

PACKET

Jan 18

7:00 PM

2022



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

BOARD OF SELECTMEN Tuesday, January 18, 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

7:15 pm 3. Committee Appointments: Discuss and potential vote to appoint:

Committee	Potential Appointee	Term End Date
Energy and Climate Committee	Paul Dale Michael Delman	Completion of Climate Action Plan

Discuss and vote to ratify

Committee	Potential Appointee	Term End Date
Route 20 South Landfill Visioning Committee	Brad Young	Nov. 1, 2023

7:25 pm 4. Appoint Stephen Crane as Acting Town Administrator

7:30 pm 5. Board of Selectmen Goals-6 Month Goals

8:15 pm 6. Town Administrator update

- | | |
|--|-------------------------------|
| a. PFAS6 | e. Sustainability Coordinator |
| b. Alta at River's Edge | f. Remote/Hybrid Meetings |
| c. TA's Goals Accomplishments and
status update | g. Loker School Roof Project |
| d. Wayland Community Pool Water Bill | h. MWRA Study |

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41 Cochituate Road, Wayland, MA

- 9:00 pm 7. 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
- 9:15 pm 8. ARPA Funding: Discuss and potential vote to use up to \$250,000 in Health Department salary and expenses for the Town's response to the Covid-19 pandemic
- 9:30 pm 9. Sign Policy: discuss and potential vote
- 9:45 pm 10. Discuss 2022 ATM Warrant Articles
- 9:55 pm 11. Minutes –December 20, 2021, January 3, 2022 and January 6, 2022; review and vote to approve
- 10:05pm 12. Consent: review and vote to approve
- 10:10pm 13. Correspondence
- 10:15pm 14. Selectmen's Reports and Concerns
- 10:20pm 15. Topics not Reasonably Anticipated 48 hours in advance, if any
- 10:25pm 16. Executive Session:
- I. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (6) to discuss the purchase, exchange, lease or value of real estate with respect to the Town's Agreement with Twenty Wayland, LLC. relative to property and development located off 400-440 Boston Post Road;
 - II. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (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);
 - III. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to collective bargaining with all bargaining units pursuant to the Public Employee Committee (PEC) agreement;
 - IV. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (2), (3), and (6) to review and consider for potentially release the following executive session minutes related to discussing the purchase, exchange, lease or value of real estate with respect to accepting Spencer Circle as a public way: September 9, 2019, October 15, 2019, and March 9, 2020;

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41 Cochrane Road, Wayland, MA

- V. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (2), (3), and (6) to review and consider for potentially release the following executive session minutes related to conducting a strategy session in preparation for contract negotiations with non-union personnel (Town Administrator): September 27, 2021, October 1, 2021, November 2, 2021, December 13, 2021 and December 16, 2021;
- VI. 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;
- VII. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (2), (3), and (6) to review and consider for potentially release the following executive session minutes related to conducting a strategy session in preparation for contract negotiations with non-union personnel (Acting Town Administrator): January 10, 2022;
- VIII. 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.

11:00pm 17. Adjourn

**Town of Wayland
Board/Committee Appointments
Status as of January 11, 2022**

All boards/committees with openings are listed below. Openings created by resignation are included when confirmed by the Town Clerk. Please note that most volunteer positions have a term that ends on June 30. Incumbents may reapply, and all interested volunteers will be considered.

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

For volunteers interested in serving on one of the committees or boards listed below, please send an email explaining your interest and qualifications and a resume/CV to the Board of Selectmen c/o Teri Hegarty at thegarty@wayland.ma.us. All positions are appointed by the Board of Selectmen unless otherwise noted.

Committee	Term Ending Date
Cable Advisory Committee (2 positions)	completion of negotiations
Conservation Commission	June 30, 2022
Cultural Council (multiple vacancies)	3-year terms
Design Review Advisory Board Planning Board	June 30, 2024
Economic Development Committee	June 30, 2023
Finance Committee	June 30, 2023
Historic District Commission (alternate)	June 30, 2022
Human Rights, Diversity, Equity and Inclusion Committee Voting member	June 30, 2022
Non-voting member	June 30, 2024
Local Emergency Planning Committee	June 30, 2024
MBTA Advisory Board	
Municipal Affordable Housing Trust Fund Board Selectmen (Real Estate Law Specialist)	June 30, 2022
Route 20 South Landfill Visioning Committee Conservation Commission	November 1, 2023
Economic Development Committee	November 1, 2023
Surface Water Quality Committee	June 30, 2022

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

The Board of Selectmen recommends approval. (3-0-0)

ARGUMENTS IN FAVOR: Proponents argue this article ensures anyone visiting, living, or working in Wayland can report crimes to Town employees without unrelated repercussions due to their immigration status without impeding any Town employees, including police officers, from lawfully discharging duties as necessary to protect public safety.

Proponents argue that this article only formalizes existing practices and therefore serves to protect Town employees.

Proponents argue that this article limits the unnecessary use of Town resources supporting activities under Federal jurisdiction.

ARGUMENTS OPPOSED: Opponents may argue that this article could result in an additional costs to the town for employee training or due to the loss of federal funding (threatened by the current presidential administration, but successfully challenged in Federal Court to date).

Opponents may argue that such an article is not necessary because it mirrors existing practice that is already in place or because it eliminates flexibility that town employees may need to address unforeseen circumstances.

Opponents may argue that such an article should be established at the state level and not the town.

Opponents may argue that this article discourages cooperation between local and Federal government agencies including law enforcement.

RECOMMENDATION: The Finance Committee has reviewed this article, deemed it does not currently represent a quantifiable financial impact to the Town and defers recommendation, if any, to Annual Town Meeting.

QUANTUM OF VOTE: Majority

For more information about this article, contact the lead petitioner, Nora Rothschild, at noraelainerothschild@gmail.com.

ARTICLE 11: RESOLUTION TO CREATE A COMMITTEE TO ORGANIZE A WAYLAND MUSIC FESTIVAL

Proposed by: Petitioners

WHEREAS; Wayland values the arts and music, recognizing that music is a big part of all cultures; WHEREAS; we want opportunities that will be fun for all generations, from children to senior citizens;

WHEREAS; bringing the community together in all roles (participating in organization, performance and audience) will make lasting Wayland memories; and

WHEREAS; at Town Meeting we often hear about the things people disagree about and this event would be an opportunity to reflect our shared values.

Therefore, we request the Board of Selectmen create a committee to develop and host a one-time, town-wide, intergenerational music festival in March 2020 that is free of charge. The committee

should have a mix of youth and adults who will collaborate to create this celebration.

PETITIONERS' COMMENTS: Wayland has always been a town that supports the arts and residents feel music brings enjoyment to many. This article requests that the Board of Selectmen form a committee to explore a music festival in town. This festival would bring Waylanders of all ages together as we express our talents and celebrate diversity.

As an experiment in crowd-sourcing, it will invite all ages to be the organizers, performers and audience. As such this work cannot be done by existing committees and departments, which have predetermined functions and methods.

March is a time when winter drags on, and there are no school or other holidays, so everyone would be ready for a fun activity.

Due to its experimental and intergenerational nature, the tight time frame, and the wish not to overtax the volunteer base, we ask for a one-time, temporary committee. If the Festival is a success, it could be repeated.

FINANCE COMMITTEE COMMENTS: This resolution is sponsored by a group of students that belong to a Middle School club studying Town Meeting. It is an exercise in working together to develop an idea that will benefit all residents and bringing it before Town Meeting for approval.

The resolution only asks the Board of Selectmen to appoint a temporary committee to explore the possibility of Wayland holding a Musical Festival in March 2020. It is anticipated that many residents involved with the Arts might volunteer to help brainstorm such an event. The intent is to seek advice and input from other experienced organizations such as the Wayland Cultural Council, Arts Wayland, Recreation Commission, Public Ceremonies Committee and the School Art and Music Departments.

The Board of Selectmen would set the committee charge including the purpose, term of the committee, membership and all deliverables related to holding such an event.

The Board of Selectmen recommends approval. (4-0-0)

ARGUMENTS IN FAVOR: The event will be an expression of Wayland's spirit, belief in the power of the arts, and a curiosity of open-mindedness about others' musical tastes and talents. The March Music Festival could be the start of building an ongoing music community.

March is a quiet month and ideal for exploring this type of community event, and the event could have an economic benefit for local businesses.

Passage of this resolution supports Wayland's students in their interest of Town governance.

ARGUMENTS OPPOSED: The event could put stress on our Town's volunteer base and the committee may still need Town resources.

This event may have a large carbon footprint and add other stresses like extra traffic and need for public safety coverage.

The timeframe might be too short for the committee to be successful.

RECOMMENDATION: The Finance Committee recommends approval. (7-0-0)

QUANTUM OF VOTE: Majority

For more information about this article, contact lead petitioner Kyra Spooner at kyra_spooner@wayland.k12.ma.us or Middle School club advisor Kaat Vander Straeten at kaatvds@gmail.com.

ARTICLE 12: AUTOMATIC WATER METER READING

Proposed by: Board of Public Works

Estimated Cost: \$1,300,000

To determine whether the Town will authorize the Board of Public Works (BoPW) to:

- a) appropriate the sum of \$1,300,000 to purchase and install automatic water meter reading equipment and software to enable more efficient, timely readings and quality invoicing (as now required by the Massachusetts Department of Environmental Protection [DEP]), emergency leak detection alerts, and customer self-monitoring capabilities to support conservation; and
- b) provide said funds by transfer from the Water Enterprise Fund Retained Earnings.

PROPOSER’S COMMENTS: Funding for Automatic Meter Reading (AMR) through the Water Enterprise Fund balance has been long planned, and is factored into the long term Water Enterprise Fund financial plan. AMR is integral to the financial plan because it enables the Town to invoice more regularly and predictably, as required by DEP, and it enables the Town to even out revenue flow throughout the year to better match expenses.

Other benefits of AMR include early leak detection, water conservation, automation, billing accuracy/consistency, long term cost savings, DEP compliance, and homeowner property protection.

The financial plan anticipates that the automated meter reading devices, if approved at Annual Town Meeting, will be installed simultaneously with the previously funded meters saving approximately \$330,000 in installation fees.

FINANCE COMMITTEE COMMENTS: Passage of this article would authorize the Board of Public Works (BoPW) to purchase and install automatic water meter reading infrastructure and technology. The expected useful life of a water meter reading system is 20 years. Automatic Meter Reading (AMR) infrastructure normally takes automatic water metering readings (typically taken hourly) and transfers them (typically daily) to a controlled secure data storage platform for early leak detection and billing. AMR eliminates the need for a Town employee to physically go to a customer property to read a meter. An AMR “end-point” device is added to the exterior of a home or other building and uses radio communication to transmit encrypted data similar to gas and electric utilities in Wayland. If transmission is unavailable or interrupted, the AMR device can store multiple days’ readings and send them later. Digital transmissions are from the exterior of the home, at a low power, typically that of a cell phone text message, lasting fractions of a second.

AMR will promptly identify lost water from leaks, greatly reduce billing errors, help conserve water, and enable more frequent billing as required by the Town’s next DEP water withdrawal permit. AMR enables customers to monitor usage with a cell phone or web application, setting their own thresholds for usage alerts and providing information to better manage household

PROPOSED SIGN POLICY
SIGNS –DISPLAY OF SIGNS ON PUBLIC LAND

Town Sign Boards

The Town of Wayland (“Town”) has made available four frames to display 4 feet by 8 feet signs to publicize events benefiting or open to the general public. The frames are located on Route 20 at the Weston town line, Route 20 at the intersection of Routes 27 and 126, the intersection of Old Connecticut Path and Routes 126 and 27, and the Cochituate Fire Station at the corner of East Plain Street. The following procedures govern the use of these sign boards.

1. Sign boards may be reserved by contacting the Department of Public Works using the attached form. The Department of Public Works will be responsible for notifying the Board of Selectmen. All requests for use of the sign board must be pre-approved by the Board of Selectmen.
2. Due to the demand for these signboards, priority is given as follows:
 - All Town Meetings, and elections (note: signs are posted at least two weeks prior to Town Meeting and elections, and will remain posted until they are concluded; further, these uses preempt other reservations.)
 - Requests from Town departments
 - Wayland civic, nonprofit, and town-wide organizations
3. The usual display will be one week, from Monday to Monday. If there are no other requests, the display period may be extended, upon agreement.
4. The Town is not responsible for loss or damage to the signs.
5. The Town shall fill the sign boards with the Wayland Wayfinding representation, when that representation is chosen, when no signboards are reserved for used for the demands listed within paragraph two.
6. Signs intended for use on these sign boards must fit to size (noted above), with sufficient mounting grommets (eyelets).

Sandwich Board Signs

When the Town's four signboards have already been reserved, town-wide civic and nonprofit organizations may request, in writing, permission from the Board of Selectmen to display sandwich/A-frame signs adjacent to the Town signboards. To be clear, any organization seeking to place a sandwich board must first confirm that all of the four town sign boards are not available. The sandwich board signs must be placed so as not to obscure the Town signboards and secured in such a way that they are not displaced by wind. (Note: at the intersection of Old Connecticut Path and Routes 126 and 27 the signs may be placed on the land between Routes 126 and 27 heading south.)

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

A maximum of four sandwich board signs will be permitted on Town property for period of two weeks before the event, (no more than one sign near each of the four town frames described above), and must be removed within 48 hours after the event. (If signs are not removed in a timely manner, permission may be denied in the future.)

Electronic Signboards

Through the Town Administrator, both the Department of Public Works and the Public Safety Departments display movable electronic signboards. These signboards are to be used only to notify the public of emergency or public safety situations, or water conservation restrictions, and must be removed when the situation has been resolved, ideally no longer than seven (7) days.

H-Frame/Lawn Signs

Small, temporary, stick-in-the-ground signs, serve a variety of purposes. Such signs are often referred to as H-frame signs, and are typically, but not always, 24" x 18", and secured with 30" x 10" bases.

In accordance with MGL c. 266, sec. 126, H-frame/Lawn, or any signs, are not permitted on public property, including on road rights of way, without prior consent of the Board of Selectmen. Regarding removal of such signs, that statute reads: "Any word, device, trade mark, advertisement or notice which has been painted, put up or affixed within the limits of a highway in violation of this section shall be considered a public nuisance, and may be forthwith removed or obliterated and abated by any person."

Under MGL c. 48, sec. 16, “highway” is defined as “any state road or land maintained by the department of highways of the commonwealth or any municipal or county maintained road, or private road other than a forest or woods road, of sufficient width to permit the simultaneous passage of two or more vehicles.”

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
Tuesday, January 18, 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, Administrator on items listed below.
2. Vote the question of approving and signing the weekly payroll and expense warrants.
3. Vote the question of approving the Health Insurance Incentive Waiver Program that would begin on July 1, 2022

BOARD OF SELECTMEN
Tuesday, January 18, 2022
7:00 pm
Wayland Town Building
41 Cochituate Road, Wayland, MA

CORRESPONDENCE

1. Correspondence from Board of Health to Board of Selectmen dated January 10, 2022 RE:
Resignation of Board of Health member Susan Green.