$100M+ in sales by:
  - Creation of a Customer Service organization (new profit center).
  - Transitioning from distributor to direct sales model re-capturing 30% commission.
  - Restructuring international sales team to enable greater footprint and access to larger Served Available Market (SAM).
  - Modeling sales against program-based business vs. small individual sales.
- Grew sales at Thermo KeyTek, LLC. from \$14M to \$21M over five years while reducing headcount by 27%.
- Re-structured Thermo Gamma Metrics, San Diego, CA. Improved business bottom line from a loss position to +17% EBITA in four quarters. Booked an additional \$10M in backlog. Remotely managed from Boston while simultaneously running Thermo KeyTek, LLC (Wilmington, MA).
- Sales Growth Strategy: new product introduction, technology innovation, broadening the addressable market (SAM).
- Grew EBITA at Thermo Fisher Scientific from 21% to 32% over five years by repricing products using a value-based system vs. cost+.
- Grew sales at Teradyne from \$50M to \$80M over three years with a flat head count of 130.

## PROFESSIONAL EXPERIENCE

### **Sr. Director, Global Sales**

***UNITED ELECTRONIC INDUSTRIES***

4/2021 – 7/2021

*Norwood, Massachusetts*

- Successfully planned the restructuring of the company to enable it to scale from \$25M to \$100M
- Created customer service organization with profitable P&L
- Enabled record bookings with 10% increase over previous year

**General Manager, CTS**

6/2010 – 4/2021

**Site Manager, EGS (Gauging) Solutions**

4/2014 – 7/2017

**General Manager, Thermo Gamma Metrics, LLC**

4/2013 – 4/2014

***THERMO FISHER SCIENTIFIC***

*Tewksbury, Massachusetts*

- Exceeded EBITA target of > 25% through cost controls, product quality, and new product focus
- Reduced waste, cycle time, errors, defects, and accidents using PPI (Practical Process Improvement)
- Built team culture, breaking down cross-functional barriers and improved morale, dedication, innovation, and intensity
- Managed for operational excellence - lean, domestic production with improved cost controls (high margins), faster cycle time and reduced inventory
- Expanded market focus leading to market share gain, higher pricing, higher margins, and SAM expansion
- Created differentiated products and introduced value-based selling increasing margins, customer satisfaction, and competitive advantage
- Grew sales in China, Korea, Japan, Brazil, and eastern Europe by 100%

**Director Operations & Technology**

1/2010 – 6/2010

***THERMO FISHER SCIENTIFIC***

*Tewksbury, Massachusetts*

- Reduced inventory from \$5M to under \$2.5M.
- Implemented lean operations and visual floor management.
- Reduced cycle time of long lead products through coordinated SIOP process.
- Implemented RCCM techniques reducing warranty costs by 50%.

**Director Commercial & Technology**

3/2006 – 1/2010

***THERMO FISHER SCIENTIFIC***

*Tewksbury, Massachusetts*

- Managed acquisition of Oryx Instruments. Led the integration and subsequently managed the merged businesses.
- Coordinated lean manufacturing group and sales team to ensure that products were cost effective/manufacturable while meeting committed revenue projections.
- Recruited new engineering and sales/marketing talent to ensure current technology knowledge and process excellence while retaining the best existing talent to provide knowledge continuity.
- Instituted structured project management within engineering to reduce time to market, improve quality and reliability, and validate that market requirements are met and exceeded.

**Business Unit General Manager**

12/99 – 11/04

***TERADYNE***

*North Reading, Massachusetts*

- Grew revenue from \$35M to \$80 million while managing full P&L
- Established defense market and product strategy, while managing cost and technology with a focus on delivering growth and profitability.
- Grew margin and profitability by 30%
- Implemented an integrated operations/sales team reducing inventory and improving lead times

**Director, Engineering**

6/98 – 12/99

***TERADYNE***

*North Reading, Massachusetts*

- Directed activities of 80 design engineers
- Managed \$12M budget
- Reduced project cycle time by 40%
- Reduced defect rate by 70% via use of TQM.

**Division Hardware Engineering Manager**

4/97 – 6/98

*TERADYNE*

*North Reading, Massachusetts*

- Directed activities of 12 hardware design engineers engaged in development and implementation of designs involving FPGAs, analog ASICs, multi-layer PCBs, system power integration, and overall system design and implementation.
- Managed \$6 million budget.

**Director, Strategic Marketing**

4/96 – 4/97

*TERADYNE*

*North Reading, Massachusetts*

- Defined product strategic direction for five-year timeframe.
- Compiled market data to determine trajectory of technology requirements and conducted competitive analysis to forecast competitive product roadmaps.

**Software Design Engineer/Manager**

7/81 – 4/96

*TERADYNE*

*North Reading, Massachusetts*

- Engaged in system level software design and implementation, with an emphasis on designing complex algorithms, relational databases, and user interfaces.

**E D U C A T I O N**

COLUMBIA UNIVERSITY (School of Engineering) New York, New York  
B.S.E.E., (*concentration: Computer Science*)

BOSTON UNIVERSITY (Metropolitan College)  
Completed coursework for M.S. Computer Science

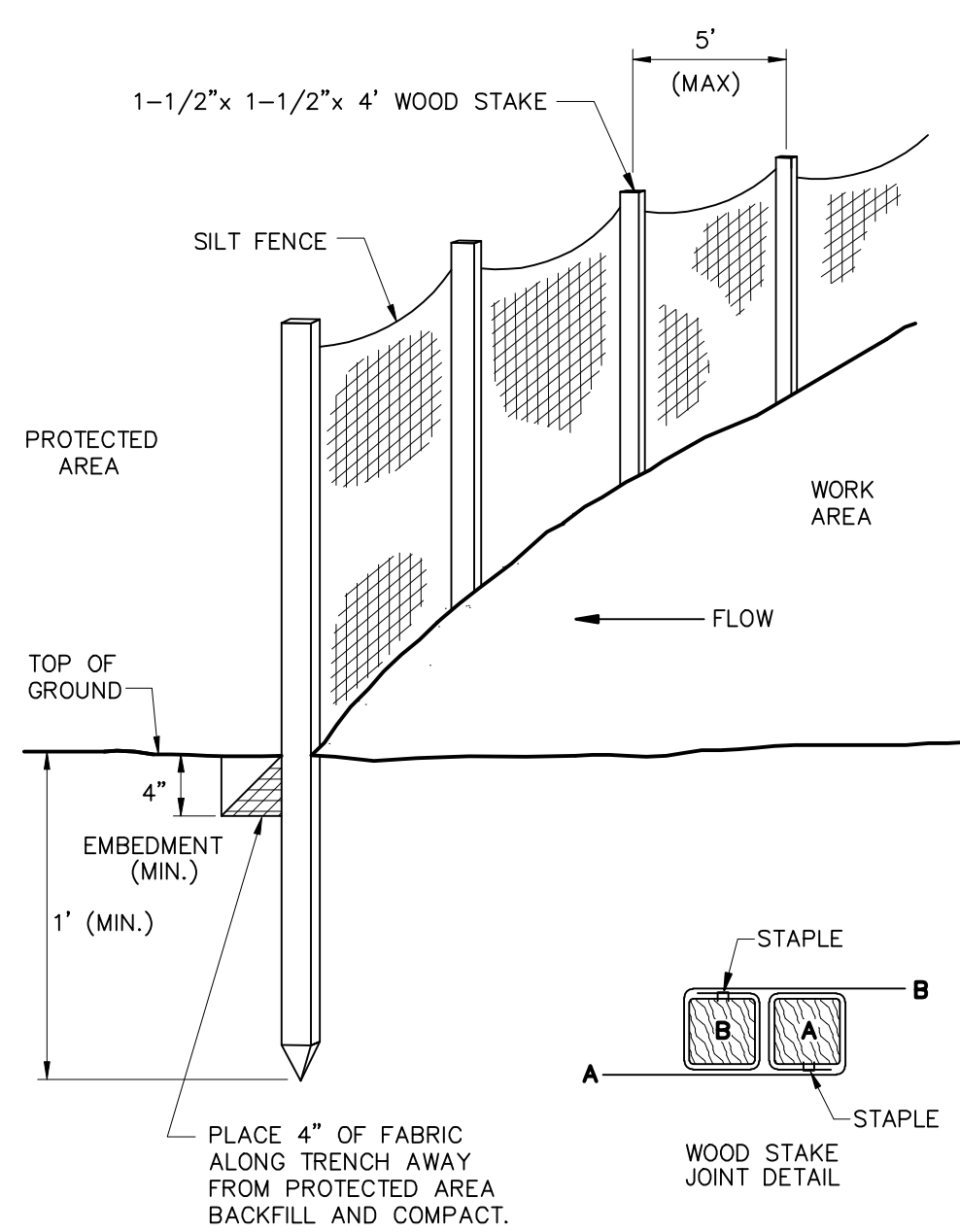
DEEP OBSERVATION HOLE LOG					
NO. & ELEV.	DEPTH (ft.)	SOIL HORIZON	TEXTURE (USDA)	COLOR (MUNSELL)	SOIL MOTTLING
DTH-1 8/8/17 197.7	0-10" 10-27" 27-67" 67-114"	Ap Bw C1 C2	SANDY LOAM LOAMY SAND MED. CRS. SAND FINE SAND	10YR3/2 10YR6/8 2.5Y5/4 10YR7/3	
DEPTH TO BEDROCK: -- STANDING WATER: -- WEeping FROM PIT FACE: -- ESHWT: 189.7					
DTH-2 8/8/17 197.5	0-11" 11-28" 28-60" 60-116"	Ap Bw C1 C2	SANDY LOAM LOAMY SAND MED. CRS. SAND FINE SAND	10YR3/2 10YR6/8 2.5Y5/4 10YR7/3	
DEPTH TO BEDROCK: -- STANDING WATER: -- WEeping FROM PIT FACE: -- ESHWT: 190.0					
DTH-3 8/8/17 196.7	0-9" 9-24" 24-35" 35-92" 92-120"	Ap Bw C1 C2 C3	SANDY LOAM LOAMY SAND CRS. SAND FINE SAND SANDY LOAM	10YR3/2 10YR6/8 2.5Y5/4 10YR7/3 10YR5/4	
DEPTH TO BEDROCK: -- STANDING WATER: -- WEeping FROM PIT FACE: -- ESHWT: 190.0					
DTH-4 8/8/17 197.2	0-11" 11-26" 26-55" 55-88" 88-104"	Ap Bw C1 C2 C3	SANDY LOAM LOAMY SAND MED. CRS. SAND FINE SAND SANDY LOAM	10YR3/2 10YR6/8 2.5Y5/4 10YR7/3 10YR5/4	
DEPTH TO BEDROCK: -- STANDING WATER: -- WEeping FROM PIT FACE: -- ESHWT: 189.9					
DTH-5 8/8/17 198.2	0-11" 11-32" 32-63" 63-104" 104-111"	Ap Bw C1 C2 C3	SANDY LOAM LOAMY SAND MED. CRS. SAND FINE SAND SANDY LOAM	10YR3/2 10YR6/8 2.5Y5/4 10YR7/3 10YR5/4	
DEPTH TO BEDROCK: -- STANDING WATER: -- WEeping FROM PIT FACE: -- ESHWT: 190.2					

**STORMWATER O&M PLAN**

**SOURCE CONTROL MEASURES:**  
THE FOLLOWING SOURCE CONTROL AND POLLUTION PREVENTION MEASURES SHALL BE EMPLOYED ON THE SITE TO PREVENT CONTAMINATION OF STORMWATER RUNOFF:

- CONTROL LITTER ON THE SITE.
- COVER ANY DUMPSTERS AND MAINTAIN THEM TO PREVENT LEAKS.
- STORE LAWN AND DEICING CHEMICALS UNDER COVER.
- APPLY FERTILIZERS AND PESTICIDES SPARINGLY TO PREVENT WASHOFF.
- USE OF SLOW RELEASE NITROGEN AND LOW PHOSPHORUS FERTILIZERS IS ENCOURAGED.
- NO FERTILIZATION OR PESTICIDE APPLICATION IN OR NEAR ANY WETLAND RESOURCE AREA.
- LIMIT EXTERIOR WASHING OF VEHICLES AND EQUIPMENT TO LOCATIONS THAT DRAIN TO PERVIOUS SURFACES AND AWAY FROM STORM DRAINS.
- CLEAN UP SPILLS IMMEDIATELY WITH ABSORBENT MATERIALS; AVOID WASHING OF PAVEMENT.
- PUMP AND MAINTAIN SEPTIC SYSTEMS.
- USE ALTERNATIVE DEICERS SUCH AS CALCIUM CHLORIDE AND MAGNESIUM CHLORIDE IN LIEU OF SODIUM BASED DEICERS.
- DESIGNATE AREAS FOR SNOW STORAGE IN UPLAND LOCATIONS WHERE MELTWATER CAN DRAIN ONTO PERVIOUS SURFACES AWAY FROM WATER RESOURCES AND WELLS.
- DISCHARGE OF ANY MATERIAL OTHER THAN STORMWATER TO THE STORMWATER SYSTEM (DRYWELL) IS NOT PERMITTED.
- SWEEP ANY PAVEMENT AREAS REGULARLY.

**DRYWELL:**  
DRYWELLS SHALL BE INSPECTED AFTER EVERY MAJOR STORM IN THE FIRST FEW MONTHS AFTER CONSTRUCTION. AFTER THIS INITIAL PERIOD, THE SYSTEMS SHOULD BE INSPECTED AT LEAST TWICE ANNUALLY (SPRING AND FALL) WITH ONE INSPECTION PERFORMED AFTER A MAJOR STORM TO SEE IF THEY HAVE FULLY DRAINED. IF THE INFILTRATION SYSTEM DOES NOT DRAIN WITHIN 72 HOURS OF THE END OF A STORM, THEN REMEDIATION MAY BE NECESSARY INCLUDING REPLACEMENT OF THE SYSTEM, AND AN ENGINEER SHOULD BE CONSULTED. HEAVY MACHINERY SHOULD NOT OPERATE NEAR OR OVER THE DRYWELL. ROOF GUTTERS SHALL BE CLEANED AT LEAST TWICE ANNUALLY AND WHENEVER DEBRIS OR BLOCKAGES ARE NOTED. VISUAL INSPECTION SHALL CONFIRM CONNECTION OF ROOF DRAINS/DOWNSPOUTS TO THE CONVEYANCE PIPE.

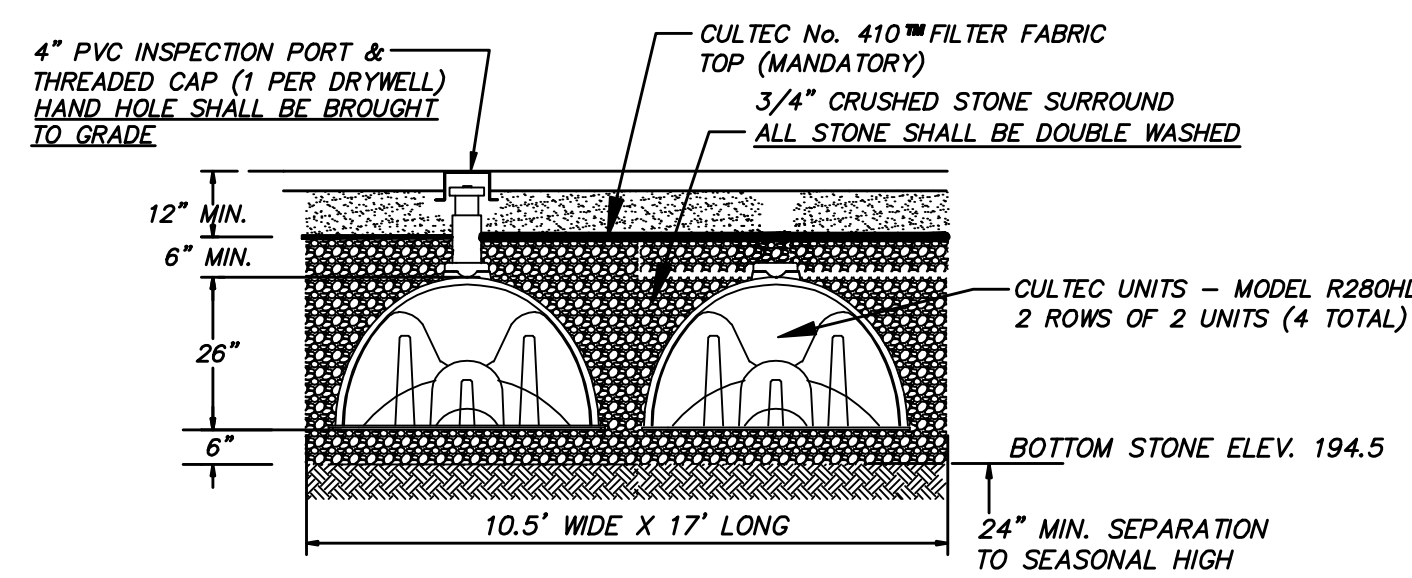


**SILT FENCE DETAIL**  
NOT TO SCALE

**STORMWATER SUMMARY:**

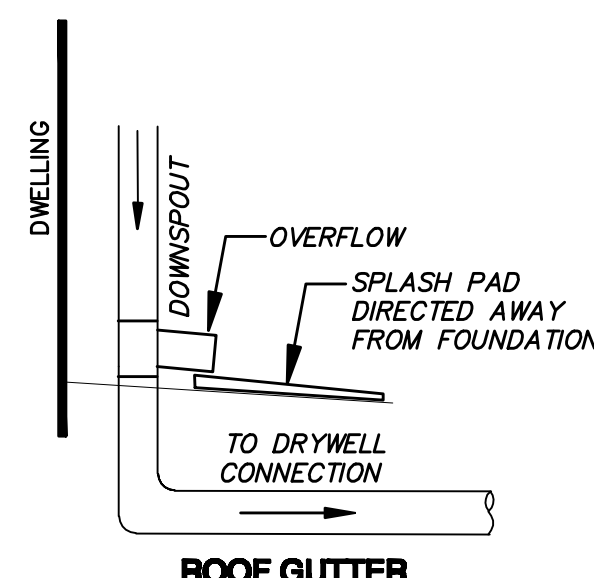
EXISTING IMPERVIOUS AREA = 2,830 S.F.  
PROPOSED IMPERVIOUS AREA = 3,995 S.F.  
TOTAL INCREASE = 1,165 S.F.

ROOF AREA CONNECTED TO DRYWELL = 1,370 S.F.  
SIZED FOR 100 YEAR STORM

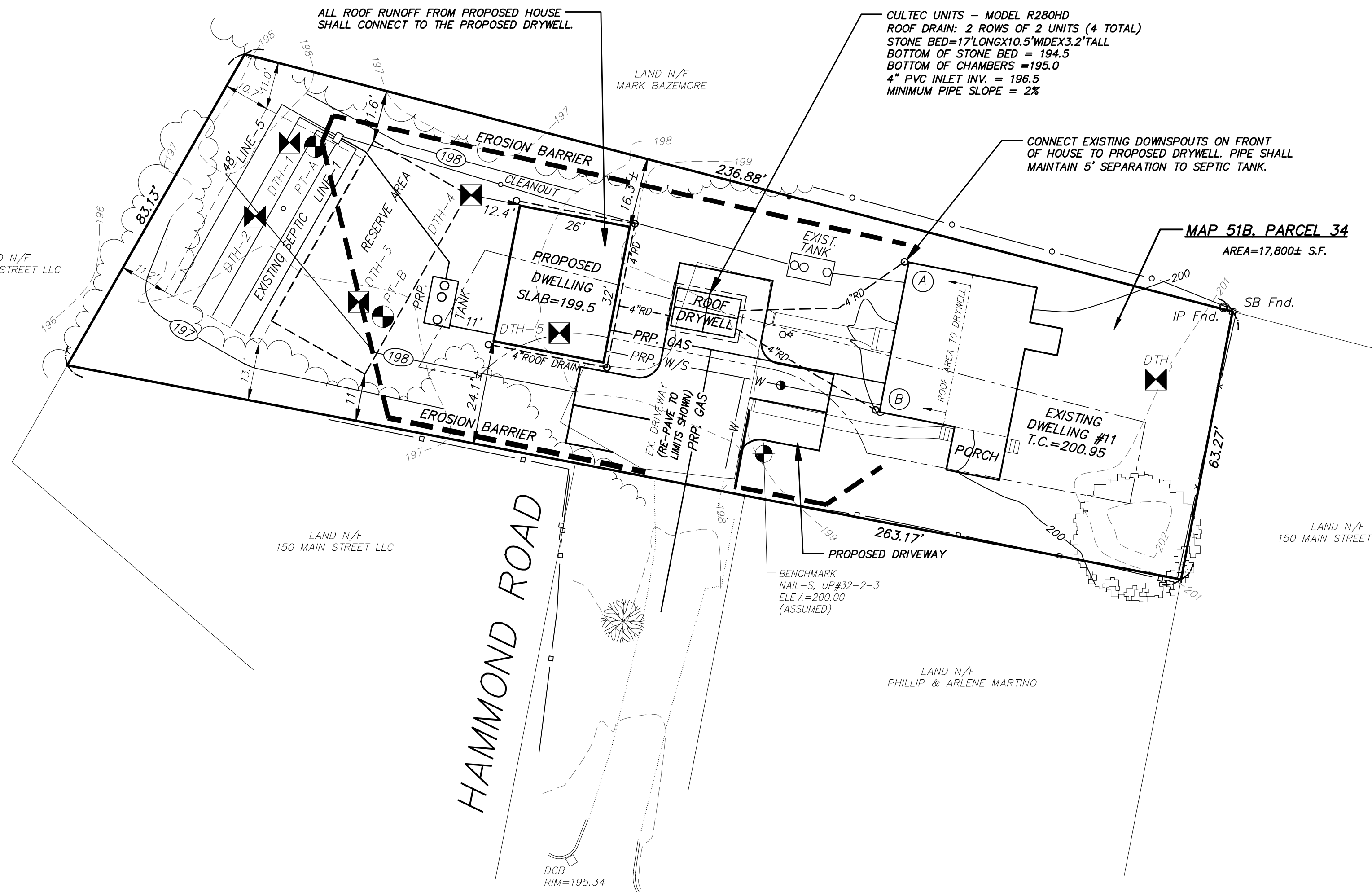


REMOVE TOP/SUBSOIL BELOW DRYWELL. EXCAVATE AT LEAST 6 INCHES INTO THE 'C' LAYER. ANY FILL REQUIRED BELOW THE BOTTOM OF STONE SHALL BE FREE-DRAINING CLEAN SAND PER TOWN REQUIREMENTS.

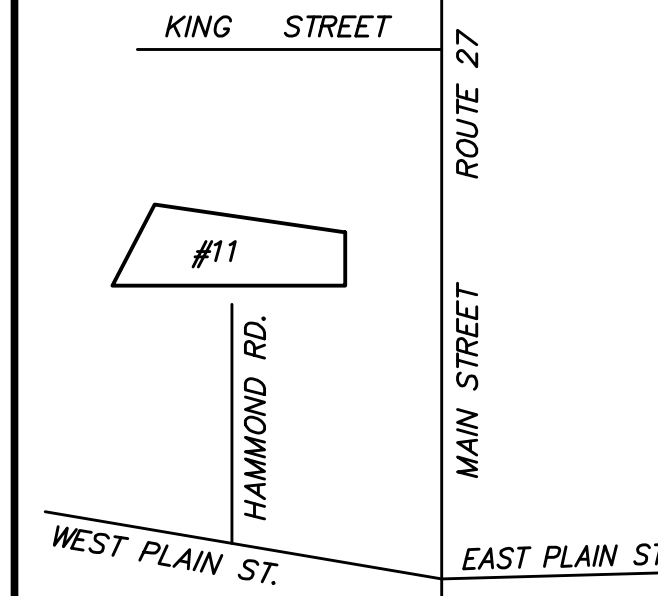
**DRYWELL DETAIL**  
NOT TO SCALE



**ROOF GUTTER CONNECTION SCHEMATIC**  
NOT TO SCALE



**PLAN NOTE:**  
THIS PLOT PLAN IS PREPARED FROM LINES OF OCCUPATION. THE TIES TO THE LOT LINES ARE NOT TO BE USED IN THE SETTING OF FENCES, HEDGES, ETC. AND IS NOT TO BE CONSIDERED A PROPERTY LINE SURVEY.



**LOCUS MAP**  
N.T.S.

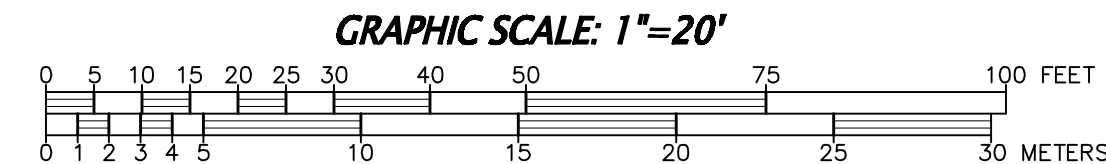
ZONED: RESIDENCE  
AREA = 20,000 sf  
FRONTAGE = 120 feet  
SETBACKS: FRONT = 30 feet  
SIDE = 15 feet  
REAR = 30 feet

**OWNER:**  
WAYLAND AFFORDABLE  
HOUSING TRUST  
DEED BK. 1515, PG. 130

**SULLIVAN, CONNORS  
AND ASSOCIATES**  
LAND SURVEYING AND CIVIL ENGINEERING  
121 BOSTON POST ROAD  
SUDBURY, MASSACHUSETTS 01776  
PHONE: 978-443-9566 FAX: 978-443-8915

**PROPOSED SITE PLAN  
OF  
11 HAMMOND ROAD  
IN  
WAYLAND, MA**

REVISED: DESCRIPTION:  
DRAWN BY: RBM CHECK BY: VC  
DATE: MARCH 21, 2019  
SCALE: 1"=20' SHEET 1 OF 1.

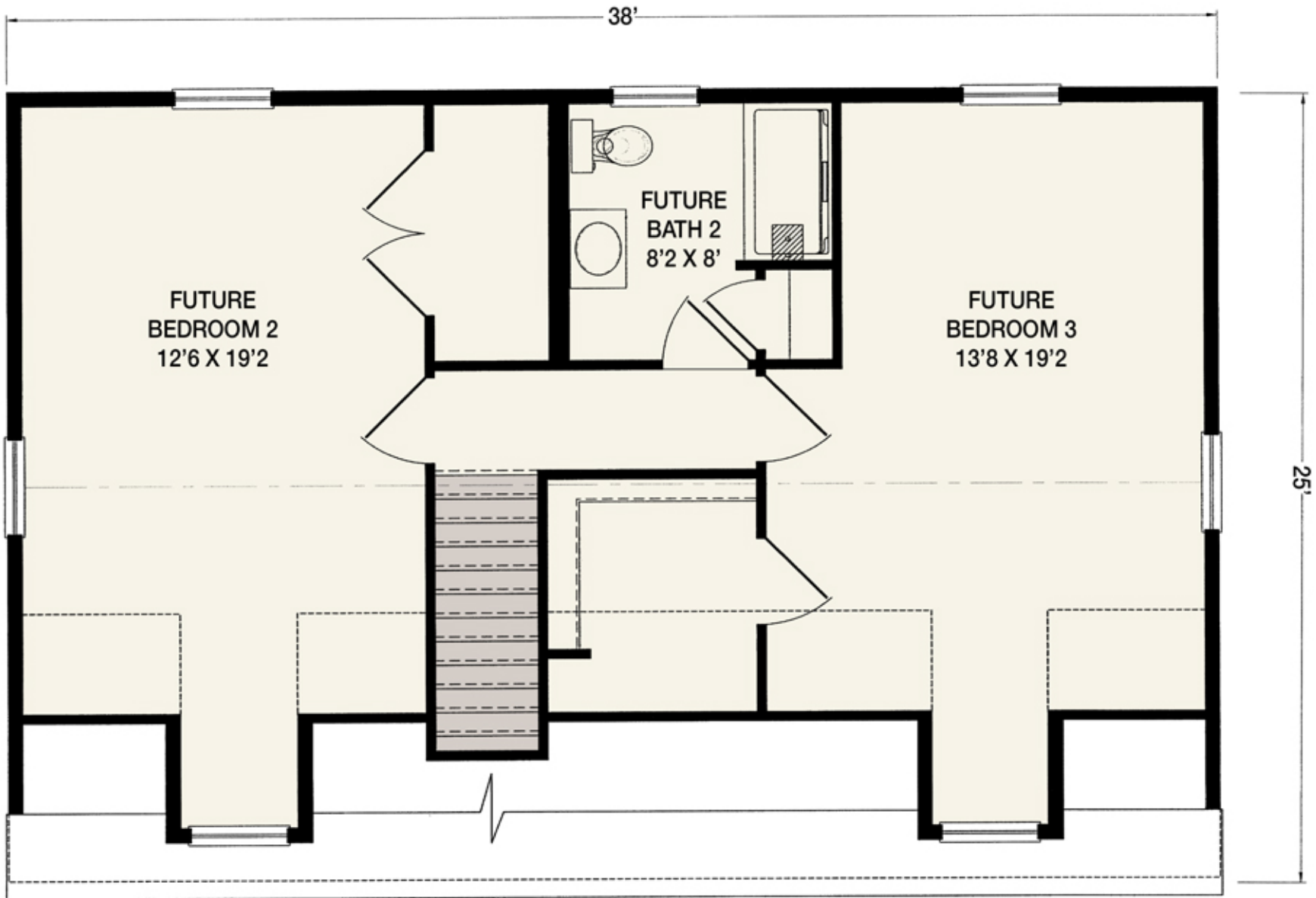




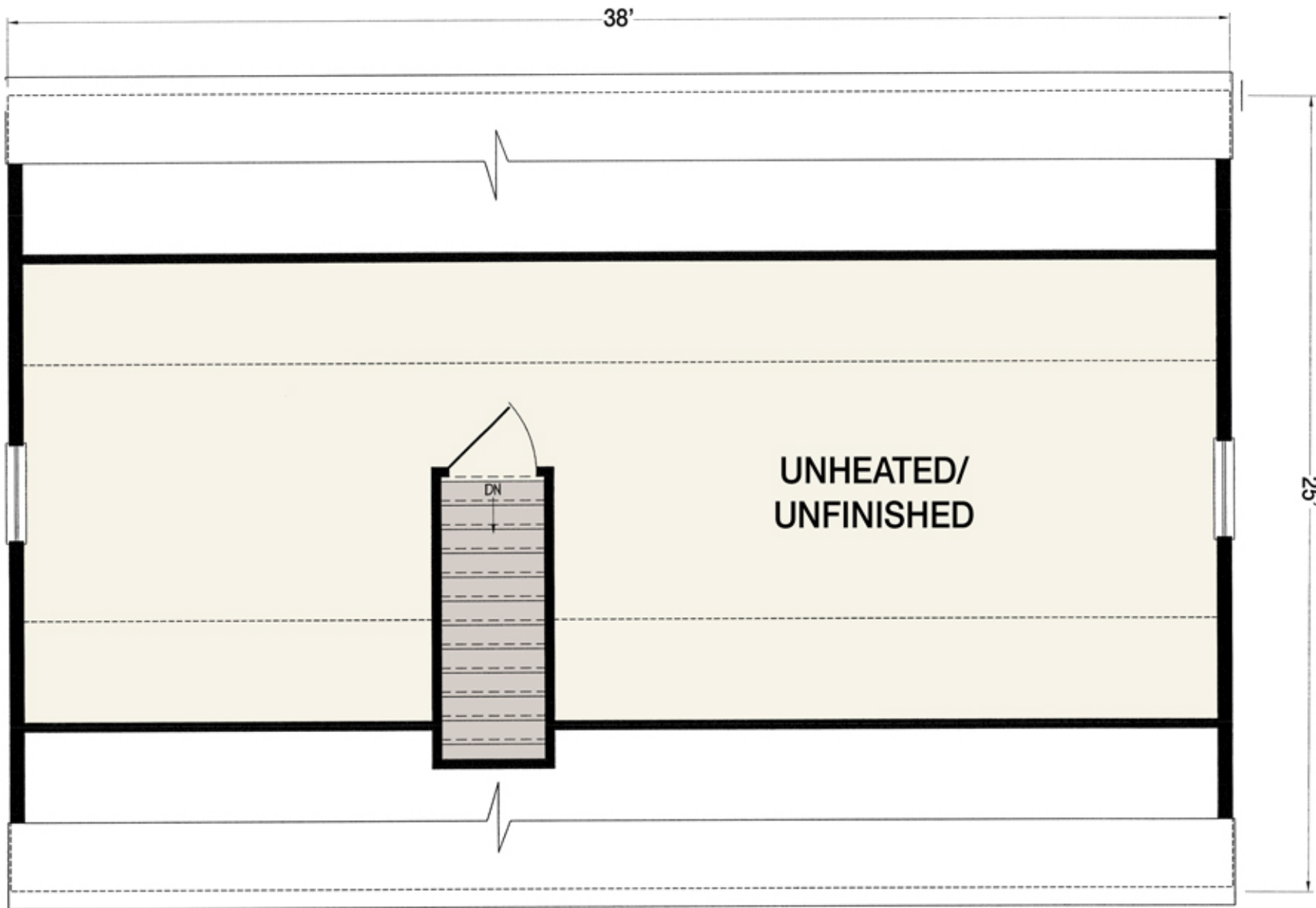




# ASHLAND



ASHLAND



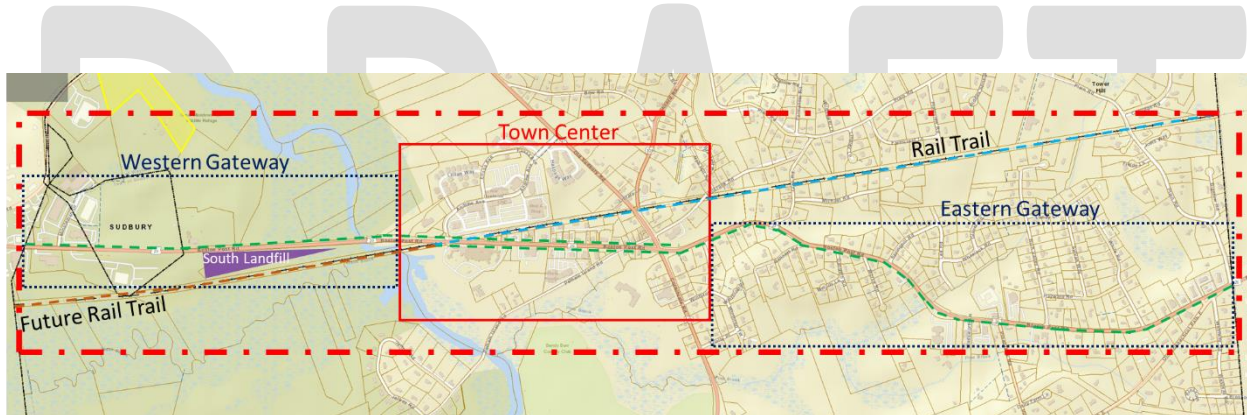
**ASHLAND**



# Re-Envisioning Route 20 Corridor Survey Report

Town of Wayland Board of Selectmen

9/25/2021



**Abstract:** This survey will be used to better understand how the local community feels about the Route 20 Corridor.



### *Document Revision History*

Version #	Date	Changed By	Description
1	9/25/21	D. Watkins	Initial draft

**Date Conducted:** The survey was active between Friday, August 13, 2021 and Friday, September 10, 2021. A total of 672 responses were received.

**Prepared by:** The Wayland Board of Selectmen

**Prepared for:** The Town of Wayland

**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.

### **Executive Summary**

This survey will be used to better understand how the local community feels about the Route 20 Corridor.

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.



The Town has potential to receive state and/or federal funding and it will need to respond with “shovel ready” projects.

### **Survey Objectives:**

In short order, The Town is 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.

### **Participants:**

- 616 Wayland Residents
- 56 Non-Residents

### **Data Collected:**

13 questions consisting of the following:

- Q1: Please choose the top 5 improvements you consider most important to improve the Route 20 corridor?
- Q2: How much do you support or oppose making improvements to the Route 20 Corridor?
- 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.
- 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.
- Q5: Do you support decorative lighting and street trees/landscaping, if this upgrade is at the Town’s expense?
- Q6: How would you rate pedestrian safety on Route 20?
- Q7: How would you rate biking safety on Route 20?
- Q8: How would you rate driving safety on Route 20?
- Q9: What are your major safety concerns of the Route 20 Corridor? (Check up to 5)
- Q10: How do you currently use the Route 20 Corridor? (check all that apply)
- Q11: Where do your trips in the corridor take you? (check all that apply)
- Q12: How often do you travel this section of Route 20?
- Q13: What mode of travel is most needed along the Route 20 corridor? (pick up to 3)
- Q14: Do you live in Wayland?



## Results:

The Top five improvements considered most important for the corridor are:

1. Make sidewalks easier for people to travel on by widening them and repairing cracks and unevenness along the entire Route 20 Corridor.
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 a bike lane to a stretch of Route 20 in addition to the rail trail or help divert bicycle traffic to the Rail Trail.
4. Create canoe and kayak access to the Sudbury River.
5. 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.

67% of the survey respondents strongly support improvements to the Route 20 corridor.

49% of the neither support or oppose signage and signage guidelines for the corridor.

58% strongly supported making sidewalks the entire distance of Route 20 within Wayland's border.

45% strongly support decorative lighting and street trees/landscaping, if this upgrade is at the Town's expense.

53% rated pedestrian safety on Route 20 as poor.

67% rated bike safety along Route 20 as poor

44% rated driving safety on Route 20 as good

The five major safety concerns of the Route 20 Corridor were:

1. No bike lane or dedicated area for cyclists
2. Speeding
3. Inadequate or missing crosswalk
4. Vehicles not yielding to pedestrians
5. Aggressive or distracted driving

98% of the survey respondents use the Route 20 corridor for driving, 25% for walking and 22% for biking.

93% of survey respondents indicated that trips in the corridor are for shopping or errands, 73% are passing through to either Sudbury or Weston, 59% of the trips are for entertainment and dining, 53% are to get home, 30% to commute to work and 17% to commute to school.

44% travel Route 20 daily and the same percentage travel only a few times per week.



69% of the survey respondents indicated that walking, biking and bussing were the mode of travel most needed along the Route 20 corridor.

**Recommendations:**

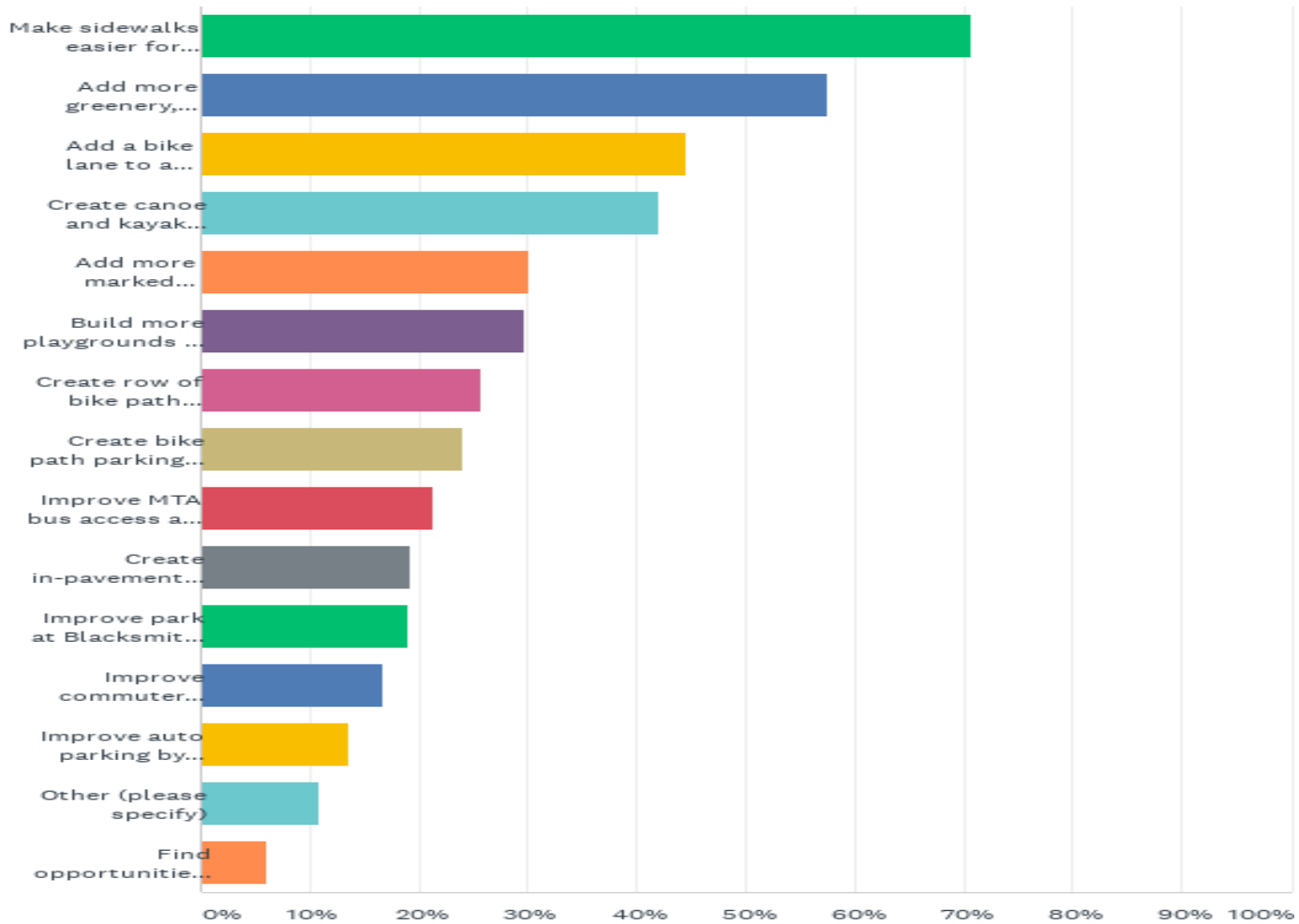
- High – the greatest potential for improved user satisfaction
- Medium – greater potential for improved user satisfaction
- Low – the potential for improved user satisfaction

	<b>Recommendation</b>	<b>Effect</b>
1	Issue a press release of the results of Wayland’s survey	High
2	Distribute phase 2 of surveys to Board of Public Works, Economic Development Committee and Planning Board	Medium
3	Create an action plan and prioritize	Med
4		
5		
6		





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





Town of Wayland - 41 COCHITUATE ROAD Wayland, MA 01778-2697

ANSWER CHOICES	RESPONSES
Make sidewalks easier for people to travel on by widening them and repairing cracks and unevenness along the entire Route 20 Corridor.	70.68% 475
Add more greenery, public art and improved lighting to beautify the road and ensure it represents the vibrant history and culture of the community.	57.44% 386
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.	44.64% 300
Create canoe and kayak access to the Sudbury River.	42.11% 283
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.	30.06% 202
Build more playgrounds on Town owned parcels.	29.76% 200
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	25.74% 173
Create bike path parking in Wayland Center.	23.96% 161
Improve MTA bus access and support designated bus stops	21.43% 144
Create in-pavement lighting to better define the location of crosswalks at night (non-water-prone locations).	19.20% 129
Improve park at Blacksmith Green (triangle park at Pelham Island Road & Route 20)	19.05% 128
Improve commuter support and create park-and-ride spaces for commuters.	16.82% 113
Improve auto parking by adding parking behind businesses along Route 20.	13.54% 91
Other (please specify)	10.86% 73
Find opportunities to lessen the slope of hills so it is easier for people to navigate, especially those with disabilities.	6.10% 41
Total Respondents: 672	

A comment box was included to allow respondents to provided open-ended input into what other improvements that are deemed important. The most common open-ended responses include:

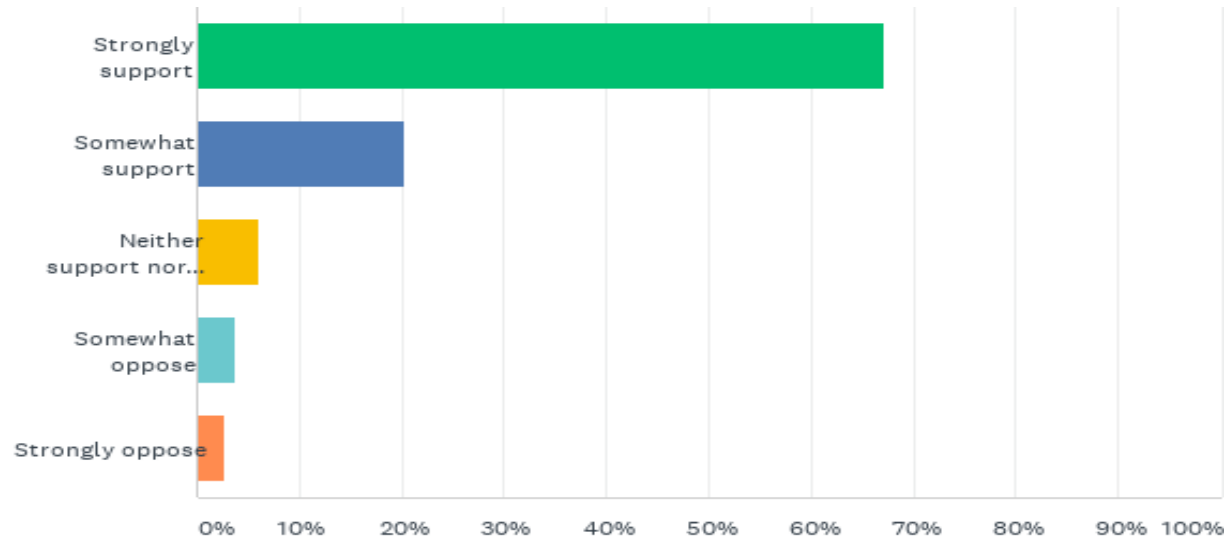


- Designated left-hand turn for vehicles travelling west on Route 20 to Route 27 South
- Promote economic development along Route 20, especially in Wayland Village Plaza
- Implement climate resilient plans to control flooding at the Route 20 and Route 27 intersection.
- Add access points along the bike path, and pave the bike path from the depot to Town Center
- The Town does not need to do anything to improve this area

DRAFT



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



ANSWER CHOICES	RESPONSES	
Strongly support	67.11%	451
Somewhat support	20.39%	137
Neither support nor oppose	6.10%	41
Somewhat oppose	3.72%	25
Strongly oppose	2.68%	18
<b>TOTAL</b>		<b>672</b>



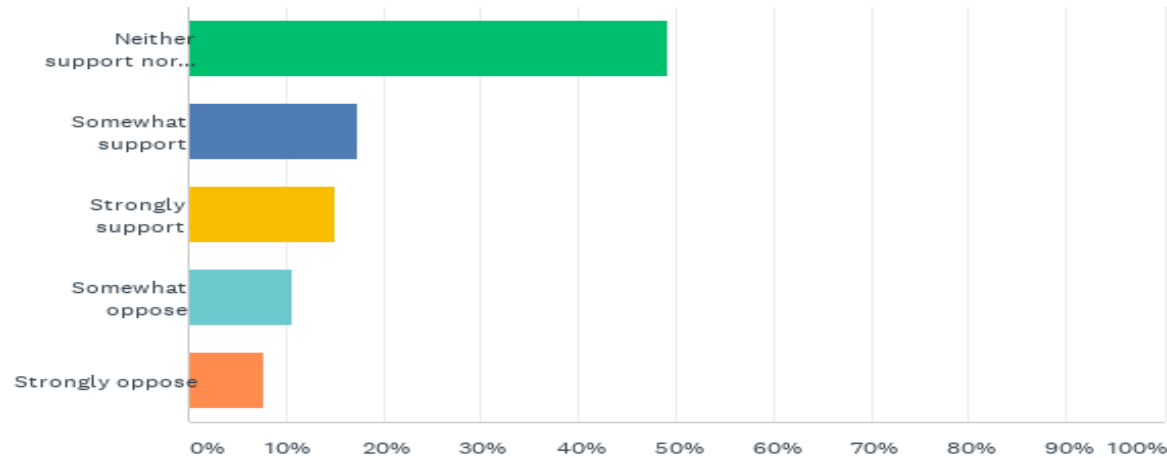
A comment box was included to allow respondents to provide open-ended input into whether they supported or opposed making improvements to the Route 20 Corridor. The most common open-ended responses include:

- Traffic and safety concerns at and around Route 20 and Route 27 intersection
- Promote economic development opportunities along the Route 20 Corridor
- Improve aesthetics of the area in relation to its buildings, vegetation, and utilities
- Implement climate resilient plans to control flooding at the Route 20 and Route 27 intersection
- The Town has other priorities that it should be focused on, and similarly, taxpayer money should not be spent to fund improvements

DRAFT



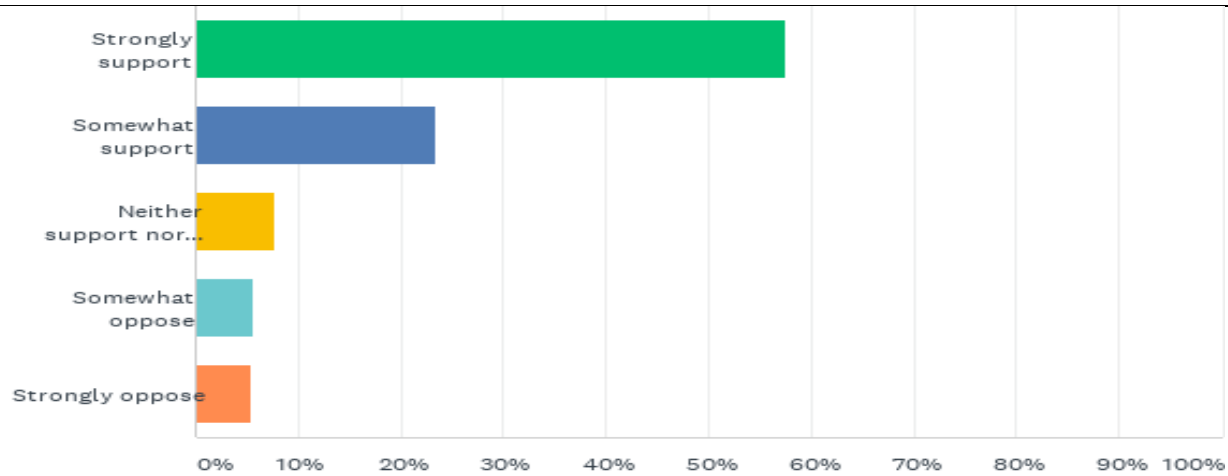
**Q3: Should signage guidelines be developed solely for Route 20? For example, should the Route 20 corridor have signs that indicate a person is entering Wayland’s unique part of town identifying the Route 20 Corridor.**



ANSWER CHOICES	RESPONSES	
Neither support nor oppose	49.26%	331
Somewhat support	17.41%	117
Strongly support	15.03%	101
Somewhat oppose	10.57%	71
Strongly oppose	7.74%	52
<b>TOTAL</b>		<b>672</b>



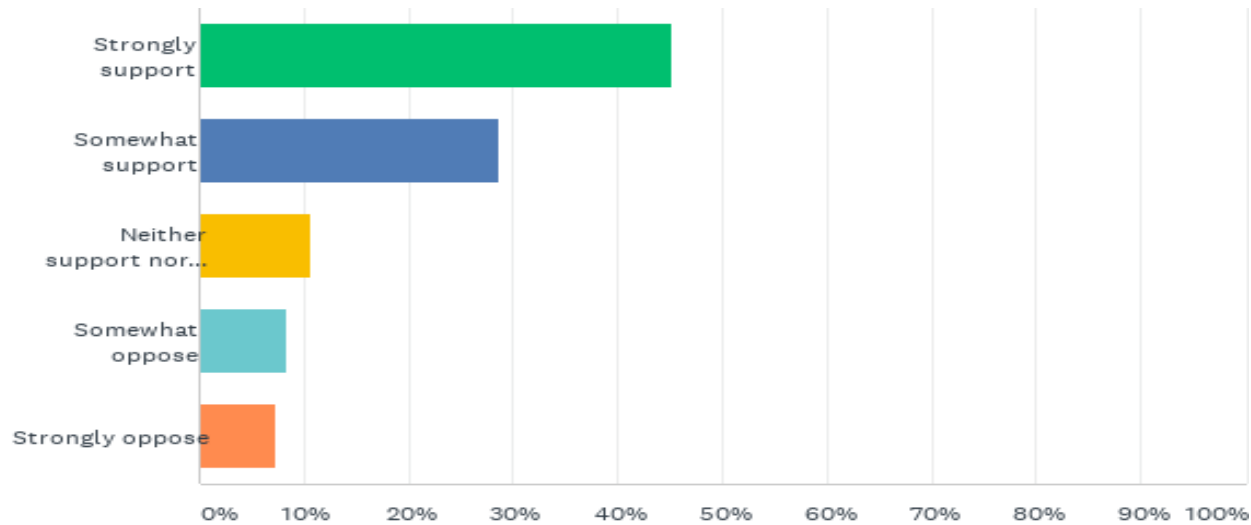
**Q4: Do you support that sidewalks be made available along the entire distance of Route 20 within Wayland’s border? There are areas where private owners would need to make concessions to accommodate a sidewalk on their property.**



ANSWER CHOICES	RESPONSES	
Strongly support	57.59%	387
Somewhat support	23.51%	158
Neither support nor oppose	7.74%	52
Somewhat oppose	5.65%	38
Strongly oppose	5.51%	37
<b>TOTAL</b>		<b>672</b>



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

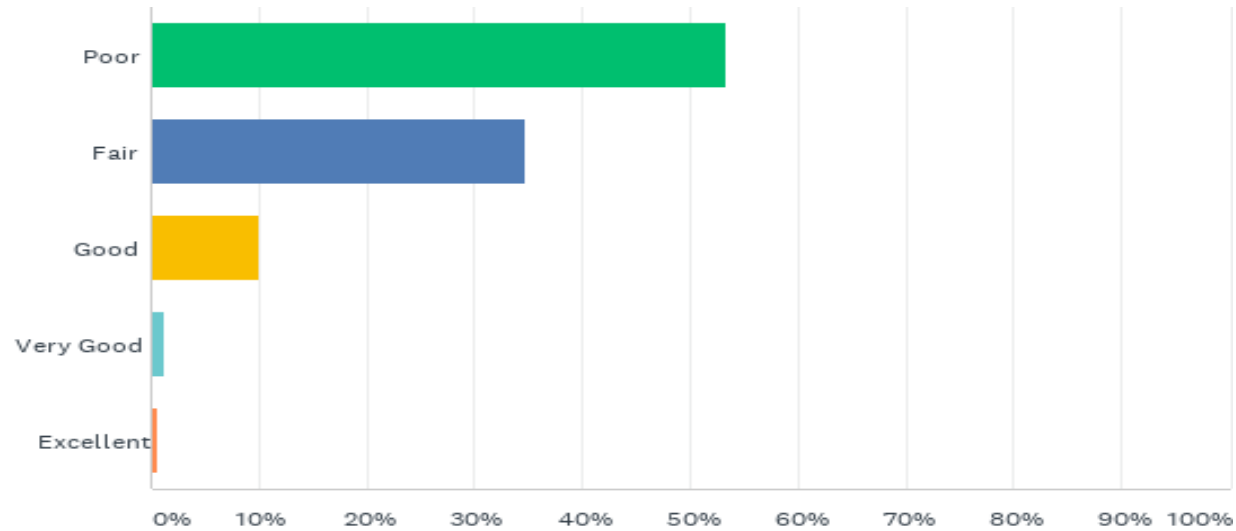


ANSWER CHOICES	RESPONSES	
Strongly support	45.09%	303
Somewhat support	28.72%	193
Neither support nor oppose	10.57%	71
Somewhat oppose	8.33%	56
Strongly oppose	7.29%	49
<b>TOTAL</b>		<b>672</b>





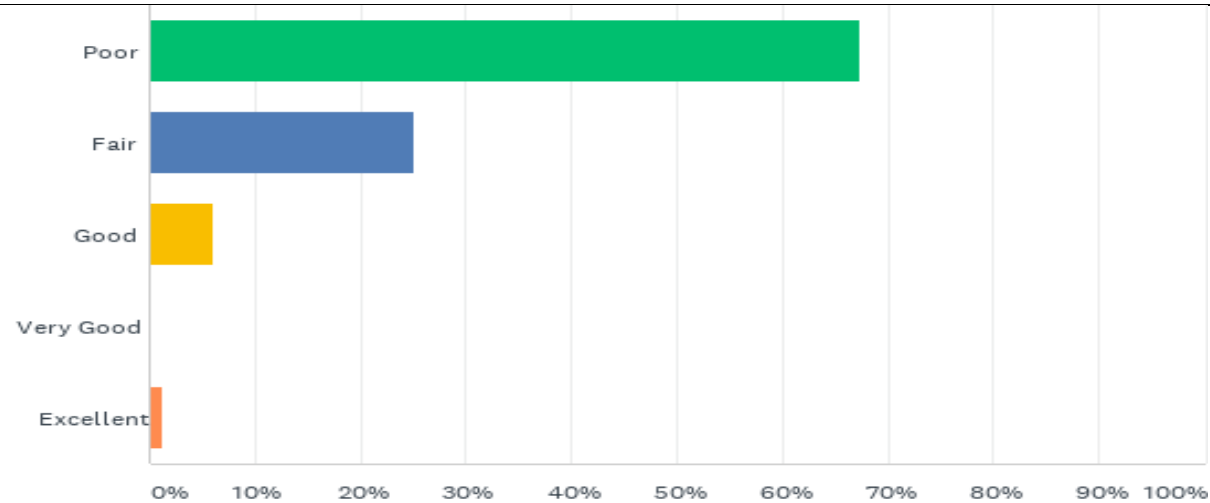
### Q6: How would you rate pedestrian safety on Route 20?



ANSWER CHOICES	RESPONSES	
Poor	53.27%	358
Fair	34.67%	233
Good	10.12%	68
Very Good	1.34%	9
Excellent	0.60%	4
<b>TOTAL</b>		<b>672</b>



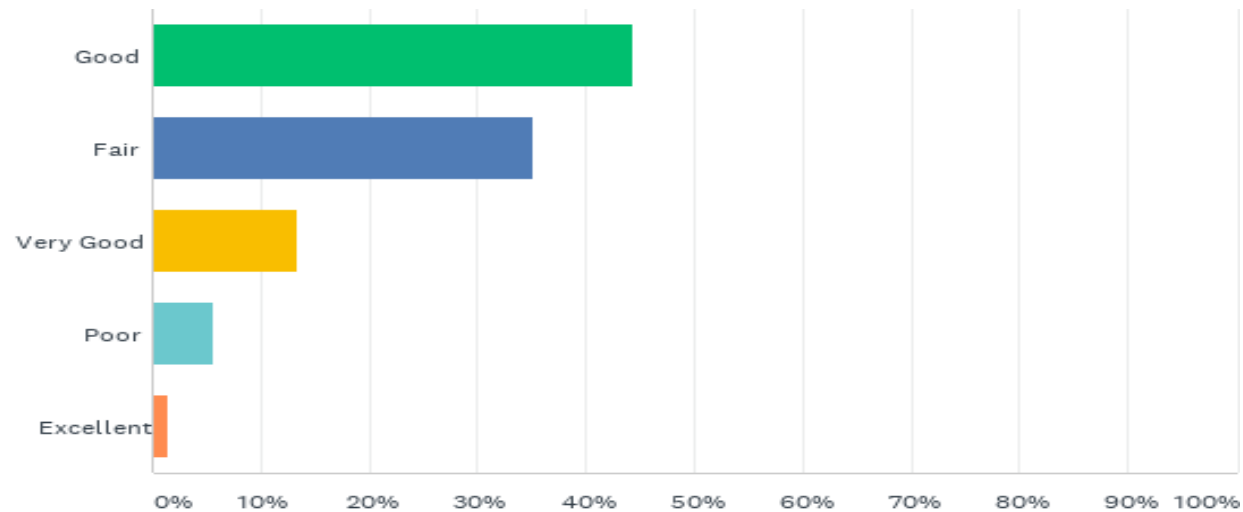
### Q7: How would you rate biking safety on Route 20?



ANSWER CHOICES	RESPONSES	
Poor	67.26%	452
Fair	25.15%	169
Good	6.10%	41
Very Good	0.30%	2
Excellent	1.19%	8
<b>TOTAL</b>		<b>672</b>



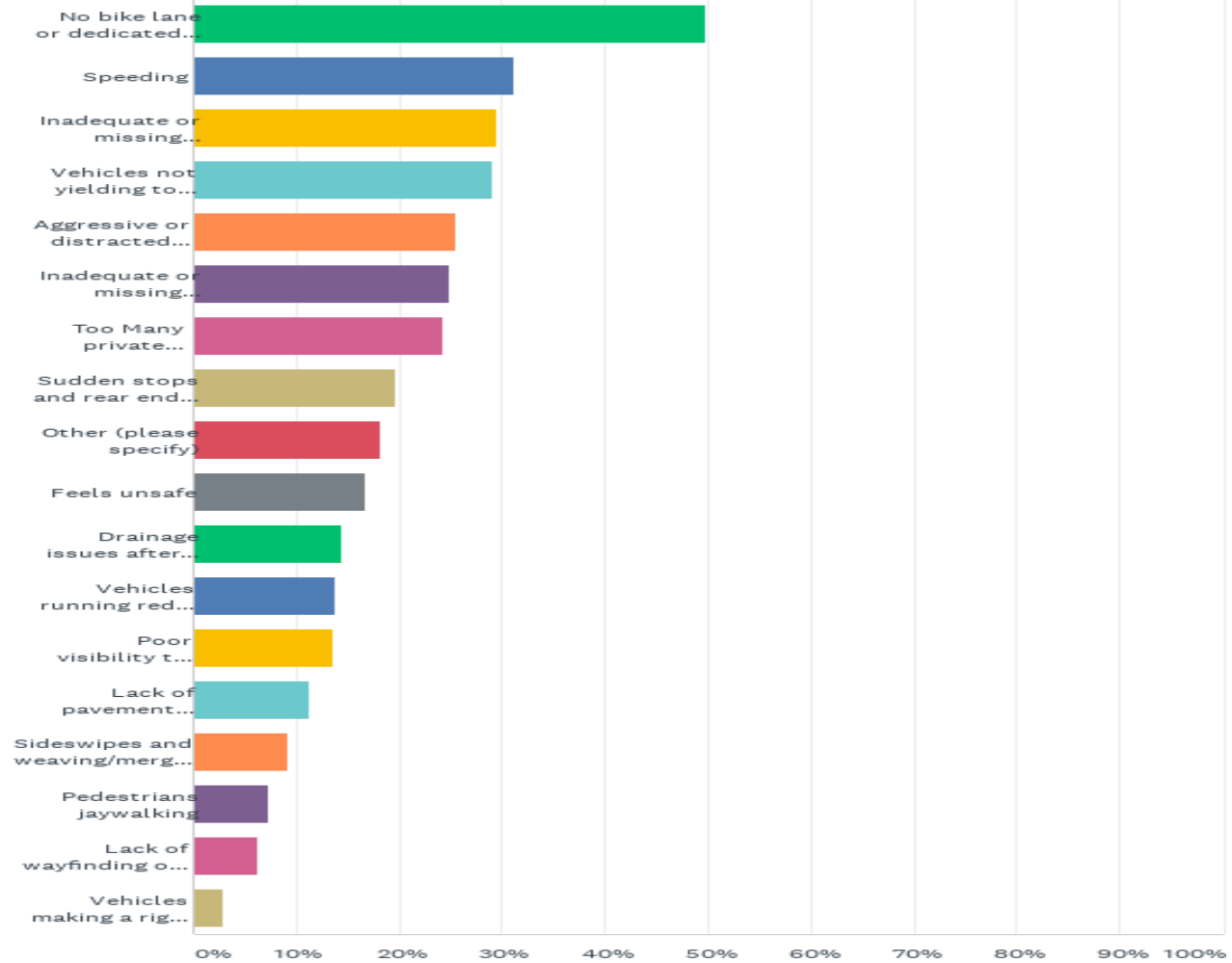
### Q8: How would you rate driving safety on Route 20?



ANSWER CHOICES	RESPONSES	
Good	44.35%	298
Fair	35.12%	236
Very Good	13.39%	90
Poor	5.65%	38
Excellent	1.49%	10
<b>TOTAL</b>		<b>672</b>



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





ANSWER CHOICES	RESPONSES	
No bike lane or dedicated area for cyclists	49.70%	334
Speeding	31.10%	209
Inadequate or missing crosswalk	29.46%	198
Vehicles not yielding to pedestrians	29.02%	195
Aggressive or distracted driving	25.45%	171
Inadequate or missing sidewalk/curb ramp	24.85%	167
Too Many private entrances and curb cuts	24.26%	163
Sudden stops and rear end crashes	19.64%	132
Other (please specify)	18.30%	123
Feels unsafe	16.67%	112
Drainage issues after rain	14.43%	97
Vehicles running red lights	13.84%	93
Poor visibility to make a turn	13.69%	92
Lack of pavement markings	11.31%	76
Sideswipes and weaving/merging crashes	9.23%	62
Pedestrians jaywalking	7.29%	49
Lack of wayfinding or guide signs	6.25%	42
Vehicles making a right turn on red	2.98%	20
<b>Total Respondents: 672</b>		



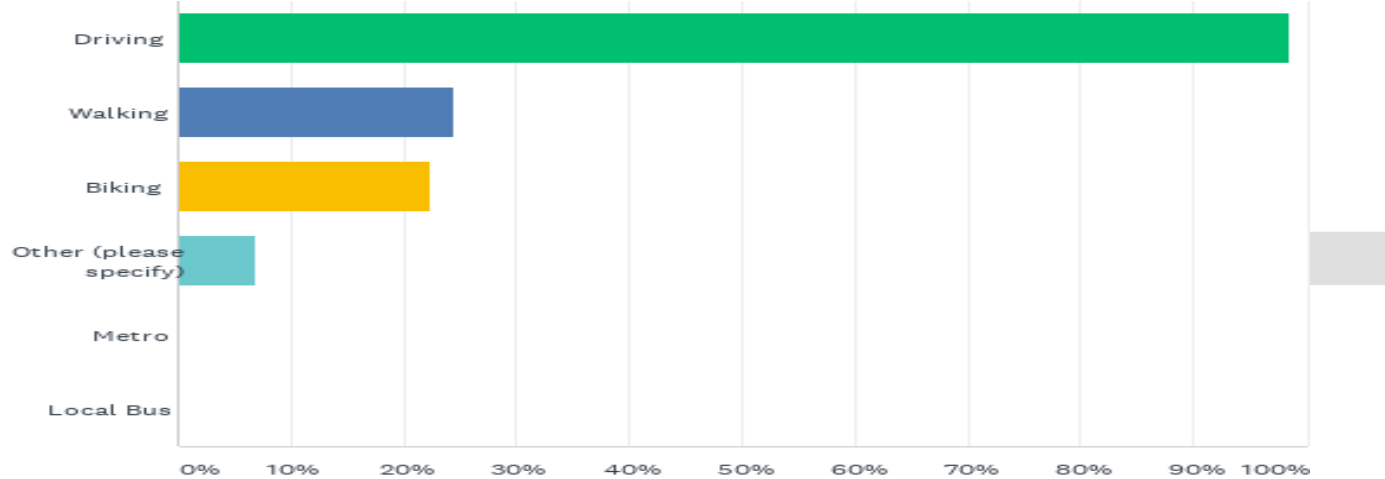
A comment box was included to allow respondents to provide open-ended input into what other safety concerns exist. The most common open-ended responses include:

- Overall traffic volume
- Making left-hand turns from Route 20 West onto Route 27 South
- Flooding at the Route 20 and Route 27 intersection
- Inadequate or missing/incomplete sidewalks
- Concerns about pavement quality and potholes

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



ANSWER CHOICES	RESPONSES	
Driving	98.51%	662
Walking	25.15%	169
Biking	22.17%	149
Other (please specify)	7.14%	48
Metro	0.30%	2
Local Bus	0.15%	1
Total Respondents: 672		



A comment box was included to allow respondents to provide open-ended input into other uses of Route 20. The most common open-ended responses include:

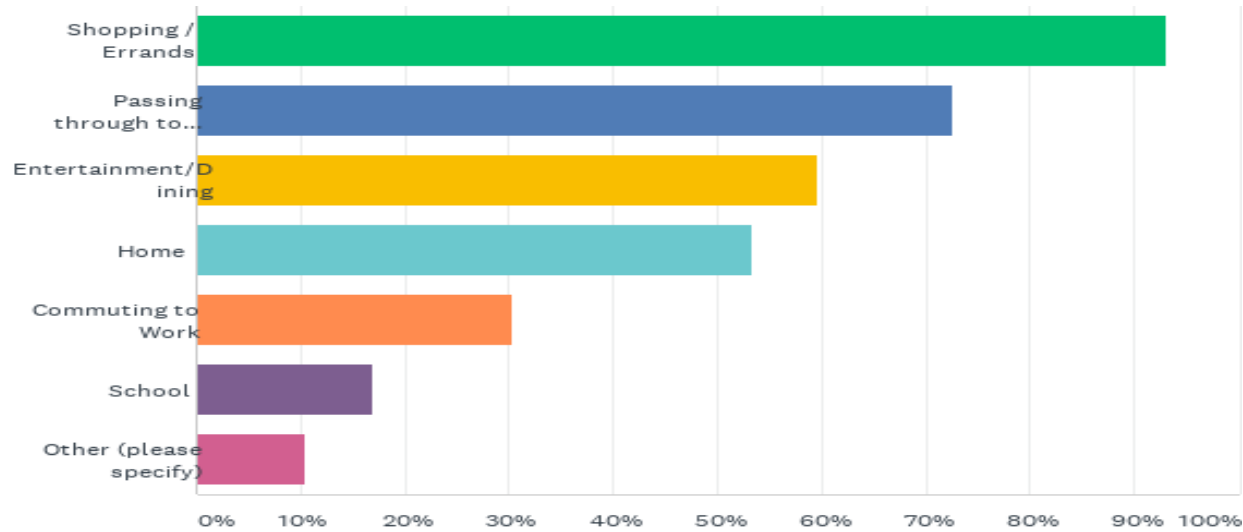
- Jogging, walking, and running
- Launching a canoe or kayak
- Safety concerns for pedestrians walking or biking

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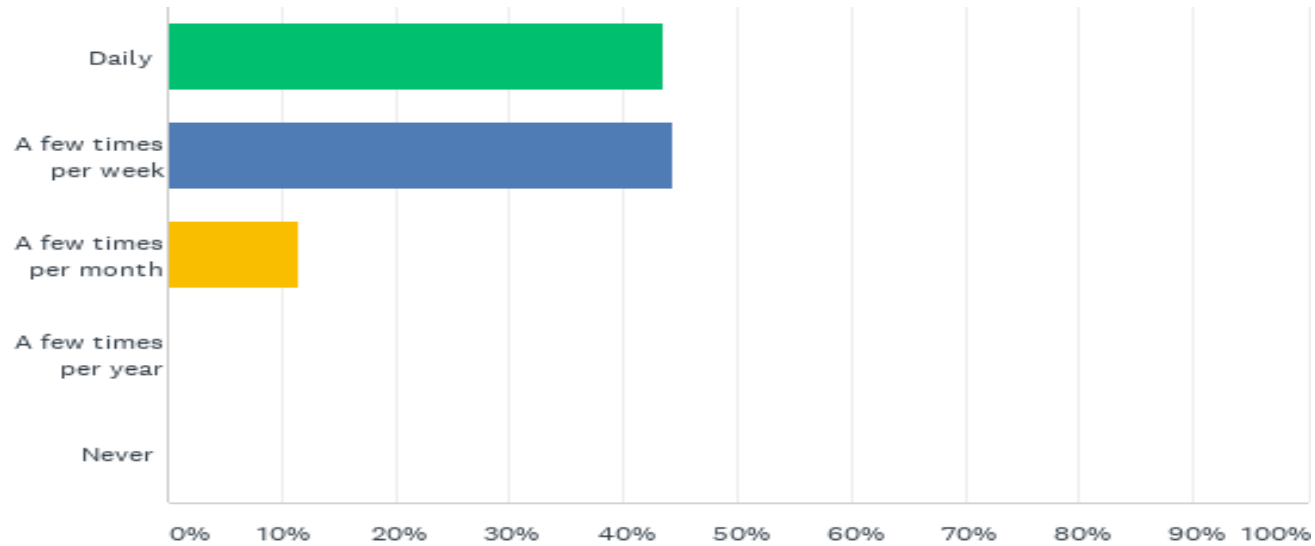
**Q11: Where do your trips in the corridor take you? (check all that apply)**



ANSWER CHOICES	RESPONSES	
Shopping / Errands	93.01%	625
Passing through to Sudbury or Weston	72.62%	488
Entertainment/Dining	59.52%	400
Home	53.27%	358
Commuting to Work	30.36%	204
School	16.96%	114
Other (please specify)	10.42%	70
<b>Total Respondents: 672</b>		



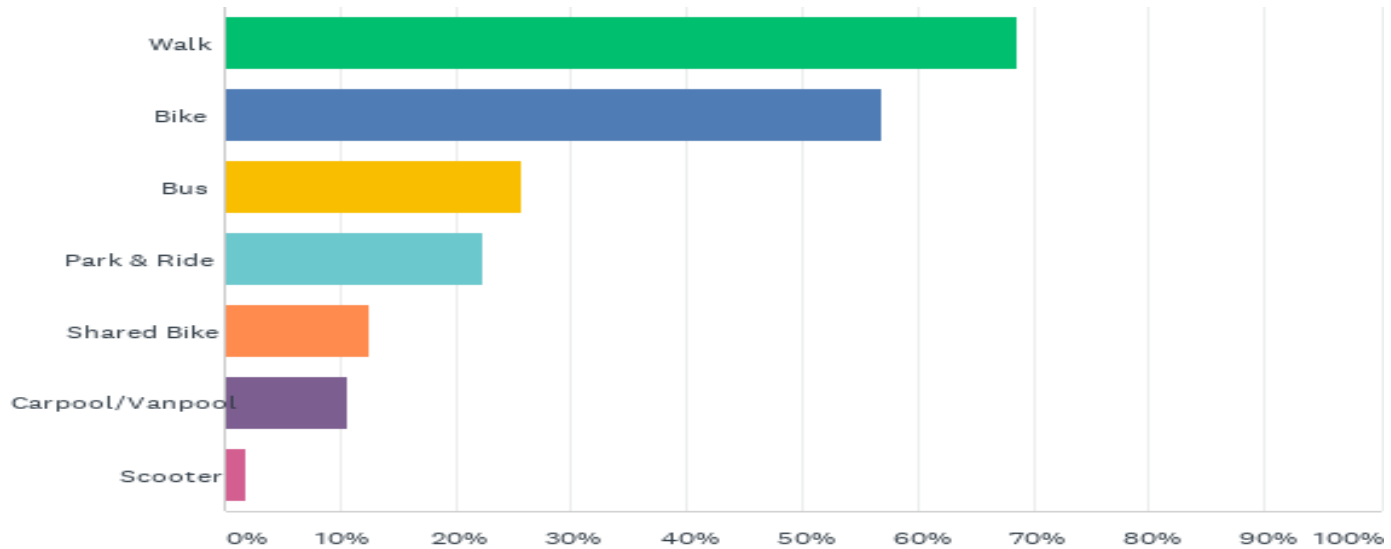
### Q12: How often do you travel this section of Route 20?



ANSWER CHOICES	RESPONSES	
Daily	43.60%	293
A few times per week	44.35%	298
A few times per month	11.61%	78
A few times per year	0.30%	2
Never	0.15%	1
<b>TOTAL</b>		<b>672</b>



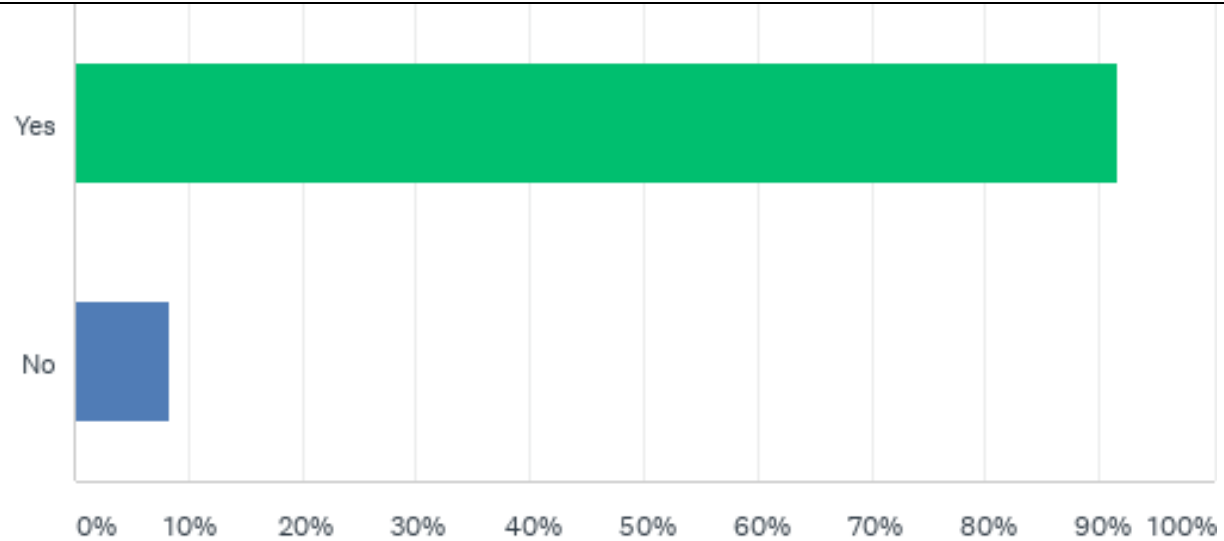
### Q13: What mode of travel is most needed along the Route 20 corridor? (pick up to 3)



ANSWER CHOICES	RESPONSES	
Walk	68.59%	428
Bike	56.89%	355
Bus	25.64%	160
Park & Ride	22.44%	140
Shared Bike	12.50%	78
Carpool/Vanpool	10.74%	67
Scooter	1.92%	12
Total Respondents: 624		



### Q14: Do you live in Wayland?



ANSWER CHOICES	RESPONSES	
Yes	91.67%	616
No	8.33%	56
<b>TOTAL</b>		<b>672</b>

## **2021 Town Administrator Evaluation**

### **POLICY AND PURPOSE**

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

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

### **PROCEDURE**

1. The period of evaluation is September 1, 2020 through August 31, 2021. The Board agrees to the evaluation form and timeframe. *Estimated Date: November 8, 2021 27, 2021*
2. The Town Administrator may submit a narrative self-evaluation including a report on goal achievement. A copy of the report and a blank evaluation form will be distributed to each Board member. *Estimated Date: November 15, 2021*
3. The Town Administrator decides whether to waive the right to privacy as to his/her written performance evaluation of the past year. If he/she chooses to waive this right, it should be stated for the record at a Board meeting and also specifically noted in the minutes. *Estimated Date: November 15, 2021*
4. Each Board member will complete an evaluation form and submit the working document to former Wayland Human Resources Manager Kathleen Buckley. Her email address will be provided under separate cover. *Estimated Date: December 6, 2021*
5. The Chairman or his or her designee (former Human Resources Manager) will consolidate comments and rating scores from individual evaluation forms and develop a consensus overview document. *Estimated Date: January 20, 2022*
6. Board members may meet individually with the Town Administrator to discuss aspects of the performance review document.
7. The former Human Resource Manager will provide Board members and the Town Administrator with the consensus evaluation overview document at least one week prior to the date at which the document will be publicly released. *Estimated Date: January 24, 2021*
8. The overview document will be released by the Chair at a public meeting of the Board of Selectmen. *Estimated Date: January 31, 2021*

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Selectman:

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**Town of Wayland  
Town Administrator  
Performance Evaluation Form  
September 2020 – August 2021**

**Instructions**

A space has been provided for each statement within the performance areas. Select the rating which most accurately reflects the level of performance for each factor. If you did not have an opportunity to observe or decide on a particular factor, please indicate so by marking N/A in the Rank space. Please prepare your comments for your time as a Selectmen during the evaluation period.

**Rating Scale (1-5)**

- Unsatisfactory (1)                      The Town Administrator's work performance is inadequate and inferior to the standards of performance required for the position.
- Improvement Needed (2)              The Town Administrator's work performance does not consistently meet the standards of the position.
- Meets Expectations (3)                The Town Administrator's work performance consistently meets the standards of the position.
- Exceeds Expectations (4)              The Town Administrator's work performance is frequently or consistently above the level of a satisfactory employee.
- Excellent/Highly Commendable (5)    The Town Administrator's work performance is consistently excellent when compared to the standards of the job.

<p><b>1. Professional Characteristics:</b> Acts in a fair and equitable manner; effectively deals with unforeseen issues and problems; shows resilience by maintaining energy and motivation despite constant demands. Responds well to stressful situations. Displays creativity, innovation, flexibility and appropriate risk taking.</p>	<p><b>Board Member Suggestions &amp; Comments</b></p>	<p><b>Rank</b></p>
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<p><b>2. Professional Knowledge:</b> Fully knowledgeable and committed to the field of local government management; seeks to enhance skills and abilities through educational opportunities; actively participates in professional municipal management organizations; encourages staff training and development.</p>	<p><b>Board Member Suggestions &amp; Comments</b></p>	<p><b>Rating</b></p>
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<p><b>3. Public Relations/Communications:</b> Projects a positive image in the community; is reasonably open and available to the public and responsive to citizens; communicates effectively to the media; keeps the citizenry informed of current issues in Town government. Maintains good communications with the business community. Supports and recognizes the efforts of volunteer citizens and groups. Maintains effective communications with state and federal elected representatives, other communities, state agencies, and municipal organizations.</p>	<p><b>Board Member Suggestions &amp; Comments</b></p>	<p><b>Rating</b></p>
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<p><b>4. Board Support/ Relations</b> Offers professional advice to the Board, including appropriate alternatives and recommendations, based upon thorough study and analysis; implements policy matters and other directives adopted by the Board of Selectmen; keeps Board members informed of issues and activities in Town government and in the community; listens and understands Selectmen’s concerns; maintains a professional working relationship with the Board, promoting a climate of mutual respect and trust.</p>	<p><b>Board Member Suggestions &amp; Comments</b></p>	<p><b>Rating</b></p>
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<p><b>5. Organizational Leadership/Personnel Management:</b> Provides leadership, motivation and support within the organization; effectively and appropriately delegates tasks and assignments, provides appropriate supervision; and builds and motivates a team, providing direction and monitoring/adjusting performance, as required. Assures selection for employment of the best-qualified personnel; assures regular and meaningful feedback on performance to staff in the organization; establishes a high standard of performance for employees; recognizes, develops, and utilizes the leadership abilities of Department Managers, and recognizes employee potential for development; and encourages and effectively provides opportunities for such development and advancement. Effectively leads collective bargaining efforts with unions, keeping the Board informed on progress; strives to maintain good staff morale and maintains open, honest and professional relationships with staff.</p>	<p><b>Board Member Suggestions &amp; Comments</b></p>	<p><b>Rating</b></p>
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<p><b>6. Financial Management</b> Prepares a timely and realistic annual budget proposal in a manner that promotes full understanding of issues and needs; employs sound fiscal management practices for the development of the operating and capital budget recommendations; effectively monitors and controls budget expenditures; provides complete and accurate financial information to facilitate budget deliberations; creatively manages available resources to increase productivity and efficiency; develops and maintains a long-term financial plan for the Town.</p>	<p><b>Board Member Suggestions &amp; Comments</b></p>	<p><b>Rating</b></p>
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<p><b>7. Planning and Organization</b> Creates and facilitates an environment for long-range and strategic planning; identifies opportunities to improve productivity, innovation, staff development and cost efficiencies; develops proposals for cost effective reorganization of Town operations; establishes appropriate goals and objectives for performance.</p>	<p><b>Board Member Suggestions &amp; Comments</b></p>	<p><b>Rating</b></p>
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<p><b>8. Achievement of Goals</b> Shows appropriate progress to the year's goals as indicated on the Goal Achievement Report Narrative, to be provided under separate cover.</p>	<p><b>Board Member Suggestions &amp; Comments</b></p>	<p><b>Rating</b></p>
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OVERALL RATING	Board Member Suggestions & Comments	Rating
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**Town Administrator Performance Evaluation Form  
Acknowledgement of Receipt**

This is to acknowledge the fact that the performance review was conducted by the Board of Selectmen in accordance with the procedures and that the Town Administrator has received the overview document with the compilation of scores.

BOARD OF SELECTMEN

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Date: \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_

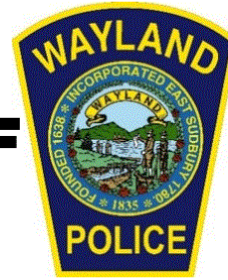
TOWN ADMINISTRATOR

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Date: \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_



# WAYLAND POLICE CHIEF SEARCH



The Town Administrator is pleased to announce a Community forum on “Policing in Wayland” will take place on Tuesday, November 16, 2021 at 7:00pm remotely via zoom. Residents and any members of the public interested are highly encouraged to register for this event (link below). The total number of participants is limited to 500, however, the forum will be live-streamed on YouTube and telecast on WayCAM. The purpose of the forum will be to engage in a conversation and obtain residents’ thoughts on Wayland policing and the attributes of the next Police Chief. The results from the Police Chief Profile Survey and Wayland Policing Survey will also be discussed. Bernie Lynch of Community Paradigm Associates will moderate.

While questions may be asked during the forum, you may submit any questions you may have ahead of time at [HR@wayland.ma.us](mailto:HR@wayland.ma.us).

[https://us06web.zoom.us/webinar/register/WN\\_Xl6rdJYxTkSQ1sD9DincqQ](https://us06web.zoom.us/webinar/register/WN_Xl6rdJYxTkSQ1sD9DincqQ)



Sean Gibbons  
Interim Chief of Police

# Wayland Police Department

38 Cochituate Road Wayland, MA 01778

Business Phone:

508.358.7951

[sgibbons@wayland.ma.us](mailto:sgibbons@wayland.ma.us)

## Interoffice Memorandum

To: Louise Miller / Town Administrator

From: Sean Gibbons / Chief of Police

Re: Street Light

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At the request of your office, I looked into the placement of a street light at the intersection of Hickory Hill Road and Concord Road. Hickory Hill Road is located on a down sloped portion of Concord Road. Vehicles traveling north and south do have a clear sight line of the intersection during the daylight but it is difficult to see during times of low visibility. The placement of a street light at the intersection would be a benefit to traffic safety.

It should be known that presently there are no residential homes that would be impacted by the placement of a street light at the intersection.

Sean Gibbons  
Chief of Police



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

## **DRAFT Meeting Minutes** **BOARD OF SELECTMEN** **Monday, October 18, 2021**

**7:00 p.m.**

### **Wayland Town Building; Council on Aging Room** **41 Cochituate Road, Wayland, MA**

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

**Remote Participation:** Adam G. Gutbezahl

**Also Present:** Town Administrator Louise Miller, Assistant Town Administrator John Bugbee

**A1. Call to Order, Review the Agenda for Public:** At 7:01 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 conducted in a hybrid format and that members of the public were invited to attend and participate in-person or remotely. T. Fay announced that the meeting would be live-streamed and recorded for later broadcast on the local WayCAM Government Channel. T. Fay announced each member by full name and that A. Gutbezahl would participate remotely by video-teleconference. T. Fay reviewed the agenda for the public.

**A2. Announcements and Public Comment:** C. Martin announced that she attended a recent domestic violence vigil on behalf of the Board. There was no public comment.

#### **A10. 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 a Common Victualler's License for Olivia Pizza Inc., d/b/a Wayland Pizza House, 336 Boston Post Road, Wayland, MA 01778 (New owners)
4. Vote the question of approving and signing agreement with The Human Relations Service, Inc. (HRS) for Mental Health Services.
5. Vote the question of approving four (4) sandwich boards to be displayed from October 19, 2021 to October 26, 2021 at the following locations: Old Connecticut Path and Cochituate Road (Five Paths); Town Center (Corner of Routes 20 & 27); Fire Station two in Cochituate and Route 20/Old Connecticut Path by Coach Grill promoting CAPAs Can and Bottle Drive to support the arts at Wayland High School starting October 23, 2021
6. Vote the question of approving one (1) sandwich board to be displayed from October 19, 2021 to October 26, 2021 at the following location: Town Center (Corner of Routes 20 & 27) promoting the Wayland PTO Annual Gift Your Child (GYC) Fundraiser for the 3 elementary schools
7. Vote the question of approving and paying KP Law Invoice #132942 in the amount of \$7,680.00 for professional legal services through August 31, 2021
8. Vote the question of approving outdoor seating application for Broomstones Curling Club located at 1 Curling Lane, Wayland MA
9. Item #9 was omitted from the revised agenda.
10. Vote the question to approve Town Administrator and Police Chief's recommendation to install handicap traffic signs in the area of Claypit Hill Road as specified in memorandum from the Chief of Police.

C. Martin moved, seconded by D. Watkins, to approve items #1 through item #8 of the Consent Calendar for October 18, 2021 omitting Item #9. C. Karlson clarified that Item #9 had been previously omitted on the revised agenda. A. Gutbezahl recommended using more considerate language in Item #10. T. Fay welcomed the new owners of Wayland Pizza House. Roll Call Vote: YEA: T. Fay, A. Gutbezahl, C. Karlson, C. Martin, D. Watkins. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

**A3. Fire Station #2: discussion with Public Buildings Director, Fire Chief, Town Administrator and Architect, RMD Collaborative, regarding the Renovations of Fire Station #2** L. Miller described the work on Fire Station #2 that had been completed to date and noted there were efforts made to maintain the historical character of the exterior the building. Wayland Fire Chief Neil McPherson, Project Manager Steve Vitello and Chris Rotti, Architect from RMD Collaborative joined the meeting in-person to discuss the improvements planned at Fire Station #2. There was a presentation describing the current conditions of Fire Station #2, followed by discussion about the timeline and prioritization of the project. C. Karlson and A. Gutbezahl noted the urgency to complete the project. D. Watkins suggested beginning anew to consider building footprint, future population trends, and vehicle sizes.

**A4. Reprecincting: review and discuss scenarios for Reprecincting; vote submission to state** L. Miller and Town Clerk Anna Ludwig presented five large scale maps, also included in the Board packet. A. Ludwig reported that the population of Wayland had increased by nearly 1,000 residents which would cause the precincts to be adjusted. L. Miller noted that River's Edge would soon have further impact on the population in Precinct 1. L. Miller reported that all of Wayland was in the same proposed State Senate District 12, though Wayland was divided between the proposed State House District 5 and House District 13. L. Miller and A. Ludwig recommended approval of the re-precincting Map 5, which would minimize sub-precincts and most evenly distribute the population.

C. Karlson moved, seconded by C. Martin, that the Board accept the precincts as shown on the map labelled "Map 5" in the Board packet and that the Town Clerk and Town Administrator convey to the state the Board's preference to have the state district lines align with the Town's precinct lines, as discussed. Roll Call Vote: YEA: T. Fay, A. Gutbezahl, C. Karlson, C. Martin, D. Watkins. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0. Board members signed the submittal.

**A5. Special Town Meeting (STM): discuss next steps on Articles**

2021 STM Article 1: Town Code § 95.1 Moratorium on Synthetic/Artificial Turf T. Fay reported that the Town Clerk had submitted language to the Attorney General's Office and a response was expected in January 2022.

2021 STM Article 2: Grass Field at Loker Conservation & Recreation Area Design Fees L. Miller recommended that the Board assign the oversight of this project to the Permanent Municipal Building Committee (PMBC), and that the project needed to be redesigned. L. Miller noted that the previous debt-exclusion vote would not apply to a grass field construction article.

2021 STM Article 3: Feasibility Study for a Grass Field at 195/207 Main Street D. Watkins recommended the redesign team also consider baseball diamonds at the site. C. Karlson noted that the motion was for a multi-purpose grass playing field. L. Miller recommended that the study be paired with the previous ATM approval for CPA funds for the recreation areas behind Wayland Middle School.

2021 STM Article 4: Feasibility Study of potential third site for a grass field L. Miller reported this initiative could be conducted along with Article 3.

**A6. CoA/Community Center: discuss proposal submitted by Council on Aging Board requesting immediate action for the CoA/CC project; identify next steps** T. Fay acknowledged the Town's strong interest in moving forward with the Council on Aging/Community Center (CoA/CC). T. Fay reported that the Board continues to negotiate with the owners of the municipal pad and those of the area behind X-Golf at Town Center.

At 8:21 p.m., Chair of the Council on Aging Board, Betsy Soule called the meeting of the Council on Aging (CoA) Board to order when a quorum was present. B. Soule announced each member who was present by full name: Betsy Soule, William Sterling, Mary Antes, Elizabeth Patterson, Frank Kennedy and that Ellen Scult and Carol Glick would participate remotely by video-conference.

B. Soule expressed the urgency to move forward with the project. B. Sterling reviewed the letter sent to the Board, dated October 13, 2021 regarding the project. B. Sterling suggested the Board reestablish the Council on Aging / Community Center Advisory Committee (CCAC), reinstate its two representatives to the PMBC, and contract with a firm to finish the negotiations for land acquisition. T. Fay noted that the Board had been working diligently in executive session to negotiate the land acquisition. D. Watkins recommended the Board look at alternative locations simultaneously to reach a solution sooner.

D. Watkins moved that the Board designate a member of the Board to work with the Town Administrator to provide some type of analysis memorandum for a short-term solution preferentially outside of Town Building for a Council on Aging until such time the CoA can occupy a new facility. The motion failed, as it did not receive a second. T. Fay noted that there was no action item was listed on the agenda.

T. Fay noted that many studies have been conducted to determine a new location for the CoA and based on the studies the two parcels identified were the best options. T. Fay added that until all efforts toward negotiations for the two proposed parcels have been exhausted the Board should not focus on other alternatives. C. Martin expressed concern with the delays and that she was amenable to looking at other parcels. C. Karlson and A. Gutbezahl thanked the CoA Board for its work. C. Karlson noted that the two representatives to the PMBC were still active members. L. Miller reported that the project was still with the PMBC, and that it would be appropriate to hire an OPM and architect in anticipation of a resolution to the negotiations.

At 8:43 p.m., B. Sterling moved to adjourn the CoA, seconded by E. Patterson; a unanimous by roll call vote occurred.

**A7. School Drinking Water Letter: discussion with members of the School Committee; determine and vote response to letter** School Committee Chair, Chris Ryan, School Committee member Jeanne Downs, Dr. Omar Easy, Superintendent of Schools and Ellen Whittemore, Director of Finance & Operations for the School Department joined the meeting in person. **There was a discussion regarding the provision of alternate drinking water to schools buildings, given that it was known that there was some level of the six Per- and Polyfluoroalkyl substances (PFAS6) in the Town's water supply.**

L. Miller reported that in March 2021 the Town received notification that the drinking water was not in compliance with the new Massachusetts Department of Environmental Protection (MassDEP) drinking water standards for PFAS6, a maximum of 20 parts-per-trillion (ppt). L. Miller noted that the PFAS6 testing was conducted at the source and it is not known if the levels of PFAS6 at the outputs were above the MassDEP standards.

L. Miller explained that the Town was required to provide an alternative water supply to anyone in sensitive subgroups, defined by MassDEP as infants, pregnant or nursing women, and people with compromised immune systems. She reported that initially the Town provided alternative drinking water supplies to residents, daycares, assisted living, nursing homes and the public schools. However, the Town later moved to a rebate system, where residents who were in the sensitive subgroups were eligible for a water rebate and that over 600 households were currently receiving that rebate.

L. Miller instructed the Water Department and the Public Facilities Department to test the water fountains in the schools in August 2021 ahead of the new school year. The tests showed preliminary results at Happy Hollow that exceeded the 20 ppt and that the Loker School was equal to 20 ppt, later official test results for Loker showed 18 ppt. C. Ryan asked about the levels at the other schools. L. Miller reported that the tests at the three other schools were at non-detectable levels, and the series of tests have been showing stable results.

L. Miller explained that the Town provided bubblers and drinking water to the nurses' stations at Happy Hollow and Loker Schools. Later, bottled water was provided to the schools, at the request of the Superintendent. L. Miller reported that the Superintendent then requested that alternative water be delivered to all schools. L. Miller noted there was a need to determine a funding source for the provision of alternate drinking water to the additional three schools where tests of PFAS6 were showing non-detectable levels.

O. Easy expressed that it was not reasonable to ask the School Department to identify all students and staff who might be in a sensitive subgroup. O. Easy indicated it was the responsibility of the Town to provide potable water. L. Miller emphasized that the water is potable; the MassDEP never defined that water as unpotable. C. Martin noted that the Town could apply for up to \$175,000 of reimbursements for expenditures to remediate PFAS6, which was estimated to be close to one million dollars. E. Whittemore estimated that it would cost approximately \$20,000 to provide bottled water to the three other schools.

C. Martin encouraged the School Committee to move forward with a plan to provide alternative drinking water to the three schools, if that is what the School Committee determined is best. A. Gutbezahl recommended a statement be made jointly by the School Committee and the Board to inform the public of the facts about the drinking water and remediation. T. Fay noted that the Board would be amendable to a joint communication.



C. Karlson expressed that there were three schools which were testing at levels below the maximum threshold and therefore, according to MassDEP, do not require alternative drinking water, and noted that the School Department is requesting alternative drinking water be provided anyway. C. Karlson noted that this sets a new precedent for a level of service not being provided to other residents.

D. Watkins moved that the Board draft a memo to the residents and have it reviewed with the School Committee and also split the cost. C. Karlson recommended that motion be split into two motions and the memo be drafted by the Water Superintendent and Town Administrator. L. Miller noted that MassDEP has very strict requirements regarding PFAS communications and may also need to review the letter.

D. Watkins clarified his first motion, and moved, seconded by C. Martin, that the Board and School Committee review a memorandum initially drafted by the Water Superintendent for distribution to all residents and authorize T. Fay to approve the memo. C. Karlson asked a clarifying question about the reviewing parties, D. Watkins

D. Watkins amended the motion again, seconded by C. Martin, to instruct the Superintendent, the Town Administrator and the Water Superintendent to draft a memo for distribution to all residents. Roll Call Vote: YEA: T. Fay, A. Gutbezahl, C. Karlson, C. Martin, D. Watkins. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

D. Watkins moved that for the purpose of working more closely together and collaborating more effectively and minimizing the sending of a message in terms of precedent, that is we don't necessarily agree that we should be doing this and advised that the Board and the School Committee split the costs. T. Fay asked if the Town had money to pay its share of expenses contemplated in this motion. L. Miller said no. C. Martin had concern with providing a higher level of service to the Schools than to other residents. The motion failed, there was no second to the motion. L. Miller confirmed there was currently no funding source to support this motion.

J. Downs asked for clarification on the content of the memorandum that would be sent to residents. O. Easy expressed he was not comfortable signing a letter without more information

**A8. Town Administrator update a. Alta at River's Edge b. COA/CC c. Remote Participation at Town Meeting d. Perambulation of Town Borders e. Facilities Operations f. Police Chief Search g. School Bus Transportation h. School Bus Parking i. Land Use Administrative Coordinator j. Fall Borrowing**

**A8.a. Alta at River's Edge** L. Miller reported that the Town had received a certificate of substantial completion for the River's Edge project sewer connection, which makes the Town eligible for the next payment. L. Miller reported there was a supply chain issue with the computer chips needed to upgrade the electronic communication between the wastewater treatment plant and the pump station which may delay the completion date beyond December 31. L. Miller reported that MassDEP advised that the delay would not be a problem for the overall project timeline and a ground-breaking event was still being planned.

**A8.b. COA/CC** There was no further report beyond the discussion in A6.

**A8.c. Remote Participation at Town Meeting** L. Miller reported that Town Counsel would provide a detailed memorandum.

**A8.d. Perambulation of Town Borders** L. Miller reported that the perambulation of Town borders would be scheduled.

**A8.e. Facilities Operations** L. Miller reported that upon meeting with the School Department there was an initial short-term decision regarding personnel, where the Facilities Manager would now be responsible for the operations and maintenance of only school buildings that the Public Building Director would take on that responsibility for all other Town Buildings. C. Karlson expressed that the short-term decision resolved the School Department problem, and not necessarily any long-term multi-layered issues.

**A8.f. Police Chief Search** L. Miller reported that the Police Chief position had been posted and had garnered eleven applicants to date.

**A8.g. School Bus Transportation** L. Miller reported that the School Bus Contract had been finalized. J. Bugbee described the challenges that COVID-19 presented to reaching the agreement.

**A8.h. School Bus Parking** L. Miller reported that the school buses would be parked at the Town Building for the remainder of the school year as a short-term solution. L. Miller reported that a permit application was still before the Zoning Board of Appeals. T. Fay suggested a public forum to discuss the bus parking options.

**A8.i. Land Use Administrative Coordinator** L. Miller reported that the Personnel Board would review the position again as it remains a Board priority.

**A8.j. Fall Borrowing** L. Miller reported that the Finance Director B. Keveny initially anticipated the Town would need to borrow up to two million dollars, but now estimated closer to \$1.2 million, and recommended bidding a short-term note. The borrowing will be on an upcoming agenda.

D. Watkins recommended the Board provide guidance to L. Miller to focus on five top priorities. L. Miller identified the five priorities: the River's Edge project; the Coronavirus Aid, Relief, and Economic Security (CARES) Act and American Rescue Plan Act (ARPA) funding; Public Safety initiatives (software, Police Chief search, Public Safety Building, Station 2); the Capital and Operating Budget and CIP program; and staffing for land use as a means to alleviate the accumulation of permit applications. The Board suggested other priorities such as the PFAS6 memo, climate initiatives, and the CoA/CC project.

**A9. Minutes –September 27 evening, September 30, October 1, October 3, October 4 and October 13, 2021; review and vote to approve:** C. Karlson moved, seconded by C. Martin, to approve the minutes of September 27 evening, September 30, October 1, October 3, October 4 and October 13, 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. Correspondence:** The Board reviewed the correspondence in the packet. C. Martin reported that there was an item received by the Board but not listed in packet regarding the vigil. T. Fay volunteered to give remarks at the Veteran's Day ceremony. D. Watkins reported that T. Fay published a response to the correspondence from A. Boelter, and he wanted to have had an opportunity to review the response. A. Gutbezahl and T. Fay indicated that the response letter was written by T. Fay on behalf of T. Fay, not on behalf of the Board. C. Martin noted the need to discuss the transportation and climate initiatives at a future meeting.

**A12. Selectmen's Reports and Concerns:** A. Gutbezahl recommended the Board authorize him to work with the Wayland Cultural Council to develop a submission for a grant for an annual festival. C. Karlson noted that the effort would fall under the purview of his role as liaison. A. Gutbezahl screenshared a photo of recent line striping on Claypit Hill Road that was painted on pine needles and recommended the line striping be remediated. A. Gutbezahl requested that working groups and its members be listed on the Town's website. C. Martin requested the Board review the Boards' goals, confirmed the dates to review the budget, and requested to see the Q4 report for FY2021. D. Watkins reported that the Board review and discuss the Route 20 corridor survey. D. Watkins requested a review of the Employee Handbook and the recently vacated Human Resources Manager role. C. Karlson agreed that the HR Manager role needed to be reviewed and added that Chapter 43 of Town Code regarding the personnel bylaw also needed to be reviewed. C. Karlson noted that the Planning Board should review the issue of outdoor seating as previously requested by the Board. C. Karlson also mentioned the need to revisit the initiative with the Economic Development Committee to review the Cochituate gas station area. T. Fay thanked P. Brinkman for his work on the River's Edge wastewater connection. T. Fay expressed that the Board remained committed to continue to move the CoA/CC project forward.

**A13. Topics Not Reasonably Anticipated by the Chair 48 Hours In Advance, If Any:** There were none.

**A14. Executive Session:** I. 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; II. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (6), discuss the acquisition, by gift, purchase or otherwise, interest in all or part of the parcels of land, on and off Elissa Avenue, north of the current X Golf business, and bounded by Elissa Avenue on the west and on the north by 185 Elissa Avenue, owned by the Town, from Boston Retail I, LLC. III. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to collective bargaining with all bargaining units pursuant to the Public Employee Committee (PEC) agreement; IV. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (2), (3), and (6) to review and approve the executive session

**minutes of September 27, October 1, October 4 and October 13, 2021 Approve and Hold: Executive Session minutes of September 27, October 1, October 4, and October 13, 2021**

At 10:30 p.m., Chair T. Fay moved, seconded by C. Karlson, that the Board of Selectmen enter into Executive Session 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) (6), discuss the acquisition, by gift, purchase or otherwise, interest in all or part of the parcels of land, on and off Elissa Avenue, north of the current X-Golf business, and bounded by Elissa Avenue on the west and on the north by 185 Elissa Avenue, owned by the Town, from Boston Retail I, LLC. pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to collective bargaining with all bargaining units pursuant to the Public Employee Committee (PEC) agreement; pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (2), (3), and (6) to review and approve the executive session minutes of September 27, October 1, October 4 and October 13, 2021 with the intent to approve and hold said executive session minutes.

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.

Chair, T. Fay invited attendance by Town Administrator L. Miller, Assistant Town Administrator J. Bugbee, T. Fay announced that the Board would not reconvene in open session.

**A15. Adjourn:** The Board adjourned from executive session at 11:44 p.m.

**Items included in the packet and updated during the Board of Selectmen Meeting of October 4, 2021:**

1. Revised Agenda of the Board of Selectmen for Monday, October 18, 2021 7:00 p.m.
2. Email Subject: Boston MPO 2021 Municipal Election Ballot
3. Board of Selectmen Agenda Fact Sheet> Meeting Agenda Item> Reprecincting
  - i. 2010 Precinct Map with 2010 Population
  - ii. 2020 Proposed Senate District Map
  - iii. 2020 Proposed House Legislative District Map
  - iv. 2020 State Proposed Precinct Map
  - v. 2020 Town Proposed Precinct Map for Submittal
4. Memorandum To: Board of Selectmen From: Council on Aging Board of Directors Date: October 13, 2021 Re: Wayland Community Center Facility Crisis
5. Letter To: RJV Construction Corporation From: Tata & Howard Date: October 12, 2021 Re: Certificate of Substantial Completion River's Edge Sewer Connection
6. Draft: Meeting Minutes, Board of Selectmen Meeting of Monday, September 27, 2021 7:00 p.m.
7. Draft: Meeting Minutes, Board of Selectmen Meeting of Wednesday, September 30, 2021 7:00 p.m.
8. Draft: Meeting Minutes, Board of Selectmen Meeting of Friday, October 1, 2021 3:30 p.m.
9. Draft: Meeting Minutes, Board of Selectmen Meeting of Sunday, October 3, 2021 11:45 a.m.
10. Draft: Meeting Minutes, Board of Selectmen Meeting of Monday, October 4, 2021 7:00 p.m.
11. Draft: Meeting Minutes, Board of Selectmen Meeting of Wednesday, October 13, 2021 4:00 p.m.

**Items Distributed For Information and Use By the Board during the Meeting of October 4, 2021 Otherwise Not Included In The Packet (Handouts):**

1. Fire Station #2 Renovations, PowerPoint
2. Memorandum To: Board of Selectmen From: L. Miller, Town Administrator, Town Clerk, A. Ludwig, Date: October 18, 2021 Re: Wayland Reprecincting Based on 2020 Census Data
3. Reprecincting Data prepared courtesy of Massachusetts Secretary of the Commonwealth, William Francis Galvin, Census liaison
4. 2021 Special Town Meeting Warrant
5. Workplan/Timeline for Council on Aging/Community Center (COA/CC) as provided by Council on Aging Board, Chair Betsy Soule
6. Screenshare: Photo of line striping on Claypit Hill Road

**Correspondence:**

1. Correspondence from Trinitarian Church to Town of Wayland dated September 14, 2021 re: Accepting the Town's request to utilize 20 parking spaces at Trinitarian Church for use of Town Staff during regular business hours.
2. Correspondence between Tom Fay, Board of Selectmen Chair and Alice Boelter dated October 1, 2021 re: Concern regarding the civility around Town and damage to Wayland's sense of Community
3. Correspondence from Verizon FiOS to Board of Selectmen dated October 4, 2021 re: Change of Programming, removal of CTN international.
4. Correspondence between Janot Mendler de Suarez and Tom Fay, Board of Selectmen Chair dated October 2, 2021 re: Request for Town to hire a Sustainability Director
5. Correspondence between Jennifer Steel and Tom Fay, Board of Selectmen Chair dated October 2, 2021 re: Request for Town to hire a Sustainability Director
6. Correspondence between Louis Polisson and Tom Fay, Board of Selectmen Chair dated October 1, 2021 re: Request for Town to hire a Sustainability Director
7. Correspondence between Michael Delman and Tom Fay, Board of Selectmen Chair dated October 1, 2021 re: Request for Town to hire a Sustainability Director
8. Correspondence between Marjorie Lee and Tom Fay, Board of Selectmen Chair dated October 6, 2021 re: Request for Town to hire a Sustainability Director
9. Correspondence between Stephanie Howard and Tom Fay, Board of Selectmen Chair dated October 7, 2021 re: Request for Town to hire a Sustainability Director
10. Correspondence between RaeAnn Duff and Tom Fay, Board of Selectmen Chair dated October 5, 2021 re: Impression of Town Meeting organization and urging for Town to consider developing lots around Town for recreational/economic development needs
11. Correspondence between Town Clerk and Board of Selectmen dated October 12, 2021 re: Need for new Election Tabulators for the Town
12. Correspondence from Richard Turner, Public Ceremonies Committee Chair, to Board of Selectmen dated October 14, 2021 re: Invitation to Veterans Day Event in November
13. Correspondence from Cobi Frongillo, Franklin Town Councilor, to Board of Selectmen dated October 1, 2021 re: Invitation to join the Transportation and Climate Initiative (TCI)



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, November 2, 2021**  
**ALL REMOTE**  
**7:00 p.m.**  
**Wayland Town Building**  
**41 Cochituate Road, Wayland, MA**

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

**Absent:** None.

**Also Present:** Town Administrator Louise Miller, Assistant Town Administrator John Bugbee

**A1. Call to Order by Chair, Review the Agenda for Public:** At 7:00 p.m., T. Fay called the meeting of the Board of Selectmen to order when a quorum was present. T. Fay announced that pursuant to Chapter 20 of the Acts of 2021, the meeting would be conducted in an all remote format and that members of the public were invited to attend and participate remotely. He announced that the meeting would also be live-streamed and recorded for later broadcast on the local WayCAM Government Channel. T. Fay announced each member by full name and that all members and staff are participating remotely. T. Fay reviewed the agenda.

**A2. Public Comment:** There was none.

**A4. Consent**

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 the Massachusetts Department of Revenue's (MA DOR) Commonwealth Sewer Rate Relief Fund Application for FY2022 Distribution

C. Karlson moved, seconded by D. Watkins, to approve the Consent Calendar for November 2, 2021 as presented in the Board packet. D. Watkins asked about the purpose of the MA DOR application. L. Miller explained that this application allows the Town, through the Wastewater Management District, to receive grant funding. This funding is based on the outstanding debt balances borrowed to benefit wastewater or sewer projects. Roll Call Vote: YEA: T. Fay, C. Karlson, A. GutbezahL, C. Martin, D. Watkins. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

**A3. Executive Session:** 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)(6), to discuss the acquisition, by gift, purchase or otherwise, interest in all or part of the parcels of land, on and off Elissa Avenue, north of the current X Golf business, and bounded by Elissa Avenue on the west and on the north by 185 Elissa Avenue, owned by the Town, from Boston Retail I, LLC; Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(2), to conduct a strategy session in preparation for contract negotiations with non-union personnel (Town Administrator).

At 7:04 p.m., Chair T. Fay moved that the Board of Selectmen enter into Executive Session 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)(6), discuss the acquisition, by gift, purchase or otherwise, interest in all or part of the parcels of land, on and off Elissa Avenue, north of the current X Golf business, and bounded by Elissa Avenue on the west and on the north by 185 Elissa Avenue, owned by the Town, from Boston Retail I, LLC; and pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(2), to conduct a strategy session in preparation for contract negotiations with non-union personnel (Town Administrator).

T. Fay became aware that residents wanted to make public comment and returned to that agenda item.

**A2. Public Comment, continued:**

Bill Sterling, Morse Road, apologized for being late to give public comment and explained that he had trouble joining the meeting. He encouraged the Board to proceed with the acquisition of land to build a Senior/Community Center and to not lose momentum on the project.

Scott Walters, Draper Road, sent an email via the Wayland Dads group expressing support and looking for residents to give the Board feedback on proceeding with a Community Center. He stated he received a lot of positive feedback in response to that e-mail. He and his family support pushing forward to construct a Community Center for all the aspects it will add to Wayland.

T. Fay stated that the Board received an email public comment from Mark Foreman, Three Ponds Road, on the same topic. It will be entered into Correspondence.

**A3. Executive Session: 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)(6), discuss the acquisition, by gift, purchase or otherwise, interest in all or part of the parcels of land, on and off Elissa Avenue, north of the current X Golf business, and bounded by Elissa Avenue on the west and on the north by 185 Elissa Avenue, owned by the Town, from Boston Retail I, LLC; Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(2), to conduct a strategy session in preparation for contract negotiations with non- union personnel (Town Administrator), continued:**

At 7:09 p.m., C. Karlson seconded the motion to enter into executive session.

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, C. Karlson, A. Gutbezahl, C. Martin, D. Watkins. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

Chair T. Fay invited attendance by Town Administrator L. Miller and Assistant Town Administrator J. Bugbee for the Twenty Wayland and Boston Retail I, LLC items. He announced that the Board would adjourn from executive session.

**A5. Adjourn:** At 9:34 p.m., the Board adjourned from Executive Session.

**Items included in the packet during the Board of Selectmen Meeting of November 2, 2021:** None.

**BOARD OF SELECTMEN**  
**Monday, November 8, 2021**  
**7:00 p.m.**  
**Wayland Town Building**  
**41 Cochituate Road, Wayland, MA**

**CONSENT CALENDAR**

1. Vote the question of designating and approving signing authority to Louise Miller, Town Administrator on items listed below.
2. Vote the question of approving and signing the weekly payroll and expense warrants.
3. Vote the question of approving and paying Anderson Kreiger Invoice #139927 in the amount of \$729.50 for professional legal services through September 30, 2021
4. Vote the question of approving and paying KP Law Invoice #133568 in the amount of \$12,641.30 for professional legal services through September 30, 2021
5. Vote the question of approving and signing the Disclosure by Non-Elected Municipal Employee of Financial Interest Form of Donna Lemoyne, Benefits Manager
6. Vote the question of approving and signing the Disclosure by Non-Elected Municipal Employee of Financial Interest Form of Louise Miller, Town Administrator.
7. Vote the question of approving and submitting the finalized Town of Wayland 2020 Re-Precincting Plan (map, block data report, and legal descriptions) to the State Local Election Districts Review Commission.
8. Vote the question of signing agreement with LHS Associates, Inc for the purchase of Election Tabulator hardware/software and support.
9. Vote the question of signing agreement with E.H. Wachs Company for Single Turner Valve maintenance Trailer and other related equipment.
10. Vote the question of signing agreement with Human Relations Service, Inc. for Community Mental Health Services.
11. Vote the question of signing agreement with New England Infrastructure Inc. for Old Sudbury Road Bridge Rehabilitation
12. Vote the question of signing agreement with Tasco Construction, Inc. for work related to the Old Stone Bridge over the Sudbury River project.
13. Vote the question of accepting Massachusetts emergency Management Agency's (MEMA) Emergency Management Performance Grant (EMPG) in the amount of \$3,500.00
14. Vote the question of assigning oversight to the Loker Grass Field project to the Permanent Municipal Building Committee.

**BOARD OF SELECTMEN**  
**Monday, November 8, 2021**  
**7:00 p.m.**  
**Wayland Town Building**  
**41 Cochituate Road, Wayland, MA**

15. Vote the question of designating authority to Louise Miller, Town Administrator, to enter into an agreement with Energy Advisors, 5 to operate on the Town's behalf in receiving bids for energy for Municipal use.



**BOARD OF SELECTMEN**  
**Monday, November 8, 2021**  
**7:00 pm**  
**Wayland Town Building**  
**41 Cochituate Road, Wayland, MA**

**CORRESPONDENCE**

1. Correspondence between RaeAnn Duff and Tom Fay, Board of Selectmen Chair, dated October 16, 2021 re: need of solutions regarding field space in Town.
2. Correspondence from Janot Mendler de Suarez to Board of Selectmen dated October 20, 2021 re: announcement of webinar series from NOAA to support climate resilience planning for communities.
3. Correspondence from Mary Ann Borkowski, Mei-Ling Ellerman, and Jeff Kurtz to Board of Selectmen, dated October 20, 2021 re: Request to have an HRDEIC member involved in the Police Chief Interview process.
4. Correspondence from Jessie Villatoro, WTA President to Board of Selectmen, dated October 22, 2021 re: Decision to provide bottled water to two of the five Wayland Public Schools.
5. Correspondence from the Vertex Companies to Board of Selectmen dated October 29, 2021 re: Notice of Public Meeting regarding the Public Involvement Site and Availability of Release Abatement Measure Status Report No. 3 of the River's Edge Property.
6. Correspondence from Mark Foreman to Board of Selectmen dated November 2, 2021 re: Urgent need for Community Center/Council on Aging project to be resolved.
7. Correspondence from Emory Ford to Board of Selectmen dated November 3, 2021 re: status of PFAS in the Town's Drinking Water Supply
8. Correspondence from Oxbow Condominium Trustees to Board of Selectmen dated November 3, 2021 re: Settlement Agreement to the Recreational Field at 91 Oxbow Rd