

PACKET

Jan 10

2022



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

LOUISE L. E. MILLER
TOWN ADMINISTRATOR
TEL. (508) 358-3620
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BOARD OF SELECTMEN

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

REVISED AGENDA II

Revises the previous agenda posted on January 6, 2022 at 3:34pm

BOARD OF SELECTMEN

Monday, January 10, 2022

7:00 p.m.

Wayland Town Building; ZOOM
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 via remote participation. No in person attendance by members of the public will be permitted. This meeting may be recorded which will be made available to the public on WayCAM as soon after the meeting as is practicable.

When required by law or allowed by the Chair, persons wishing to provide public comment or otherwise participate in the meeting, may do so by in person attendance, or by accessing the meeting remotely, as noted above. We request public comment be limited to two minutes per person.

7:00 pm 1. Call to Order, Review Agenda for Public

7:02 pm 2. Announcements and Public Comment

7:05 pm	3. Committee Appointments: Interview, discuss and potential vote to appoint:		
	Committee	Potential Appointee	Term End Date
	Wastewater Management District Commission	Darrin Bock	June 30, 2024

7:30 pm 4. Discuss 212 Cochituate Road with representatives of Wayland Housing Authority, Municipal Affordable Housing **Trust**, and Housing Partnership

8:00 pm 5. Town Administrator update

a) TA's Goals Accomplishments and status update	c) PFAS
b) Health Insurance Incentive Waiver Program	d) Wayland Voter's Network
	e) COA/CC
	f) Benefits recoupment
	g) FY 2023 Operating and Capital Budget
	h) 297 Boston Post Rd.

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7:00 p.m.
Wayland Town Building
41 Cochrane Road, Wayland, MA

- 8:35 pm 6. 2022 Annual Town Meeting:
a. Discuss and potential vote to submit warrant articles
b. Appendices
c. Review Annual Town Meeting and Election Calendar
- 9:30 pm 7. Board of Selectmen Goal Setting: Discuss date and format
- ~~9:45 pm 8. Discuss Wayland Music Festival, which was approved at the 2019 Annual Town Meeting to bring the community together through the arts; possible vote to create a Wayland Musical Festival Committee~~
- ~~10:00pm 9. Climate Action Plan: Discuss and possible vote on a committee~~
- ~~10:15pm 10. Potential Vote to appoint Acting Town Administrator or Acting Town Manager~~
- 9:45pm 8. Minutes –December 13, 2021, December 20, 2021, January 3, 2022 and January 6, 2022; review and vote to approve
- 10:05pm 9. Consent: review and vote to approve
- 10:10pm 10. Correspondence
- 10:15pm 11. Selectmen’s Reports and Concerns
- 10:25pm 12. Topics not Reasonably Anticipated 48 hours in advance, if any
- 10:30pm 13. Executive Session:
- I. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to collective bargaining with:
 - International Association of Firefighters, AFL-CIO Local 178
 - Local 690 Wayland-1 American Federation of State, County and Municipal Employees (AFSCME 690 Wayland -1)
 - Local 690 Wayland – 2 American Federation of State, County, and Municipal Employees (AFSCME 690 – 2)
 - New England Police Benevolent Association Local 176;
 - II. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (3), to discuss strategy with respect to New England Police Benevolent Association ~~Local 176 Grievance #2021-0003, Step 3.~~
 - III. ~~Local 176 Grievance #2021-0003, Step 3~~ 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) (6) to

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consider the purchase, exchange, taking, lease or value of real estate in regard to the purchase of Launcher Way property;

- V. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to litigation related to **David Bernstein & others v. Planning Board of Wayland & others;**
- VI. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to litigation related to Office of Civil Rights Complaint #01-22-1035 Wayland Public Schools
- VII. Pursuant to Massachusetts General Laws Chapter 30A, Section 21, (a) (2) to conduct a strategy session in preparation for contract negotiations with nonunion personnel (Town Administrator);
- VIII. Pursuant to Massachusetts General Laws Chapter 30A, Section 21, (a) (2) to conduct a strategy session in preparation for contract negotiations with nonunion personnel (Acting Town Administrator);**
- IX. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (2), (3), and (6) to review and approve the executive session minutes of December 16, 2021 and December 20, 2021;

Approve and Hold: Executive Session minutes of December 16, 2021, December 20, 2021 and January 3, 2021

11:05pm 14. Adjourn

Crandall, Seath

From: Hegarty, Teri
Sent: Wednesday, December 29, 2021 10:10 AM
To: Karlson, Cherry
Cc: Miller, Louise; Crandall, Seath
Subject: FW: WWMD: Darrin Bock CV, Statement
Attachments: Darrin K Bock Resume 2022 Town of Wayland WWMD.docx

Hi Cherry,

Just rec'd this CV and letter of interest from someone interested in the Wastewater Management District Commission.
Teri

From: Darrin Bock [REDACTED]
Sent: Wednesday, December 29, 2021 9:42 AM
To: Hegarty, Teri <thegarty@wayland.ma.us>
Subject: WWMD: Darrin Bock CV, Statement

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

Hi Teri,

Last month I met with Doug Levine and Thomas J. Fay to find out more about the WWMD

Below is my Statement of Interest and attached CV/Resume.

Regards,
Darrin Bock

WWMD Statement of Interest.

Wendi and I moved to Wayland 11 years ago with the desire to be part of a community and raise a family. Two beautiful girls later, actively participating in the WCPA, Wayland Dads, WSTC, coaching Youth Soccer, Lacrosse, Basketball, and multiple other town events, including town meetings, I now understand the importance of citizen involvement in making a town great. With my many moves around the country, leading teams, managing financial goals/budgets; I'm ready to serve. Looking forward to the learnings and challenges.

Proud to live in Wayland,

Darrin Bock

Darrin K Bock

Sales, Operations, Pricing, Product, Information Technology

- Organization design, implementation, leadership, 10 years of virtual leadership
- Talent development, coach, mentor through empowering and promoting
- Deal with ambiguity; implement plans to align short with long term strategy
- Active listener combined with analytic reasoning translated to impactful actions
- Excellent communication with ability to dive deep while promoting vision/direction
- Proven and tested process leader, quick triage, and pivoting, to full enterprise solutions
- Deep electrical knowledge from one-line to product design including full life cycle.
- Technical, financial, operations; drive internal/external stakeholders connecting engineering, manufacturing, Supply chain and IT to commercial HR, sales, marketing.

Director – Sales Strategy & Execution , GE Industrial Solutions & ABB Inc., MA 2016 – Present

- Guide commercial team where to invest resources, coverage models, product, and sales org design based on local trade area knowledge combined with market and financial analytics.
- Execute contracts, compliance, commissions, accruals, and audits for 256 3rd Party firms and 500+ employed sales representatives. \$100MM in yearly payout.
- Own sales org structure across 10+ systems ranging from SFDC, ERPs, AP/AR, and Data Lake ensuring financial transparency and accountability at all levels of the sales organization.

Director – North America Pricing, GE Industrial Solutions, CT 2012 – 2016

- Led all areas of Price: Develop, Deliver, Execute, Measure, Report, including competitive law and price discrimination leadership.
- Created virtual based pricing team with regional leaders and expertise pillars transforming from a transaction-based team to providing regional and product analytics, insights, deal confidence.
- Improved pricing to value gap positive through coordinated, orchestrated price actions with buy-in from sales, marketing, finance, product management, and supply chain/sourcing.
- Led the commercial launch of a new pricing analytics platform, Vistaar, and implemented SAP SD module from a legacy 1980's AS-400 system.

Senior Product Manager, GE Industrial Solutions, CT 2008 – 2012

- Collaborated and coordinated technology, manufacturing, commercial teams addressing product solutions, delivery, and customer needs for Circuit Breakers and Trip unit technologies.
- Launched 5 new products, tripling market share in year 3. Increased EBITA \$2MM+
- Executed multi-generational product plans including product scope, manufacturing strategy/investments, commercial structure & pricing, ERP setup, Marketing positioning, and support documents.

Darrin K Bock

District Sales Manager, GE Consumer & Industrial, MN & MA 2004 - 2008

- Led 30 person/agency sales team for Electrical Distribution and Lighting divisions spanning upper Midwest and New England territory, \$250MM yearly revenue.
- Balancing customer relationships/expectations with internal demands, performance environment
- Increased team by 3, focusing on Ethanol and Distributor/OEM market. District of the year award for courage in new org design leading to growth, while on budget and cash positive. Peak Performer Award (top 10%)
- Strategic planning, budgeting, target opportunity planning, mobilizing infrastructure.
- Succession planning, employee development, coverage model: employed vs. agency.

Pricing Leader – Large Projects, GE Industrial Systems, CT 2002 - 2004

- Reviewed, presented, negotiated, and approved multi-million \$ deals. 1,000+ deals executed
- Risk review: T&C's, FARs, Government, Export, International business, Deal Scope, Factory loading
- Pricing systems, streamlined deal desk, implemented deal comparison tool

Ecommerce Leader, GE Electrical Distribution & Control, CT 2000 - 2002

- Led development of industries first internet-based quotation. Growing to \$500MM+
- Implemented Siebel CRM system, introducing opportunity and case management
- Budgeting, Project Management, Agile development

Industrial Sales Engineer, GE Electrical Distribution & Control, New England 1998 - 2000

- Hunter role; grew sales \$0 to \$4.5MM+ annually by partnering with services and consultants.
- Solution and dollarization approach focused on customer outcomes and impact, specialty in BMS and power management control systems.

Technical Leadership Program, GE Electrical Distribution & Control, USA 1996 - 1998

- GE's Elite rotational training program: Customer Service, Technical Support, Inside Sales, Manufacturing, Marketing, Quotation/Pricing, Full Line Sales Engineer
- Charlotte, NC; San Francisco, CA; Burlington, IA; Denver, CO; El Paso, TX

Education/Training/Skills

- **Leadership:** GE Crotonville, NY: Business Management, Manager Development, Effective Coaching, Inclusive Leadership, CAP: Change Acceleration, Financial & Project Management
- **Quality:** Black Belt, Lean-Kaizen, Agile Certified
- **Electrification:** Product, Systems, Controls, Safety
- **Systems:** Advanced Excel, SFDC, SAP, Vistex, Vistaar, PowerBI, Tableau, VBA, CAD
- **University of Massachusetts, Amherst,** BS Mechanical Engineering, Cum Laude, 1996



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

MEMORANDUM

To: Board of Selectmen
From: Louise Miller, Town Administrator
Date: January 3, 2022
Re: Town Administrator Goal Achievement Report and Status Update as of January 2022

Last year, I started my achievement report by analogizing the Town to an octopus. The legs must all work together, but each with its own job that may be very different from the other legs, but working together, the entire body will move gracefully and seemingly effortlessly in the desired direction, which should be forward-looking and learn from the immediate past and present. To that end, I have continued to spend much time in the past year developing relationships and coordinate activities with each of the Town department managers and Town boards, committees, and commissions. In order to provide greater input and transparency into governmental operations, and in response to residents' interests, I have created some working groups to provide me with support and feedback with respect to matters on which I am working and to provide an inside view of how work is done. At this time, my feelings on the working groups are mixed. Some seem to be working very well while others seem to be confusing to the public and to boards. Working groups are an opportunity for Wayland residents to participate in matters for which there would be no visibility. I am happy to discuss further with you my thoughts regarding working groups.

As I did last year, my Town Administrator Goal Achievement Report is divided into three sections, each reviewing accomplishments, goals, and challenges relative to my areas of responsibility: the first section will be relative to the Board of Selectmen Goals 2021-2022, recognizing that we are only partially through the Board of Selectmen Goals period, the second will review town-wide coordination and administrative and operational accomplishments with town departments, the third will look at the Town Administrator's Office. I have also provided you with a spreadsheet that summarizes the information in a different format that some may find easier to read relative to goal accomplishment.

The goals of the Board of Selectmen are broadly stated, as they should be. The Board of Selectmen set the direction for the Town, which the Town Administrator is then charged to further. There has been some suggestion in the past year that the Board of Selectmen goals are goals for the Board of Selectmen to accomplish. This suggestion is incorrect. With only a couple of exceptions, the goals are primarily for the Town Administrator, alone or working with Town staff, to accomplish. It has also been suggested that timelines be created for the Board of Selectmen goals. This may help set realistic expectations with respect to implementation and completion. This would require that the goals be re-evaluated often during the year in light of the operational or administrative requirements that arise. Town government is not a business that decides on a business model which in turn determines what goods to sell or what services to provide. Town government services are required to be provided by federal, state, and local laws. Federal and state laws change outside the control of Town government. The two preeminent changes to Town services that needed to be addressed since September 1, 2020 were the change in state regulations regarding PFAS levels in drinking water supplies and the ongoing COVID-19 pandemic. The PFAS response has required

funding that was unplanned and focusing the efforts of multiple Town departments to the solution, including Public Works, Facilities, Health, Conservation, Information Technology, and the Town Administrator. With respect to the pandemic, the largest challenges was the school reopening in phases from remote, to hybrid in person, to all in person learning . Following regulations and guidelines that were issued by various state agencies required substantial resources the School Department, Facilities, Health, Recreation, Treasurer/Collector, Finance, and the Town Administrator. COVID-19 required many other departmental resources. These are just two examples to illustrate how Town resources are refocused during the year. Responding to yearlong changes and events appropriately and timely is not a stated goal of the Board of Selectmen. It is, however, what the Town must do and should be considered when reviewing goals accomplishment.

1. Board of Selectmen Goals (2021-2022)

Economic Development

- River's Edge
 - Departmental support required for the project: Town Administrator, Building, Fire, Public Works, Engineering, Police, Planning, Conservation, Health.
 - The closing for the purchase and sale of the property occurred on February 21, 2021, including Land Disposition Agreement, Wastewater Infrastructure Development Agreement, and Escrow Agreement.
- Complete construction of wastewater infrastructure – Massworks grant
 - Phase 1 of design and construction is substantially complete.
 - Phase 2 of design is ongoing with construction anticipated to be substantially complete by the end of January, subject to supply chain issues resulting from the pandemic.
 - The Town has applied for and received Massworks grant reimbursements. The Town should determine whether any amendments to the grant should be made at this time for unanticipated work that may be required. The grant will need to be closed out.
 - MassDEP Permitting
 - The Town obtained all required permits for the construction of the wastewater infrastructure, including an amended consent order.
 - MassDEP issued a discharge permit allowing the Town to discharge treated effluent from the wastewater treatment plant to Alta River's Edge. The permit was rescinded after public comment. The Town has submitted an addendum to the permit application. The second comment period closed December 22, 2021. MassDEP has reissued the discharge permit.
- Review payment offsets and receive payment for property
 - The building permit fee of \$830,000 was received prior to end of FY2021 as projected.
 - The first release of funds should be applied for with a payment of \$906,000 to the Town anticipated shortly thereafter.
- Alta River's Edge has not yet provided documentation for contractual offsets, although the developer has indicated that they are ready to begin the review.
- The project will need to continue to be monitored for construction issues that may arise as well as ensuring that contractual timelines are met.

- Route 20 Corridor
 - Department support required for the project: Town Administrator, Planning, Engineering, Conservation, Police, Public Works .
 - A consultant has been retained to support the engineering and planning work for the Route 20 Corridor improvements. Preliminary concepts have been developed. The engineering and planning scopes of work will be amended to reflect the direction of the Board of Selectmen.
 - Determine MassDOT parameters
 - Conversations were held with MassDOT regarding MassDOT’s timing for Route 20 work (from Route 20/27 intersection to Sudbury line) and the desired sidewalk and lighting work. Engineering plans will be developed in conjunction with the Town’s consultant and conversations will continue throughout the winter in anticipation of work during the next construction season.
 - Hold discussion with Planning Board and Economic Development Committee
 - The Board of Selectmen developed a survey to receive feedback from the community regarding priorities and visioning for the Route 20 corridor.
 - Preliminary discussions were held with both committees prior to the start of the pandemic. Both Boards requested an understanding of wastewater infrastructure limitations before looking at potential rezoning and options for economic development. The MassWorks grant for wastewater infrastructure improvements associated with the River’s Edge project financed wastewater infrastructure improvements to unlock greater potential for economic development and expansion for the Route 20 Corridor.
 - Potential additional wastewater infrastructure work has been identified from the Town Center to the Route 20/27 intersection. The project may be a good project for ARPA funding or for an amendment to the Massworks grant.
 - The Town Administrator’s office should create a working group with appropriate staff to continue work and provide a liaison to the Economic Development Committee, Planning Board, Board of Public Works, and Board of Selectmen.

- Cochituate (Route 27, West Plain Street and East Plain Street intersection)
 - Departmental support required for the project: Town Administrator, Planning.
 - Hold community visioning conversations
 - None were held. Perhaps a survey to begin the conversation may be helpful. It may also be helpful to hire a consultant to help with the visioning process.
 - Work with Planning Board and Economic Development Committee to prepare and bring new zoning plans to 2022 Annual Town Meeting
 - Discussions were held with both the Planning Board and the Economic Development Committee regarding proposals for new zoning plans. As suggested last year, a letter of interest for the rezoning of the area from the Board of Selectmen and hiring a consultant to help the Economic Development Committee develop a proposal may be helpful to provide to the Planning Board.

- Housing
 - Departmental support required for the project: Town Administrator, Planning.
 - Complete Housing Production Plan
 - The Housing Production Plan is under way. A consultant has been retained. The Plan is anticipated to be completed shortly.
 - Reach the 10% affordable housing target under Chapter 40B
 - The 10% affordable housing target under Chapter 40B has been reached.

- Consider a policy to include affordable housing in overall Town property development plans and property purchases
 - No policy has been started.
- Continue working with the various housing groups to develop a unified approach to affordable housing
 - The Board, through its appointee to the Housing Trust Fund, who is also liaison to the housing groups is working on a unified approach. A housing group summit may be helpful to bring the groups together and work on a unified approach.
- Develop plans to enable a variety of housing options
 - Senior downsizing options
 - Accessory dwelling units
 - No plans have been started. Both of these require a study and review of zoning by-laws as well as an inventory of available housing opportunities. The senior downsizing options may be able to draw from work to complete the Town's housing production plan.
 - Retaining a consultant may be helpful to provide a review of potential options.
- Identify potential friendly 40B projects and work with developers to develop as 40B
 - The Town Planner and Town Administrator have been working with potential developers at a number of locations throughout Town. As stated last year in the TA Achievement report, the Town Planner and Town Administrator approached the developer of the 24 School Street property to determine if a better project for the Town could be advanced. The developer has filed a new project plan with the Conservation Commission, which significantly reduces the size of the project.
- Engage in a discussion with the Planning Board and Economic Development Committee regarding potential zoning changes to provide for more affordable housing (MBTA community opportunities)
 - No discussions have been started.

Leverage Town-Owned Properties

- Departmental support required for this project: Town Administrator, Conservation, Planning, Public Works, Engineering, Recreation, Health.
- Determine limitations on use of Town Building and Library
 - Town Counsel has reported on the limitations on use for the Library. When the Library was planned to be moved to the old DPW site, Town Counsel began work with the Attorney General on *cy-pres*. The Attorney General's office stopped work when the project failed at Town Meeting.
 - Town Counsel is still working on limitations on use for the Town Building.
- Develop a plan for a canoe and kayak landing on the Sudbury River
 - No work has started on a plan. This project may be a candidate for CPA funding.
- Old DPW Site
 - Receive engineering/design report
 - Discuss options with other boards
 - At the September 2021 Special Town Meeting, the Board of Selectmen proposed and Town Meeting approved studying the site for an athletic field. Work on the study will begin in the spring of 2022.
- Route 20S Landfill
 - Finish MassDEP work and obtain report of environmental considerations
 - The Town has retained a consultant. Test pits have been performed and the Town should receive test results soon. DPW resources were committed to other projects

earlier in the year and so were not able to do the required test pits. Once the tests results are received, the Town's consultant will work with the Town and MassDEP to next steps with respect to the landfill cap. ARPA funding may be available for work that MassDEP may require.

- Visioning group: explore hurdles and opportunities
 - The Conservation Administrator has prepared a powerpoint presentation and looks forward to meeting with the Route 20S Landfill Visioning Committee to review environmental concerns and resource areas.
 - A member of the Route 20S Landfill presented possible uses of the area.
 - Visioning will continue after the Landfill testing has been completed and MassDEP has provided the Town with its determinations.

Long-Range Operating and Capital Financing Plan

- Departmental support required for this project: Town Administrator, Finance, Facilities, Schools, Planning.
- Benchmark financial indicators relative to comparable towns
 - A comparison of Wayland's revenue sources, tax rates, and valuation was presented to the Board of Selectmen. The financial indicators showed no areas of concern for the Town, i.e., average tax bill significantly higher or lower than comparable towns.
 - Wayland should be aware that the financial indicators reviewed by Moody's for bond rating do not support a Aaa rating. The Aaa rating is the result of management control of the financial processes and the wealth of the residents.
- Begin strategic planning for long-term needs
 - Begin strategic planning for town-owned land, including timing of potential development or disposition
 - Funding for a further study of town-owned land for recreational purposes to determine the location of additional grass fields was proposed by the Board of Selectmen and approved at Special Town Meeting in September 2021. Work on the study will begin in the Spring of 2022.
 - Begin strategic planning for town-owned buildings, including a plan for long-term maintenance
 - Strategic planning for town-owned buildings, including school buildings, has started. A request to fund consulting services to help with a plan for long-term maintenance will be made to the Finance Committee to be included in the Town's capital plan.
 - Begin review of potential properties for Town purchase
 - The Town has not begun a systematic review of potential properties for Town purchase. The Town does review potential properties when they are advertised for sale. Potential properties the Town may wish to purchase include Department of Defense owned properties at Launcher Way.
- Complete review and updating of long-range operating assumptions and projections
 - These are updated annually at this time.
- Complete Long-Range Capital Plan (10 years, 20 years)
 - The Town continues to work on a 5 year plan, which has now been developed a new 3 years in a row. One factor that is delaying completion of a longer outlook plan is the failure to invest sufficiently in Town buildings and infrastructure in the past. The Town remains in reactive mode in addressing problems when certain infrastructure or building systems fail. Nevertheless, substantial progress has been made on projects. With a continuing stable financial investment, the Town should be able to catch up on overdue work and be able to proactively invest in existing

infrastructure and buildings, and look ahead and plan for new facilities and infrastructure.

- Draft 10-year and 20-year plans require an inventory of assets with replacement cycles still needs to be developed. GASB 34 requires Wayland to produce a list of tangible assets annually. The list can be used to create a 10-year and 20-year outlook for capital assets. Facilities Department resources are insufficient to do this work internally. A request for \$150,000 to fund consultant help is in the 5-year capital investment plan.

Council on Aging/Community Center

- Departmental support required for this project: Town Administrator, Facilities, Planning, Engineering, Conservation, Building.
- Negotiate purchase of appropriate property for Council on Aging/Community Center
 - Negotiations for 2 potential properties continue.
- Design Council on Aging/Community Center with funding appropriated at 2020 Annual Town Meeting
 - A designer is being selected.
- Bring to 2022 Spring Town Meeting for construction funding if appropriate
 - Whether the project is ready for construction funding will be determined soon.

Communication

- Departmental support required for this project: Town Administrator, Information Technology, all department managers.
- Website
 - Improve content
 - The Town hired an IT intern to work on the website. The focus has been on unifying the information on all pages, including contact information, access to important information and providing access to frequently asked documents. There was a focus on the Council on Aging and Zoning Board of Appeals pages. The Building Department now has permitting available online for certain permits.
 - Upgrading and updating the website has been added to the Town's 5-year capital investment plan.
 - Maintain relevant and timely content
 - Web pages have been added as needed, including a page for PFAS.
 - Each Department has been asked to review the webpage periodically and information regarding certain projects have been posted to provide content to residents. Examples include the Alta River's Edge project, the Loker Turf Field, the Police Chief search, and other content of high interest.
 - Create and maintain a budget page with all relevant budget documents
 - A new budget page was established for the Town Administrator and Board of Selectmen with budget information beginning in FY2020. There is also information on the Finance Committee webpage. Going forward, information from the Finance Committee should be obtained and merged on the same budget information page.
 - Maintain board and committee appointments and vacancies page
 - The board and committee appointments and vacancies page is updated on an on-going basis and is audited once before the end of the fiscal year.
- Board of Selectmen Updates
 - The Board of Selectmen have issued a few press releases during the year to update residents of projects.
- Town Administrator Updates – monthly updates of happenings – including photos

- Each Town department was asked to provide a monthly snapshot of activities. In addition, over the course of a few months, construction and project updates were provided. The cycle of updates was completed once and will resume in November. In the next cycle, departments will be asked to provide photos. The Town Administrator's Office will do the same.
- Other Town Boards and Committees
 - Consult periodically with other Town Boards and Committees – convey Board of Selectmen priorities, receive feedback re: projects
 - Communication with other boards continues to be challenging given the number of boards in Wayland and various boards and members of the public's view of the role of the Town Administrator. Selectmen have worked in their liaison roles to maintain regular communications with some major boards. It is important going forward that the line between the Town Administrator's role and the Board of Selectmen's role, as well as the role of Selectmen as individuals versus as Board members, remain clear.

Wastewater

- Department support required for this project: Town Administrator, Planning, Engineering, Health.
- Develop a plan for wastewater management
 - An amended Administrative Consent Order was obtained from MassDEP to construct the wastewater infrastructure on Route 20 to connect the Alta River's Edge leaching field to the Town's wastewater treatment plant, with a discharge permit from MassDEP to allow the Town to discharge treated effluent to the leaching field currently in process. This amended Administrative Consent Order was recently revoked. Going forward, the Town should seek a permanent amendment to the Administrative Consent Order, allowing the Town to remove the possibility of a leaching field at the Town Building and replacing it with the possibility of additional use at Alta River's Edge.
 - Review has begun of the current usage of the wastewater treatment plant versus its capacity. The plant operates significantly below capacity due to state and local regulations. The Town is investigating ways to maximize and optimize use of the treatment plant. This project will be ongoing and will require review of state laws and regulations, the Town's regulations and past practices.
 - The Town Engineer began work with the Wastewater Management District Commission on rate structure and connection fees. The viability of the Wastewater Enterprise Fund is an issue that requires immediate attention. While the Enterprise Fund is able to meet its operational needs with projected revenue, the Fund is unable to fund infrastructure needs.
 - The connection of Alta River's Edge needs to be shepherded, from payment of the connection fee to any required maintenance work for the infrastructure at River's Edge.

Climate Change Plan

- Departmental support required for this project: Town Administrator.
- Begin development
 - A citizen's petition was favorably voted upon at the 2021 Annual Town Meeting.
 - The Energy and Climate Committee has begun work on a Climate Action Plan.
- Begin discussions with citizens and relevant boards and committees
 - Discussions with citizens and relevant boards and committees should begin. A Climate Change forum may be an appropriate way to begin the conversations.

Diversity, Equity, and Inclusion

- Departmental support required for this project: Town Administrator, Human Resources.
- Form Human Rights, Diversity, Equity, and Inclusion Committee
 - A working group was formed to develop a charge for a Human Rights, Diversity, Equity, and Inclusion Committee. The charge was presented to the Board of Selectmen and a committee was formed. Committee members were appointed and the work of the committee has begun.
- Continue promoting diversity in staffing and boards
 - The Town continues to promote diversity in staffing and boards.
- Our Wayland
 - The Town Administrator's working group has held 3 community conversation regarding diversity, equity, and inclusion. An event to celebrate Racial Amity Day in 2021 was cancelled due to uncertainty surrounding COVID. The working group is planning another community conversation for the month of February as well as an event for Racial Amity Day if the pandemic allows.

Administrative Goals

- Departmental support required for this project: Town Administrator, Finance, Public Works, Conservation, Health, Human Resources, Information Technology.
- Keep meetings productive and efficient
 - The Town Administrator does not manage the Board of Selectmen meetings. I would, however, suggest that the Board of Selectmen return to the practice of requesting the Town Administrator's recommendation in memorandum form on actions to be taken. This would identify the issues for decision by the Board of Selectmen and the outcomes of decisions.
- Revise Chapter 19 of Code: understand budget roles and leverage skills of staff and volunteers
 - No work has begun.
- Implement sustainable process for board and committee appointments
 - A process is in place for board and committee appointments. The Board of Selectmen may want to review the number and roles of committees and the interest level of the community in various boards and committees.
- Finish regulatory review put on hold due to COVID: Water, Stormwater, Health
 - The water regulations are substantially complete and should be finalized. The health regulations are currently being reviewed and have been discussed with the Board of Health. The timeline for completing them has not been set. The review of stormwater regulations has raised the issue of whether the Town's stormwater by-laws need amendment. This project will require substantial further work prior to completion.
- Update policies, signs
 - A comprehensive sign policy is being developed and is expected to be discussed imminently with the entire Board of Selectmen.
 - Other policies should be reviewed to determine if they need updating.
- Support TA and Personnel Board with modernizing and supporting staff development, Town competitiveness, and diversity and inclusion
 - A classification and compensation study has been conducted with the Town Administrator working on recommendations for various job classifications.
 - Review of the Personnel Board by-law should be undertaken.
- Support TA with efforts to streamline, modernize, and automate processes
 - This goal is difficult to report on. Work continues to streamline and modernize. On-line permitting is the most obvious change at this time. Prior efforts included creating a pothole report form.

- Rely on and support staff – do not micromanage
 - The Board of Selectmen as a board are successful in not micromanaging. When working on projects, the lines between staff and board work can sometimes get blurred by individuals. This is true with other boards and committees as well as with members of the public. Governance guidelines were being developed that began addressing the issues. Further discussions need to take place.

2. Town-wide Coordination and Administrative and Operational Accomplishments

For FY2021, the Town Administrator goals were as follows:

1. Human Resources
 - a. Hire
 - i. Director of Assessing
completed
 - ii. Assistant Treasurer/Collector
completed
 - iii. IT Desktop Support Analyst
completed
 - iv. IT Project Manager
completed
 - v. Substance Abuse Coordinator
completed
 - b. Review Water Division staffing and propose changes as appropriate
completed
 - c. Succession plan
 - i. Health Department
in process
 - ii. Town Clerk
in process
 - iii. Facilities Department
needs to be restarted due to changes in facilities service delivery in FY2022
 - iv. Employee Benefits
not yet started
 - d. Assess continuing administrative support needs in Town and find solutions for departmental and board support
in process
2. Develop a plan for a Land Use Department
 - a. Implement electronic permitting
in process
 - b. Review and modify space within the Town Building
in process
 - c. Review and update staffing (create or redefine positions as appropriate)
on-going
3. Finances
 - a. Develop solution for on-going reconciliation issues between Treasurer/Collector office and Finance/Town Accountant office
completed

- b. Convert Transfer Station Revolving Fund to a Department within General Fund or an Enterprise Fund
completed
- 4. Complete Spencer Circle street acceptance
completed
- 5. Obtain adoption of senior tax work-off at Town Meeting and develop a senior tax-work program
completed
- 6. Obtain adoption of capital stabilization fund at Town Meeting
completed
- 7. Train departmental business managers for delegation of procurement duties
in process
- 8. Operations
 - a. Investigate opportunities for sharing services with other communities and regionalization
on-going
 - b. Review delivery of services to ensure that they are efficient and cost-effective
on-going

In addition to the Board of Selectmen goals and my own departmental goals, which include Human Resources, Procurement, Employee Benefits, and Town Administrator, I develop administrative or operational goals for each department. These administrative and operational goals are in addition to the regular departmental service delivery goals, which are summarized in the Town's Annual Report. Please note that, eventhough the COVID-19 pandemic continues, the section in last year's report related to COVID-19 has been removed. All departments have adjusted their service delivery for the pandemic and only on-going or new issues related to the pandemic have been highlighted in the departmental goal achievement report.

The following is in alphabetical order by Department, followed by the Town Administrator's Office.

Assessing Department

- Staffing
 - After almost a year-long search, a new Director of Assessing was hired in June and began working for the Town in July, 2021. The review of the needs of the department continue with the new Director. At this time, the Department has 2 full-time staff and 1 contractor hired to perform valuation in the field. In addition, temporary help will be hired on an as-needed basis.
- Valor Act and Senior Tax Work-Off
 - Following the successful implementation of the Valor Act, the chair of the Board of Assessors asked whether a similar process could be implemented for Senior Tax Write-Off. The first step was to obtain Town Meeting adoption of the Senior Tax Write-Off Act. The Senior Tax Write-Off program was developed in conjunction with the Council on Aging, Human Resources, Treasurer, and Accounting Departments. The first year of implementation is FY2022. The process is being further revised based on feedback from the Director of Assessing regarding timing for processing tax work-off on residents' bills. The changes to the program will be effective January 1, 2022.
- Looking Ahead
 - The Assessing Department, working with the Town Administrator, Human Resources, Council on Aging, Treasurer/Collector, and Finance, will finalize the tax-work off process effective January 1, 2022 for FY2023. All tax work-off in process will be completed as seniors were told for FY2022.

- The former Director of Assessing engaged in a project to consolidate certain properties to match them to GIS information. There were approximately 15 properties involved. An issue was brought to my attention last year regarding both the GIS and the taxation of the properties that were affected. Follow-up is required to ensure that all properties are accounted for and taxed properly. The new Director of Assessing has ascertained the properties involved and the issue will be addressed first quarter next year.
- The new Director of Assessing has ascertained the reasons for the recurring issues with respect to addressees for tax billing. Director of Assessing will update Assessor's billing database as of January 1, 2022. The Town's billing software (VADAR) does not recognize the update. The Town is moving to MUNIS for tax billing beginning with the first quarter of FY2023. MUNIS is able to recognize the Assessor's billing database updates. No further work will be done on VADAR pending implementation of MUNIS. The project to be completed by the 3rd quarter of FY2023.
- Zoning discrepancies among the various departments in Town will be addressed. The Assessing software (Vision) does not tie out to GIS. In addition, the Town Clerk is working on updated zoning maps. Vision will be reconciled with GIS. The reconciliation will then be provided to the Building Commissioner and the Town Clerk. The Building Commissioner and Town Clerk will provide the final verification.
- The Assessing Department is working with the Building Department to update the flow of information from the Building Department to ensure that up-to-date information is provided to the Assessing Department regarding status of the project and consequent property valuation. This project will result in better information being provided to the Assessing Department for all construction projects but is especially relevant for the Alta River's Edge project at this time.
- In the next quarter, abatement applications will be received by the Department and reviewed and voted by the Board.

Building Department

- Staffing
 - In addition to the Building Commissioner, the Department has a number of inspectors working full or part-time. The Department also has two administrative staff that provide full-time support to the Building Department and the Zoning Board of Appeals. The Building Department has been particularly challenged during COVID-19 and continues to operate with a staffing deficiency.
 - With the on-going implementation of on-line permitting, I am working on a reorganization of the Land Use Departments, which would include eliminating a department assistant position in the Building Department and creating a Land Use Coordinator position. I am still working with the Personnel Board on approval of the position.
- Zoning Board of Appeals
 - A number of ZBA decisions had resulted in appeals. To date, there has been no resolution the appeal by a citizen of the cellular communications tower at the Rod and Gun Club.
 - The Cascade 40B project has been resolved from a ZBA perspective. The project's next step is a Conservation Commission permit.
 - The ZBA has been in transition for the past year, from membership turnover to loss of the administrative staff. I have immediately provided Town Counsel attendance at ZBA meetings as the new ZBA chair is working on reducing the backlog of applications. In addition, Town Counsel will provide training to the Board on proper procedures to follow for ZBA hearings, compliance with open meeting law, empaneling prior to decisions, and writing decisions.

- Zoning Enforcement
 - The Building Commissioner is the zoning enforcement officer. He works with the Town Administrator and Planning Director, when applicable, on zoning enforcement issues that have arisen over the course of the year.
- Looking Ahead
 - The first phase of the electronic permitting system implementation is complete, including Residential Non-Structural Permits, Fabrication of New Sheet Metal, Gas, Plumbing, and Electrical (with some restrictions on the last 3). The remainder of the permits are anticipated to become available over the next year.
 - Restructuring the Land Use Departments to a single group with a single Land Use Coordinator to help residents, contractors, and developers with permits will allow enhanced customer service and increase internal efficiency.
 - Building permit fees, last reviewed by the Board of Selectmen in 2007 were slated to be re-evaluated to determine where updates are needed. Due to the staffing shortages, this project was not completed in the last year. It is now slated for completion this coming year.
 - Challenges in the coming year will include completion of the Alta River's Edge project, school projects, solar projects, support to ZBA for major projects.

Conservation Department

- Major Project Reviews
 - We continue with on-call contracts for peer review of stormwater analyses continue to allow for better responsiveness and timeliness to required reviews of permit applications.
 - Coordination of permits among the various departments continues to be challenging as does the proper order for permitting. Further planning work with the Town Administrator and the Information Technology Director with respect to permitting software should clarify some of the workflows to ensure an efficient and customer friendly process.
- Snake Brook Dam
 - The Snake Brook Dam overflowed the dam briefly during the year. Public safety and the Conservation employees worked to bring water levels down at the reservoir at Snake Brook, avoiding flooding. MEMA was called to evaluate the status of the dam, which was downgraded to poor condition from fair. The downgrading allows the Town to apply for grants that were not previously available to the Town.
 - The engineering firm retained for the evaluation of potential options for the Snake Brook Dam and for design has completed its work. A new cost estimate has been developed for the repair work that needs to be completed. A capital item for \$1.8 million has been requested in the 5-year Capital Investment Plan. The Town Administrator and Finance Director recommended that the Town apply for grants and not expend any funds until either a grant is obtained or the Town has exhausted potential grant opportunities. A short-term solution to monitoring the dam was developed by the engineering firm and will be implemented during FY2022.
- Looking Ahead
 - The Town has applied for a FEMA grant for the repairs to the Snake Brook Dam. The Town will be applying for an EOEEA grant shortly.
 - The Conservation Administrator and Conservation Commission have proposed new regulations pursuant to the Town's stormwater and land disturbance by-laws. Review of the regulations have been on-hold during COVID-19 pandemic. They will begin work again on regulations with a possible proposal for by-laws at the 2023 Annual Town Meeting.

- The Conservation Agent has been working with the Land Manager on plans for land management of the over 1,200 acres of conservation land under their jurisdiction. The staffing of the Conservation Department and contractual services continues to be reviewed to determine appropriate levels to meet land management needs.
- A number of large projects will require substantial input from the Conservation Department, including Cascade, 24 School Street, new Council on Aging / Community Center, Route 20S Landfill reuse, old DPW site reuse, Loker grass field. Use of available contractual services needs to be ensured for staff to manage the anticipated workflow.

Council on Aging

- Services and Staffing
 - With the donation of a used van from MWRTA, the Town successfully replaced the Council on Aging van that was no longer operational. Transportation, however, continues to be a challenge, with the Council on Aging receiving two transportation grants through MAPC. The Town has one bus driver who serves school buses and the Council on Aging. Through the new school bus transportation contract, the Council on Aging will be able to rely on the bus contractor drivers for additional drivers for the Council on Aging van, although, at this time, there is still a shortage of drivers. The new school transportation bid has also resulted in a significant increase for the cost of transportation.
 - With the continuing pandemic, the Council on Aging continues to provide a mix of remote and in-person activities and services. This has increased the activities and services being provided. Should this method of service delivery continue, staffing needs will need to be re-evaluated to meet the demand.
- Senior Workforce
 - The Council on Aging manages the senior placements in the Senior Tax Work-Off program and has worked with the Town Administrator, Assessing Department and Human Resources to advertise, process applications, and place seniors. The Assessing Department will finalize the workflow for the tax-work off process effective January 1, 2022 for FY2023. All tax work-off in process will be completed as seniors were told for FY2022. The program continues to be very successful, with seniors returning annually to do work in various department.
- Looking Ahead
 - The CoA continues to face some key challenges with respect to transportation and space, both of which will require substantial work to resolve in the coming years. The Town has almost exhausted the funding received for transportation. Work on a new CoA/CC is ongoing as reported in a prior section.
 - Staffing needs should be reviewed for reliance on grants for certain positions and as services and programming have changed since the onset of COVID-19, which may become permanent changes.

Facilities Department

- Major Projects
 - The pandemic has affected the Public Facilities Department projects. While the Public Facilities Department continues to have a heavy workload, projects are moving forward. However, the pandemic has resulted in supply chain disruptions and in labor shortages for contractors. A realistic schedule for completion of projects is difficult to develop and some projects are seeing increased costs. Many projects have required multiple bids or a change in procurement or project management strategy to even secure contracts. Updates will be provided regularly for projects with new project completion schedules and budget adjustments as needed throughout FY2022.
 - The Public Buildings Director and I continue to recommend a goal of 12 to 15 outstanding projects and a backlog of 4-5 projects. The Public Buildings Director and I are redefining projects so that there are fewer projects, even if projects may have more elements. For example, the Loker School Roof project includes some structural work, the replacement of rooftop units, the energy source conversion to electric for heating and cooling of the school, the replacement of the roof, the addition of solar generation, the addition of resiliency components, the upgrade of the Eversource electrical service and the repair of the driveway and parking lot following the work. By approaching projects more holistically, the Public Buildings Department is able to operate and manage more efficiently and cost-

effectively. With respect to project backlog, a backlog of projects is necessary in Facilities, where projects may be delayed for a variety of reasons. A backlog insures that a sufficient number of projects are pending at any given time. Major projects in the Public Facilities Department include, among others, Fire Station #2 renovation, the Town Building HVAC, the Town Building interior space redesign, the Old StoneBridge reconstruction, handicap accessibility at the Happy Hollow and Claypit Hill elementary schools, and the Loker School roof replacement. The FY2023 Capital Investment Plan includes renovation of the Library and the Loker grass field, among others.

- The Facilities Department is also responsible for the maintenance of all public buildings, including the school buildings. The Public Facilities Department uses a program called School Dude to track building repairs, maintenance, and user requests. During the pandemic, the program was not regularly updated. The Facilities Manager and the Management Analyst worked together at the start of FY2021 to bring it up to date. A report was produced in FY2020 of the work orders and the response and disposition. The work order system requires that users of buildings enter information about work that needs to be done, which is then addressed by the Facilities Department. Quarterly reports which were hoped to be accomplished in calendar year 2021 have not occurred for a number of reasons. First, the COVID-19 response with school reopening from all remote, to hybrid to all in-person required all facilities personnel. Second, the administrative position that was fully funded through the School Department was reduced to a half-time funded position by the School Department and will not provide funding for the Facilities Department beginning in FY2022. Third, the Facilities Manager, who was responsible to entering and tracking work orders, has been reassigned to work exclusively for the School Department, with no supervision or report from the Public Buildings Director. The Public Buildings Director and I have discussed an intake procedure for work that needs to be done on non-school buildings. Finally, the Public Buildings Department is finding providing maintenance work to the Town buildings challenging without the Facilities Manager and without the ability to reassign custodians based on immediate need. The result will be the need to have additional staff to address Town maintenance requirements.
- The Facilities Department is also responsible for the facilities infrastructure management of Town Meeting, all elections, the flu clinics, and other major events, all of which have taken place successfully and safely.
- Staffing
 - The administrative and construction management staffing needs in the Facilities Department continue to become clearer as staff is added and duties are established.
 - As reported last year, the construction project manager has been very successful moving a variety of capital and operating projects forward. These projects required specialized contractors and oversight. The project manager has provided oversight of the Title IX work at the Public Safety Building, accessibility work at the Happy Hollow elementary school, reconstruction of the Happy Hollow and Claypit Hill school playgrounds and the renovation of Fire Station 2.
 - The management analyst continued working on billing and contract management pending the hiring of administrative support. He has also served as a primary support staff for remote meetings.
 - The administrative assistant position has been filled but funding for the position is still needs resolution. This position was funded in the School Department budget and supported the Public Buildings Director and the procurement functions of the Town Administrator's office. Last year, the School Department agreed to allow the Town to post a half-time position to be funded by the School Department. With the departure of the part-time administrative support in the Fire Department, a

full-time position supporting Fire and Facilities was created. After the hiring of an administrative staff person, the School Department withdrew the funding for half of the position. The staff person is currently working with partial funding. The funding of Facilities Department staff both in the School Department budget and Facilities Department budget renders the budgeting and management of the Facilities Department unnecessarily complicated. All positions should be consolidated to support all buildings as is best practices and is done in most other communities.

- The Public Buildings Director serves ex officio on the PMBC and the Energy and Climate Committee, both of which require administrative support. In addition to managing the Department, he manages projects as well, focusing on more complex projects or projects where the Town has hired an Owner's Project Manager.
 - For much of the year, the Public Buildings Director worked on school buildings issues related to reopening under COVID-19. He has managed staffing losses due to retirements and illnesses.
 - An annual and special town meeting were again held outdoors at the High School stadium complex. The Facilities Department ensured that all required infrastructure was in place.
- Looking Ahead
 - The Public Buildings Director's budget is distributed over multiple departments and staff belong to a variety of unions. A long term goal continues to be establishing best practices for the Facilities Department, which would start with consolidation of the budget and bringing employees within the same unions based on job descriptions, with clear lines of report. This will require substantial discussions with the new school administration and the School Committee as well as support from the Board of Selectmen to achieve not only a more efficient but a more transparent management of this townwide department. The new school administration has resulted in the fracturing of the department with less oversight by the Public Buildings Director.
 - We had made progress with respect to the custodian workforce in determining where and whether contractual services may be appropriate. A contract was issued in FY2020 for contractual services, with the DPW buildings being serviced through the contract, and the Public Safety buildings being serviced through a combination of contractual and in-house labor. In FY2021, the School Department enhanced cleaning was also serviced through a combination of in-house and contractual services. With the transfer of specific custodians to the School Department who were previously shared, both the Town and School Departments are expected to see an increase in custodial costs.
 - With major new projects on the horizon, including a new Council on Aging / Community Center, the Loker grass field construction, repairs to the Library and the Town Building, the Town will need to hire an additional project manager whose salary can be covered by the project budgets.

Finance Department

- Staffing
 - The School Department decided not put pursue the possibility of consolidating the school payroll function with the payroll function in the Finance Department. The Finance Director and I anticipated that this would allow for better oversight and the possibility of outsourcing payroll. The Town has hired a Department Assistant for payroll.
- Budget
 - The Finance Director and I proposed a five-year capital financing plan for FY2020 that was robust and required no significant changes as it is brought forward each year. In FY2021,

we proposed a five-capital plan that would allow for maintenance of capital assets within the financing plan and for the addition of facilities and for extraordinary capital improvements. Further refinements will be necessary as the five-year and longer term capital plan are further established. This work will continue in conjunction with the Board of Selectmen goal for a long-term outlook for capital planning.

- We are still working on a long term operating budget plan. With COVID-19, the Town has had to make one-time adjustments to revenue which affected the Town's ability to contribute to OPEB and the tax levied on property owners. The Town continues to operate leanly, well below the tax levy limit. Future budgets will depend on legal mandates and the level of services that Wayland seeks. The tax subsidy of certain school revolving funds, which was increased for the FY2022 budget, will need to be evaluated for the FY2023 budget.
- The Town created a Transfer Station Enterprise Fund with an initial General Fund subsidy of \$75,000, which was covered in full from the return of funds at the close of the Transfer Station Revolving Fund.
- We implemented controlled expenditures for end of year FY2021 to address increased expenses due to the COVID-19 pandemic. The Town finished the year under budget.
- Debt
 - The Town refunded approximately \$25 million of debt at a lower interest rate, resulting in annual saving of approximately \$.5 million.
 - Continuing to approach debt issuance based on cash flow is resulting in avoiding debt service payments too early and avoiding potential arbitrage violations.
- Looking Ahead
 - The Town should restore OPEB funding beginning with FY2023. Planning for this long-term expense is a key factor in the Town's Aaa bond rating.
 - The Town should continue work on written financial processes to avoid putting the Town at risk of fraud.
 - Continued cross-training of finance functions is necessary to allow the Town to function in the event of a major emergency or disaster.

Fire Department

- Staffing
 - The biggest challenge with the hiring of firefighter/paramedics continues to be the delay between hire date and completion of the Fire Academy.
 - The two new firefighter/paramedics funded through the SAFER grant have been hired and the Department has maintained full staffing as required by the grant.
- General Operations
 - The Fire Department continued being instrumental in the Town's response to COVID-19, from providing training to lifeguards, police officers, and public health nurses in using PPE when responding to potential COVID-19 situations to pool testing school children in the elementary schools, to vaccinating children and adults.
- Buildings and Public Safety Infrastructure
 - We are proceeding with the Fire Station #2 renovation project. The design is complete and additional funding was requested for the project at the 2021 Annual Town Meeting and further additional funding will be requested at the 2022 Annual Town Meeting. The project was funded at the 2017 Annual Town Meeting and 2018 Annual Town Meeting with insufficient funds and a plan that did not include much of the work that needs to be done to bring the building into compliance with Title IX and with safety requirements.
 - The Fire and Police communication equipment requires upgrading and redundancy, a problem that was highlighted during the summer of 2019. The Fire Department obtained a

grant to cover \$100,000 of the cost of radios for the Fire Department in FY2020, with the balance of the funding provided at the 2021 Annual Town Meeting. All Police and Fire radios have been replaced. The 2021 ATM also funded work at Reeve's Hill to upgrade the communication infrastructure. The 2022 ATM funding and future ATM funding will secure upgrades to the Joint Communication Center equipment and communications redundancy.

- Town Infrastructure Emergency Response
 - The Fire Department continues to be the central department for such infrastructure related emergencies as storms, flooding, sand other natural disasters that require coordination among the Fire Department, Public Works Department, Police Department, Conservation Department, Health Department, and outside agencies.
 - During the past year, the Snake Brook Dam, which is a top priority for repairs under the Town's Municipal Vulnerability Plan and Hazard Mitigation Plan, began overtopping following a storm event. To avoid flooding downstream, Fire and Conservation worked to clear and enlarge the spillway. The engineering design for repairs to the dam has been completed as reported in the Conservation Department section.
- Looking Ahead
 - The benefits to ambulance coverage of the two additional firefighters funder through a SAFER grant should be evaluated as the Town determines whether to add the positions permanently.
 - The Fire and Police Computer Aided Dispatch software is no longer being supported as of December 31, 2021. The Town has been evaluating other software options and has not found a suitable alternative to date. While the Town has obtained a contract for software support in the short-term through employees of the former CAD company, a solution must be determined in the next year.

Health Department

- Staffing
 - I continue to work with the Health Director, Public Health Nurse, and Human Resources Manager on nurse staffing at the schools. The Town has lost permanent and substitute school nurses to retirement, burnout, and other higher paying jobs. We continue to draw upon the Fire Department paramedics to backfill in specific legally allowable situations.
- COVID-19
 - Most of the resources of the Health Department, with the exception of necessary septic work, continued to be devoted to the Town's response to the pandemic, including on issues that arise relative to infected individuals, businesses, restaurants, summer camps, daycares, Town meeting, and Town elections. With the support of the Town Administrator, the Health Department has been remarkable in its work ethic, understanding of the issues, responsiveness to residents and Town departments, including the School Department. The number of hours expended has been unprecedented for the duration of the pandemic. While the summer saw a return to normal Health Department activities, which allowed employees a chance to take a break, the pandemic has returned as have pandemic-related activities.
 - Activities of the Health Department continue to be related to contact tracing, vaccination, Town and School Department COVID protocols, both to maintain safety of employees, students, and visitors and to handle infected and potentially infected individuals.
 - The Health Department also managed and successfully conducted multiple days of flu clinic under COVID-19 protocols.

Looking ahead

- The most immediate issue facing the Health Department is the current COVID surge. Departmental employees are overwhelmed with the phone calls and emails to which they need to respond. I am conducting discussions with the Health Director and Public Health Nurse on ways to reduce the workload for individual employees while still providing the public health support needed by the Town.
- The Health Department joined a regional grant-funded opportunity for shared health services to provide additional Public Health services. This regional opportunity will provide the group of communities access to an epidemiologist and a public health nurse. Because Wayland took the lead in seeking funding for the 2 positions, the positions will exist in Wayland under the supervision of the Health Director and Public Health Nurse. The program will be reviewed periodically to determine the success from Wayland's perspective.
- The Health Director is working with the Board of Health to update health department regulations relative to wastewater permitting and enforcement. While this project was placed on hold during the last year and half due to the COVID-19 pandemic, the Health Director has started work again. It is not clear when the work will be able to be completed.
- The Health Department permits septic systems and private wells. The Health Director is reviewing Health Department regulations to ensure that they comply with current state law and regulations. While this project was placed on hold during the last year and half due to the COVID-19 pandemic, the Health Director has started work again and I will work with her during FY2022 to finish the project.

Information Technology

- Staffing and Department Reorganization
 - The IT Department has been operating at a staffing deficit for most of the past year. With one recent hire and the move of one employee from the Town Administrator's office, the Department will be fully staffed beginning in January 2022.
- Major Projects
 - Billing Software Implementation
 - One of the larger projects undertaken by IT has been the billing software transition to MUNIS, which is the Town's accounting software. The transitioning for excise and real estate tax billing was slated to take place in the 4th quarter of FY2020. The project was postponed because of staffing considerations in the Assessing Department. The project will resume in the 4th quarter of FY2022.
 - IT Infrastructure – Network Switches
 - The IT Department completed upgrades of the Middle School, Public Safety and Town Building network switches. Upgrades of the network switches at the elementary schools scheduled in FY2022 and the High School in FY2023. The Town continues to take advantage of the ERate funding and has received State funding equal to approximately 40% of the total project cost to date.
 - IT Infrastructure – Public Safety Communication
 - The IT Department is working with the Fire and Police Departments with respect to the Reeve's Hill communications upgrade and redundancy project. The Police Department has hired a consultant to help with design and establishing a timeline.
 - Permitting Software
 - The IT Department participated in the selection of a permitting software vendor and is providing support for the implementation. To date, the IT Department has worked closely with the Building Department to roll out the first phases of

permitting for Building and Health Department permits that are single department approvals. I will be meeting with IT to determine a timeline for continued roll-out of land use permits.

- Public Safety CAD Software Replacement
 - IT has worked with the Police and Fire Departments on research and drafting of specifications for a new CAD (Computer Aided Dispatch) software system. The software company that the Town uses suddenly announced that it is discontinuing its business at the end of calendar year 2020, with end of support at the end of calendar year 2021. The Town has entered into a six month support agreement with an offshoot software company being formed with former employees of the CAD software supplier. To date, site visits to various departments throughout the Commonwealth have not yielded a suitable alternative CAD software possibility. I will be meeting with IT, Police and Fire to determine next steps.
- Phone System Upgrades
 - The Library phones upgrade is currently ongoing. The wiring work has been completed. Phones have been ordered but delivery is delayed due to ongoing supply chain disruptions resulting from the pandemic. The project is anticipated for completion by the end of FY2022.
- Cybersecurity
 - Cybersecurity continues to be a top concern for the IT Director with numerous towns across Massachusetts and the country reporting cyber attacks. The Town continues to implement cybersecurity training, with mandatory training for all employees every two years. This project was handled by the prior Assistant Town Administrator in conjunction with IT. Last year, it was handled by IT alone. The project will be transferred back co-management with the Assistant Town Administrator.
- Looking Ahead
 - The IT Department is one that is particularly vulnerable to loss of resources. With each employee responsible for a particular area of service, the loss of any employee is felt deeply by that Department as well as other Town departments. No easy solution presents itself to this problem due to the shortage of qualified employees interested in working in the public sector.
 - Modernization of the Town's IT infrastructure continues to be a priority, as well as modernization of software platforms, including the Town website.

Library

- Staffing
 - Like all other departments, Library staffing is handled through the Human Resources Manager. With the Library open again on a pre-COVID schedule, the work required to staff the Library has returned to pre-COVID levels. The amount of work is related to the number of part-time employees who do not stay in the positions for extended periods. The Library Director has worked with the Human Resources Manager to consolidate part-time schedules and reduce the total number of employees. Qualified Library staff is also difficult to find.
 - The Library continues providing a book pickup service, which it is able at this time to provide with the existing staffing.
- Library Building projects
 - 2020 Annual Town Meeting included an article for construction funds for ADA accessibility to the Library and for a design of ADA access improvements in the Library building. Due to the ventilation work involved in reopening the schools, the Library projects were on hold until the spring of 2021. At this time, the Public Buildings

Director has retained an architect for the ADA access improvements. I will be creating a working group for the balance of the Library Building projects.

- The Five-Year Capital Investment Plan includes repairs to the Library building with funding requested for the 2022 Annual Town Meeting.
- Looking Ahead
 - The interim Town Administrator and eventual Town Manager should continue work with the Library Trustees and the Library Director to address building, technology, administrative, and personnel needs over the next year.

Planning Department

- Projects
 - I worked closely with the Town Planner on a number of projects including:
 - School Bus Parking: The Town Planner worked with me to work with MassDOT on potential alternative sites for parking outside of Wayland. Research into potential Mass DOT properties proved fruitless as was seeking alternative parking with non-profits in Wayland. Finally, the Town Planner worked to lay out a plan for temporary parking at the Town Building, and helped obtain a special permit from the Zoning Board of Appeals. An engineering firm was hired in the summer of 2021 to provide a layout for school bus parking for FY2022, for which a special permit was again through August 31, 2022. I created a school bus parking working group to help resolve the long-term solution for parking school buses in Wayland. A public forum was held to discuss the best location for school bus parking. An RFP for school bus parking should be reissued so that all options can be evaluated before year end.
 - River's Edge: I have assigned the coordination of the various contractors and engineers to the Town Planner. The Town Planner, who is a civil engineer, has done an excellent job. The various components of the wastewater construction project continue on schedule. The Town Planner is also responsible for reviewing contract amendments, invoices, and for completing MassWorks reimbursement requests with one of the Management Analysts in the Town Administrator's Office.
 - Wayfinding and Branding: After appointing a task force to work with the State selected consultant, the Town Planner was given responsibility for leading the task force. A report was produced to the Board of Selectmen. The Board did not find the options presented to be advantageous. A survey will be completed and further work will be scheduled on this project, perhaps in conjunction with the Route 20 work.
 - The Town Planner worked closely to resolve legal issues that have arisen during the course of the year relative to various developments.
- Looking ahead
 - Outdoor dining: The Town Planner worked with local restaurants and food establishments to take advantage of the Governor's order allowing outdoor dining. The Town Planner began work with the Town Administrator and Town Counsel to propose ways to streamline permitting for outdoor dining in Wayland following COVID. Recently, the Planning Board created a subcommittee to review by-law changes to allow for outdoor dining, which are anticipated to
 - Route 20 Corridor: While the project is currently in the visioning stage with the Board of Selectmen, the Town Planner will play a key role in the visioning and implementation of a Route 20 Corridor plan.

- Rail Trail Maintenance and Parking: the Town Planner and I have postponed work on a plan for Rail Trail maintenance and expansion of parking options due to workload. The Board of Public Works has begun work on tree maintenance. An engineering firm should be hired to evaluate rail trail maintenance, safety, and parking.
- Economic Development: The Town Planner continues to work with the Economic Development Committee on bringing new businesses and developments to Wayland.
- The Town Planner, Assistant Town Administrator and I are working on the Housing Production Plan. I have set up a working group to develop the plan. A consultant was retained who has facilitated a survey, townwide forums, and will provide a first draft of the Plan. The Town obtained an extension for submitting its Housing Production Plan. The Town Administrator has set up a working group to develop the plan. A consultant was retained who has facilitated a survey, townwide forums, and will provide a first draft of the Plan.
- Accept Greenways out of Traditions as a public way as planned when developed. No work has been completed on this item.

Police Department

- Staffing
 - Police Chief Hiring: The incumbent Police Chief decided to retire early, prior to the end of his contract. The Police Department has been a department that has required attention following the termination of a sergeant in 2018. 2 years after the reinstatement of the sergeant and following a large investment of time into managing the department, I viewed promoting the Lieutenant to interim Police Chief as the best option for the department. The interim Police Chief was provided management training and additional police training. After almost one year, the Police Chief position was advertised. The interim Police Chief was the successful candidate. At this time, the Town is collecting applications for the Lieutenant position.
 - Staffing for the Police Department also includes staffing for the Joint Communication Center. The Police Department, like the Fire Department, requires attendance at the Police Academy prior to a new recruit being able to start as a police officer. This has not been an issue with low turnover in the Police Department and lateral applicants from other police departments. Staffing at the Joint Communication Center has been a challenge and the turnover is high. Dispatch also requires extensive training prior to employees being able to start. Employees interested in becoming police officers often start in dispatch then leave when a police opportunity arises. Others leave because of the difficulty of the job. A compensation study completed in FY2021 may help address issues with dispatch staffing, with a goal of adjusting compensation, as appropriate for the FY2023 budget.
- Public Safety Communication Infrastructure
 - As a result of a lightning strike at Reeve's Hill during the summer of 2019, where public safety lost its radio communication, the immediate need to upgrade the communication system and to create redundancy became apparent. The work to provide the Town with the necessary public safety communication infrastructure has been identified and is being implemented over multiple years. The update to this project is provided in the Fire Department section.
- Hazard Mitigation Plan
 - The Plan was accepted by the State and Federal Emergency Management Agencies. The Town will use the HMP as a guide for hazard mitigation projects.
- Emergency Management and Preparedness

- The Police Department has completed the first step of updating the Town's Comprehensive Emergency Management Plan (CEMP). The project was put on hold during FY2021 due to workload. The Police Department will continue work on updating the CEMP in FY2022.
- Looking ahead
 - Working with the new Police Chief to ensure a smooth departmental transition will be a top priority.
 - Maintaining an adequate infrastructure for public safety communication and emergency preparedness plans will also continue to be a priority next year.

Public Works Department

- Staffing
 - Keeping workers in the Water Division will continue to be a problem for the Department of Public Works. The Water Division continues to operate with fewer than the necessary number of employees to cover the 24/7 operation. The Town's pay scale and willingness to train were the primary factors established last year for employee attrition. The Town invests in training but pays less than comparable communities. The Water Superintendent, Public Works Director, Human Resources Manager and I performed a survey of comparable communities to determine pay scale. After reviewing the results, a new pay scale was established for the Water Division. The Human Resources Manager and I worked with the Personnel Board for approval of the new pay scale, which was included in the Teamsters collective bargaining negotiation.
 - The Department of Public Works has also had difficulty hiring and keeping other non-office employees. The pay scale was reviewed with additional steps added for longer serving employees was negotiated as part of the Teamsters collective bargaining.
- Projects
 - Route 27 Bridge: MassDOT helped with repairs and temporary resurfacing of the deck on the bridge following an unexpected immediate need to repair the bridge on Route 27, saving the Town a significant expenditure. The Town anticipated completing the reinforcement work under the deck and final resurfacing during the construction season in 2021. The project was bid three times before the Town obtained a bid that could be accepted. The balance of the work will take place beginning in the spring of 2022.
 - Stonebridge Road Bridge: an inter-municipal agreement was signed with Framingham to share the cost of repair of the bridge. A question was raised whether the Town can and should pay for half the cost of repair of the bridge which connects Wayland to Framingham but is less than half in Wayland. The project has been on hold as a result.
 - Sedgemoor Road water main: the Sedgemoor Road water main suffered numerous breaks over the course of the last few years. The main was prioritized for repair in the summer of 2021. The project was bid and the work completed.
 - Dudley Pond Boat Launch: the project is unable to proceed because the Town has not perfected title in the properties on which the boat launch will be built. The DPW applied for the CPA funding for this project, which was initiated by the Board of Public Works. Since the Board of Public Works does not have jurisdiction over the property, the Board of Selectmen should review the project.
 - Work order system: the DPW will be implementing a new work order system. This will allow for better tracking of maintenance of assets. The DPW Director and I are currently working on procurement of a system. This is similar to the work order systems for IT and Facilities.

- Transfer Station
 - The Transfer Station was funded through a revolving fund that had been insolvent for a couple of years. The Finance Director and I proposed that the Revolving Fund be dissolved and that the Transfer Station become a division of the DPW. Alternatively, the Transfer Station could become an enterprise fund with a Town subsidy. After working with the Board of Public Works, the Board preferred an Enterprise Fund, a decision supported by the Board of Selectmen at the 2021 Annual Town Meeting.
- Water Enterprise Fund
 - The Advanced Meter Infrastructure project was bid and placed on hold during COVID-19. When the project was restarted in the spring of 2021, it was discovered that the Town had not obtained a lease for installation of the water meter reading apparatus on the Reeves Hill cell tower nor had authorization from Town Meeting been obtained. I am currently working with Town Counsel on a potential alternative to a lease. The installation will proceed either after Town Meeting authorizes the Board of Selectmen to enter into a lease agreement with the entity that is leasing the tower from the Town or an alternative legal mechanism to obtain rights to place the Town's equipment on the cell tower has been negotiated and approved.
- PFAS
 - In the spring of 2021, the Town found that it had exceeded the PFAS regulated level at the Town's Happy Hollow wellfield. The Town has worked diligently to provide a short-term solution for the removal of PFAS from the drinking water produced at the Happy Hollow wellfield. The Town has also hired an engineering firm to help develop a long-term solution, including a potential connection to MWRA. The PFAS remediation work has included setting up a new web page on the Town's website to provide information to residents, working with MassDEP on a permitted short-term solution, working with three separate consultants and multiple contractors to construct a short-term solution to remove PFAS from the drinking water provided from the Happy Hollow wellfield, investigating the potential source of PFAS, and begin work on a long-term solution.
- Potential MWRA Connection
 - An engineering firm has been hired to review the Town's options and costs associated with connecting to MWRA. A presentation was made to the Board of Public Works and a report is anticipated during the winter of 2021-2022 with townwide discussion to take place in the spring. The Board of Public Works need to involve the interim Town Administrator and Board of Selectmen in the process sooner rather than later. Among items that should be reviewed with the interim Town Administrator and Board of Selectmen: any agreement with the MWRA, any agreement with Natick for a joint application and other joint activity with respect to negotiations with MWRA, review of information provided by the consultant (specifically regarding water usage and water bans), any agreement with Framingham regarding infrastructure to connect to MWRA. Other topics will come up.
- Looking ahead.
 - Review of the funding needs to comply with the Town's MS4 permit to ensure an adequate level of funding, including potential stormwater fees, was put on hold and will be restarted based on the Town's MS4 permit. To date, the cost of the permit have been included in a separate line in the Town's operating budget.
 - The possibility of connecting to MWRA will be reviewed by Board of Public Works in connection with long-term removal of PFAS from the Town's drinking water supply. Whether the Town connects to MWRA or opts for a long-term solution to removal of PFAS in Wayland, a warrant article is anticipated for the 2023 Annual Town Meeting.

Recreation Department

- Staffing
 - The Recreation Director and Human Resources Manager reviewed the positions within the Recreation Department for equity. Issues were brought to my attention and the attention of the Personnel Board.
- Oxbow Field Project
 - Closure for the project took place during the first part of 2021, with Recreation field use in the summer of 2021. The legal, design, and construction issues since the project started approximately five years ago continue. Additional funding is sought at the 2022 Annual Town Meeting to close out any potential lingering legal issues.
- Loker Field Project
 - The Loker Field project permitting was finished. The article for funding of the turf field failed at the annual 2021 Annual Town Meeting. Following a Special Town Meeting in September 2021, additional funding for a grass field at Loker was appropriated. The consultant firm that designed the Loker turf field has agreed to continue work on the project. Design will begin shortly. A debt exclusion is anticipated in the spring of 2022, with a warrant article seeking appropriation at the 2022 Annual Town Meeting. Permitting will need to be amended to account for grass in lieu of turf. The schedule for construction will depend upon the outcome of the 2022 Annual Town Meeting and the debt exclusion vote.
- ADA Accessibility of Playgrounds
 - The ADA accessibility of playgrounds in Wayland has been raised as an issue. While the Town provided accessibility enhancements to certain specific playgrounds in the past year, the enhancements have only somewhat improved the accessibility of the playgrounds. Funding to upgrade the Claypit Hill and Happy Hollow elementary schools was obtained at the 2020 Annual Town Meeting. Due to COVID-19 supply chain disruptions, the playgrounds were not able to be finished prior to the fall school start. Work was completed for the Happy Hollow playground within one week of school opening. The new playground structure at the Claypit Hill school was installed in early fall. Engineered wood chips and grass mats for accessibility have been installed temporarily for use during the school year. The poured-in-place material will be installed in the summer of 2022. The next playground for enhancement is the playground at the Town beach, with design funding requested at the 2022 Annual Town Meeting.
- Programming
 - The pandemic has significantly affected the services provided by the Recreation Department. Like the Council on Aging, the Recreation Department has shifted some of its programming. Program participation continues to be high and the Department continues to be successful in its offerings.
- Looking ahead
 - Town Meeting has appropriated multiple design and study funds for the renovation or addition of playing fields. The designs should be completed to allow inclusion in the FY2023 Draft Five-Year CIP and for appropriation of projects at the 2023 Annual Town Meeting.

School Department

- Projects
 - A substantial amount of work was required to adjust procurement and construction schedules during the summer of 2021 in the face of supply chain issues and labor shortages.

- A substantial amount of contract negotiations was also involved with respect to the delay of the Loker Roof, including agreements to extend the contract and store materials, which have all been pre-purchased in anticipation of the project being completed in the summer of 2022.
- The Public Buildings Director and I worked with an architect and engineer on a ventilation study of every space in every school in response to DESE guidelines for school reopening in the fall. This effort required a substantial amount of time and resulted in shifting summer projects that had been scheduled for the summer of 2020 to the summer of 2021.
- Human Resources/Benefits Support
 - The Human Resources Manager, the Benefits Administrator and I provided human resources and benefits management support to the School Department on an on-going basis during the 2020-2021 school year, especially relative to employee on-boarding, seasonal staff, temporary hires, health insurance, post-employment benefits. With the 2021-2022 school year, support of school functions continues but the Town and School Department are not coordinating as well.
- COVID-19
 - The pandemic has required that a significant level of Town resources be redirected to serving the School Department.
 - Health Department: training, contact-tracing, healthwatch
 - Fire Department: training, substitute nurse if appropriate
 - Treasurer and Finance: reimbursements for fees collected for cancelled programs
 - Youth and Family Services: counseling and programming, especially with substance abuse
 - Facilities: cleaning, moving, storage, ventilation and other building upgrades
 - Town Administrator: school reopening plan, employee mandates, training, supervision of facilities projects, unemployment and furloughs, resolution of financial shortfalls in various funds, and participation in health and safety protocol development
- Looking Ahead
 - Recent months have seen a setback in the coordination and streamlining of school and town functions, most notably in facilities and human resources, and less noticeably with respect to the budget. With passage of the Town Manager Act, the Town should review once again the administrative and financial functions that can be shared and streamline the functions for greater and better delivery of services.
 - The School Department has indicated a need for substantial renovation or building of a new elementary school. The process is governed by MSBA. The

Town Clerk

- Elections
 - The Town Clerk's Office continued to be particularly hard hit by COVID-19, since much of the work involves in person transactions. The Town Clerk also ran the State/Presidential election following pandemic election rules. The election included vote by mail, which was particularly challenging from a staffing and quality control perspective. As with many other communities that have multiple precincts, the incorrect ballot was sent to some residents. The error was discovered and, after consultation with Town Counsel, press releases were drafted and other notifications were provided to residents. The Town demonstrated no unusual error rate in the

ballots at election time. All Town Departments contributed staff and the Town Clerk, once again during COVID, trained almost all new election workers for the elections.

- Looking Ahead
 - Staffing will continue to be challenging in the Town Clerk's office. The Town Clerk has stated that she will not stay on after her term ends 7 days after 2022 Annual Town Meeting. There is an acute shortage of qualified applicants for many positions. This position will be particularly difficult to fill because of the specialized knowledge required. A plan to have 2 Assistant Town Clerks temporarily has been approved by the Board of Selectmen and the Personnel Board
 - Board and Committee membership
 - The Town Clerk swears in all newly elected or appointed officials and communicates the information to IT and the Town Administrator's office. A system for ensuring that correct up-to-date information is shared by all offices needs to be developed and followed.
 - Reprecincting
 - The Town has been asked to reprecinct based on 2020 census data. The precincts are balanced without reprecincting.
 - The State Legislature will also look at redistricting.
 - Following meetings with the Board of Selectmen, the Secretary of State and the Sate Legislature, the Town was able to develop a reprecincting plan that avoids any sub-precincts that are in different districts.

Treasurer/Collector's Office

- Staffing
 - The Treasurer/Collector office staffing continued to be a challenge, but we were able to find a full-time qualified Assistant Treasurer/Collector after 5 years. We continue to believe that 3.0 FTE is an adequate staffing level. The Town will supplement staff with contractual help, as needed.
- Cash Reconciliation
 - The Town's cash reconciliation continues to be an issue. The Town continues to supplement Treasurer/Collector staff with contractual help. In the next fiscal year, the Town should have a contract with the contractual firm to ensure that reconciliations are completed. The cash reconciliation was not completed timely for FY2021, delaying the Town's annual audit this year. It should be noted that this issue is not new for the Town, but has existed at least for the last 10 years.
- Tax Billing Implementation
 - The MUNIS Tax Billing implementation was postponed to the end of FY2022.
- Looking ahead
 - The Town will be implementing MUNIS for the excise and real estate tax billing for FY2023, a project that was delayed for the reasons stated in the IT section of this memorandum. The Assistant Town Administrator or interim Town Administrator or Town Manager will need to take a more active role in this phase of the project as any issues could have significant impact on the Town. The need for a more active role is based on the issues that arose during and immediately following the implementation of MUNIS utility billing.

Youth and Family Services

- Staffing
 - At the 2021 Annual Town Meeting, the Town funded the substance abuse coordinator position, which had previously been grant funded, as well as additional counseling

services. The Town hired a new substance abuse coordinator for the start of the school year in September 2021, as planned. The Town has provided the additional counseling services by increasing the hours of existing staff from part-time to full-time.

- Services
 - At the request of the Youth advisory Committee, I have continued working closely with the Youth and Family Services Director in a mentoring capacity with respect to the operations and administration of the Department. The Department is doing well in its work closely with many segments of the community and with the School Department.
 - The Youth and Family Services Department has been operating entirely remotely since the start of the pandemic. This Department has been the only Department able to be able to work completely remotely and is still maintaining many remote functions.
 - The requests for all services have increased, but, to date, the Department has been able to meet them with additional hours provided by existing staff.
- Looking ahead
 - The Youth and Family Services Director has reported that mental health service needs are increasing. The Department has consequently shifted from longer term counseling services to shorter term services and referrals. The primary drivers for a need for increased services are stress/anxiety surrounding COVID. With recent events at the Middle School, Youth and Family Services is also handling a couple of tough cases and an uptick in requests from students and families. Usually, the Department sees an increase in services before holidays and a slow down following. There is no sign of slowing down at this time. The Director has continued working with me to determine how best to meet the demands of the community. He is looking at possibly subscribing to Inservice Service in addition to the HRS contract. The Inservice Service will provide access to more therapists to members of the community.
 - I had asked the Director to look at the possibility of billing for services provided. He has surveyed other communities and has reported that other Towns do not bill for services. He found 2 cities that are doing some billing. Both cities had a different service model with dedicated office staff. Too much time would be required or the hiring of additional staff which would be a change to the model of service delivery and would also open the question of the desired level of services.
 - Upcoming in the spring, Youth and Family Services is preparing its Youth Substance Abuse Campaign. The Department is working with the students in diversion. It is also planning events and mailing, as well as working with youth groups at the Middle School and High School
 - The Department is planning for the Domestic Violence Roundtable, with the White Ribbon even planned in January and a Community Wide Event in March with a speaker on the topic of the culture of toxic dominance.
 - The Department is not yet sure how it will hold the Internet Safety and Technology days events with the elementary schools and elementary school students. In-person programming at each of the school is preferred, but with the COVID surge, it is not clear what will happen.
 - The MetroWest Adolescent Survey data will be released in March with overall information for all communities. The Department will schedule school communities and townwide discussions.

3. Town Administrator's Office

When reviewing the Town Administrator's Office goal accomplishments, I include the Town Administrator's Office staff, which includes the Assistant Town Administrator, the Human Resources Manager, the two

Management Analyst assigned full-time to the Town Administrator's Office, the Management Analyst assigned to the Facilities Department , and the Benefits Manager, in addition to the Town Engineer.

Human Resources

The Human Resources Manager is responsible for all aspects of human resources management. In the last year, she was beginning to be trained on union negotiations.

The Human Resources Manager averaged six simultaneous open recruitments in various stages, from job postings to on-boarding. She has completed a review of policies and procedures relative to employee training and has started a discussion with the Personnel Board and myself on updates needed to other policies and procedures. She handled all employee-related personnel, managing most herself and bringing only the most difficult or those with potential legal implications to the Town Administrator. She administered special programs, such as FMLA. During the past year and a half, much of her work hours was taken up by training and updating policies and procedures and addressing expanded FMLA and other benefits-related questions due to the pandemic. The Human Resources Manager processed the Town's payroll and maintained the reports required under State and Federal laws. She also handled retirement benefits with the help of the Benefits Manager. She administered unemployment claims as well as workers' compensation and injured on duty. The unemployment claims totaled in the hundreds and were managed to reduce the Town's liability. She and I consulted daily on the various issues that arose in her office.

In the past year, the Human Resources Manager has presented job description updates as jobs have become vacant. With my input and the Assistant Town Administrator's help, the HR Manager issued the Town's first compensation and classification study in at least ten years. The studies requested were for DPW, AFSCME (all), and Library. The results are being evaluated and will result in changes to compensation for certain positions. We also performed a compensation and classification study ourselves for the Water Division. The results were presented to the Personnel Board and Board of Selectmen and the compensation tables were included in the Teamsters' collective bargaining agreement.

A second compensation and classification study will be issued this year for the IT Department and the Town's management and clerical staff.

Assistant Town Administrator/Procurement

The former Assistant Town Administrator was responsible for administering the Town's procurement. She worked to review purchasing requisitions to determine if the procurement process had been followed. With her departure, the procurement process has been modified, eliminating the Assistant Town Administrator from Purchase Order review, focusing the Assistant Town Administrator instead on large projects that require a procurement process and follow up project management. The Assistant Town Administrator managed COVID pool testing for the School Department, PFAS procurements including DCAMM waivers, Sedgemoor water main replacement, AMI installation, Route 27 Bridge, school bus transportation, and the Housing Production Plan consultant.

The Assistant Town Administrator has primary liaison responsibility for many committees, such as the Historical Commission, Route 20S Landfill Visioning Committee, and the Surface Water Quality Committee among others. He provides administrative and operational support where needed for these committees. He also is primarily responsible with the Town Planner for the Town's affordable housing administration.

While the prior Assistant Town Administrator was also responsible for Town Meeting logistics, including coordinating planning meetings, securing vendors for the handheld voting and the audio visual equipment, this function has been moved to the Public Buildings Director and myself.

Looking at next year, Cybersecurity training will remain a responsibility of the Assistant Town Administrator that will require significant attention.

Management Analysts

Both management analysts will be new as of January 14, 2022. One management analyst started on January 3, 2022, the second will start January 18, 2022. The two positions split the work in the Town Administrator/Board of Selectmen office. One of the Management Analysts is responsible for administering the Board of Selectmen's regulatory activities. With supervision from the Town Administrator, she ensures that all liquor licenses, business licenses, and other regulated activities, such as signboards, comply with applicable laws, policies and procedures.

She is responsible for collecting the various reports of committees and drafting the Annual Report. She also is responsible for the administration of all requests for public documents. She maintains the Town's emergency contact list and attends Department Managers meetings.

She has also been assigned responsibility for quarterly follow-up with Department Managers on capital projects, resulting in the Town's continuing ability to close out older projects and keep projects moving.

The Town Meeting warrant responsibility has been transferred to the second Management Analyst, with logistics support becoming the responsibility of the Management Analyst working in Facilities. Both these Management Analysts started right when the pandemic shut-down was taking place and have had their job duties change substantially, including supporting the administrative needs of almost every committee and board, with scheduling, posting and monitoring of activities under pandemic protocols. This last task has taken much time during the pandemic.

The second Management Analyst is responsible for Board of Selectmen agenda and agenda packets, all accounts payables activities for the Town Administrator's office and support of smaller departments as needed, such as Conservation and Council on Aging. He is also the primary person responsible for responding to resident inquiries. Board of Selectmen agenda packets includes the preparation of the packet and all follow-up from the meeting.

The Management Analyst in the Facilities Department is providing accounts payable and procurement support. As pandemic activities eventually wane, he will be trained in further procurement support, freeing up time for the Public Buildings Director and the Town Administrator to focus on other management items.

Benefits Manager

The Benefits Manager provides support to all Town employees, including school employees. She is responsible for implementing the Town's benefits and serves as an alternate to the Town Administrator on the Board of the West Suburban Health Group. The primary concern with this position continues to be succession planning to make sure that someone has knowledge and training in all aspects of the position. This year especially, with the loss of one of the WSHG health care providers, the workload has increased and we will see another marked increase next year.

Town Administrator Additional Activities

Collective Bargaining

In addition to the work described above, the Town Administrator is responsible for the Town's collective bargaining, in conjunction with the Personnel Board. Wayland is a highly unionized town with almost all employees belonging to unions. With the help of the Personnel Board, I successfully negotiated a three-year successor agreement with the Teamsters, and the Library unions. AFSCME1 and AFSCME2 bargained a one-year COLA with continuing negotiations and review of the compensation and classification study. Negotiations with the Firefighter union are being transferred to the JLMC for arbitration. An Agreement with AFSCME1 and AFSCME2 is anticipated prior to 2022 Annual Town Meeting. Negotiations with the Town's PEC have started and will need to be carried forward. The negotiations are complicated by the changes in health insurance carriers in FY2023 and FY2024.

COVID-19

The pandemic significantly disrupted Town functions during the year and consumed much of the last year's activities. The silver lining of the pandemic was the need to immediately develop Continuity of Operations Plans for all Town Departments. A binder includes these plans which should be updated by the interim Town Administrator or the Town Manager.

Following the Town building reopening, and the start of school in the fall, employment-related issues burgeoned during the pandemic from sick and quarantine time to child care issues to high risk accommodation.

During the year, I continued to hold regular meetings with Department Managers to provide the Town with a coordinated response to the pandemic. In addition, I served with the Public Buildings Director on a COVID School Safety Committee that included school union leadership, and members of the School Committee and school administration. As Town Administrator, I was responsible for developing and signing off on all safety protocols for Town governmental entities, with the exception of school instructional protocols. With the lifting of the State and local states of emergency, the responsibility shifted to the Board of Health. With a new Superintendent of Schools, the COVID School Safety Committee was also disbanded and the responsibility shifted to the Superintendent.

A substantial amount of work was required to coordinate vaccination clinics, both at the local and regional level. This work will continue to be used as the pandemic progresses, as booster vaccines continue to be administered.

Budget

From a budget perspective, Wayland ended FY2021 with a greater than anticipated surplus as the result of a reduction in spending and other budgetary controls after the start of the pandemic. The Town must remain vigilant of its budget in FY2022 with Town Departments maintaining expenditures at lower than budgeted. Many other communities experienced budget shortfalls. The Town took advantage of the CARES Act funding and was able to apply for and obtain almost all of the funding available to Wayland. The final reconciliation for the CARES Act funding is now due to reconcile the amount that was applied for with the amount that is being received.

ARPA funding needs to be allocated. This is a responsibility of the Board of Selectmen.

Legal

I serve as the primary point of contact to the Town Counsel. The Town has a number of lawsuits pending at various stages of litigation. A status update of all pending litigation will be provided to the Board of Selectmen in executive session. An update of other legal matters will be provided on January 18, 2022 after meeting with Town Counsel.

Miscellaneous Committees

Surface Water Quality Committee: the Committee requested that the Board of Selectmen include a pond weed harvester in the CIP, which has been included. A bid will still need to be issued and staffing of the equipment will also need to be determined so that it is unlikely that the harvester will be available for use next summer.

Energy and Climate Committee: The ECC is working with the Town Administrator on energy aggregation of electricity for the Town. The RFP for consulting services has been issued and will be awarded shortly. The process is anticipated to take 2 years prior to any energy contract being offered. The ECC has also started work on a Climate Action Plan. The Action Plan will require substantial public input and meetings.

Looking Ahead

Economic development must continue to be a top priority for FY2022. The Town's revenues are limited unless economic development can be unlocked. The River's Edge project will contribute much needed revenue to meet the needs of the community. However, this is only one project. Encouraging development should remain a top priority as well as working with businesses on creating a more business friendly climate. FY2022 will be a challenging year with the COVID-19 pandemic resurging and its certain economic consequences.

Affordable housing continues to be a priority. The Board of Selectmen will need to determine whether to allow the 212 Commonwealth property to be sold at auction, request that Town Meeting transfer the property to the Board of Selectmen and issue a proposal for the sale of the property with proceeds to be transferred to the real estate fund or that the property be developed. The Town also has an opportunity to bid on the Launcher Way property owned by the Department of Defense. Funding is being sought through CPA and a Town Meeting article prepared to allow for the purchase of the property. The Board of Selectmen signed the LAU application for the 12 Hammond Road property. The project will need to be monitored as it goes forward.

HEALTH INSURANCE INCENTIVE WAIVER PROGRAM

GUIDELINES

~~July 1, 2019 – June 30, 2022~~2022

- Benefit eligible employees not participating in a Town sponsored family or individual health insurance plan will receive a Health Insurance Incentive Waiver payment of six hundred dollars (\$600) per year as follows:
 - ❖ Town Employees (Bi-weekly 12 mo) – 24 installments of \$25.00
 - ❖ School Employees (Bi-weekly 12 mo) – 24 installments of \$25.00
 - ❖ School Employees (Bi-weekly 10 mo) – 24 installments of \$30.00
- Employees participating in Town sponsored family and individual health insurance plans have the option to drop their health insurance coverage and participate in a Health Insurance Incentive Waiver program.
- To be eligible to participate in the Health Insurance Incentive Waiver program, current employees must have been enrolled as a subscriber in a Town sponsored health insurance plan within the previous 12-month period prior to applying for the waiver payment. Employees enrolling in a Town sponsored health plan ~~as of July 1, 2019,~~ must be enrolled for a period of 12 months before applying for the incentive waiver.
- Employees who were approved for the 2016-2019 waiver plan are required to re-enroll in the ~~2019-2022,~~ waiver program. Such employees will be bound by the terms and conditions of the ~~2019-2022,~~ plan~~–, such as: for the first three (3) fiscal years enrolled into the waiver program the annual incentive payment for a Family Plan will be \$4,000 and \$1,800 for an Individual Plan. Effective July 1, 2022, or after three (3) fiscal years enrolled into the waiver program, the annual incentive payment is reduced for a Family Plan to \$2,000 and \$900 for an Individual Plan.~~
- ~~Employees who opt to participate in the program agree not to exercise their option to enroll in a Town sponsored health insurance plan for a 3-year period beginning July 1, 2019 and continuing through June 30, 2022 or for a designated approved period which shall expire on June 30, 2022.~~
- In order to participate in the HIIW program, newly enrolled employees must complete the attached Health Insurance Waiver Incentive application and provide proof of health insurance from another provider within 30 days of the application date, otherwise enrollment approval and waiver payments may be delayed.
- Employees who opt-out of Town sponsored health insurance and who provide proof of coverage will be eligible to receive a waiver incentive as follows:
 - An employee subscriber with a Family Plan will receive an incentive of ~~four two~~ thousand dollars (~~\$4,000~~2,000) per year paid as follows:
 - ❖ Town Employees (Bi-weekly 12 mo) – 24 installments of ~~\$166.67~~83.34
 - ❖ School Employees (Bi-weekly 12 mo) – 24 installments of ~~\$166.67~~83.34

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- ❖ School Employees (Bi-weekly 10 mo) – 20 installments of \$~~200.00~~100.00

An employee subscriber with an Individual Plan will receive an incentive of ~~eighteen-nine~~ hundred dollars (\$~~1,800~~900) per year as follows:

- ❖ Town Employees (Bi-weekly 12 mo) – 24 installments of \$~~75.00~~37.50
- ❖ School Employees (Bi-weekly 12 mo) – 24 installments of \$~~75.00~~37.50
- ❖ School Employees (Bi-weekly 10 mo) – 20 installments of \$~~90.00~~45.00

Employees applying for the waiver after July 1, ~~2019~~— each fiscal year will be eligible for a pro-rated waiver amount based upon their date of acceptance.

This waiver incentive is subject to taxes and regular withholdings as required by law.

The first waiver installment will be paid with the first pay period of ~~Fiscal 20~~the fiscal year or date of acceptance for new enrollees. Installments will continue until such time as the program concludes or until an employee re-enrolls in a Town sponsored health insurance plan due to a qualifying event (see below). Employees who re-enroll in a Town sponsored health insurance plan ~~during this 3-year period~~ due to a qualifying event as described below, will not receive any further incentive installments following re-enrollment in a Town sponsored health insurance plan ~~for the remainder of the program~~.

- Where spouses are employed by the Town and/or the School Department and where both spouses are eligible for family health insurance coverage, only one spouse shall be eligible to participate in the incentive waiver program for the family plan incentive.
- Employees who apply for an incentive waiver after July 1, ~~2019~~2022 will be considered for acceptance at the discretion of the Town Administrator.
- Employee who choose to participate in the waiver program may re-enroll in a Town sponsored health insurance plan ~~during the 3-year waiver period~~, only if the employee has a qualifying event as recognized in the plans' underwriting rules. The qualifying events are as follows:
 - 1) Marriage or divorce
 - 2) Birth or adoption of a child
 - 3) Death of a family member
 - 4) Loss of coverage through no fault of the employee or subscriber
 - 5) Change in hours which results in a change of employment status.

In order to re-enroll in a Town sponsored health insurance plan, an employee must notify the Benefits Manager within 30 days of the qualifying event(s) and provide written documentation of the same. When an employee re-enrolls in a Town sponsored health insurance plan, all waiver incentive installments shall cease. Annual open enrollment periods are considered to be a qualifying event. *

- An employee who opts to participate in the program is not eligible for a waiver incentive payment until his/her health insurance account balance is settled. (**HIW Policy Program updated by the BOS on July 20, 2020**)
- The Health Insurance Incentive Waiver program is intended to reduce the Town's health insurance costs. If the program does not generate sufficient cost-savings, the program may

be terminated at the sole discretion of the Town. Participating employees shall be given notice of such termination in order to permit participating employees sufficient time to elect coverage through a Town sponsored plan during the Town's open enrollment period.

- The Town will make reasonable rules and regulations required to implement and administer the program. The Town reserves the right to make additional reasonable rules and regulations to maintain the program. This Health Insurance Incentive Waiver program shall comply with all applicable state and federal laws pertaining to health insurance.
- Any issues or disputes that arise regarding enrollment periods or rules and regulations relating to implementation of the program shall be reviewed by the Town Administrator. His/her determination shall be final and binding.

* This change was made as an accommodation during the COVID-19 public health crisis.

ARTICLE LIST 2022 ANNUAL TOWN MEETING

Article	Article Name	Status	Sponsor	BoS Assignee	FinCom Assignee	Position BoS	Position FinCom	BoS Goal relates to	Tasks to be completed
A	Recognize Citizens & Employees for Particular Service to Town	submitted	Board of Selectmen						
B	Pay Previous Fiscal Year Unpaid Bills	submitted	Board of Selectmen						
C	Current Year Transfers	submitted	Board of Selectmen						
D	OPEB Funding	submitted	Board of Selectmen						
E	Enterprise Fund Budget		Board of Selectmen						
F	Fiscal Year 2023 Revolving Fund Expenditure Limits	submitted	Board of Selectmen						
G	Compensation for Town Clerk	submitted	Board of Selectmen						
H	Personnel Bylaws and Wage & Classification Plan	submitted	Board of Selectmen						
I	Surface Water Quality Committee Budget	submitted	Board of Selectmen						
J	FY 2023 Omnibus Budget		Finance Committee						
K*	<i>New Stonebridge Resolution – expenditure of funds</i>								
L*	<i>Outdoor Seating bylaw</i>								
M*	<i>Purchase of Land at Town Center</i>								
N*	<i>CoA/CC Construction</i>								
O*	<i>Loker Grass Field Construction</i>								
P*	<i>Lease of Cell Tower at Reeve's Hill</i>								
Q*	<i>Purchase of 212 Cochituate Rd</i>								
R*	<i>Solar at the Route 20 North Landfill</i>								
S*	<i>Purchase of Launcher Way</i>								HSO to investigate

ARTICLE LIST 2022 ANNUAL TOWN MEETING

Article	Article Name	Status	Sponsor	BoS Assignee	FinCom Assignee	Position BoS	Position FinCom	BoS Goal relates to	Tasks to be completed
T*	<i>Bylaw Chapter 19-3</i>								
U*	Wastewater <i>Capital</i> Budget Request								
V	Choose Town Officers	submitted	Board of Selectmen						
W	Hear Reports	submitted	Board of Selectmen						
X	Sell or Trade Vehicles and Equipment	submitted	Board of Selectmen						
Y	CPA: Set Asides		Community Preservation Committee						
Z	Conservation Cluster By-Law								
AA	Accept gifts of Land								
BB	Amend Chapter 77. MAHT Fund	submitted	Municipal Affordable Housing Trust						

Appendix	Appendix Name	Status	Tasks to be completed
A	Moderator's Rules and Regulations		
B			
C			
D			

Article Title:	Accept Gifts of Land	Estimated Cost:	\$0
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Article Description (final language to be provided by Town Counsel based on description provided):

To determine whether the Town authorizes the Board of Selectmen, with approval by Town Counsel as to form, to acquire by gift, purchase, eminent domain or otherwise, for general municipal purposes, on such terms and conditions as the Board of Selectmen deems appropriate, land including the fee or any lesser interest in all or any part of the parcels of land and the buildings and other structures, on and off LOCATION, identified as Lot X-X, shown on a plan prepared by the Town Surveyor entitled “XXX” dated July XX, 20XX and recorded with the Middlesex South Registry of Deeds as Plan XX of 20XX, and Parcel XX, and further to authorize the Board of Selectmen to execute any and all documents as may be necessary or convenient in relation thereto or take any action relative thereto.

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):

Proposer’s Comments (if needed, 150-word limit per Town Code):

Contact Information for Publication in Warrant			
Contact Person Name:	Louise Miller	Contact Person Phone:	508.358.3620
Contact Person Town Email:	lmiller@wayland.ma.us		
Proposing Board Information			
Board Name:	Board of Selectmen		
Board Vote (Quantum) to Submit Article:		Date of Board Vote:	
Signature of Board Chairperson:		Date:	



TOWN OF WAYLAND
SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING
Attach extra pages if necessary

Article Title: APPROPRIATE FUNDS TO CONSTRUCT A NEW COUNCIL OF AGING COMMUNITY CENTER **Estimated Cost: \$15,000,000.00**

Article Description (final language to be provided by Town Counsel based on description provided):

To determine whether the Town of Wayland (“Town”) will vote to:

- 1) raise and appropriate, transfer from available funds, or borrow the sum of fifteen million dollars (\$15,000,000.00) for the design, engineering, construction, equipping, and furnishing of a new Wayland Council of Aging Community Center (“COACC”) to be located at the Municipal Parcel and adjacent parcels of land located on and off Boston Post Road and Andrew Avenue in Wayland, Massachusetts shown as Lot 4-1, Lot 8-1, Lot 9-1B, Parcel R-20-1, among others, shown on a plan prepared by the Town Surveyor entitled “Plan of Land Wayland, Massachusetts Showing Proposed Municipal Parcels” dated July 21, 2015, and recorded at the Middlesex South Registry of Deeds as Plan 616 of 2015, a copy of which plan is on file in the Office of the Town Clerk, and any and all incidental and related costs, including but not limited to, site evaluation, engineering and design services, and project management services for the design, bidding and construction, including but not limited to schematic and final design, construction documents, and bidding and construction oversight, building demolition and site preparation, paving, and landscaping, and to authorize the Board of Selectmen to expend these funds, without further appropriation, but with the approval of the Permanent Municipal Building Committee;
- 2) determine whether such appropriation shall be funded by taxation, by transfer from unappropriated funds, transfer from available funds already appropriated for another purpose, by borrowing under Massachusetts General Law Chapter 44 or other enabling authority, or otherwise;
- 3) authorize the Treasurer, with the approval of the Board of Selectmen, to borrow said sum pursuant to G.L. c. 44, sections 7 or 8, or any other enabling authority, and issue bonds or notes of the Town therefor;
- 4) authorize any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, to be applied to the payment of costs approved hereunder in accordance with G.L. c. 44, section 20, thereby reducing by a like amount the amount authorized to be borrowed to pay such costs;
- 5) authorize the Town Administrator/Town Manager to take any action necessary to carry out this program; and
- 6) provided, however, that no funds appropriated under this article be expended until the Town of Wayland acquires control of the named parcels and achieves satisfactory environmental testing for PCBs as requested at the November 9, 2015 Special Town Meeting.

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):

A Council on Aging/Community Center (“COACC”) has been a Town priority for many years. The Council of Aging/Community Center Advisory Committee (“CoA/CCAC”) worked on a proposed project at the Wayland Town Center (“Town Center”) as far back as May 2015. Town meeting has twice appropriated funds for a COACC to be built at Town Center. The project at the Town Center initially involved using the existing approximately 12,232 square foot building on the so-called “Municipal Parcel” and use of three adjacent parcels. This area is at the westernmost portion of Town Center. As of this writing, the Town has not been able to negotiate acquisition of the Municipal Parcel or the adjacent parcels, which are needed to build an adequate facility. However, negotiations have been ongoing for several months now, and the parties are hopeful an agreement can be reached soon. The Council on Aging sought consideration of other locations within the Town to build a COACC. Most recently, at the



TOWN OF WAYLAND
SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING
Attach extra pages if necessary

2021 Annual Town Meeting, at the urging of the Council on Aging (“CoA”), residents voted to authorize the Board of Selectmen to acquire land behind the current X-Golf business at Town Center for the eventual construction of a COACC. Those negotiations have been unsuccessful, and no agreement is expected.

Passage of this article will authorize the appropriation of \$15,000,000.00 to build a new COACC at the municipal parcels, located on the western most portion of the Wayland Town Center. The cost of the project is expected to be _____.

The proposed COACC will be a _____, _____ square foot, building.

Community centers provide people of all ages the opportunity to work, play, and, most importantly, to gather and strengthen their connections to one another. This will be especially so in the years ahead as more people will be working in their homes, due to changing habits resulting from COVID-19. Once this virus moves on, our Town will need even more spaces for us to gather.

There are many Town needs unmet today due to a lack of space. The CoA has no small room meeting space for the many different types of counseling in which they engage, such as offering professional tax-related advice. There is no veteran assistance space in town, and indoor recreation activities are scattered throughout the Town. Many activities are unable to be scheduled at all as a result of a lack of space. For example, the Wayland Arts Center was closed to make room for the fire department expansion at Fire Station 2, in Cochituate Village, that resulted in the cancellation of all arts-related activities there.

The Town also needs more space for organized group activities. Participation in organized activities continues to rise, especially among younger residents and children, and the Town has little space for these groups to meet. Wayland’s youth often participate in multiple sports and clubs over a year – and even over a season – and the town needs space to meet the needs of these groups. Some examples are the Girl and Boy Scouts, Wayland Dads and Wayland Children and Parents Association (WCPA).

In addition to the lack of space for general activities, the CoA is currently unable to provide sufficient private meeting and record storage space for services requiring confidentiality, such as Medicare enrollment, fuel assistance, among other things. In some cases, Wayland residents are sent to other communities for these services or hold confidential meetings in unheated closets.

The need for space for CoA services is particularly acute. Our peer towns that have built out CoA space have 1.2 to 1.6 square feet per capita – with some, including Concord and Sudbury, in the design phase to expand. Wayland has .2 square feet per capita, approximately 10 percent of our peer towns.

By way of background, the Council on Aging/Community Center Advisory Committee (CoA/CCAC) retained an engineer to conduct an alternative site analysis of the appropriate town-owned parcels that could be used for a community center, including the existing Wayland Town Building, Alpine Road, Orchard Lane, the high school, Claypit Hill School, the Paine Estate, and the former Department of Public Works site at the Middle School. The report found appreciable challenges with each of these alternative sites.

It has been suggested that the town temporarily lease space at the Town Center. According to the CoA, this idea does not address the long-term needs of the town. Further, according to the CoA, it will merely increase the cost of the overall project and possibly delay it even further. Because the space needs of a community center and the CoA are not simple generic space, but rather unique to that use, interior build-out of any leased space will be required.



TOWN OF WAYLAND
SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING
Attach extra pages if necessary

This will add to the cost and delay the eventual occupancy of a permanent structure. Further, the costs, according to the CoA, could very well equal the cost of the proposed structure at the Municipal Parcels.

The need for space for the CoA is acute and growing. Wayland's senior population is expected to continue to grow until 2030. Already more than twenty-five percent of Wayland residents are 60+ years old and eligible for local, state, and federal programs and services. Residents also use the CoA to understand and seek services for their aging parents. State guidelines recommend provision of five to six square feet per senior, while Wayland's underserved seniors are squeezed into 2800 sq. ft. in the Wayland Town Building, plus a patchwork of other spaces. Our peer towns provide an average of two sq. ft. per senior resident in their facilities. Wayland provides .66 sq. ft. per senior resident.

Locating the senior/community center at the municipal pad increases its visibility and places it in a walkable community so that residents can walk to shops, restaurants, housing, a health club, and medical offices without having to drive between these uses. In addition to the space itself, adequate parking can be provided at the municipal pad, with overflow parking readily available in the nearby Town Center lots and on-street parking for peak events.

The Wayland Real Asset Planning Committee (WRAP) opined on the municipal parcel in its June 2017 report. They reported that the property is centrally located to the privately-owned Town Center development, zoning is in place for municipal use, utilities are stubbed to the property line, and wastewater capacity of 3000 gpd is available. Items to consider include the parking needs to be constructed, the property is within a Zone II protection area, there are wetland and riverfront areas to consider, and the town is in the process of securing ownership of the parcels.

Some residents have raised concerns about past environmental issues at this site. Previous environmental studies determined that there were PCB levels at a portion of the site that were above reportable levels set forth by the Massachusetts Department of Environmental Protection ("DEP"). More recent testing in 2015 determined that PCB levels were below DEP reportable levels. Some residents still expressed concern that the testing was not as extensive as it should have been. Therefore, additional testing was completed in December 2017. This testing was paid with a 2015 appropriation. **(NEED LINK FOR THE TESTING RESULTS)**. That report's summary states:

These statistical calculations demonstrate that the average EPC for total PCBs in surficial Site soils is less than 1 mg/Kg, which is DEP's Method 1 risk characterization standard for category S-1 (unrestricted use) soil. This means that as far as PCBs in soil are concerned, any future use of the Site would meet the DEP requirement of No Significant Risk of harm to health, safety, public welfare or the environment.

Some residents have expressed concern with the proximity of the building to the Sudbury River. This project will proceed through the standard permitting with town boards. The CoA/CCAC will work with the Conservation Commission to ensure that future improvements to the property are in compliance with wetlands and riverfront setback requirements.

The CoA/CCAC also coordinated with the Recreation Department, the CoA, Veterans Services and other departments in order to propose an affordable, flexible, and efficient facility. In 2015, their final report concluded that the Town Center location was the optimal site for this project.

The Town Center location is ideal because it is central to Wayland, and is located in a walkable retail area, along the popular bike path, which makes it user-friendly for seniors, families, and residents alike. Locating the Community Center at the Town Center will encourage the everyday connections with neighbors and friends that make a small town like Wayland a great place to live.



TOWN OF WAYLAND

SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

Attach extra pages if necessary

The Town has spent _____ to date to secure a site and develop a Community Center at the Town Center. Of that sum, _____ has been spent on design.

The Finance Committee has recommended including this project in a debt exclusion. Under Proposition 2½, the town’s taxes cannot exceed the levy limit. A debt exclusion allows raising funds beyond the levy limit to pay for bonds associated with a project. The ability to raise the extra levy expires when the debt associated with the project is paid off.

The cost to service the debt for the COACC construction will cause the average tax bill to increase in the year 2024 by _____, or _____ per \$1000 of home valuation. The average tax rate impact over an entire term of the debt will be _____ per \$1000 of home valuation.

The new building will require increased custodial care at an anticipated annual cost of _____ in 2024. No other staff hires are expected due to the building’s construction.

Proposer’s Comments (if needed, 150-word limit per Town Code): In 2018

Town meeting has twice appropriated funds for a COACC to be built at Town Center. At the 2020 Annual Town Meeting residents voted to permit monies previously allocated for feasibility, design, construction and bid documents for a multi-use Council on Aging/Community Center to be used for a facility located at an appropriate location within the Town of Wayland. The Board of Selectmen continues to negotiate an agreement with the current owners of the municipal parcels. This article seeks Town Meeting to appropriate monies to construct a much needed COACC on the municipal parcels.

Contact Information for Publication in Warrant

Contact Person Name: Louise Miller, TA **Contact Person Phone:** 508-358-3620
Contact Person Town Email: lmiller@wayland.ma.us

Proposing Board Information

Board Name: Board of Selectmen
Board Vote (Quantum) to Submit Article: _____ **Date of Board Vote:** _____
Signature of Board Chairperson: _____ **Date:** _____



TOWN OF WAYLAND

SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

Attach extra pages if necessary

Article Title: Amend Chapter 19, Section 3 of Town Code: Finance Committee Reports **Estimated Cost:** None

Article Description (final language to be provided by Town Counsel based on description provided):
Amend Town Code, Chapter 19, Section 3 by replacing the word reports with the word recommendations and provide the Finance Committee greater flexibility when considering articles that present little or no financial impact to the Town by increasing the current report/recommendation 30-word limit to 150 words.

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):

Chapter 19, Section 3 of Town Code outlines the process the Finance Committee (FinCom) undertakes to write its reports for articles that will appear in the Warrant and it places the bulk of the responsibility for editing and reviewing Warrant article reports on the FinCom. Yet, with the exception of the budget article, the FinCom is not the article sponsor. That is, does not submit articles for Town Meeting consideration.

Should the FinCom deem an article has little or no financial impact, and limit its report to 30 words or less, no pros and cons are required as part of its report. However, when this option is exercised, Town Code does not allow the article sponsor's comments to appear in the Warrant. Nor does the article contain any pros and cons. With the goal to provide residents with complete information and to allow article sponsors and petitioner's the opportunity to be heard, the FinCom often writes reports for articles with no financial impact.

The article submission form instructs sponsors to provide complete information along with their request. To ensure a solely factual, well balanced write ups appear in the Warrant, these need to be reviewed and edited as appropriate prior to submission to the FinCom. This is not always the case.

Amending the code will reduce reliance on the Finance Committee, a seven resident volunteer committee, to edit Warrant article reports, while continuing to provide complete information to residents on Town Meeting articles. Increasing the word limit to 150 words will provide the FinCom greater flexibility, particularly in relation to articles that have little or no financial impact while still allowing for sponsors and petitioners to have their comments printed in the Warrant. And it will change the word report in the code to recommendation, a more accurate representation of the Mission Statement of the FinCom which is to make recommendations to Town Meeting.



TOWN OF WAYLAND
SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING
Attach extra pages if necessary

Proposer's Comments (if needed, 150-word limit per Town Code):

Contact Information for Publication in Warrant

Contact Person Name: Louise Miller **Contact Person Phone:** _____

Contact Person Town Email: lmiller@wayland.ma.us

Proposing Board Information

Board Name: Board of Selectmen

Board Vote (Quantum) to Submit Article: _____ **Date of Board Vote:** _____

Signature of Board Chairperson: _____ **Date:** _____

§ 19-3

Finance Committee recommendations and reports.

[Amended 5-5-1983 ATM by Art. 21; 5-1-2000 ATM by Art. 17]

The Board of Selectmen, after drawing a warrant for a Town meeting, shall immediately forward a copy thereof to each member of said Finance Committee, which shall consider all articles in the warrant and make such report, in print or otherwise, to the Town meeting as it deems for the best of the Town. In gathering information to prepare its report, if any, relative to an article, after reading the report of submitted by the article sponsor, the Finance Committee shall meet with the party or parties that proposed the article and concurrently with others who want to comment thereon, and shall publicly post notice thereof on the Town's principal official bulletin board at least 48 hours, including Saturdays but not Sundays and legal holidays, prior to such meeting. However, if the Finance Committee's report on any article exceeds 30 words in length, excepting an article which requests approval of the Town's itemized, omnibus operating budget for the ensuing fiscal year, and any article that the Finance Committee deems to represent no or minimal financial impact, then that report on said article shall conclude with a summary of reasons favoring the article that were considered by the Finance Committee in its deliberations and a separate summary of reasons disfavoring the article that were considered by the Finance Committee in its deliberations.

The Committee shall also make an annual report which shall be published as part of the Annual Town Report and which shall include recommendations for appropriations for the ensuing year, a budget and such further recommendations regarding the finances of the Town and action in regard thereto as seems to such Committee to be necessary and appropriate.

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TOWN OF WAYLAND
SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING
Attach extra pages if necessary

Article Title: Appropriate to Capital Stabilization Fund **Estimated Cost:** _____

Article Description (final language to be provided by Town Counsel based on description provided):

To determine if the Town will vote to transfer the following funds to the Capital Stabilization Fund:

INSERT

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):

Proposer's Comments (if needed, 150-word limit per Town Code):

Contact Information for Publication in Warrant

Contact Person Name: Louise Miller **Contact Person Phone:** 508-358-3620

Contact Person Town Email: lmiller@wayland.ma.us

Proposing Board Information

Board Name: Selectmen

Board Vote (Quantum) to Submit

Article: _____ **Date of Board Vote:** _____

Signature of Board Chairperson: _____ **Date:** _____



TOWN OF WAYLAND
SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING
Attach extra pages if necessary



TOWN OF WAYLAND

SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

Attach extra pages if necessary

Article Title: Lease of Cell Tower at Reeve’s Hill **Estimated Cost:** TBD

Article Description (final language to be provided by Town Counsel based on description provided):

To determine whether the Town authorizes the Board of Selectmen, with approval of Town Counsel as to form, to enter into a lease agreement, and any necessary easements, for such price and on such terms, as the Board of Selectmen deem appropriate, with Horizon Towers, LLC, to lease space on the telecommunications tower facility located 139 Old Connecticut Path and 0 Old Connecticut Path, for use by the water department for its Automated Meter Reading system for a period up to twenty (20) years, with all lease payments to be paid from Water Enterprise Fund revenue.

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):

The Town has an existing lease agreement with Horizon Towers, LLC, (ADD FULL NAME AND DESCRIPTION), where Horizon Towers leases approximately 4,000 square feet from the Town including the air space above, on which Horizon Towers has erected and maintains a telecommunications tower. In the course of implementing the water department’s Automated Meter Reading system, it became apparent that the Town would need to lease back from Horizon certain space on the telecommunications tower. Town Meeting appropriated the funding for the Automated Water Meter reading system at the 2019 Annual Town Meeting, with an estimated cost of \$1.3 million.

Proposer’s Comments (if needed, 150-word limit per Town Code):

Contact Information for Publication in Warrant

Contact Person Name: Louise Miller **Contact Person Phone:** 508-5358-3620

Contact Person Town Email: lmiller@wayland.ma.us

Proposing Board Information

Board Name: Selectmen

Board Vote (Quantum) to Submit Article: _____ **Date of Board Vote:** _____



TOWN OF WAYLAND
SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING
Attach extra pages if necessary

Signature of Board Chairperson:

Date: _____



TOWN OF WAYLAND
SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING
Attach extra pages if necessary

Article Title: LOKER RECREATION FIELD (GRASS) **Estimated Cost:** \$2,500,000

Article Description (final language to be provided by Town Counsel based on description provided):

To determine whether the Town will vote to:

- a) Appropriate a sum of money of not more than \$2,500,000 to be expended under the direction of the Permanent Municipal Building Committee for designing, permitting, engineering and constructing a multi-purpose natural grass athletic playing field at the Loker Conservation & Recreation Area including playing surfaces, lighting, drainage, landscaping, recreational amenities, access and parking areas; and any and all other costs incidental or related thereto;
- b) Provide for said appropriation by borrowing, taxation, transfer from unappropriated funds, transfer from available funds appropriated for other purposes, or otherwise, provided not more than \$189,160.59 of the funds appropriated shall be transferred from the Recreation Stabilization Fund;
- c) Authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow up to said sum in accordance with Massachusetts General Laws Chapter 44, section 7 and 8 and any other enabling authority, and issue bonds or notes of the Town therefor; and
- d) Authorize any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved hereunder in accordance with Massachusetts General Laws Chapter 44, section 20, thereby reducing by a like amount the amount authorized to be borrowed to pay such costs

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):

The Loker Grass Field project includes the permitting, engineering and construction of a multi-purpose natural grass athletic playing field at the Loker Conservation & Recreation Area (414 Commonwealth Road) including playing surfaces, lighting, drainage, landscaping, recreational amenities and equipment, spectator areas, access and parking areas for use by the community. This project will provide an outdoor land-based recreation venue for passive and active recreation. It is estimated that thousands of participants would use a field at Loker each year for sports, camps, community events and trail access. The project would provide better parking and access to the abutting conservation trails and plantings could be used to better protect and preserve the natural and historical features of the property.

A Community Field's Forum was held at the Board of Selectmen meeting on Monday, August 30, 2021 where the need for new additional playing surfaces in Wayland was discussed. This project would serve the needs for youth athletics as well as the community at large. It is expected that youth enrollment and Wayland's senior population will both grow from 2020 to 2030.

At Annual Town Meeting in 2004, 8.37 acres of the vacant 28.20 acres of property was delineated for recreational use, the remainder for conservation land. This project would result in a multi-purpose natural grass athletic venue on the parcel designated for recreation. On October 3, 2021 STM voted



TOWN OF WAYLAND

SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

Attach extra pages if necessary

(327-120) in favor of Article 2 specifically to design a grass field at the Loker site, which was previously designed as a synthetic turf field, but not approved by voters. That design is expected to be complete and bid ahead of the 2022 Annual Town Meeting.

TIMELINE

- 1) Design & Development - Underway, October 2021 to May 2022
2) Bid & Contract - To be completed in early 2022
3) Permitting - To be completed in early 2022
4) Build - if approved at 2022 ATM, ideally, between May and September 2022
5) Grow - Grass roots establish for minimum of 2 growing seasons until Spring 2023
6) Open for Play - Possible play in late summer/early fall 2023
7) Operate and Maintain - Will allow restoration/rehabilitation of an existing field in 2023 - 2024
8) +1 Additional field footprint will be effectively added to the total field inventory by Spring 2025.

FUNDING

\$118,000 Parking Area and Trail head improvements, with already approved CPA Funds
\$188,816 possible transfer from the Recreation Stabilization Fund (requires 2/3)
\$200,000 possible transfer from Recreation Field Revolving Fund
Total TBD: Any balance of the low bid that is otherwise not funded by CPA, Stabilization Funds, or Recreation Funds would be requested from 2022 ATM (Total less -\$507,160.59)

Proposer's Comments (if needed, 150-word limit per Town Code):

Since 2000, Wayland has invested over \$2,000,000 in the purchase and design of the Loker site. The land is deeded specifically for recreational use and continues to lie vacant for over 20 years. Recreation studied and pursued over a dozen other suitable options to alleviate the over-usage of its grass fields and Loker was deemed most suitable for a field. The addition of this field will alleviate the overuse of fields by allowing for the rest and rehabilitation of existing recreation fields that need repair. Existing conditions of Wayland grass fields are deteriorating and deficient. Rehabilitation would ensure safer playing fields for all Town residents. The addition of a field with lighting will become increasingly more important since Wayland Public Schools shifted school start times later in the day. Access to outdoor recreation is valuable to both individuals and the Wayland community at large, now more than ever.

Contact Information for Publication in Warrant

Contact Person Name: Katherine Brenna Contact Person Phone:
Contact Person Town Email: kbrenna@wayland.ma.us

Proposing Board Information

Board Name:
Board Vote (Quantum) to Submit
Article: Date of Board Vote:
Signature of Board Chairperson: Date:



TOWN OF WAYLAND
SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING
Attach extra pages if necessary

Article Title: Solar at Route 20 North Landfill **Estimated Cost:** _____

Article Description (final language to be provided by Town Counsel based on description provided):

To determine whether the Town will vote to authorize the Board of Selectmen to enter into an agreement on the behalf of the Town of Wayland with a Solar Energy Company, for the purpose of leasing the capped landfill known as the Route 20 Landfill located at 471 Boston Post Road and to enter into an agreement for the installation and operation of solar panels for electrical energy generation for a period of up to INSERT HOW MANY YEARS THE LEASE IS ANTICIPATED; and further, to authorize the Board of Selectmen to take all actions necessary or appropriate to administer and implement such agreements.

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):

Proposer's Comments (if needed, 150-word limit per Town Code):

Contact Information for Publication in Warrant

Contact Person Name: Louise Miller, Town Administrator **Contact Person Phone:** 508-358-35620
Contact Person Town Email: lmiller@wayland.ma.us

Proposing Board Information

Board Name: Selectmen
Board Vote (Quantum) to Submit Article: _____ **Date of Board Vote:** _____
Signature of Board Chairperson: _____ **Date:** _____



TOWN OF WAYLAND

SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

Attach extra pages if necessary

Article Title:	Affirm 2020 Annual Town Meeting vote at 2020 Annual Town Meeting to fund \$450,000 to finish the design and do the construction of the Potter/Stonebridge Road Bridge Design and Construction	Estimated Cost:	
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Article Description (final language to be provided by Town Counsel based on description provided):

Affirm 2020 Annual Town Meeting to borrow \$450,000 to finish the design and do the construction of the Potter/Stonebridge Road Bridge Design and Construction.

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):

As one line item in the FY2021 Omnibus budget, the 2020 Annual Town Meeting voted to appropriate \$450,000 to finish the design and do the construction of the Potter/Stonebridge Road Bridge repairs, a bridge between Wayland and Framingham. The 2019 Annual Town Meeting had voted to appropriate \$100,000 for the design of the bridge repairs.

At the 2020 Annual Town Meeting, a question was raised whether the bridge is in Wayland, whether Wayland was responsible for any part of the costs and whether Wayland should pay for any of the bridge repairs. Town Meeting was informed of the existence of an inter-municipal agreement with Framingham to share the costs of the bridge. Town Counsel stated that inter-municipal agreements are permitted by law and are binding. A motion to reduce the appropriation for the bridge to \$0 failed by a vote of 128-128. The FY2021 Omnibus budget, including funding of the bridge passed 149-11.

Subsequent to the 2020 Annual Town Meeting, residents raised the question with the Board of Selectmen regarding whether any portion of the Potter/Stonebridge Road Bridge is in Wayland and whether Wayland may or should pay for any of the repairs. The Board of Selectmen authorized a further survey of the bridge to determine the boundary between Wayland and Framingham. The Surveyor found that the bridge "obviously goes over the river and that is my considered opinion that the bridge is shared by Framingham and Wayland." The Board of Selectmen also asked that the Town Administrator obtain an opinion from Town Counsel regarding whether Wayland is authorized to expend funds for the Potter/Stonebridge Road Bridge Design and Construction. While Town Counsel recognized that the location of the bridge is unsettled, Town Counsel stated that the Town may "legally determine to commit resources to the reconstruction of Stonebridge" Road bridge.



TOWN OF WAYLAND
SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING
Attach extra pages if necessary

Proposer's Comments (if needed, 150-word limit per Town Code):

Contact Information for Publication in Warrant

Contact Person Name: Louise Miller **Contact Person Phone:** 508-358-3620
Contact Person Town Email: lmiller@wayland.ma.us

Proposing Board Information

Board Name: Selectmen
Board Vote (Quantum) to Submit Article: _____ **Date of Board Vote:** _____
Signature of Board Chairperson: _____ **Date:** _____



TOWN OF WAYLAND

SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

Attach extra pages if necessary

Article Title: Transfer of Land at 212 Cochituate Road to Board of Selectmen **Estimated Cost:** N/A

Article Description (final language to be provided by Town Counsel based on description provided):

To determine whether the Town will vote to transfer to the Board of Selectmen, for general municipal purposes, the fee or any lesser interest in all or any part of the parcels of land, on and off 212 Cochituate Road, a tax title foreclosure property INSERT DESCRIPTION OF PROPERTY, owned by the Town of Wayland INSERT ASSESOR MAP NUMBER, and further to authorize the Board of Selectmen to TRANSFER SUCH PROPERTY TO ----- OR SELL SUCH PROPERTY AND execute any and all documents as may be necessary or convenient in relation thereto or take action relative thereto, AND transfer THE PROCEEDS OF ANY SALE TO the real estate fund, or TO USE THE PROCEEDS TO -----, otherwise.

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):

The Town of Wayland has acquired the above property through tax-title foreclosure under the status as a "Tax Property". The Town has several options on how to proceed with this property. (1) The Town may publicly auction off the property to the highest bidder and use the proceeds to pay off the outstanding real estate taxes. The remainder balance can go to the general fund or Town Meeting may vote on how to use the remaining funds. (2) The Town may transfer the Tax Property to the Board of Selectmen for general municipal purposes and authorize the Selectmen to sell the property. The proceeds of the sale could be used to fund ----- if Town Meeting chooses or may be deposited in the real estate fund for later appropriation by Town Meeting as requested by the Board of Selectmen. (3) The Town may transfer jurisdiction to the Board of Selectmen for general municipal purposes, which would allow the Board of Selectmen to determine the highest and best use of the property.

Proposer's Comments (if needed, 150-word limit per Town Code):

Contact Information for Publication in Warrant

Contact Person Name: Louise Miller, Town Administrator **Contact Person Phone:** 508-358-3620

Contact Person Town Email: lmiller@wayland.ma.us

Proposing Board Information

Board Name: Selectmen



TOWN OF WAYLAND

SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

Attach extra pages if necessary

**Board Vote (Quantum) to Submit
Article:** _____

Date of Board Vote: _____

Signature of Board Chairperson: _____ **Date:** _____

Article P. Acquisition of Land for a COACC

Proposed by: Board of Selectmen

Estimated Cost: TBD

To determine whether the Town authorizes the Board of Selectmen, with approval of Town Counsel as to form, to acquire by gift, purchase, or otherwise, for general municipal purposes, but currently intended to provide space for the eventual construction of a multi-use Community Center (Council on Aging/Community Center), on such terms and conditions as the Board of Selectmen have negotiated by signed agreement dated ___ including the fee or any lesser interest in all or any part of the certain parcels of land located at 400-440 Boston Post Rd and further to authorize the Board of Selectmen to execute any and all documents as may be necessary or convenient in relation thereto or take any action relative thereto, and further authorize the Board of Selectmen to determine whether such appropriation shall be provided by taxation, by transfer from unappropriated funds, transfer from available funds already appropriated for another purpose, transfer from the real estate fund, or otherwise.

PROPOSERS' COMMENTS: Town Meeting has twice appropriated funds for a Council on Aging/Community Center to be built at Town Center. The Board of Selectmen will negotiate, or has successfully negotiated, an agreement with the subject property's owner whereby that owner has agreed to permit the sale of land This article seeks Town Meeting approval to secure this land for the Town in order that a Council on Aging/Community Center can be built once a future town meeting votes construction monies.

FINANCE COMMITTEE COMMENTS: Passage of this Article would authorize the Board of Selectmen (BoS) to acquire a parcel of land located at Town Center for the purpose of constructing a multi-use Council on Aging/Community Center (COACC).

The Town has considered the construction of a COACC at Town Center since at least September 2014, when the BoS established a Council on Aging/Community Center Advisory Committee as a temporary advisory committee to review the feasibility of utilizing space at the so-called "Municipal Parcel" at Town Center for the construction of a COACC. The Town appropriated funds for purposes of a COACC at Annual Town Meeting (ATM) in 2015 and 2018. ATM in 2020 approved an Article that allowed the previously appropriated funds to be used to complete feasibility and design for a COACC at a site other than the Municipal Parcel.

The project initially envisioned use of the approximately 10,250 square foot building located on the Municipal Parcel, as well as three adjacent parcels. As of the date the 2021 ATM Warrant went to print, the Town has not been able to negotiate the acquisition of the Municipal Parcel or the three adjacent parcels. Therefore, the Town is not presently able to construct a COACC of sufficient size or stature to meet the needs of the community.

In response to the negotiation standstill, the Council on Aging approached the BoS about considering other possible locations for a COACC, and the Town responded by issuing a Request for Proposals. The Town received one bid in response to the Request for Proposals, which was for use of a parcel of land located behind the X Golf facility at Town Center. The owner of this new location has offered the parcel to the Town for a nominal purchase price, no more than \$100. This new parcel is located about 600 feet away from the Municipal Parcel, and therefore is very close to the initial intended location for the COACC. The new parcel, including the adjacent parking area, is approximately 111,000 square feet, and therefore is larger than the Municipal Parcel, which is 85,000 square feet. The new parcel also allows for

more convenient access to nearby parking, as well as the businesses located at Town Center. The Council on Aging stated its preference for use of this new parcel for construction of a COACC.

The Town does not own the new parcel and the BoS cannot acquire the parcel without authorization from Town Meeting. This Article would enable the BoS to purchase the land. Although the many delays in constructing a COACC on the Municipal Parcel strongly suggests that it is unlikely the COACC will be constructed at that location, passage of this Article does not eliminate the possibility. Rather, the acquisition of the new parcel allows for another potential location for the COACC.

The budget before this Town Meeting (i.e., Fiscal Year 2022) does not include any funding for the construction of a COACC. Therefore, any construction monies for a COACC (whether on the Municipal Parcel or the new parcel) would need to be approved at a future Town Meeting. The Town has spent \$74,417 to date to secure a site and develop a COACC at Town Center. Of that sum, no monies have been spent on design.

The Board of Selectmen recommends approval. Vote: 5-0-0

ARGUMENTS IN FAVOR: Town Meeting has repeatedly approved the appropriation of funds for purposes of designing a COACC, and passage of this Article increases the likelihood of a COACC finally being built for the benefit of the Town. Passage of this article is necessary to demonstrate to the subject property's owner of the Town's interest in it.

This Article provides nothing more than a grant of authority to the BoS to acquire a parcel of land at less than \$100 for a promising location for a COACC.

Passage of this Article would bring the Town one step closer to providing the Town with a central location for community involvement, recreation, and the arts.

The parcel to be acquired through passage of this Article is located approximately 600 feet from the Municipal Parcel and therefore allows for a COACC to be built at Town Center and in a location that better benefits from available parking.

Use of parcel for a COACC may serve as an anchor destination that would incentivize new commercial tenants at Town Center and therefore potentially increase tax revenue.

ARGUMENTS OPPOSED: Prior year Warrants, as well as Town Meeting deliberations and votes, show support for expenditures of funds for a COACC on the Municipal Parcel and use of the proposed new parcel may not have the same support.

The lack of clarity and specificity as to the design of any COACC on the newly-acquired parcel results in many unknowns as to the potential cost to the Town for the construction of a COACC on this parcel.

Acquiring this parcel does not guarantee construction of a COACC and therefore takes another parcel of land off the tax rolls that could be used for future development and revenue to the Town.

RECOMMENDATION: The Finance Committee recommends approval. Vote: 7-0-0

QUANTUM OF VOTE: 2/3 vote – See Massachusetts General Laws, Chapter 40, Section 14.

For more information about this article, contact Town Administrator Louise Miller at 508-358-3620 or email lmiller@wayland.ma.us

DRAFT

2022

KEY

 Town Election

 Ballot Question


ANNUAL TOWN ELECTION/ANNUAL TOWN MEETING SCHEDULE

Last updated November 29, 2021; some dates are subject to change


2021

- 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

- 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)
- Fri Jan 21*  Nomination papers are available from the Town Clerk for the Town Election.

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 4**  Selectmen accept public comment, discuss wording and vote on ballot questions (if any).
- Tues April 5**  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>Fri April 15</i>	Final copy of warrant delivered to Selectmen, Moderator, Finance Committee, Town Clerk, Town Counsel and Finance Director.
<i>Fri April 15</i>	Selectmen vote and sign warrants for posting.
<i>Mon April 18</i>	Patriots Day
<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>TBD</i>	CANDIDATES' NIGHT - LEAGUE OF WOMEN VOTERS
<i>TBD</i>	ISSUES FORUM - LEAGUE OF WOMEN VOTERS
<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

Board of Selectmen Goals FY2020-FY2021

Improve Economic Climate

- Route 20 Corridor
 - Begin discussion with Planning Board and Economic Development Committee
 - Begin town wide discussions with residents and other boards and committees
 - Identify hurdles, opportunities
 - Prepare preliminary concepts with other boards and committees; leverage grant funding
- Cochituate (Route 27, West Plain Street and East Plain Street intersection)
 - Work with Planning Board and Economic Development Committee to prepare and bring new zoning plans to 2021 Annual Town Meeting; leverage grant funding
- Housing
 - Continue efforts to bring more affordable housing to Town
 - Continue working with the various housing groups to develop a unified approach to affordable housing
 - Develop plans to enable a variety of housing options
 - Senior downsizing options
 - Accessory dwelling units
 - Reach the 10% affordable housing target under Chapter 40B
 - Identify potential friendly 40B projects and work with developers to develop as 40B

Leverage Town-Owned Properties

- River's Edge
 - Sign Purchase and Sale Agreement
- Determine limitations on use of Town Building and Library
- Develop a plan for a canoe and kayak landing on the Sudbury River
- Begin discussion with various boards and committees regarding use of the old landfill south of Route 20
 - Identify hurdles, opportunities
 - Prepare preliminary concepts with other boards and committees and with residents
- Old DPW Site at 195 Main Street
 - Work with other boards and committees on potential uses

Long-Range Operating and Capital Financing Plan

- Benchmark financial indicators relative to comparable towns
- Complete review and updating of long-range operating assumptions and projections
- Complete Long-Range Capital Plan
 - 5-year, 10-year, 20-year
 - Priorities and scheduling
 - Debt service

Council on Aging/Community Center

- Find appropriate property for Council on Aging/Community
 - Bring to 2020 Fall Town Meeting if appropriate
- Design Council on Aging/Community Center with construction funding at 2021 Annual Town Meeting

Wastewater

- Develop a plan for wastewater management along Route 20

Communication efforts

- Residents
- Citizens' Academy
- Website
 - Improve content
 - Maintain relevant and timely content
 - Create and maintain a budget page with all relevant budget documents
 - Maintain board and committee appointments and vacancies page
- Other Town Boards and Committees
 - Consult periodically with other Town Boards and Committees – convey Board of Selectmen priorities, receive feedback re: projects

Climate Change Plan

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

Diversity

- Continue promoting diversity in staffing and boards

Board of Selectmen Goals FY2021-FY2022

Economic Development

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

Leverage Town-Owned Properties

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

Long-Range Operating and Capital Financing Plan

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

- Complete review and updating of long-range operating assumptions and projections
- Complete Long-Range Capital Plan (10 years, 20 years)

Council on Aging/Community Center

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

Communication

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

Wastewater

- Develop a plan for wastewater management

Climate Change Plan

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

Diversity, Equity, and Inclusion

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

Administrative Goals

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



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, December 13, 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

Absent: Adam G. Gutbezahl

Also Present: Town Administrator Louise Miller, Assistant Town Administrator John Bugbee, Management Analyst Seath Crandall, Finance Director Brian Keveny

A1. Call to Order, 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 and reviewed the agenda for the public. T. Fay announced each member by full name and that A. Gutbezahl was absent.

A9. Correspondence: The Board reviewed the correspondence in the packet. C. Martin asked about how a mask-mandate would be instituted in the community at large. L. Miller confirmed that the Board of Health would act to institute any such mandate. C. Karlson added that the matter was under the jurisdiction of the Board of Health because the state of emergency previously declared by the state and the town had been lifted.

A2. Announcements and Public Comment:

Clifford Lewis, Claypit Hill Road, joined the meeting by teleconference to comment as the Chair of the Board of Public Works (BoPW) to make three comments: (1) to inform the Board that the major pieces of PFAS remediation equipment had been delivered and placed; (2) to inform the Board that the BoPW had submitted a Capital Investment Plan request to install a parking lot at Alpine Field; and (3) to offer support for the appointment of K. Reichelt to the Route 20S Landfill Visioning Committee.

Alexia Obar, Dean Road, joined the meeting by teleconference to thank the Board for holding a public forum on the school bus parking issue and informed the Board that she could not find the working group progress reports on the website.

Ellen Tohn, Fields Lane, and co-Chair of the Energy & Climate Committee (ECC), joined by teleconference and thanked L. Miller for working on the request for proposals for Community Choice Aggregation, and also requested the Board schedule a time to discuss the Climate Action Mobilization Plan with the ECC. E. Tohn added support for the establishment of a Sustainability Manager position.

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

Committee	Potential Appointee	Term End Date
Zoning Board of Appeals	Kevin FitzPatrick	June 30, 2023
Personnel Board	Mary Ellen Castagno	June 30, 2026

Discuss and potential vote to ratify appointment:

Route 20S Landfill Visioning Committee	Kim Reichelt	November 1, 2023
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Mary Ellen Castagno, Dean Road, joined the meeting in person and expressed her intent to join the Personnel Board and reviewed her related background. The Board interviewed M. Castagno.

C. Karlson moved, seconded by C. Martin, to appoint M. Castagno to the Personnel Board for a term ending June 30, 2026. Roll Call Vote: YEA: T. Fay, C. Karlson, C. Martin, D. Watkins. NAY: none. ABSENT: A. Gutbezahl. ABSTAIN: none. Adopted 4-0.

K. FitzPatrick, Boston Post Road, joined the meeting via video-teleconference. K. FitzPatrick expressed his interest in joining the Zoning Board of Appeals and reviewed his related background. The Board interviewed K. FitzPatrick.

C. Karlson moved, seconded by C. Martin, to appoint K. FitzPatrick to the Zoning Board of Appeals for a term ending June 30, 2023. Roll Call Vote: YEA: T. Fay, C. Karlson, C. Martin, D. Watkins. NAY: none. ABSENT: A. Gutbezahl ABSTAIN: none. Adopted 4-0.

C. Karlson moved, seconded by C. Martin, that the Board appoint K. Reichelt to the Route 20S Landfill Visioning Committee as a School Committee representative for a term ending November 1, 2023. Roll Call Vote: YEA: T. Fay, C. Karlson, C. Martin, D. Watkins. NAY: none. ABSENT: A. Gutbezahl. ABSTAIN: none. Adopted 4-0.

A7. Minutes – November 22, November 29, 2021 and December 6, 2021; review and vote to approve:

No action was taken on the draft meeting minutes of November 29, 2021 or the December 6, 2021.

C. Karlson moved, seconded by C. Martin, to approve the minutes of November 22, 2021, as amended. Roll Call Vote: YEA: T. Fay, C. Karlson, C. Martin, D. Watkins. NAY: none. ABSENT: A. Gutbezahl. ABSTAIN: none. Adopted 4-0.

A4. Fiscal Year 2023 Operating budget Presentation by the Town Administrator, and discussion;

potential vote to submit: Finance Director, B. Keveny joined the meeting in person. L. Miller and B. Keveny presented a slideshow for the FY2023 Draft Management Recommendation for the Town Operating Budget. B. Keveny described the budget process and summarized the submittals from the various Department Managers. L. Miller and B. Keveny both noted the final budget recommendation would include the Superintendent's budget with a recommendation to the Finance Committee on the Operating and Capital Budget. B. Keveny reviewed the Town's Budgetary Goals, Available Revenue, FY 2023 Town Budget Initiatives, FY 2023 Town Administrator Town Budgets / Unclassified and the Financial Plan. B. Keveny summarized the budget goals were to prepare a balanced budget, increase the fund balance, maintain level services, prioritize new initiatives for funding, and minimize tax burden. L. Miller summarized the challenges for FY2023, which included continuing uncertainty in light of the COVID-19 pandemic, economic uncertainty such as inflation, as well as increased demands for Town Services. The Board discussed energy initiatives and personnel related costs. L. Miller asked the Board for a recommendation for the personnel payroll initiatives that were presented, indicating that personnel initiatives in the Health Department were required. The Board agreed to continue the discussion at the next meeting. The Board acknowledged that L. Miller would then forward the recommendation to the Finance Committee.

A5. Route 20 Corridor Press Release: discuss and potential vote: The Board reviewed the red-line draft of a press release regarding the Route 20 Corridor survey results and made revisions.

D. Watkins moved, seconded by C. Karlson, to accept the press release, as amended. Roll Call Vote: YEA: T. Fay, C. Karlson, C. Martin, D. Watkins. NAY: none. ABSENT: A. Gutbezahl. ABSTAIN: none. Adopted 4-0.

A6. Town Administrator's Report: a. Alta at River's Edge b. 4th Quarter Financial Report FY 2021 c. FEMA and CARES Grant d. Capital Projects: Facilities, IT and Conservation e. List of Potential ATM 2022 Articles f. Annual Town Meeting 2022 Schedule:

A6.a. Alta at River's Edge L. Miller reported that there was still engineering work that needed to be done, and a need to reconcile the grant funding against expenditures. L. Miller reported that attorneys are working on an omnibus amendment to the LDA to finalize the dates that needed to be updated.

A6.b. 4th Quarter Financial Report FY 2021 L. Miller reported that the Q4 report was included in the packet. C. Martin asked for explanation for some of the content in the report.

A6.c. US Federal Emergency Management Agency (FEMA) and Coronavirus Aid, Relief, and Economic Security Act (CARES) Grant: L. Miller reported that the Town would be reimbursed about \$58,000 worth of COVID-19 related expenses. L. Miller reported that less than \$10,000 of all expenses

submitted were disallowed from either the Coronavirus Aid, Relief, and Economic Security (CARES) Act and FEMA. L. Miller reported that the Town was applying to the state for reimbursement for paid sick time related to COVID-19 absences. L. Miller reviewed other potential reimbursement sources.

A6.d. Capital Projects: Facilities, IT and Conservation L. Miller reviewed the Capital Project updates from the various departments and the progress on the grants related to the Snake Brook Dam project. L. Miller reported that there would be a request for a reserve fund transfer for \$30,000 to 40,000 submitted to the Finance Committee to ensure the dam does not overflow. L. Miller reported that IT was waiting for delivery of equipment to complete some capital projects and would provide another update in January. L. Miller gave an update on various Facilities Department projects, including the Eversource upgrades and the Loker school roof. L. Miller reported that the Old Stonebridge Road Bridge project had not yet started. L. Miller reported further that the playground equipment had been installed at both Happy Hollow and Claypit Hill, and the poured-in-place surfacing at Claypit Hill School would be installed in June. L. Miller updated the Board on the projects to upgrade the school fire panel and intercom systems. L. Miller noted that inflation was starting to be evident in bid results. L. Miller noted that the CIP for an Alpine Parking Lot that was referenced in public comment would have to be submitted to the Finance Committee.

A6.e. List of Potential ATM 2022 Articles L. Miller and the Board reviewed the draft list of potential warrant articles including the standard articles. L. Miller requested that the Board take action soon to submit articles to the warrant. There was a discussion about the potential New Stonebridge Resolution article and submitting the potential Outdoor Seating bylaw in conjunction with the Economic Development Committee. The Board discussed the potential article for the Purchase of Land at Town Center and CoA/CC Construction. L. Miller reported that an engineering firm has agreed to re-design the Loker Turf project as a grass field project. T. Fay noted that the Board would need to discuss the potential article for the Purchase of 212 Cochituate Avenue. L. Miller reported that the Board expected a feasibility proposal for the solar at the Route 20 North Landfill. C. Karlson noted that the Board of Public Works expressed opposition to solar at the site at a recent public comment. C. Karlson noted that the potential article for the Purchase of Launcher Way would be discussed in Executive Session. D. Watkins asked about adding a potential article for website upgrades.

A6.f. Annual Town Meeting 2022 Schedule The Board reviewed the proposed Annual Town Meeting (ATM) schedule and acknowledged a public comment it received in regard to holding ATM on a Saturday.

A8. Consent: review and vote to approve:

1. Vote the question of designating and approving signing authority to L. 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 question of approving and signing the Comcast Renewal License agreement.
4. Vote the question of approving and signing agreement with BETA Engineering, Inc. for Engineering Services related to the Route 20 Corridor Project.
5. Vote the question of approving and signing agreement with BETA Engineering, Inc. for Engineering Services related to Alta at River's Edge Development Project.
6. Vote the question of approving and signing amended Letter of Intent with Solect Energy Development, LLC. for the Loker Elementary School Roof Solar Panel Project.
7. Vote the question of accepting the CARES Emergency Paid Sick Leave grant in the amount of \$850.00.
8. Vote the question of accepting the CARES Act grant in the amount of \$1,222,120.92 for reimbursement for COVID-19 expenses.
9. Vote the question of authorizing Louise Miller, Town Administrator, to carry over unused vacation to the calendar year 2021.
10. Vote the question of approving and signing invoice #5415001 from Anderson and Kreiger, dated December 8, 2021, for special counsel related to River's Edge in the amount of \$79.00.

C. Martin noted that there would be changes to the number of Comcast channels offered due to Item #3. There was a discussion about Item #4 and #5. D. Watkins requested to expand the scope of Item #4. C. Martin asked about the amount of unused vacation time in Item #9 and requested clarification on Item #10.

C. Karlson moved, seconded by C. Martin to approve the Consent Calendar. D. Watkins offered an amendment to exclude Item #4, C. Martin seconded the amendment. In discussion, D. Watkins asked to expand the scope of Item #4 for BETA Groups' task order 4 and 6, both subsets of Item #4 to include the entirety of Route 20. T. Fay noted that it was not on the agenda to expand the scope of the specific item on the Consent Calendar item and recommended it be excluded. D. Watkins withdrew the amendment. D. Watkins offered an amendment to the motion to withdraw Item #4 from the Consent Calendar, C. Martin seconded the amended motion. Roll Call Vote: YEA: C. Martin, D. Watkins. NAY: T. Fay, C. Karlson. ABSENT: A. Gutbezahl. ABSTAIN: none. Motion failed 2-2.

C. Karlson moved, seconded by C. Martin, to approve the Consent Calendar. Roll Call Vote: YEA: T. Fay, C. Karlson. NAY: C. Martin, D. Watkins. ABSENT: A. Gutbezahl. ABSTAIN: none. Motion failed 2-2.

D. Watkins moved to approve Item #1, 2, 3, 5, 6, 7, 8, 9 and 10 on the Consent Calendar. There was no second to the motion.

C. Martin moved, seconded by C. Karlson, to approve the Consent Calendar... <<WayCam.tv video at 3:19 elapsed: Audio is unintelligible here>> Roll Call Vote: YEA: T. Fay, C. Karlson, C. Martin, D. Watkins. NAY: none. ABSENT: A. Gutbezahl. ABSTAIN: none. Adopted 4-0.

A10. Topics Not Reasonably Anticipated by the Chair 48 Hours In Advance, If Any: There were none.

A11. 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 Tower Lease agreement with Horizon Towers relative to property located on Reeves Hill located at 139 Old Connecticut Path and 0 Old Connecticut Path; 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)(3) to discuss strategy with respect to collective bargaining with: • International Association of Firefighters, AFL-CIO Local 178 • Local 690 Wayland-1 American Federation of State, County and Municipal Employees (AFSCME 690 Wayland -1) • Local 690 Wayland – 2 American Federation of State, County, and Municipal Employees (AFSCME 690 – 2); V. Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(6) to consider the purchase, exchange, taking, lease or value of real estate in regard to the purchase of Launcher Way property; VI. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21(a)(3) to discuss strategy with respect to litigation related to Trustees of the Residences of Oxbow v. Town of Wayland; VII. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21(a)(3) to discuss strategy with respect to litigation Duane Galbi v. Town of Wayland et al.; VIII. Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(2) to conduct a strategy session in preparation for contract negotiations with nonunion personnel (Town Administrator); IX. 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 and November 22, 2021 Approve and Hold: Executive Session minutes of September 27 and November 22, 2021

At 10:23 p.m., Chair T. Fay moved, seconded by C. Karlson, that the Board 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 Tower Lease agreement with Horizon Towers relative to property located on Reeves Hill located at 139 Old Connecticut Path and 0 Old Connecticut Path; 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)(3) to discuss strategy with respect to collective bargaining with: • International Association of Firefighters, AFL-CIO Local 178 • Local 690 Wayland-1 American Federation of State, County and Municipal Employees (AFSCME 690 Wayland -1) • Local 690 Wayland – 2 American Federation of State, County, and Municipal Employees (AFSCME 690 – 2); V. Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(6) to consider the purchase, exchange, taking, lease or value of real estate in regard to the purchase of Launcher Way property; VI. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21(a)(3) to discuss strategy with respect to litigation related to Trustees of the Residences of Oxbow v. Town of Wayland VII. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21(a)(3) to discuss strategy with respect to litigation Duane Galbi v. Town of Wayland et al.; VIII. Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(2) to conduct a strategy session in preparation for contract negotiations with nonunion personnel (Town Administrator); IX. 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 and November 22, 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, C. Karlson, C. Martin, D. Watkins. NAY: none. ABSENT: A. Gutbezahl. ABSTAIN: none. Adopted 4-0.

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

A12. Adjourn: The Board adjourned from Executive Session at 12: a.m.

Items included in the packet and updated during the Board of Selectmen Meeting of December 13, 2021:

1. Personnel Board application materials from M. Castagno
2. Zoning Board of Appeals application materials from K. FitzPatrick
3. Draft Press Release Date: December 13, 2021 Re: Wayland Route 20 Re-envisioning Survey Results Identify Trends
4. Memorandum: To: L. Miller From: B. Keveny dated November 9, 2021, Re: Fiscal 2021 Budget Report with attachments
5. Draft: Article List 2022 Annual Town Meeting
6. Draft: 2022 Annual Town Election/Annual Town Meeting Schedule, updated November 29, 2021; \
7. Draft: Meeting Minutes, Board of Selectmen Meeting of November 22, 2021

Items Distributed For Information and Use By the Board during the Meeting of December 13, 2021 Otherwise Not Included In The Packet (Handouts):

8. Revised Agenda for December 13, 2021, revised the agenda posted on December 9, 2021 at 3:55pm
9. Draft: Meeting Minutes, Board of Selectmen Meeting of November 29, 2021
10. Draft: Meeting Minutes, Board of Selectmen Meeting of December 6, 2021
11. Slideshow, FY2023 Draft Management Recommendation Operating Budget, dated December 13, 2021

Correspondence:

1. Correspondence from Jonathan Smith to Board of Selectmen dated December 4, 2021 re: support for Sean Gibbons as Wayland Police Chief.
2. Correspondence from Igor Kuklin to Board of Selectmen dated December 3, 2021 re: request for clarification regarding the Tax Classification documents.
3. Correspondence from Margret Krakauer to Board of Selectmen dated December 4, 2021 re: request Board to consider a town wide mask mandate.



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**

Monday, December 20, 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, Management Analyst Seath Crandall, Finance Director Brian Keveny, Town Clerk, Anna Ludwig, and Chief of Police Sean Gibbons.

A1. Call to Order, 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 and reviewed the agenda for the public. T. Fay announced each member by full name and that A. Gutbezahl would participate remotely via video-teleconference.

A2. Swearing in of Police Chief Sean Gibbons: T. Fay made opening remarks about S. Gibbons' professional background and fitness for the role of Chief of Police. Town Clerk A. Ludwig administered the Oath of Office to S. Gibbons. Following administration of the oath and pinning his badge, the Board thanked and congratulated S. Gibbons. L. Miller expressed confidence in S. Gibbons as Chief of Police. S. Gibbons thanked the Board, L. Miller, his colleagues, and his family.

A3. Announcements and Public Comment: T. Fay read the recently published press release from the Board in regard to the Town Administrator's contract: "The Wayland Board of Selectmen (BOS) recently conferred with the Town Administrator to discuss her contract that expires in September 2022. At the request of the Town Administrator, it was agreed that the end date for her contract will be January 21, 2022. Ms. Miller has enjoyed her work in Wayland, as well as favorable reviews, during her three years employed by the Town. The BOS wishes her well in her next endeavor." C. Karlson reported there was a recent donation of 630 wreaths through the Wreath Across America program and thanked the Department of Public Works (DPW) for laying the wreaths.

Richard Turner, Nob Hill Road, and Chair of the Public Ceremonies Committee, joined by teleconference to thank DPW Superintendent J. Doucette, D. Johnson from Wreaths Across America and the DPW staff for assisting with placing the wreaths.

Tom Sciacca, Rolling Lane, speaking as Wayland's representative to the River Stewardship Council, joined by teleconference to ask for clarification on the potential for a boat launch that was under consideration by the Route 20 South Visioning Committee and noted that a boat launch already existed.

Anette Lewis, Claypit Hill Road, joined by teleconference and asked for clarification on Item #4 of the Consent Calendar for the Board's the December 13, 2021 meeting.

A4. Fiscal Year 2023 Operating Budget Presentation by the Town Administrator: discussion and potential vote to transmit to Finance Committee: L. Miller reviewed the memorandum titled Summary of FY2023 Budget Recommendation for Town Departments and Unclassified Budgets, dated December 20, 2021. D. Watkins suggested the budget also include a five-year plan for the Information Technology Department and expand contract services to include a social worker in the Council on Aging Department, for which L. Miller indicated there was a need to consult with the Director of the Council on Aging. The Board discussed the memorandum and the budget impacts to various personnel. A. Gutbezahl expressed that he expected the budget to include funds to support equity and inclusion efforts in the Town. L. Miller noted that

funds to support accessibility improvements were included in the capital budget, and internal equity, diversity and inclusion initiatives are currently included in the Human Resources budget. A. Gutbezahl requested to fund a full-time equivalent to serve as an Equity and Inclusion Coordinator for the Town.

L. Miller reported that the FY2023 budget recommendation for Town departments reflects an increase of 3.12% and unclassified expenses reflects an increase of 7.29%. C. Martin acknowledged that the recommendation included approximately \$750,000 that would need to be cut from the Town Departments and Unclassified Expenses to meet level funding. L. Miller noted that to meet the cut without affecting the delivery of departmental service, the Town would need to cut debt service and continue underfunding General Insurance and Medicare Tax. T. Fay recommended that the Board revisit the discussion at the Board's next meeting.

A5. Select Board Town Manager Act Update: Discussion and potential vote relative to language within the proposed floor amendment to H4087, An Act Creating Select Board/Town Manager form of Government in the Town of Wayland: T. Fay referred to a memorandum from State Representative Carmine Gentile regarding the language of the proposed floor amendment to H4087. T. Fay noted that in Section 7(j) on the second line, there is an incorrect reference to "chapter 15E of the general laws," which should read "chapter 150E of the general laws," as written in the Town's version. T. Fay read an excerpt from the memorandum: "that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approve non-substantive amendments to the bill before enactment by the General Court, and provided further that the Board of Selectmen is hereby authorized to approve amendments such non-substantive amendments which shall be within the scope of the general public objectives of the petition authorized hereunder."

L. Anderson, Sedgemoor Road, and former Board member joined the meeting in person to provide details on the revisions to the documents.

C. Karlson moved, seconded by C. Martin, that the Board vote to approve the attached floor amendment with the one noted change to the Chapter 150E reference. In discussion, D. Watkins suggested the change be delayed until the next fiscal year. T. Fay expressed concern about that change being a substantive change to the Act and a departure from the Annual Town Meeting (ATM) approval. Roll Call Vote: YEA: T. Fay, A. Gutbezahl, C. Karlson, C. Martin, D. Watkins. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A6. 2022 Annual Town Meeting: a. Discuss potential warrant article regarding outside seating, with possible participation of the chairs of Planning Board and Economic Development Committee; potential vote to submit warrant article. b. Discuss and potential vote to submit warrant articles:

A6.a. Discuss potential warrant article regarding outside seating, with possible participation of the chairs of Planning Board and Economic Development Committee; potential vote to submit warrant article: Chair of the Planning Board, Ira Montague, Chair of the Economic Development Committee (EDC), Becky Stanizzi, and Town Planner Sarkis Sarkisian joined the meeting via video-teleconference to discuss a potential warrant article regarding the permitting of outdoor seating at restaurants in Town. S. Sarkisian gave the Board background on the current process used by the Planning Board's to permit outdoor seating for local businesses during the public health state of emergency. S. Sarkisian noted that the Zoning Bylaws do not permit outdoor seating outside of a state of emergency. The current process would require approvals from several boards and committees, including a Special Permit and Site Plan Approval, and that this process would take business owners two to three months to obtain approval. S. Sarkisian noted there was a need to review public health and public safety concerns, as well as zoning and building compliance. The Board expressed preference for the Planning Board and EDC to collaborate and develop a potential article to be submitted to the 2022 ATM Warrant.

A6.b. Discuss and potential vote to submit warrant articles: A. Gutbezahl noted the Energy & Climate Committee (ECC) had made progress on formulating a Climate Action Mobilization Plan, and noted the ECC may request a warrant article relative to the plan. T. Fay reported that the ECC would appear before the Board at the January 3, 2022 meeting. C. Karlson reviewed the eleven standard articles included in the Board

packet. D. Watkins suggested submitting an article to fund the Capital Stabilization Fund. The Board considered the following potential warrant articles:

2022 ATM Warrant Article Request Forms:

1. Recognize Citizens and Employees for Particular Service to the Town
2. Pay Previous Fiscal Years Unpaid Bills
3. Current Year Transfers
4. OPEB Funding

6. FY2023 Revolving Fund Expenditure Limits
7. Compensation for Town Clerk
8. Personnel Bylaws and Wage & Classification Plan
9. Surface Water Quality Committee Budget

30. Choose Town Officers
31. Hear Reports
32. Sell or Trade Vehicles and Equipment

C. Karlson moved, seconded by D. Watkins, to submit Articles #1 through #4, #6 through #9 and #30, #31 and #32 as listed in the Board Packet. C. Martin asked to review the amount for Article #9 in future years. Roll Call Vote: YEA: T. Fay, A. Gutbezahl, C. Karlson, C. Martin, D. Watkins. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

The Board reviewed the proposed ATM schedule. D. Watkins asked the Board to revisit the schedule dates that conflicted with Passover. T. Fay acknowledged a previous public comment received in regard to holding ATM on a Saturday. The Board would review the dates with Wayland Interfaith Leaders Association.

A7. Town Administrator update a. PFAS6 b. Alta at River's Edge c. COA/CC d. Opioid Settlement e. Resignation of Board of Health Member f. MIIA g. Department Report: Recreation and Health h. ARPA i. Eversource pole installations j. Denial by School Department of Middle School Polling location for 2022 Annual Town Election:

A7.a. Per- and Polyfluoroalkyl Substances (PFAS6): J. Bugbee updated the Board on the progress of the ongoing construction, which was progressing as planned. L. Miller reported that the engineering firm, Kleinfelder, would soon be presenting its findings to the Board of Public Works about a potential connection to the Massachusetts Water Resources Authority.

A7.b. Alta at River's Edge: There was no update on this topic.

A7.c. Council on Aging/ Community Center (COA/CC): There was no update on this topic.

A7.d. Opioid Settlement: L. Miller reported that she submitted the necessary forms to the Attorney General's Office to join a statewide settlement with opioid-maker Johnson & Johnson for its role in the opioid epidemic. Massachusetts municipalities joining the Settlements may receive direct annual payments to expend on municipal abatement strategies.

A7.e. Resignation of Board of Health Member: L. Miller reported that there was a recent resignation from the Board of Health and suggested the Board appoint an interim member. There was a discussion about whether the Board should or could appoint an interim member or defer to the Board of Health as to how best to handle the vacancy.

A7.f. Massachusetts Interlocal Insurance Association (MIIA): L. Miller reported that the MIIA had provided voting materials. The Board discussed the process for nominating delegates and casting votes. C. Martin moved, seconded by D. Watkins, that the Board support the candidates recommended by MIIA on the nominating committee report, including Leon Gaumond, Kevin Dumas, Paul Cohen, Ellen Allen, Blythe Robinson, and William Keegan. C. Martin amended the motion, seconded by D. Watkins, to also authorize T. Fay to express the vote in writing as stated. Roll Call Vote: YEA: T. Fay, A. Gutbezahl, C. Karlson, C. Martin, D. Watkins. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0. The Board voted on the main

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

A7.g. Department Report: Recreation and Health: T. Fay acknowledged the Department reports.

A7.h. American Rescue Plan Act (ARPA) There was no update on this topic.

A7.i. Eversource pole installations: L. Miller reported that she was awaiting response from Town Counsel.

A7.j. Denial by School Department of Middle School Polling location for 2022 Annual Town Election: L. Miller reported that the School Department reversed its previous denial of the use of the Middle School as a Polling Location for the 2022 Annual Town Election, but would disapprove future use of that location. L. Miller reported that the Board, not the School Department, possessed the authority to determine polling locations. C. Karlson encouraged the Board to have an open discussion on the topic.

A8. School Bus Parking Public Forum: review and discussion of next steps: T. Fay thanked L. Miller, B. Stanizzi and Kathie Steinberg for the presentation at the recent forum and summarized the proposed short-term solution to park the buses at Town Building. C. Karlson suggested that the Route 20 South Landfill Visioning Committee review the parcel and provide more information about the usable land. C. Karlson also suggested reviewing both short and long-term solutions. D. Watkins suggested issuing an RFP to locate a potential alternate property and electric buses. T. Fay noted there were budgetary impacts by renting space on non-Town owned properties.

A9. Music Festival Committee: discuss charge and potential vote to form Music Festival Committee:

The Board discussed the composition, terms, and charge of a potential Music Festival Committee. A. Gutbezahl reviewed his previous discussions with interested Wayland public school students and the Cultural Council, and noted that the resolution passed at a recent ATM called for the creation of a Music Festival Committee. The Board discussed the size of the committee, and the potential to include members of the Human Rights, Diversity, Equity and Inclusion Committee (HRDEI), Library Trustees, Recreation Commission and/or Council on Aging. T. Fay recommended to name such a committee the Festival Planning Committee to not limit its charge to music and to foster diversity. L. Miller recommended to include the Recreation Department and volunteers from the group, Our Wayland. T. Fay suggested that the topic be revisited at the January 3, 2022 meeting.

A10. Minutes –November 29, December 6, December 13, December 16 and December 20, 2021;

review and vote to approve: No action was taken on the December 13 or 20, 2021 draft meeting minutes.

C. Karlson moved, seconded by C. Martin, to approve the minutes of November 29, 2021, as written, the minutes of December 6, 2021, as amended, and the minutes of December 16, 2021, as amended. Roll Call Vote: YEA: T. Fay, A. Gutbezahl, C. Karlson, C. Martin, D. Watkins. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A11. Consent: review and vote to approve:

1. Vote the question of designating and approving signing authority to L. 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 question of approving a 75% waiver of \$4,740 Town of Wayland Electrical Permit Fee for electrical upgrade at Bent Park.
4. Vote the question of approving and signing agreement with Galaxy Integrated Technology, Inc. for the Public Address System Replacement Project at the Wayland Middle School, Claypit Elementary School and Happy Hollow Elementary School.
5. Vote the question of appoint Jennifer Condon of Boardman's Animal Control as the Animal Control Officer and Inspector of Animals.
6. Vote the question of approving and accepting reimbursement in the amount of \$52,753.59 from the Federal Emergency Management Agency (FEMA) Public Assistance Program for emergency protective measures taken to respond to the COVID-19 pandemic.

7. Vote to approve Louise Miller, Town Administrator, as the sole signatory on all Farmer's Market Winery permits for the 2022 calendar year.
8. Vote to approve the applications of the following wine vendors to sell wine at Russell's Winter 2022 Farmer's Market conditional upon the completion and receipt of all necessary paperwork (where applicable) and appropriate fees (where applicable).
9. Vote the question of approving the application to allow wine sampling and the sale of wine (to be consumed off-site) at the Winter Farmers' Market at Russell's Garden Center, 397 Boston Post, for Mill River Winery on January 8, January 22, February 12, February 26 and March 12, 2022.
10. Vote the question of approving the application to allow wine sampling and the sale of wine (to be consumed off-site) at the Winter Farmers' Market at Russell's Garden Center, 397 Boston Post, for Stoneybrook Cider, Michael Lamontage, Manager, on January 15, January 29, February 12, February 26, and March 12, 2022.
11. Vote the question of approving the application to allow wine sampling and the sale of wine (to be consumed off-site) at the Winter Farmers' Market at Russell's Garden Center, 397 Boston Post, for 1634 Meadery, Dan Clapp, Manager, on January 15, January 29, February 12, February 26, and March 12, 2022.
12. Vote the question of approving the application to allow wine sampling and the sale of wine (to be consumed off-site) at the Winter Farmers' Market at Russell's Garden Center, 397 Boston Post, for Aaronapp Cellars, Noel Powell Manager, on January 8, January 22, February 5, February 19 and March 5, 2022.
13. Vote the question of approving the application to allow wine sampling and the sale of wine (to be consumed off-site) at the Winter Farmers' Market at Russell's Garden Center, 397 Boston Post, for Agronomy Farm Vineyard, Marissa O'Connor, Manager, on January 15, January 29, February 5, February 19 and March 5, 2022.
14. Vote the question of approving the application to allow wine sampling and the sale of wine (to be consumed off-site) at the Winter Farmers' Market at Russell's Garden Center, 397 Boston Post, for House Bear Brewing, Beth Borges, Manager, January 8, January 22, February 5, February 19, and March 5, 2022.
15. Vote to approve the application of the following wine vendor to sell wine at Russell's 2022 Winter Farm Fiber Days conditional upon the completion and receipt of all necessary paperwork (where applicable) and appropriate fees (where applicable).
16. Vote to approve Louise Miller, Town Administrator, as the sole signatory for Russell's Winter Farm Fiber Days Wine Permits.
17. Vote the question of approving the application to allow wine sampling and the sale of wine (to be consumed off-site) at Russell's 2022 Winter Farm Fiber Days at Russell's Garden Center, 397 Boston Post, for Aaronapp Cellars, Noel Powell Manager, on January 23 and March 6, 2022.

C. Karlson moved, seconded by D. Watkins, to approve the Consent Calendar. In discussion, C. Karlson asked for clarification on the total amount of Item #3, and confirmed the waiver total of \$3,555. D. Watkins suggested that the Board not approve discounts in the future. Roll Call Vote: YEA: T. Fay, A. Gutbezahl, C. Karlson, C. Martin, D. Watkins. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A12. Correspondence: The Board reviewed the correspondence in the packet.

A13. Selectmen's Reports and Concerns: A. Gutbezahl expressed appreciation for the recent donation of wreaths from Wreaths Across America that were donated to the Town. A. Gutbezahl expressed that the wreaths could be considered a religious display placed on Town property, which was inconsistent with the Board's previous position to disallow religious displays on Town property, such as a Menorah in the Town Building. A. Gutbezahl expressed distress with recent race-related incidents in the community, and recommended the Board do more and include professionals trained in diversity, equity, and inclusion. A. Gutbezahl expressed concern with the risks related to COVID-19 and recommended the Board request the Board of Health evaluate an indoor mask mandate. L. Miller confirmed that the Board of Health would evaluate the potential for a mask mandate, and held the authority to institute such a mandate because the state

and town state of emergency had been lifted. C. Martin updated the Board on the status of the Community Preservation Act project applications. The Board would discuss the projects at the meeting on January 3, 2022. D. Watkins reported that the Electronic Voting Implementation Subcommittee requested a status update on the initiative to allow remote participation at ATM. T. Fay acknowledged a comment from a resident who felt that cellular signal was worsening on the north side of Wayland.

A14. Topics Not Reasonably Anticipated by the Chair 48 Hours In Advance, If Any:

There was a discussion about the process to select an Interim Town Administrator and a permanent replacement for outgoing Town Administrator, L. Miller.

A. Gutbezahl moved, seconded by C. Martin, that the Board authorize the Chair to retain a firm for the purposes of retaining an interim Town Administrator. Roll Call Vote: YEA: T. Fay, A. Gutbezahl, C. Karlson, C. Martin, D. Watkins. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0. C. Martin thanked L. Miller for her service to the Town and wished her well.

A15. Executive Session: ~~I. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21(a)(3) to discuss strategy with respect to collective bargaining with: • International Association of Firefighters, AFL-CIO Local 178 • Local 690 Wayland-1 American Federation of State, County and Municipal Employees (AFSCME 690 Wayland-1) • Local 690 Wayland-2 American Federation of State, County, and Municipal Employees (AFSCME 690-2); II. 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; III. Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(2) to conduct a strategy session in preparation for contract negotiations with nonunion personnel (Town Administrator); IV. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a)(2), (3), and (6) to review and approve the executive session minutes of December 13, 2021 (two sets of minutes) and December 16, 2021 Approve and Hold: Executive Session minutes of December 13, 2021 (two sets of minutes) and December 16, 2021~~

At 10:46 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) (2), (3), and (6) to review and approve the executive session minutes of December 13, 2021 (two sets of minutes) 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. T. Fay announced that the Board would not reconvene in open session.

A16. Adjourn: The Board adjourned from Executive Session at 11:01 p.m.

Items included in the packet and updated during the Board of Selectmen Meeting of December 20, 2021

1. Email: From: Gentile, C. - Rep. (HOU) Sent: Tuesday, December 14, 2021 To: Miller, L Cc: Fay, T ; Simon, R (HOU) ; Ludwig, A; Subject: H4087 select board / town manager form of government in the town of Wayland
2. Email: From: Fay, T. To: Crandall, S. Cc: Miller, L. Subject: FW: H4087 select board / town manager form of government in the town of Wayland Date: Thursday, December 16, 2021 with Attachments
3. Draft red-lined version of H4087 Floor Amendment
4. Select Board/Town Manager Special Act: Special Act of Legislation Creating Select Board/Town Manager Form of Government in the Town of Wayland, dated January 4, 2021
5. Draft: 2022 Annual Town Election/Annual Town Meeting Schedule, updated November 29, 2021
6. 2022 Annual Town Meeting (ATM) Article Request Form: Blank
7. Draft: Article List 2022 Annual Town Meeting

8. Annual Town Meeting (ATM) Article Request Form: Recognize Citizens and Employees for Particular Service to the Town
9. ATM Article Request Form: Pay Previous Fiscal Years Unpaid Bills
10. ATM Article Request Form: Current Year Transfers
11. ATM Article Request Form: OPEB Funding
12. ATM Article Request Form: FY2023 Revolving Fund Expenditure Limits
13. ATM Article Request Form: Compensation for Town Clerk
14. ATM Article Request Form: Personnel Bylaws and Wage & Classification Plan
15. ATM Article Request Form: Surface Water Quality Committee Budget
16. ATM Article Request Form: Choose Town Officers
17. ATM Article Request Form: Hear Reports
18. ATM Article Request Form: Sell or Trade Vehicles and Equipment
19. Memorandum: To: G. Feiner, Office of the Attorney General regarding statewide settlements with opioid distributors and Johnson & Johnson, dated December 7, 2021. Attached Subdivision Settlement Participation Form - Distributor Settlement, Settlement Participation Form - J&J Settlement
20. Voting Packet Materials for MIAA Property & Casualty Group with attached forms.
21. Recreation Director's Q2 Report, dated December 2021, with attached photos
22. Health Director's Department Report to the Board, dated December 16, 2021
23. Memorandum: To: Board From: Adam G. Gutbezahl, dated November 23, 2021 Re: Proposed Creation of Festival Planning Committee

Items Distributed For Information and Use By the Board during the Meeting of December 20, 2021 Otherwise Not Included In The Packet (Handouts):

24. Memorandum: To: Board Cc: Finance Committee Department Managers From: Louise Miller, Town Administrator, Brian Keveny Finance Director dated December 20, 2021 Re: Summary of FY2023 Budget Recommendation for Town Departments and Unclassified Budgets
25. Memorandum: To: Planning Board Cc: Sarkis Sarkisian, Town Planner From: Anette Lewis, Associate Member Planning Board, dated January 4, 2021 Re: Outside Seating at Restaurants – Multiple Options
26. Draft: Meeting Minutes, Board of Selectmen Meeting of November 29, 2021
27. Draft: Meeting Minutes, Board of Selectmen Meeting of December 6, 2021
28. Draft: Meeting Minutes, Board of Selectmen Meeting of December 16, 2021

Correspondence:

1. Correspondence from Xfinity Comcast to Board of Selectmen dated December 13, 2021 re: Changes to Xfinity TV services and programming.
2. Correspondence from Dudley Pond Association to Louise Miller, Town Administrator dated December 15, 2021 re: Thanks for assistance in clearing the outlets at Dudley Pond.



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. GUTBEZAHL
CHERRY C. KARLSON
CAROL B. MARTIN
DAVID V. WATKINS

Revises the revised agenda posted on January 6, 2022 at 3:34pm

BOARD OF SELECTMEN

Monday, January 10, 2022

7:00 p.m.

**Wayland Town Building; ZOOM
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 via remote participation. No in person attendance by members of the public will be permitted. This meeting may be recorded which will be made available to the public on WayCAM as soon after the meeting as is practicable.

When required by law or allowed by the Chair, persons wishing to provide public comment or otherwise participate in the meeting, may do so by in person attendance, or by accessing the meeting remotely, as noted above. We request public comment be limited to two minutes per person.

7:00 pm 1. Call to Order, Review Agenda for Public

7:02 pm 2. Announcements and Public Comment

7:05 pm	3.	Committee Appointments: Interview, discuss and potential vote to appoint:		
		Committee	Potential Appointee	Term End Date
		Wastewater Management District Commission	Darrin Bock	June 30, 2024

7:30 pm 4. Discuss 212 Cochituate Road with representatives of Wayland Housing Authority, Municipal Affordable Housing Trust, and Housing Partnership

8:00 pm 5. Town Administrator update

a) TA's Goals Accomplishments and status update	c) PFAS
b) Health Insurance Incentive Waiver Program	d) Wayland Voter's Network
	e) COA/CC
	f) Benefits recoupment
	g) FY 2023 Operating and Capital Budget
	h) 297 Boston Post Rd.

8:45 pm 6. 2022 Annual Town Meeting:

- Discuss and potential vote to submit warrant articles
- Appendices
- Review Annual Town Meeting and Election Calendar

BOARD OF SELECTMEN
Monday, January 10, 2022
7:00 p.m.
Wayland Town Building
41 Cochrane Road, Wayland, MA

- 9:30 pm 7. Board of Selectmen Goal Setting: Discuss date and format
- 09:45pm 8. Minutes –December 13, 2021, December 20, 2021, January 3, 2022 and January 6, 2022; review and vote to approve
- 10:05pm 9. Consent: review and vote to approve
- 10:10pm 10. Correspondence
- 10:15pm 11. Selectmen’s Reports and Concerns
- 10:20pm 12. Topics not Reasonably Anticipated 48 hours in advance, if any
- 10:55pm 13. Executive Session:
- I. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to collective bargaining with:
 - International Association of Firefighters, AFL-CIO Local 178
 - Local 690 Wayland-1 American Federation of State, County and Municipal Employees (AFSCME 690 Wayland -1)
 - Local 690 Wayland – 2 American Federation of State, County, and Municipal Employees (AFSCME 690 – 2)
 - New England Police Benevolent Association Local 176;
 - II. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (3), to discuss strategy with respect to New England Police Benevolent Association **Local 176 Grievance #2021-0003, Step 3.**
 - III. **Local 176 Grievance #2021-0003, Step 3** 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) (6) to consider the purchase, exchange, taking, lease or value of real estate in regard to the purchase of Launcher Way property;
 - V. 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;
 - VI. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to litigation related to Office of Civil Rights Complaint #01-22-1035 Wayland Public Schools
 - VII. Pursuant to Massachusetts General Laws Chapter 30A, Section 21, (a) (2) to

BOARD OF SELECTMEN
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41 Cochituate Road, Wayland, MA

conduct a strategy session in preparation for contract negotiations with nonunion personnel (Town Administrator);

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

IX. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (2), (3), and (6) to review and approve the executive session minutes of December 16, 2021 and December 20, 2021;

Approve and Hold: Executive Session minutes of December 16, 2021, December 20, 2021 and January 3, 2021

11:35pm 14. Adjourn

BOARD OF SELECTMEN
Monday, January 10, 2022
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 closing the Wayland COVID-19 Relief Fund account with the remaining balance to be disbursed between the Wayland Community Fund and the Friends of the COA.~~
4. Vote the question of accepting Arthur Ashley Williams Foundation Grant in the amount of \$4,500.00 to support the Hannah Williams Playground.
5. Vote the question of approving and signing engagement of services agreement with Shepherd Associates, LLC for appraisal of Launcher Way property.

BOARD OF SELECTMEN
Monday, January 10, 2022
7:00 pm
Wayland Town Building
41 Cochituate Road, Wayland, MA

CORRESPONDENCE

1. Correspondence from Mike Lowery to Board of Selectmen dated January 3, 2022 re: Concern over Board of Library Trustee's Request for Board of Selectmen to withdraw CPC Application for Funds for the Library Building.
2. Correspondence from Harvey Michaels to Board of Selectmen dated January 2, 2022 re: Thoughts from the Energy & Climate Committee on goals for the New Year.
3. Correspondence from Town Clerk to Board of Selectmen dated December 29, 2021 re: Resignation of Doug Levine from the Cable Advisory Committee.
4. Correspondence from Town Clerk to Board of Selectmen dated December 29, 2021 re: Resignation of Richard Lee from the Human Rights, Diversity, Equity and Inclusion Committee.
5. Correspondence from Katherine Cleaver to Board of Selectmen dated January 6, 2022 re: Request to Board of Selectmen to impose a Town wide mask mandate.
6. Correspondence from Carol Repose to Board of Selectmen dated January 4, 2022 re: Request to Board of Selectmen to impose a Town wide mask mandate.
7. Correspondence from Heather Pineault to Board of Selectmen dated December 29, 2021 re: Board of Selectmen's decision to not allow the placement of a Menorah on Town Property
8. Correspondence from Irene Rideout to Board of Selectmen dated January 4, 2022 re: Request to Board of Selectmen to impose a Town wide mask mandate.