

PACKET

May 23

2022



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

STEPHEN CRANE
ACTING TOWN MANAGER
TEL. (508) 358-3620
www.wayland.ma.us

SELECT BOARD

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

REVISED AGENDA **PREVIOUS AGENDA POSTED 5/19/2022 at 3:50 PM**

SELECT BOARD

Monday, May 23, 2022

7:00 p.m.

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

Proposed Agenda

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

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

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

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. Executive Session

I. Pursuant to Massachusetts General Laws Chapter 30A, Section 21, (a) (2) to conduct a strategy session in preparation for contract negotiations with non-union personnel (Acting Town Manager).

II. 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 et al.

III. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (2), (3), and (6) to review and approve the executive session minutes of May 2 2022 (1 of 2 sets), May 2, 2022 (2 of 2 sets), May 9, 2022, and May 14, 2022.

Approve and Hold: Executive Session minutes of May 2, 2022 (1 of 2 sets), May 2, 2022 (2 of 2 sets), May 9, 2022, and May 14, 2022

IV. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (2), (3), and (6) to review and release with redactions the executive session minutes of April 12, 2022, April 19, 2022 (session 2), May 2, 2022 (session 2), May 9, 2022, and May 14, 2022.

WAYLAND TOWN CLERK

2022 MAY 20 PM 12:15

SELECT BOARD
Monday, May 23, 2022
7:00 p.m.
Wayland Town Building, Council on Aging Room
41 Cochituate Road, Wayland, MA

Approve and release with redactions: Executive Session Minutes of April 12, 2022, April 19, 2022 (session 2), May 2, 2022 (session 2), May 9, 2022, and May 14, 2022.

- 7:30 pm 3. Announcements and Public Comment, including Announcement of Acting Town Manager Contract
- 7:40 pm 4. Organization of the Board
- 1) Discussion and vote to elect Chair and Vice Chair/Clerk
 - 2) Board Liaison Roles: review and discuss liaison role and assignments for 2022-2023
 - 3) Assign and vote responsibility for reviewing/tracking regular session minutes and executive session minutes
 - 4) Governance Guidelines: review and update as needed, vote to reissue
 - 5) Meeting Schedule and Remote Participation during summer months
- 8:25 pm 5. Annual Town Meeting: follow up on Town Meeting, review next steps for Articles, discuss time tables
- 1) Review Logistics
 - 2) Annual Town Meeting 2023
- 8:55 pm
8:45 pm 6. Acting Town Manager Update
- a. Discussion of future Select Board dates and summer remote participation
 - b. Town Meeting Tracker
 - c. Launcher Way
 - d. Council on Aging/Community Center
 - e. Loker Grass Field
 - f. Town Manager Act Forums
 - g. Communications Consultant
- 9:10 pm 7. Mosquito Control Spraying: Discussion and potential vote to opt out of mosquito control spraying by the State Reclamation and Mosquito Board
- 9:20 pm 8. Artisan Day Care Center proposal - Rt. 20, Weston, MA: discussion of project and its potential traffic impact. Potential vote to direct Acting Town Manager and/or Select Board chair to communicate data and other information to the Town of Weston and/or the Commonwealth, to assist the Town of Weston, and the state address traffic issues
- 9:30 pm 9. Town Manager Screening Committee charge and composition, potential vote
- 9:40 pm
9:50 pm 10. Vote Consent Calendar

SELECT BOARD
Monday, May 23, 2022
7:00 p.m.
Wayland Town Building, Council on Aging Room
41 Cochituate Road, Wayland, MA

9:45 pm
9:55 pm

11. Minutes:

- a. Review and vote to approve the regular session minutes of May 2, May 9, May 12, May 14, and May 15, 2022.
- b. Executive Session Minutes-vote to release with redactions the executive session
Minutes related to Conducting a strategy session in preparation for contract negotiations with non-union (Acting Town Manager): April 12, 2022, April 19, 2022 (session 2), May 2, 2022 (session 2), May 9, 2022, and May 14, 2022.
- c. Update on review and release of executive session minutes

9:55 pm
10:05 pm

12. Review Correspondence

10:00 pm
10:10 pm

13. Select Board's Reports and Concerns

10:10 pm
10:20 pm

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

10:15 pm
10:25 pm

15. Adjourn

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

Tom Fay - term expires 2022

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

Adam Gutbezahl - term expires 2024

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

Cherry Karlson - term expires 2023

Audit Committee
Board of Assessors
Housing Authority
Housing Partnership
Municipal Affordable Housing Trust
Personnel Board
Trust Fund Commission
Wastewater Management District Commission

Carol Martin - term expires 2024

Community Preservation Committee
Historic District Commission
Historical Commission
School Committee
Senior Property Tax Relief Committee
Surface Water Quality Committee

Dave Watkins - term expires 2023

Board of Health
Board of Library Trustees
Cable Advisory Committee
ELVIS Committee
Finance Committee
Recreation Commission



Town of Wayland Governance Guidelines

1.0 Principles of Organization for Elected Boards and Appointed Bodies

1.1 Annual Organization Meeting

Boards and other appointed public bodies must organize annually after the Annual Town Meeting and no later than July 15th. Public bodies will elect a Chair and any other necessary officers such as a Vice-Chair or Co-Chair, Clerk and Assistant Clerk with attention given to rotating leadership positions. Elected boards must follow statutory requirements for reorganization.

1.2 Assignment

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

1.3 Role of Members

A member of any public body will:

1. Respect the role of the Chair in setting agendas and facilitating meetings.
2. Respect decisions of the public body and recognize that members take action as part of a public body and may not conduct Town business independently of the public body except as authorized by a vote of the public body.
3. Recognize that action at an official legal meeting is binding and that an individual member cannot bind the public body outside of such meeting.
4. Not make statements or promises about how he / she will vote on matters that come before the public body until he / she has had an opportunity to hear the pros and cons of the issue during the body's public meeting.
5. Uphold the intent of Executive Sessions and respect the privileged communication that exists in Executive Session, holding it in confidence.
6. Assume a high level of integrity, striving toward fact - based and objective public statements and deliberations. Make decisions only after all facts on a question have been presented and discussed.
7. Work with Town staff at the direction of the public body only so that Town staff are not subject to conflicting direction from individual public body members.
8. If appointed by a majority of the public body, serve as a liaison to other public bodies.
9. Expect that requests of information from the Town Administrator and other Town staff will be responded to during posted office hours.
10. Treat the public, applicants before the public body, Town employees and other members with respect and courtesy. The members and Chair of a public body should take time to listen to individuals speaking to the body. The Chair should make sure members of the

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public who are present also accord those speaking with respect and an opportunity to be heard uninterrupted.

11. Acknowledge and respond to inquiries as soon as practical. A good estimate is 1-2 business days.

1.4 Role of Chair and Vice Chair

The Chair will set meeting agendas, convene all meetings, and execute documents as authorized by the public body. The Chair will act only under authority provided by a quorum of the public body.

The Chair will serve as the public body's primary contact with the Town Administrator and other Town staff, with the exception of Town staff assigned as a liaison to the public body. All members of the public body may contact the liaison for requests for information on matters within the jurisdiction of the public body

The Chair will act on behalf of the board on routine matters between meetings (such as setting appointments and scheduling). As a general rule, the Chair should solicit the opinions of all members prior to stating his or her personal opinion on any agenda item before the public body.

The Chair will be responsible for ensuring the proper preparation and disposition of all minutes under the Open Meeting Law. The Vice Chair will fulfill the duties of the Chair in his or her absence.

The Chair will respond to inquiries directed to the Board or Public body so as to ensure a timely response and provide a response that is consistent with the public discussion.

1.5 Role of Clerk

Although Town staff may record minutes for some public bodies, the public body is encouraged to elect a Clerk or individual member who takes responsibility for ensuring minutes are recorded, created and submitted for approval and filed along with supporting documents as a permanent record in the office of the assigned Town department. If voted minutes are substantially different from draft minutes, draft minutes must be retained as well. Boards and committees should consult with the Town Administrator if they have questions about minutes.

1.6 Social Media

As recommended by the Massachusetts Attorney General's Office, members of public bodies must be careful not to engage in deliberation with the other members of the public body through social media as it may violate the Open Meeting Law. Members should proceed with caution when communicating via social media platforms. See below the segment from the January 2021 edition of Division of Open Government's Newsletter related to this issue.

<https://us15.campaign-archive.com/?u=cb4a8f8dde889f526f9b8ca4e&id=ff02b05960>

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

2.0 Board and Public Bodies Governance Policy

2.1 Authority and Purpose of These Guidelines

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

Responsibilities under Charge and Local and State Law

Each public body will conduct its business under a Town by-law, state statute or, for appointed public bodies, under a charge adopted by the Board of Selectmen.

2.2 Annual Reports

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

2.3 Rules of Procedure and Voting

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

2.4 Advisory Committees

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

2.5 Training

Public bodies must take any training required by law. The Board of Selectmen may require additional training so members can effectively fulfill their duties. Training may be provided at

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Town Building, over the internet, or may require out of Town travel or require multiple sessions. Whenever training is required by the Town so that a volunteer can serve on a public body, the Town will pay for the costs of tuition and travel. All such costs must be approved in advance by a Department Head before the costs are incurred.

2.6 Changes of Member Status

Members will be sworn in by the Town Clerk or Assistant Town Clerk after appointment or election and submit a letter of resignation to the Office of the Town Clerk when no longer willing or able to serve.

New members of public bodies cannot vote until sworn in by the Town Clerk or Assistant Town Clerk.

If a member wishes to resign before the end of a term he or she must submit to the Office of the Town Clerk a signed letter of resignation. The resignation is effective upon receipt by the Office of the Town Clerk unless a different date is specified. Upon expiration of a term, appointed members will continue to hold office until a successor is appointed. Filling of mid-term vacancies for elected officials will be done according to state law.

2.7 Open Meeting Law

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

1. Definition of a public body
2. Definition of a meeting / 5 exceptions to the definition
3. Definition of a meeting quorum
4. Requirements for posting meetings
5. Ten legal purposes for executive sessions
6. Requirements to allow remote participation
7. Required public participation.
8. Required records for open and executive sessions
9. Open Meeting Law complaint process
10. Determinations by the Attorney General that the public body was found in violation of the Open Meeting Law over the past five years.

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

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

Please see the attached Public Bodies' Checklist for requirements for posting meetings.

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

2.7.1 Meeting Notices

All public bodies must comply with the Open Meeting Law, including but not limited to filing meeting agendas with the Town Clerk at least 48 hours in advance of the meeting. Saturdays, Sundays and legal holidays are excluded in the calculation of the 48 hours. The agenda may be filed with the Town Clerk in person or e-mailed to the Town Clerk at Townclerk@wayland.ma.us. Agendas must be received by the Town Clerk at least 30 minutes before the end of business in order to be posted the same day. Agendas received after the close of business will not be posted until the next day. Please contact the Town Clerk's office if you have a late filing.

The agenda must include a list of topics that is sufficiently specific to reasonably inform the public of the items to be discussed at the meeting. The agenda must also include any Executive Sessions planned, citing one of the 10 legal purposes for calling an executive session. Depending upon specific circumstances and the legal purpose of the Executive Session, the Executive Session notice must include specificity with regard, for example, the name of a matter of litigation, the name of a collective bargaining unit, or identification of parcels of land. Whenever in doubt, the Chairs of public bodies are encouraged to consult with the Town Administrator, who will refer questions to Town Counsel if necessary, for appropriate language for meeting notices for Executive Sessions.

2.7.2 Revised Agendas

If an agenda item is received by the Chair within 48 hours of a posted meeting, and the agenda item could not be reasonably anticipated by the Chair more than 48 hours before the meeting, the Chair may revise the posted agenda to include the new agenda item. It is preferred that agendas are revised only when the agenda item arises because of an emergency, which is defined as a sudden and generally unexpected occurrence or set of circumstances, demanding immediate action. All other matters should be heard at a later meeting of the public body. If you are filing a revised agenda it must be marked "REVISED" with the date and time of the original agenda noted and any changes or additions should be highlighted. Chairs of public bodies are encouraged to consult with the Town Administrator or the Town Clerk to ensure that revised agendas comply with Open Meeting Law.

2.7.3 Requirement for Meeting Minutes

The Open Meeting Law requires public bodies to create and approve minutes in a timely manner (defined as three meetings or 30 days, whichever is longer). The Public Records Law requires that existing minutes be made available to the public within 10 days upon request,

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

whether these minutes have been approved or are in draft form. Materials or other exhibits used by the public body in an open meeting must also be made available to the public within 10 days of request. Minutes of all staffed public bodies will be posted to the website by departmental staff. Minutes of all other public bodies will be emailed to townclerk@wayland.ma.us to be posted on the Town website and kept on file in the Town Clerk's office.

2.7.4 Contents of Minutes

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

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

2.7.5 Draft Minutes

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

2.7.6 Executive Session Minutes

Minutes must be created for all Executive Sessions. Executive Session Minutes must not be released to the public until the reason for calling an Executive Session has ended, after which Executive Session Minutes must be reviewed and voted for approval and release by the public body. The Chair is responsible for regularly reviewing minutes for potential release.

2.7.7 Recording of Meetings

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

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

2.7.8 Public Participation

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

2.7.9 Remote Participation at Meetings

The Town of Wayland permits remote participation. Members of Town boards and committees may participate and vote by teleconference, audio-conference or other means that allows all persons present, including the audience and the member participating remotely, to hear the proceedings. Under state regulation, remote participation is allowed if physical attendance by a member of a public body is unreasonably difficult. All votes taken at such meetings where a member participates remotely must be taken by roll call vote and a quorum of members must otherwise be present, not including the remote participant. No remote participant may chair a meeting.

2.7.10 Open Meeting Law Complaint Process

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

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

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

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Government. The AGO may, at its discretion, grant additional time to the public body if it determines there is a showing of good cause to grant the extension.

2.8 Use of E-Mail to Conduct Business

2.8.1 E-Mail and Public Records Law:

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

2.8.2 E-Mail and Open Meeting Law

Whenever one member of a public body uses email or digital communication broadly defined to include all documentary materials or data created or received, regardless of physical form or characteristics, to discuss the public body's business (except for administrative matters such as scheduling and the transmission of documents) with a quorum of the members, it constitutes "deliberation" and is in direct violation of the Open Meeting Law. E-mail communication between less than a quorum of a public body is also in violation of the Open Meeting Law if the e-mail between less than a quorum of members is later forwarded to or discussed with additional members outside of a public meeting, thus unintentionally creating a quorum.

2.8.3 Board of Selectmen Guideline on E-Mail

To avoid violations of the Open Meeting Law and the Public Records Law, it is recommended that e-mail between members of the Town's public bodies be restricted to only the scheduling of meetings and distribution of agendas, documents and reports. This is not a prohibition against email communication. However, e-mails between members of public bodies should never contain any statement that is an opinion of any member.

2.9 Code of Ethics

All members of public bodies are sworn in by the Town Clerk to uphold all state and local laws applicable to the public body's jurisdiction. Members must comply with the state ethics law (MGL Chapter 268A) regarding the conduct of public officials. Members must complete required ethics training and on-line tests. A member is required under the law to not vote on any matter in which the member or an immediate family member has a financial interest. Members are recommended to recuse themselves if there is an "appearance" of a conflict of interest. Members of public bodies should consult with the Town Administrator if they have any question about conflict of interest. The Town Administrator, who may direct them to Town Counsel or other appropriate State authority,

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2.9.1 Absences

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

2.9.2 Members are Bound by Applicable Personnel Policies and Law

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

2.9.3 Litigation against Town by a Member of an Appointed Public Body

A member of any appointed public body may be temporarily suspended by the Board of Selectmen during a lawsuit filed by the member against the Town in a court of competent jurisdiction in the state of MA.

2.9.4 Removal under this Section

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

2.10 Town Meeting and Public Bodies

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

2.11 Policy on Legal Services

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

SUPPLEMENTAL DOCUMENTS REFERENCED ABOVE:

- 1) Checklists for Public Bodies
- 2) MGL 30 A, Section 21 (a): 10 Allowable purposes for entering executive session. Other policies relevant to the work of public bodies are posted on the Board of Selectmen's website.

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

Public Body Checklist for Posting a Meeting Notice

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

Notice Contents

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

Notice Publication

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

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

Public Body Checklist for Creating and Approving Meeting Minutes

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

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

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Public Body Checklist for Entering Into Executive Session

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

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

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

MGL 30 A, Section 21 (a)

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

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

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

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

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

Proposed Select Board Upcoming Meeting dates

5.23.22

6.6.22

6.27.22

7.11.22

7.18.22

8.8.22

8.15.22

9.6.22

9.12.22

9.19.22

**AMENDMENT TO
SETTLEMENT AGREEMENT**

This **AMENDMENT TO SETTLEMENT AGREEMENT** ("Amendment") is made and entered into on this 12th day of May, 2022, by and between Twenty Wayland, LLC, a Massachusetts limited liability company (and any related Twenty Wayland related entities, including Twenty Wayland Infra, LLC and Twenty Wayland Other, LLC), having an address of c/o KGI Properties, LLC, 10 Memorial Blvd., Suite 901, Providence, RI 02903 ("Donor"), and the Town of Wayland, a Massachusetts municipal corporation, having an address of 41 Cochituate Road, Wayland, MA 01778 (the "Town", together with Donor, the "Parties").

WHEREAS, the Parties entered into a Settlement Agreement dated January 20, 2022 whereby the Parties resolved the outstanding claims arising under a Development Agreement and certain Permits, all as defined in the Settlement Agreement;

WHEREAS, the Parties desire to amend the Settlement Agreement, as set forth herein.

NOW, THEREFORE, in consideration of the foregoing promises, the following promises and covenants, and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, Donor and the Town agree as follows:

1. Section 11 of the Settlement Agreement is deleted in its entirety, and substituted with the following:

Gift Fund Account. Subject to the terms and conditions of this Agreement, at the transfer of the Accepted Parcels and such of the Remaining Parcels as the Town has voted to accept, the Town (i) will refund \$170,000 of the Financial Gift identified in Section J(1) of the Development Agreement (the "Financial Gift"), and (ii) will release its claim to monies associated with the Financial Gift.

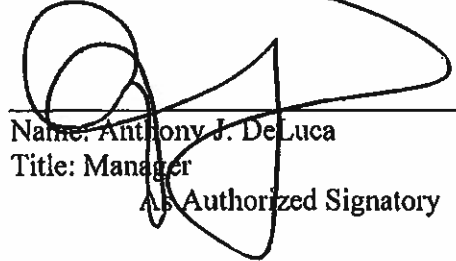
If required, the Parties acknowledge that the Donor shall obtain Certificates of Compliance from both the Wayland Conservation Commission and the Massachusetts Department of Environmental Protection. The Town agrees to work cooperatively with the Donor in acquiring the required Certificates of Compliance from the Conservation Commission. The Donor agrees to address any outstanding requirements to effectuate said Certificates of Compliance in a timely manner.

2. In all other respects, the terms of the Settlement Agreement shall remain in full force and effect.

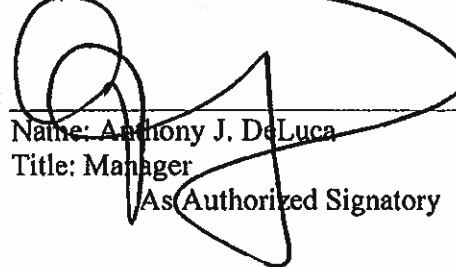
[Remainder of page intentionally left blank]

Signed under seal as of the date first written above.

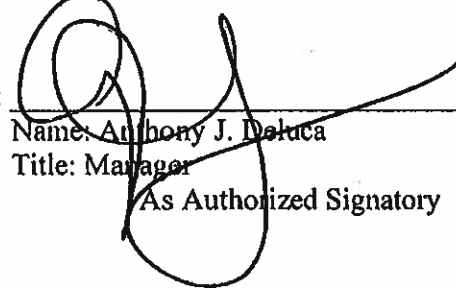
TWENTY WAYLAND, LLC

By: 
Name: Anthony J. DeLuca
Title: Manager
As Authorized Signatory

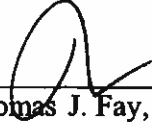
TWENTY WAYLAND INFRA, LLC

By: 
Name: Anthony J. DeLuca
Title: Manager
As Authorized Signatory

TWENTY WAYLAND OTHER, LLC

By: 
Name: Anthony J. DeLuca
Title: Manager
As Authorized Signatory

TOWN OF WAYLAND
By Its Select Board



Thomas J. Fay, Chair

Adam G. Gutbezahl, Member

Cherry C. Karlson, Member

Carol B. Martin, Member

David V. Watkins, Member

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TOWN OF WAYLAND

Board of Health


41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

Julia Junghanns, R.S., C.H.O.
DIRECTOR OF PUBLIC HEALTH
TEL. (508) 358-3617
www.wayland.ma.us

BOARD OF HEALTH
Robert DeFrancesco, DMD
Brian McNamara
John Schuler, MD
Arnold Soslow, MD
Genevieve Anand, MD

Date: May 11, 2022

To: Select Board
Stephen Crane, Interim Town Manager

From: Board of Health
Julia Junghanns, Director of Health 

Subject: Option for municipalities to OPT OUT of mosquito control spraying by the State Reclamation and Mosquito Control Board

MEMORANDUM

Overview-M.G.L. Chapter 252, Section 2A(b)(2) allows a municipality to opt out of spraying, either aerial or other mosquito control spraying, conducted by the State Reclamation and Mosquito Control Board (SRMCB) conducted under M.G.L. c. 252, Section 2A(a). The 2022 process to opt out requires municipalities to review the regional historical Eastern Equine Encephalitis (“EEE”) risk level map, which serves as Executive Office of Energy and Environmental Affairs’ (“EEA”) 2022 evaluation criteria, in order to determine interest in proceeding with an opt-out application for 2022. If the municipality determines it wishes to proceed, it must prepare an alternative mosquito management plan which includes submission of at least three education and outreach activities, and secure approval to opt out via a certified vote by local Select Board or City Council. Opting out must be requested by May 27th.

Board of Health recommendation: After a review of the Massachusetts Department of Public Health (MDPH) projections for the 2022 mosquito season, on May 9, 2022 at a regularly scheduled meeting the Board of Health **voted 4-0 in favor of recommending to NOT opt out of the SRMCB mosquito spraying program.** This vote was taken after a discussion of mosquito control, review of historical data, and the MDPH 2022 projected Risk level for Middlesex County (and for adjacent counties) which is projected to be “High Risk” for EEE. Municipalities are at high regional risk if there is either evidence of a mosquito sample testing positive for EEE in the region in multiple years or if there is strong evidence of a locally infected human or animal case of EEE in the region. The regional risk level determinations serve as EEA’s evaluation criteria for the 2022 municipal opt-out applications. Regional historical EEE risk levels were determined using historical risk level indicators, including the presence of local and regional suitable mosquito habitat and local and regional incidences of positive EEE test results of mosquito samples, animals, and humans.

Mass Department of Health-State surveillance and response plans

The Mass Department of Public Health approves and distributes an Arbovirus Surveillance and Response plan each year that outlines guidance for Local Municipalities. The plan includes a local contact person for communications: <https://www.mass.gov/lists/arbovirus-surveillance-plan-and-historical-data>



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

LOUISE L. E. MILLER
TOWN ADMINISTRATOR
TEL. (508) 358-7755
www.wayland.ma.us

BOARD OF SELECTMEN

LEA T. ANDERSON
MARY M. ANTES
LOUIS M. JURIST
CHERRY C. KARLSON
DOUGLAS A. LEVINE

April 30, 2019

Leon Gaumont, Jr.
Town Manager
Town of Weston
11 Town House Road
Weston, MA 02493-0002

Subject: Weston Development Projects – Traffic Study @ Route 20/Old Connecticut Path/Plain Road

Dear Leon:

Some concerns have been brought to my attention regarding the traffic impact to the intersection of Route 20 / Old Connecticut Path / Plain Road resulting from the various 40B Projects and the Artisan Day Care Center at 863 Boston Post Road currently being proposed in Weston. It appears that those driving from the east and west will add to the existing traffic burden experienced at this intersection.

With the additional trips expected as a result of the proposed developments, would the Weston Board of Selectmen and the Weston Planning Board consider seeking funding from the developers and offer their support of a traffic study at this intersection? The estimated cost is approximately \$40,000. The primary goal of the study is to identify intersection improvements that would improve capacity safety for all users and be endorsed by the Massachusetts Department of Transportation (MassDOT).

This intersection has been identified by MassDOT as a high crash location within the Boston MPO region. Therefore, the project could be eligible for statewide Transportation Improvement Program (TIP) funding through the Highway Safety Improvement Program (HSIP) funds. In addition to being a dangerous intersection, several of the approaches operate at LOS F during the both the AM and PM peak hours. A traffic study is the first step required before this intersection can be moved to design and placement on the Statewide TIP.

We are committed on improving this intersection with the Town of Weston and would like to work together to help enhance positive development along the Route 20 corridor and beyond. Please feel free to call me directly with any questions.

Thank you for your time and your consideration of this request.

Sincerely,

Louise L. E. Miller
Town Administrator

cc: Wayland Board of Selectmen
Sarkis Sarkisian, Wayland Town Planner
Wayland Planning Board

ROAD SAFETY AUDIT

Route 20 at Old Connecticut Path

Town of Wayland

March 12, 2020

Prepared for:

MassDOT



On Behalf of:

Vanasse & Associates, Inc.
35 New England Business Center Drive, Suite 140
Andover, MA 01810-1066

Prepared by:

Toole Design
2 Oliver Street, Suite 305
Boston, MA 02109



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Background

Toole Design has conducted a Road Safety Audit (RSA) for the intersection of Route 20 at Old Connecticut Path in Wayland, Massachusetts. This intersection is a high crash location and listed as a Highway Safety Improvement Program (HSIP) crash cluster 2013-2015 and 2014-2016, indicating that the location falls within the top 5% of high crash locations in the Metropolitan Area Planning Council (MAPC) area, based on crash data from 2013 to 2015 in the MassDOT crash database. At the request of the Town of Wayland, the intersection of Route 20 at Plain Road was added to the RSA. This intersection is also an HSIP location based on crash data from 2014-2016. The RSA was conducted as part of mitigation commitments for the proposed Multifamily Residential Community, located on 751-761 Boston Post Road (Route 20). The proposed project is located approximately 0.7 miles east of the intersection of Route 20 at Old Connecticut Path.

The goal of an RSA is to identify safety issues and provide potential enhancements to improve safety for all roadway users. The potential enhancements are categorized by timeframe and cost, which helps responsible agencies to determine the responsibilities and when to make proposed enhancements.

Project Data

Toole Design conducted the RSA on Tuesday, February 4, 2020. The audit was held at Wayland Town Hall Planning Department at 41 Cochituate Road, Wayland, MA. Members of the audit team first met at the Town Hall to discuss existing safety concerns and issues. The team then conducted a field visit to the intersection of Route 20 at Old Connecticut Path and identified additional safety concerns. The team then discussed countermeasures during the audit on the infrastructure and operating conditions of the subject intersection. The members of the audit team comprised of representatives from local and state agencies ranging from emergency responders to transportation planners and engineers. The audit team members and their affiliations are provided in **Table 1** and their contact information is provided in **Appendix B, RSA Audit Team Contact List**.

Table 1: Participating Audit Team Members

Audit Team Member	Agency/Affiliation
Lola Campbell	MassDOT District 3 Traffic
Kevin Fitzgerald	MassDOT Traffic Safety
Ana Fill	MassDOT Traffic Safety
Sarkis Sarkisian	Wayland Planning Department
Patrick Swanick	Wayland Police Department
Paul Brinkman	Wayland Department of Public Works
Tom Holder	Wayland Department of Public Works
Heather Georgallas	Toole Design
Odera Cole	Toole Design

Audit team members received a meeting packet prior to the RSA including a meeting agenda (**Appendix A RSA Meeting Agenda**), study area details, crash data analysis, collision diagrams of the study area intersections, and an RSA prompt list. A collision diagram is a graphical representation of the crash data showing both the crash type and approximate crash location within a study area. The collision diagrams also show whether the individual crashes were fatal, injury or property damage only, as well as daylight versus nighttime conditions. The audit members were asked to review the packet and visit the RSA study area prior to the meeting. Safety issues were identified by the team at the beginning of the RSA, followed by a field visit to the study intersection. The audit team finished the meeting by determining appropriate short-, medium- and long-term countermeasures for the safety issues discussed.

Per crash records provided by the Wayland Police Department (WPD), 26 crashes were recorded within the Route 20 at Old Connecticut Path intersection from 2015 to 2017. Of the reported crashes, eight (31%) resulted in injury. The majority of crashes within the Route 20 at Old Connecticut Path intersection were rear-end, representing 73% of the total collisions in the study area. Crashes occurred most frequently in the afternoon peak hours (4PM – 6PM, 20% of all crashes), just before the afternoon peak hours (2PM – 4PM, 20% of all crashes) and just before midday (10AM-12PM, 20% of all crashes). Of all crashes, most happened in the daylight (92%), with clear weather conditions (64%), and on a dry road surface (85%). Crashes were more prevalent in January (15%), July (15%) and August (15%). Crashes were also more prevalent on Fridays and Thursdays, accounting for 27% and 19% of the total, respectively.

Per crash records provided by the Wayland Police Department (WPD), 9 crashes were recorded within the Route 20 at Plain Road intersection from 2015 to 2017. Of the reported crashes, two (22%) resulted in injury. The majority of crashes within the Route 20 at Plain Road intersection were rear-end, representing 55% of the total collisions in the study area. Crashes occurred most frequently in the mid-day hours (12PM – 2PM, 22% of all crashes), just before the afternoon peak hours (2PM – 4PM, 22% of all crashes) and in pre-morning rush hours (6AM-8AM, 22% of all crashes). Of all crashes, most happened in the daylight (66%), with clear weather conditions (66%), and on a dry road surface (88%). Crashes were most prevalent in September (44%). Crashes were also more prevalent on Fridays and Thursdays, accounting for 44% and 44% of the total, respectively.

Project Locations and Description

The study area includes the intersection of Route 20 at Old Connecticut Path in Wayland, MA. At the request of the Town of Wayland during the audit, the intersection of Route 20 at Plain Road was added to the audit discussion and site visit. In 2018, the average weekday traffic on Route 20 just east of the intersection with Old Connecticut Path was approximately 39,345 vehicles per day (vpd) and the average weekday traffic on Route 20 just west of the intersection with Old Connecticut Path was approximately 38,991 vehicles per day (vpd) according to the Massachusetts Department of Transportation (MassDOT) Online Transportation Data Management System. According to MassDOT functional classification, Route 20 is classified as a rural minor arterial and Old Connecticut Path is classified as an urban minor arterial. The posted speed limit along Route 20 within the study area is 35 miles per hour (mph) in both directions. Old Connecticut Path is posted 30 mph within 600 feet of the intersection, then is posted 40 mph south of that. The study area is shown in **Figure 1** and described on the following pages.



Figure 1: Locus Map  RSA Locations

Intersections

Route 20 at Old Connecticut Path is a skewed three-legged unsignalized intersection located on the east side of the Town of Wayland near the town line between Wayland and Weston. Route 20 runs in the east-west direction with Old Connecticut Path intersecting from the south. Old Connecticut Path intersects Route 20 at Westway Road and again approximately 170 feet west. Route 20 and Old Connecticut Path both have one lane per direction.

Sidewalks are present on the north and south side of this section on Route 20 and a crosswalk exists on the eastern Old Connecticut Path approach. The sidewalks appear to be newly constructed and in good condition. There are ADA compliant ramps at the ends of each crosswalk. There are no bicycle facilities present at this intersection. Route 20 and Old Connecticut Path are under Town jurisdiction.



Figure 2: Intersection Aerial Figure – Route 20 at Old Connecticut Path

Route 20 at Plain Road is a three-legged unsignalized intersection located on the east side of the Town of Wayland right at the town line between Wayland and Weston. Route 20 runs in the east-west direction with Plain Road intersecting from the north. According to MassDOT functional classification, Route 20 is classified as an urban principal arterial and Plain Road is classified as a local roadway. Route 20 and Plain Road both have one lane per direction.

Sidewalks are present on the north and south side of Route 20 west of the intersection. Asphalt sidewalk continues on the north side of Route 20 east of the intersection. The sidewalks appear to be newly constructed and in good condition. There are no crosswalks on any of the approaches. There are no bicycle facilities present at this intersection. Route 20 and Plain Road are under Town jurisdiction.



Figure 3: Intersection Aerial Figure – Route 20 at Plain Road

Audit Observations and Potential Safety Enhancements

Following an introduction to the RSA process and a summary of existing geometry and crash history data, the audit participants were asked to discuss safety concerns at the study area intersections. Audit team members then drove to the study area as a team, at which time observations were offered in the field. Several of the safety issues identified by the audit team were:

- Intersection Geometry
- Pavement Markings and Signage
- Pedestrian and Bicyclists Accommodations

The following sections discuss in detail the safety issues and potential enhancements that were identified during the RSA. It should be noted that current, applicable design standards referenced throughout the report include but are not limited to the Manual on Uniform Traffic Control Devices (MUTCD), Americans with Disabilities Act (ADA), MassDOT and the Town of Wayland standards and specifications; in addition, consideration should be given to applicable local, state, and national guidelines. Several of the issues identified require further study and engineering judgment to determine the feasibility of implementing the improvements to address them.

Route 20 at Old Connecticut Path



Figure 4: Sight line from Old Connecticut Path looking west along Route 20

Intersection Geometry

Observations

Various aspects of the intersection geometry contribute to the high vehicular speeds and sight distance issues. The wide radius between the eastern Route 20 leg and Old Connecticut Path enables vehicles to maneuver through this turn at higher speeds. Though there were no recorded crashes directly related to this factor, the wide radius could result in higher speeds particularly during off-peak hours and could potentially contribute to crashes.

Intersection sight distance is poor for vehicles turning right onto Route 20 to head east. Audit members noted that the angle between the eastern Old Connecticut Path approach turning east onto Route 20 makes it that drivers need to continuously look over their shoulder to view oncoming traffic while making this movement.

Vehicles then potentially don't notice the vehicle in front of them stopping last minute and rear-end the vehicle in front of them. The angle of this intersection results in the eastern Old Connecticut Path approach to operate more as a merge than a STOP-controlled location. Vehicles were observed alternating entering the intersection from Route 20 and Old Connecticut Path although Route 20 has the right of way. This could cause confusion for drivers who are not familiar with the area and result in a rear-end crash due to the vehicle second in the queue to potentially expect the vehicle in front to have already taken the turn. Furthermore, the lack of adequate gaps in traffic along Route 20 were observed to make it difficult for vehicles entering from Old Connecticut Path which may also contribute to last minute stopping. This is evident with the large cluster of rear-end and angle crashes involving vehicles trying to make this turn, including Crashes 4, 7, 11, 13, and 14 that resulted in injury.

Old Connecticut Path also intersects Route 20 approximately 170 feet east, across from the Post Road Liquors driveway. Audit members noted that drivers are often confused on which Old Connecticut Path intersection they should use to make various maneuvers. This may have contributed to Crashes 18, 20, and 24.

Potential safety enhancements

- Consider reducing the turning radii at the intersection to deter speeding.
- Consider realigning Westway Road to intersect Old Connecticut Path further south to create a T-intersection with Old Connecticut Path and separating the approach from Route 20.
- Evaluate the feasibility of making the two Old Connecticut Path northbound approaches one-way pairs.
- Consider realigning the Old Connecticut Path approaches to create one T-intersection to improve sight lines and reduce turning speeds.
- Consider restricting all Route 20 westbound lefts to the western Old Connecticut Path approach.
- Evaluate the feasibility for installing a Route 20 westbound dedicated left-turn pocket to give left-turning vehicles a space to queue and wait for an appropriate gap, potentially reducing the number of rear-end and angle crashes. This would be in conjunction with consolidating all westbound lefts into one of the two Old Connecticut Path legs.
- Evaluate the feasibility for signalizing the intersection to create gaps for all turning vehicles and improve safety. This would require meeting signal warrants and consolidating both Old Connecticut Path legs.
- Evaluate sight distance and remove vegetation, fence, etc. to ensure adequate sight distance is provided.
- Install speed feedback signs to alert drivers to the proper speed for the roadway.

Access Management

Observations

Audit team members noted that every building along the north side of Route 20 within the study area has two driveways. Vehicles from Old Connecticut Path waiting to enter the gas station located on the north side of Route 20, across from the eastern Old Connecticut Path approach, have a very short distance to make the maneuver. Restricted sight distance from this approach and the short distance to turn left into the station from the northeast approach, as opposed to using the western Old Connecticut Path approach, are contributing factors for Crash 9, 19, and 23.

Potential safety enhancements

- Coordinate with businesses to consolidate driveways or restricting access to and from the driveways (right in/ right out or enter/exit only driveways) to reduce potential conflict points along the corridor.

Pavement Markings and Signage

Observations

Double yellow centerlines and white edge lines are provided along the Route 20 and Old Connecticut Path approaches. A stop bar and crosswalk are present across the eastern Old Connecticut Path approach. Audit team members noted that the STOP bar is located on the north side of the crosswalk, therefore vehicles were observed stopping on or after the crosswalk. The angle of this intersection results in the eastern Old Connecticut Path approach to operate more as a merge than a STOP-controlled location. Vehicles were observed alternating entering the intersection from Route 20 and Old Connecticut Path although Route 20 has the right of way. This could cause confusion for drivers who are not familiar with the area and result in a rear-end crash due to the vehicle second in the queue to potentially expect the vehicle in front to have already taken the turn. Furthermore, the STOP signs at this intersection are mounted too low and does not meet MUTCD requirements. Improperly installed signs can cause visibility issues and confusion, potentially contributing to the cluster of rear-end crashes this approach has experienced. It was also noted that there is currently no STOP sign or STOP bar for the Westway Road approach.



Figure 5: STOP bar located in front of eastern Old Connecticut Path crosswalk

Audit members noted that there is no wayfinding to direct vehicles making the left turn from Old Connecticut Path onto Route 20. There is also no wayfinding provided directing Route 20 eastbound right turning vehicles to use the western Old Connecticut Path approach, which may have contributed to Crashes 9 and 23. Audit members discussed that this leg should be used for eastbound right turning traffic due to the angle of the Old Connecticut Path approach. Similarly, there is also no clear sign letting westbound

vehicles on Route 20 attempting to turn left which Old Connecticut Path should be used, which may have contributed to Crash 24.

Potential safety enhancements

- Relocate STOP bar on eastern approach of Old Connecticut Path to be located prior to the crosswalk.
- Consider realigning crosswalk and STOP bar to improve pedestrian safety and vehicular sight lines from the eastern Old Connecticut Path approach.
- Reinstall STOP signs to meet MUTCD requirements.
- Install STOP sign and bar for Westway Road approach.
- Install wayfinding signage to direct vehicles to the appropriate Old Connecticut Path approach to potentially reduce rear-end and angle crashes at either approach. This would prohibit left turns from the Old Connecticut Path eastern approach and right turns from Route 20 onto the eastern Old Connecticut Path approach.



Figure 7: Missing crosswalk across western Old Connecticut Path approach

Pedestrian and Bicyclists Accommodations

Observations

There are currently sidewalks along the north and south sides of Route 20. There are no sidewalks provided along Old Connecticut Path or Westway Road. There is a crosswalk provided across the eastern Old Connecticut Path approach, however audit members noted the skewed nature of the crosswalk creates a long crossing for pedestrians that extends approximately 50 feet in length. There are accessible ramps with tactile warning panels on either side of the western Old Connecticut Path approach, however no crosswalk is present. There are currently no crosswalks provided across either Route 20 approach. There are also no bicycle facilities provided along any of the approaches. There were no reported crashes involving a pedestrian or bicyclist at this location.

Potential safety enhancements

- Evaluate the feasibility and need for constructing sidewalks along Old Connecticut Path or Westway Road, connecting to the already existing sidewalk network.
- Stripe crosswalk across the western Old Connecticut Path approach.
- Consider adding crosswalks, ADA-compliant ramps and detectible warning panels across Route 20 to provide safe crossings for pedestrians.

- Evaluate the need for potentially controlling the pedestrian crossings to improve safety, whether by HAWK or signaling the intersection and providing pedestrian crossing signals (assuming a crosswalk is installed across Route 20).
- Consider developing a town wide bicycle and pedestrian plan to identify gaps in the network and address safety concerns.
- Evaluate the need for bicycle infrastructure. Due to the high volume and high-speed nature of Route 20, physical separation of potential infrastructure is recommended.

Route 20 at Plain Road

Intersection Geometry

Observations

At the request of the Town of Wayland, the intersection of Route 20 at Plain Road was added to the RSA. This intersection is also an HSIP location based on crash data from 2014-2016. There were 9 crashes that were recorded within the Route 20 at Plain Road intersection from 2015 to 2017. Of the reported crashes, two (22%) resulted in injury. The majority of crashes within the Route 20 at Plain Road intersection were rear-end, representing 55% of the total collisions in the study area.

Plain Road is a narrow roadway with an upgrade while approaching Route 20. The audit team noticed that there were limited gaps in traffic for vehicles turning from Plain Road. Vehicles were observed to get impatient and proceed into traffic and oncoming vehicles were forced to slow down significantly to let the vehicles turn onto Route 20. Entering Route 20 from Plain Road, with limited available gaps within traffic along Route 20, is particularly difficult with the upgrade. The upward grade along Plain Road, towards Route 20, makes it difficult for vehicles to accelerate while turning onto Route 20. This may have contributed to Crashes 1, 6 and 7, involving vehicles entering the intersection from the Plain Road approach.

Furthermore, sight lines from Plain Road are extremely restricted due to vegetation and sign placement located on the northwest corner of the intersection.



Figure 8: Poor sight distance from Plain Road

Potential safety enhancements

- Evaluate the feasibility of signalizing the intersection to create gaps for traffic entering and exiting the Plain Road approach. This would require signal warrants to be met.
- Evaluate either eliminating or setting peak hour time restrictions on turns in and out of Plain Road to reduce potential angle and rear-end crashes.
- Consider reducing/improving the vertical grade along Plain Road.
- Conduct a sight distance assessment at the intersection to consider removing or relocating anything that is within the sight triangles to improve visibility. Particularly trimming the vegetation and relocating the signs.

Pedestrian and Bicyclists Accommodations

Observations

There are currently concrete sidewalks provided along the north and south sides of Route 20, that terminate at Plain Road, the Wayland/Weston Town Line. There is an asphalt sidewalk that continues along the north side of Route 20, east of Plain Road, into Weston. There are no crosswalks provided across any of the approaches at the intersection. There are also no bicycle facilities provided along either Route 20 or Plain Road.

Potential safety enhancements

- Evaluate the feasibility and need of constructing sidewalk along Plain Road, connecting to the already existing sidewalk network.
- Consider adding crosswalks, ADA-compliant ramps and detectable warning panels across the Plain Road approach to provide safe crossings for pedestrians.
- Evaluate the potential desire line to cross Route 20. If providing a crossing across Route 20 is deemed warranted and feasible, consider installing a crosswalk with ADA-compliant ramps and detectable warning panels. A crosswalk should only be considered with the provisions that a beacon be provided given the speed of the Route 20 corridor.
- Evaluate the need for bicycle infrastructure. Due to the high volume and high-speed nature of Route 20, physical separation of potential infrastructure is recommended.

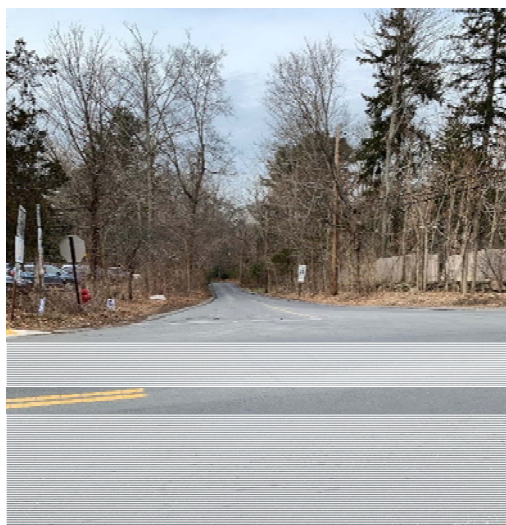


Figure 9: Plain Road

Summary of Road Safety Audit

Based on observations and discussions, the RSA team identified the issues and potential enhancements that could improve safety at the intersections of Route 20 at Old Connecticut Path and Route 20 at Plain Road in Wayland, Massachusetts. The timeframe and costs are categorized below in **Table 2**.

Table 2: Estimated Time Frame and Costs Breakdown

Time Frame ¹		Costs	
Short-Term	<1 Year	Low	<\$10,000
Mid-Term	1-3 Years	Medium	\$10,001-\$50,000
Long-Term	>3 Years	High	>\$50,000

Table 3 lists each safety issue and the corresponding potential safety enhancements that were discussed at the audit and within the previous sections. The table includes the safety benefit, estimated timeframe for completion, estimated construction cost, and roadway jurisdiction for each observed safety issue and potential safety enhancement. Safety payoff estimates are subjective and may be based on the relative percent of crashes that may be reduced by the enhancement based on known and documented crash reduction factors, if available or estimated crash reduction based on a stated source.

Table 3: Potential Safety Enhancement Summary

Safety Issue	Potential Safety Enhancement	Safety Payoff	Time Frame	Cost	Jusisdiction
Route 20 at Old Connecticut Path					
Intersection Geometry	Consider narrowing the travel lanes/roadways to reduce vehicular speeds.	Medium	Mid-Term	Medium	MassDOT/Town of Wayland
	Consider narrowing the turning radii at the intersection to deter speeding.	High	Long-Term	High	MassDOT/Town of Wayland
	Consider realigning Westway Road to intersect Old Connecticut Path further south to create a T-intersection with Old Connecticut Path and separating the approach from Route 20.	High	Long-term	High	Town of Wayland
	Evaluate the feasibility of making the two Old Connecticut Path northbound approaches one-way pairs.	Medium	Mid-Term	Low	MassDOT/Town of Wayland
	Consider realigning the Old Connecticut Path approaches to create one T-intersection to improve sight lines and reduce turning speeds.	High	Long-term	High	MassDOT/Town of Wayland
	Evaluate the feasibility for installing a Route 20 westbound dedicated left-turn pocket to give left-turning vehicles a space to queue and wait for an appropriate gap, potentially reducing the number of rear-end and angle crashes.	Medium	Mid-Term	Low	MassDOT/Town of Wayland
	Evaluate the feasibility for signaling the intersection to create gaps for all turning vehicles and improve safety.	High	Long-term	High	MassDOT/Town of Wayland
	Install speed feedback camera to deter speeding.	Low	Short-Term	Medium	MassDOT/Town of Wayland
Access Management	Coordinate with businesses to consolidate driveways or restricting access to and from the driveways (right in/right out or enter/exit only driveways).	High	Mid-Term	Medium	MassDOT/Town of Wayland

Safety Issue	Potential Safety Enhancement	Safety Payoff	Time Frame	Cost	Jusisdiction
Pavement Markings and Signage	Relocate STOP bar on eastern approach of Old Connecticut Path to be located prior to the crosswalk.	Medium	Short-Term	Low	MassDOT/Town of Wayland
	Consider realigning crosswalk and STOP bar to improve pedestrian safety and vehicular sight lines from the eastern Old Connecticut Path approach.	Medium	Mid-Term	Medium	MassDOT/Town of Wayland
	Reinstall STOP signs to meet MUTCD requirements.	Low	Short-Term	Low	MassDOT/Town of Wayland
	Install STOP sign and bar for Westway Road approach.	Low	Short-Term	Low	Town of Wayland
	Install wayfinding signage to direct vehicles to the appropriate Old Connecticut Path approach to potentially reduce rear-end and angle crashes at either approach.	Low	Short-Term	Low	MassDOT/Town of Wayland
Pedestrian and Bicyclists Accommodations	Evaluate the feasibility and need for constructing sidewalks along Old Connecticut Path or Westway Road, connecting to the already existing sidewalk network.	High	Long-term	High	MassDOT/Town of Wayland
	Stripe crosswalk across western Old Connecticut Path approach.	High	Short-term	Low	MassDOT/Town of Wayland
	Consider adding crosswalks, ADA-compliant ramps and detectible warning panels across Route 20 to provide safe crossings for pedestrians.	High	Long-term	High	MassDOT/Town of Wayland
	Evaluate the need for potentially controlling the pedestrian crossings to improve safety, whether by HAWK or Rectangular Rapid Flashing Beacons (RRFBs) or signaling the intersection and providing pedestrian crossing signals (assuming a crosswalk is installed across Route 20).	High	Long-term	High	MassDOT/Town of Wayland
	Consider developing a town wide bicycle and pedestrian plan to identify gaps in the network and address safety concerns.	Medium	Mid-Term	Medium	MassDOT/Town of Wayland

Safety Issue	Potential Safety Enhancement	Safety Payoff	Time Frame	Cost	Jusisdiction
	Evaluate the need to bicycle infrastructure. Due to the high volume and high-speed nature of Route 20, physical separation infrastructure is recommended.	Medium	Mid-Term	Medium	MassDOT/Town of Wayland
<i>Route 20 at Plain Road</i>					
Intersection Geometry	Conduct a sight distance assessment at the intersection to consider removing or relocating anything that is within the sight triangles to improve visibility. Particularly, trimming the vegetation and relocating the signs.	Medium	Mid-Term	Medium	MassDOT/Town of Wayland
	Evaluate either eliminate or setting peak hour time restrictions on turns in and out of Plain Road to reduce potential angle crashes and affecting potential traffic to the adjacent Old Connecticut Path intersection.	Medium	Mid-Term	Medium	MassDOT/Town of Wayland
	Evaluate the feasibility of signaling the intersection to create gaps for traffic entering and exiting the Plain Road approach.	High	Long-term	High	MassDOT/Town of Wayland
Pedestrian and Bicyclists Accommodations	Evaluate the feasibility and need of constructing sidewalk along Plain Road, connecting to the already existing sidewalk network.	High	Long-term	High	MassDOT/Town of Wayland
	Consider adding crosswalks, ADA-compliant ramps and detectable warning panels across the Plain Road approach to provide safe crossings for pedestrians.	High	Long-term	High	MassDOT/Town of Wayland
	Evaluate the potential desire line to cross Route 20. If providing a crossing across Route 20 is deemed warranted and feasible, consider installing a crosswalk with ADA-compliant ramps and detectable warning panels. A crosswalk should only be considered with the provisions that a beacon be provided given the speed of the Route 20 corridor.	High	Long-term	High	MassDOT/Town of Wayland
	Evaluate the need for bicycle infrastructure. Due to the high volume and high-speed nature of Route 20, physical separation of potential infrastructure is recommended	Medium	Mid-Term	Medium	MassDOT/Town of Wayland

Appendix A. RSA Meeting Agenda

Agenda

Road Safety Audit

Wayland, MA

Route 20 at Old Connecticut Path

Meeting Location: Wayland Town Hall
Planning Department
41 Cochituate Road
Wayland, MA

Tuesday, February 4th, 2020
1:30 PM – 3:30 PM

Type of meeting:	Road Safety Audit
Attendees:	Invited Participants to Comprise a Multidisciplinary Team
Please bring:	Thoughts and Enthusiasm!!!

1:30 PM	Welcome and Introductions
1:45 PM	Discussion of Safety Issues <ul style="list-style-type: none">• Crash history– provided in advance• Existing Geometries and Conditions
2:15 PM	Site Visit <ul style="list-style-type: none">• Drive to the study area.• As a group, identify areas for improvement
2:45 PM	Discussion of Potential Improvements <ul style="list-style-type: none">• Return to the Town Hall• Discuss observations and finalize safety issue areas• Discuss potential improvements and finalize recommendations
3:00 PM	Adjourn for the Day – but the RSA has not ended

Instructions for Participants:

- Before attending the RSA on February 4th, participants are encouraged to drive/walk through the intersection and complete/consider elements on the RSA Prompt List with a focus on safety.
- All participants will be actively involved in the process throughout. Participants are encouraged to come with thoughts and ideas, but are reminded that the synergy that develops and respect for others' opinions are key elements to the success of the overall RSA process.
- After the RSA meeting, participants will be asked to comment and respond to the document materials to assure it is reflective of the RSA completed by the multidisciplinary team.

Appendix B. RSA Audit Team Contact List

Invited Audit Team Members

Date: February 4, 2020 Location: Route 20 at Old Connecticut Path, Wayland, MA

Audit Team Members	Agency/Affiliation	Email Address	Phone Number
Lola Campbell	MassDOT District 3 Traffic	Alolade.campbell@state.ma.us	508-929-3887
Kevin Fitzgerald	MassDOT Traffic Safety	Kevin.t.fitzgerald@state.ma.us	857-368-9619
Ana Fill	MassDOT Traffic Safety	Ana.fill@state.ma.us	857-368-9648
Sarkis Sarkisian	Wayland Planning Department	Ssarkisian@wayland.ma.us	508-358-3778
Patrick Swanick	Wayland Police Department	Pswanick@wayland.ma.us	508-358-1710
Paul Brinkman	Wayland Department of Public Works	Pbrinkman@wayland.ma.us	508-358-6852
Tom Holder	Wayland Department of Public Works	Tholder@wayland.ma.us	508-358-3678
Heather Georgallas	Toole Design	Hgeorgallas@tooledesign.com	617-619-9910
Odera Cole	Toole Design	Ocole@tooledesign.com	617-619-9910

Appendix C. Detailed Crash Analysis

COLLISION DIAGRAM

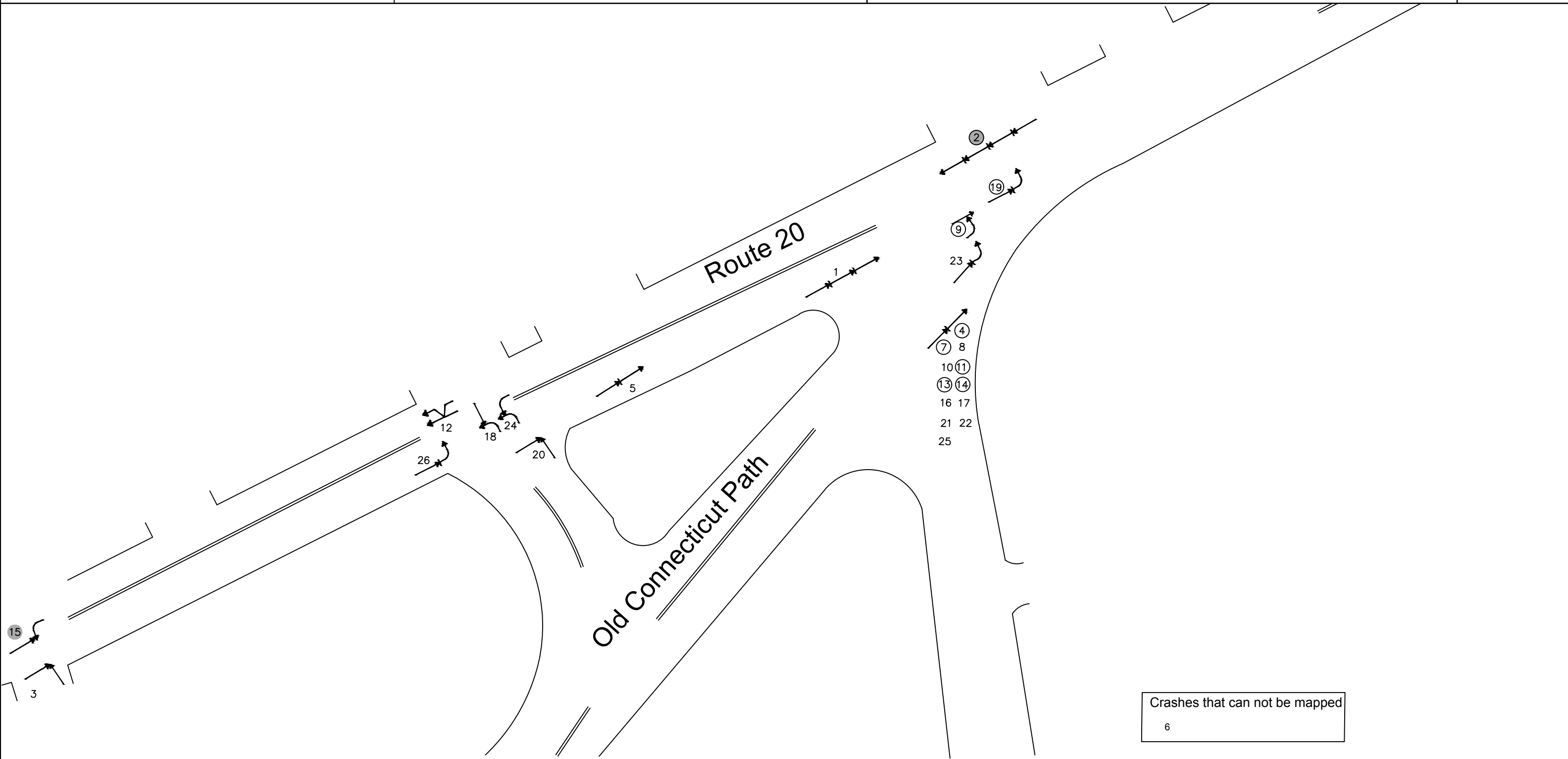
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Moving Vehicle	Head on	Injury
Backing Vehicle	Rear End	Fatal
Non-Involved Vehicle	Angle	
Pedestrian	Turning Movement	
Bicycle	Sideswipe	
Animal	Out of Control	
Parked Vehicle	Night Time Crash	
Fixed Object		

WAYLAND, MA

REGION: MAPC

ROUTE 20 AT OLD CONNECTICUT PATH

TIME PERIOD ANALYZED: 2015-2017
 SOURCE OF CRASH REPORTS: WAYLAND PD
 DATE PREPARED: 12/4/2019
 PREPARED BY: TOOLE DESIGN



Crashes that can not be mapped
 6

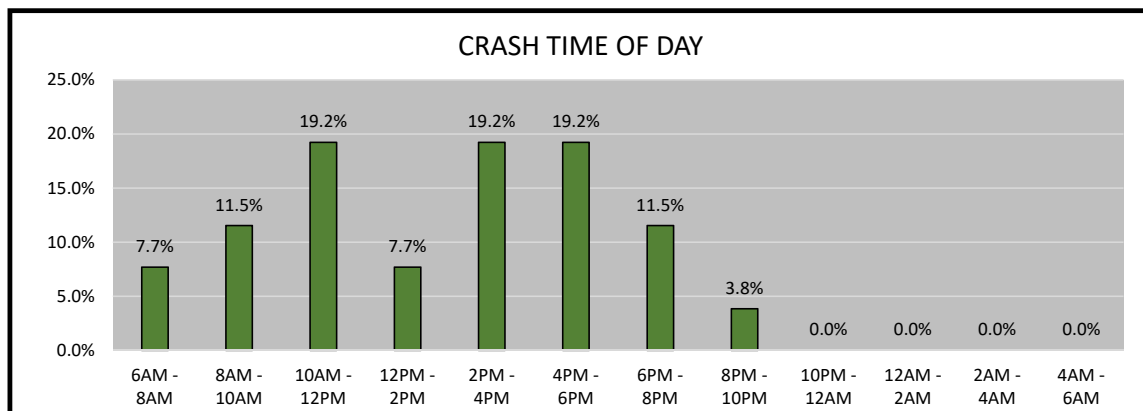
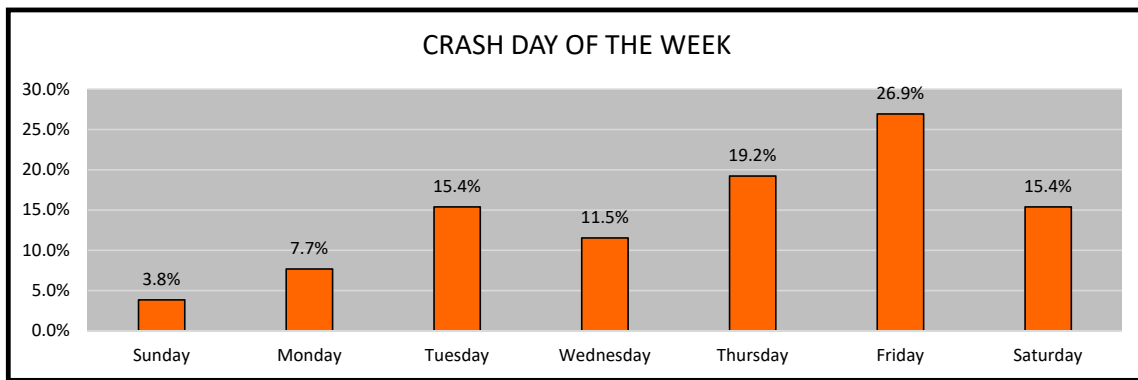
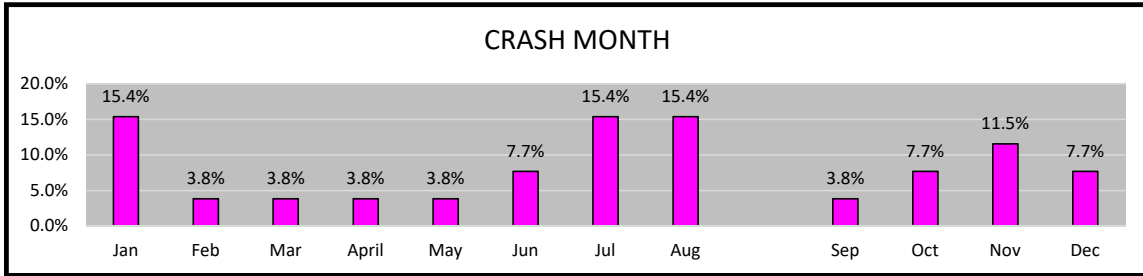
Crash Data Summary Table (2015-2017)

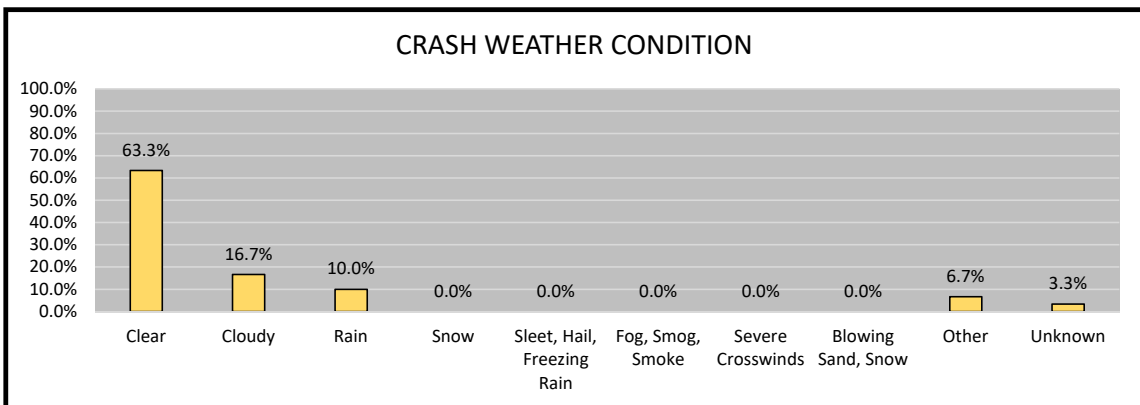
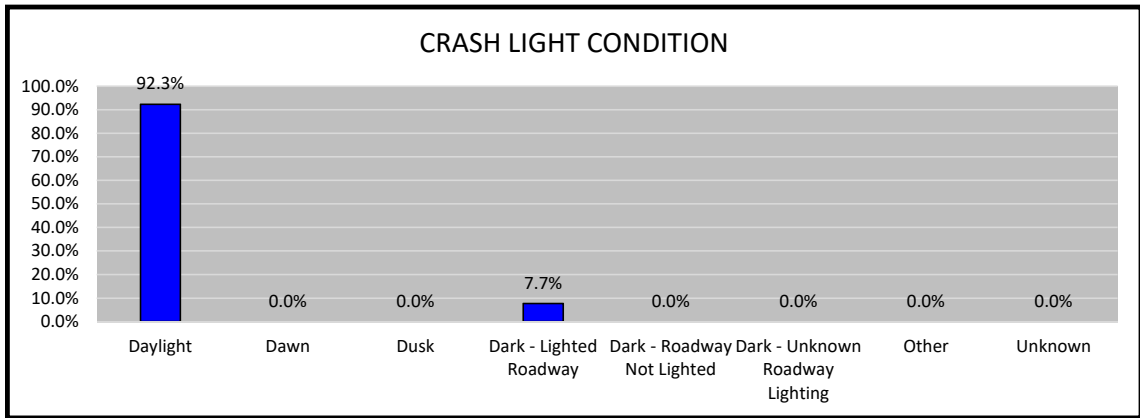
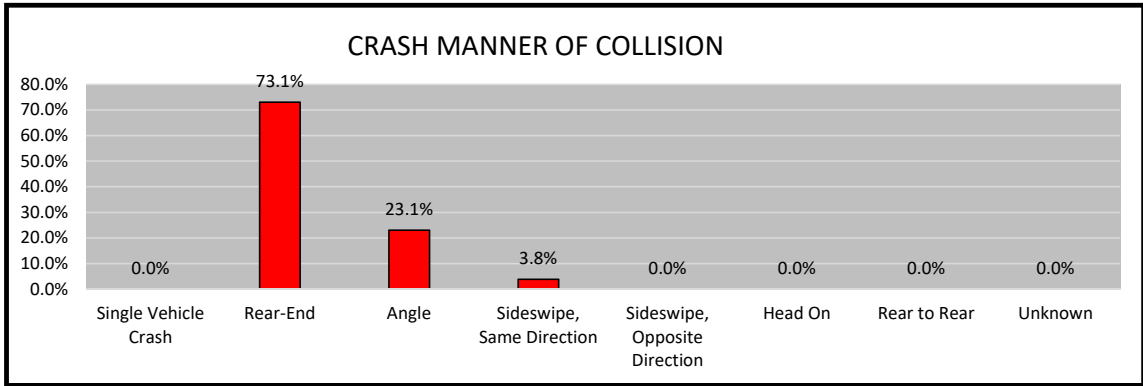
Town of Wayland: Route 20 at Old Connecticut Path

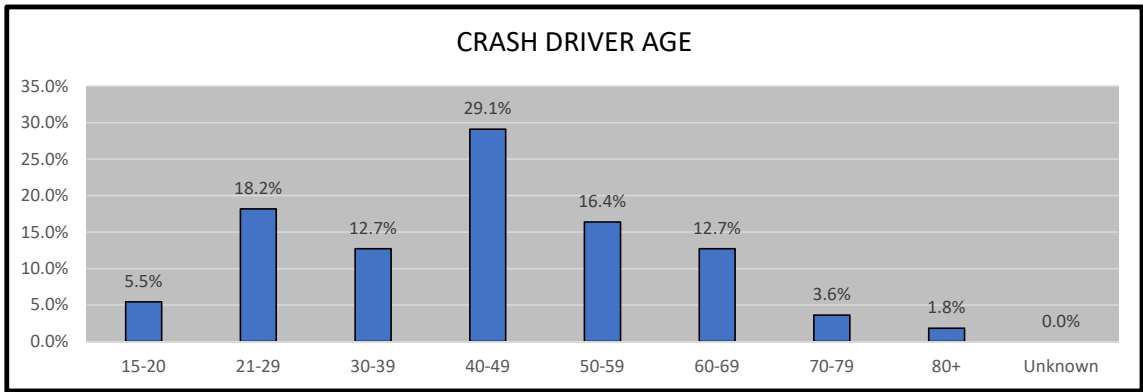
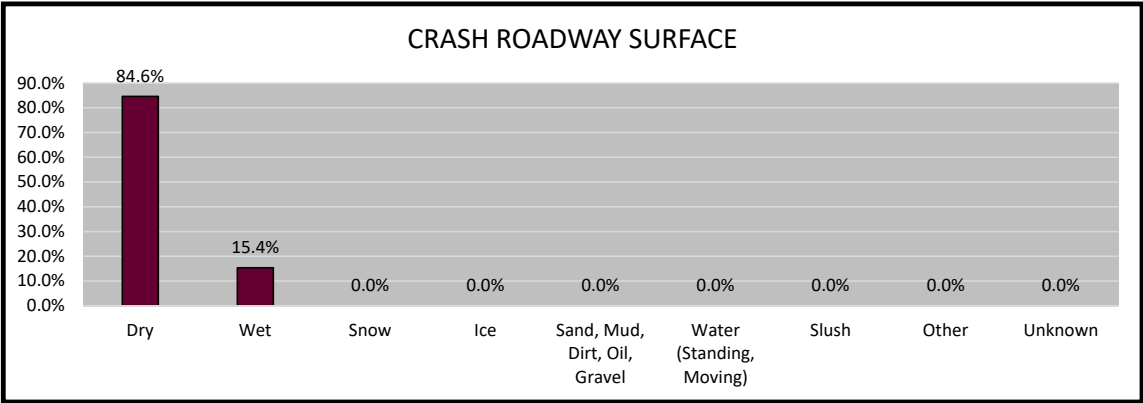
Crash Diagram #	Crash Date	Crash Day	Time of Day	Manner of Collision	Light Condition	Weather Condition	Road Surface	Driver Contributing Code	D1	D2	D3	D4	Comment
1	1/16/2015	Friday	11:56 AM	Rear-end	Daylight	Clear	Dry	No improper driving	58	23	46		All travelling on Route 20, EB V1 rear ended EB V2 which in turn rear ended EB V3 as V2 & V3 were stopped in traffic.
2	1/17/2015	Saturday	3:46 PM	Rear-end	Dark-lighted roadway	Clear/Other	Dry	Inattention	46	40	53	47	All travelling on Route 20, WB V1 struck WB V2 which struck WB V3 which in turn struck WB V4 as traffic slowed down approaching the intersection of Old Connecticut Path.
3	6/19/2015	Friday	10:19 AM	Angle	Daylight	Clear	Dry	Other improper action	21	56			EB V1 travelling on Route 20 was struck by V2 pulling out of the Coach Grill parking lot
4	7/10/2015	Friday	4:41 PM	Rear-end	Daylight	Not reported	Dry	Followed too closely	62	74			V2 struck V1 stopped at the intersection
5	8/11/2015	Tuesday	10:02 AM	Rear-end	Daylight	Cloudy/Rain	Wet	Followed too closely	20	42			EB V2 travelling on Route 20 was struck by EB V1 travelling on Route 20. V2 came to a complete stop while V1 was unable to stop due to wet surface.
6	9/17/2015	Thursday	4:07 PM	Rear-end	Daylight	Clear	Dry	Unknown	25	27			EB V1 rear ended EB V2, both travelling on Route 20
7	10/31/2015	Saturday	1:05 PM	Rear-end	Daylight	Clear	Dry	Unknown	43	39			EB V1 travelling on Old Connecticut Path stopped before merging onto Route 20 and was struck in the back by EB V2 also travelling on Old Connecticut Path.
8	11/16/2015	Monday	3:42 PM	Rear-end	Daylight	Clear	Dry	Followed too closely	36	69			EB V1 travelling on Old Connecticut Path merging onto Route 20 was struck in the back by EB V2 also travelling on Old Connecticut Path.
9	4/6/2016	Wednesday	6:09 PM	Angle	Daylight	Cloudy	Dry	Other improper action	48	75			EB V1 travelling on Route 20 was struck by left turning V1 approaching from Western Old Connecticut Path.
10	6/10/2016	Friday	10:07 AM	Rear-end	Daylight	Clear	Dry	Unknown	24	63			EB V2 travelling on Old Connecticut Path stopped before merging onto Route 20 and was struck in the back by EB V1 also travelling on Old Connecticut Path.
11	7/6/2016	Wednesday	7:38 AM	Rear-end	Daylight	Clear	Dry	Followed too closely	67	54			EB V2 travelling on Old Connecticut Path stopped before merging onto Route 20 and was struck in the back by EB V1 also travelling on Old Connecticut Path.
12	11/11/2016	Friday	8:10 AM	Sideswipe, same direction	Daylight	Clear/Other	Dry	Inattention	43	42			WB V2 initially attempting to make a left turn on to Old Connecticut Path from Route 20, decided against a left turn and struck WB V1 travelling on Route 20.
13	11/18/2016	Friday	8:00 AM	Rear-end	Daylight	Clear	Dry	Unknown	55	48			EB V2 travelling on Old Connecticut Path stopped before merging onto Route 20 and was struck in the back by EB V1 also travelling on Old Connecticut Path.
14	1/5/2017	Thursday	9:49 AM	Rear-end	Daylight	Clear	Wet	Followed too closely	18	58			EB V2 travelling on Old Connecticut Path stopped at stop sign before merging onto Route 20 and was struck in the back by EB V1 also travelling on Old Connecticut Path.
15	1/30/2017	Monday	6:46 PM	Angle	Dark-lighted roadway	Clear	Dry	Inattention	53	43			WB V1 travelling on Route 20 struck EB V2 travelling on Route 20, attempting to turn left into the Gulf Gas Station
16	3/1/2017	Wednesday	8:53 PM	Rear-end	Daylight	Clear	Dry	Inattention	44	42			EB V2 travelling on Old Connecticut Path merging onto Route 20 was struck in the back by EB V1 also travelling on Old Connecticut Path.
17	2/4/2017	Saturday	11:39 AM	Rear-end	Daylight	Clear	Dry	Unknown	22	65			EB V2 travelling on Old Connecticut Path stopped before merging onto Route 20 and was struck in the back by EB V1 also travelling on Old Connecticut Path.
18	5/6/2017	Saturday	1:40 PM	Angle	Daylight	Rain	Wet	No improper driving	40	44			V2 turning WB onto Boston Post Road from Old Conn. Path collided with SB V1 exiting the parking lot.
19	7/14/2017	Friday	5:07 PM	Rear-end	Daylight	Cloudy	Dry	Followed too closely	31	26			EB V1 travelling on Route 20 and attempting to turn left into Gulf gas station was struck from behind by EB V2 also travelling on Route 20
20	7/27/2017	Thursday	3:38 PM	Angle	Daylight	Cloudy/Rain	Wet	Unknown	17	36			V1 travelling on Old Connecticut Path and attempting to turn left onto Route 20 was struck by EB V2 travelling on Route 20. The front of V1 was slightly out into the eastbound lane.
21	8/1/2017	Tuesday	6:32 PM	Rear-end	Daylight	Clear	Dry	No improper driving	25	39			EB V2 travelling on Old Connecticut Path began to drive forward and stopped before merging onto Route 20 and was struck in the back by EB V1 also travelling on Old Connecticut Path.
22	8/24/2017	Thursday	3:04 PM	Rear-end	Daylight	Clear	Dry	Inattention	69	38			EB V1 travelling on Old Connecticut Path attempting to turn right on to Route 20, stopped and was struck in the back by EB V2 also travelling on Old Connecticut Path.
23	8/31/2017	Thursday	4:15 PM	Rear-end	Daylight	Cloudy	Dry	Followed too closely	44	66			EB V2 travelling on Old Connecticut Path attempted to turn left into 28 Boston Post Road and struck EB V1 also travelling on Old Connecticut Path.
24	10/17/2017	Tuesday	3:33 PM	Angle	Daylight	Clear	Dry	Failed to yield right of way	23	81			NB V1 travelling on Old Connecticut Path attempting to turn left onto Route 20 was struck by WB V2 travelling on Route 20 and attempting to turn left onto Old Connecticut Path.
25	12/5/2017	Tuesday	9:27 AM	Rear-end	Daylight	Clear	Dry	Followed too closely	21	52			EB V2 travelling on Old Connecticut Path stopped before merging onto Route 20 and was struck in the back by EB V1 also travelling on Old Connecticut Path.
26	12/24/2017	Sunday	4:27 PM	Rear-end	Daylight	Clear	Dry	Unknown	52	35			EB V1 travelling on Route 20 rear ended EB V2 stopped on Route 20 attempting to turn left at 44 Boston Post Road.

Crash Data Summary Table (2015-2017)

Town of Wayland: Route 20 at Old Connecticut Path







COLLISION DIAGRAM

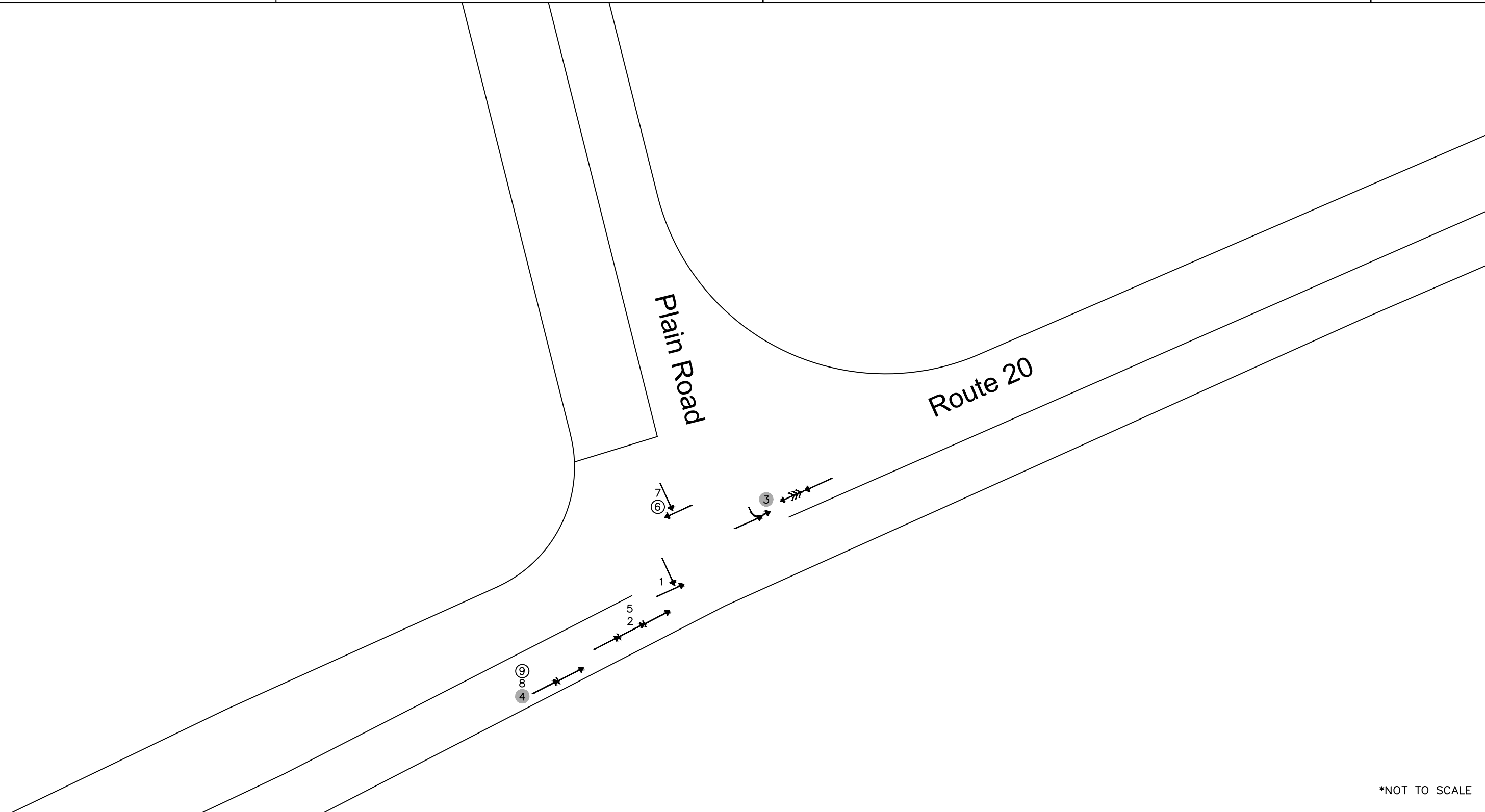
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Backing Vehicle	Rear End	Fatal
Non-Involved Vehicle	Angle	
Pedestrian	Turning Movement	
Bicycle	Sideswipe	
Animal	Out of Control	
Parked Vehicle	Night Time Crash	
Fixed Object		

WAYLAND, MA

REGION: MAPC

ROUTE 20 AT PLAIN ROAD

TIME PERIOD ANALYZED: 2015-2017
 SOURCE OF CRASH REPORTS: WAYLAND PD
 DATE PREPARED: 3/11/2020
 PREPARED BY: TOOLE DESIGN
 PAGE 1 OF 2



COLLISION DIAGRAM

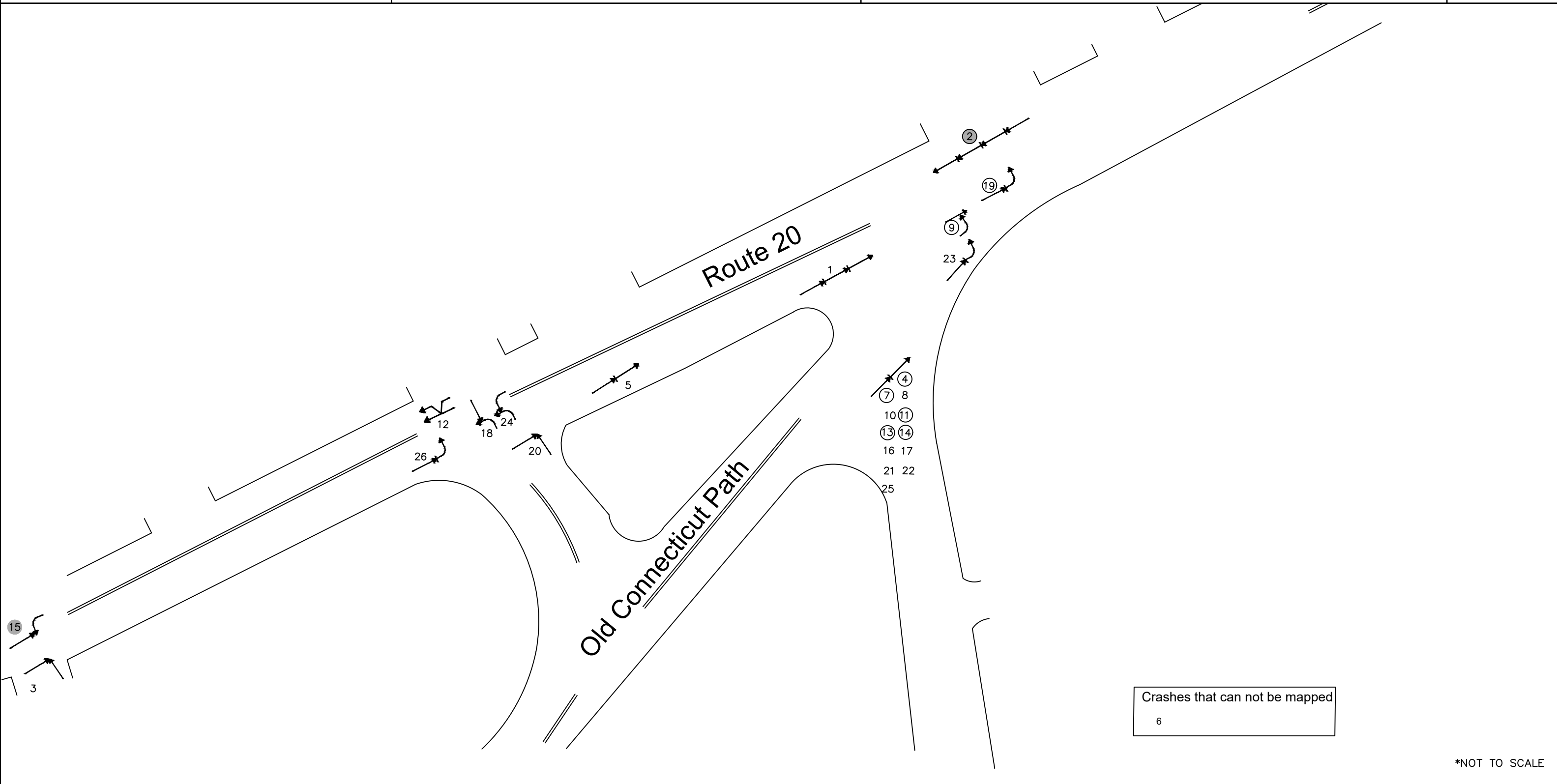
SYMBOLS	TYPE OF CRASH	SEVERITY
Moving Vehicle	Head on	Injury
Backing Vehicle	Rear End	Fatal
Non-Involved Vehicle	Angle	
Pedestrian	Turning Movement	
Bicycle	Sideswipe	
Animal	Out of Control	
Parked Vehicle	Night Time Crash	
Fixed Object		

WAYLAND, MA

REGION: MAPC

ROUTE 20 AT OLD CONNECTICUT PATH

TIME PERIOD ANALYZED: 2015-2017
 SOURCE OF CRASH REPORTS: WAYLAND PD
 DATE PREPARED: 12/4/2019
 PREPARED BY: TOOLE DESIGN
 PAGE 2 OF 2



Crashes that can not be mapped
 6

Appendix D. Road Safety Audit References

Road Safety Audit References

Massachusetts Traffic Safety Toolbox, Massachusetts Highway Department, www.mhd.state.ma.us/safetytoolbox.

Road Safety Audits, A Synthesis of Highway Practice. NCHRP Synthesis 336. Transportation Research Board, National Cooperative Highway Research Program, 2004.

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FHWA Road Safety Audit Guidelines. U.S. Department of Transportation, Federal Highway Administration, 2006.

Road Safety Audit, 2nd edition. Austroads, 2000.

Road Safety Audits. ITE Technical Council Committee 4S-7. Institute of Transportation Engineers, February 1995.

To: Stephen Crane, Acting Town Manager
Thomas Fay, Select Board Chair
Sarkis Sarkisian, Planning Director
Ira Montague, Planning Board Chair
CC: Thomas Holder, Department of Public Works Director
Joseph Doucette, Department of Public Works Superintendent
From: Board of Public Works
Date: April 23, 2022
Re: 863 Boston Post Road – Proposed Development

On Tuesday, April 19 the Wayland Board of Public Works discussed the proposed development of a child care center at 863 Boston Post Road in Weston at the Wayland town line. Of particular concern is the additional traffic, and related public safety concerns, this facility would generate during peak hours on an already congested area with a high crash rate, including a recent fatal accident.

The project proposes a change in use of this property from a single family home to a 150+ student operation with about 30 staff. The traffic generated by a facility of this size, coupled with anticipated maintenance and delivery trips, represents a significant and potentially adverse change. The traffic report presented by the developer's traffic engineer indicates that a mandatory right turn out of the facility is being considered which, if approved, would direct ALL traffic into Wayland.

If a right turn is required when exiting, those wishing to travel east, but forced west, would likely look for expedient ways to reverse direction, likely turning around at the Old Connecticut Path/Route 20 island (already dangerous and congested) or alternatively looping down the horseshoe of Westway/Blossom/Applecrest to reverse direction. For those who live down Plain Road and those off Plain such as Draper/Claypit, as well as those making trips to Claypit Hill Elementary School or using Plain Road as a feeder road from Routes 27 and 126, the already difficult turn right or left onto Route 20 will become almost impossible.

The Board requests your help in determining what possible actions Wayland can take to minimize and mitigate the effect this development would have on Wayland. Below are some thoughts along those lines.

- One option Wayland may consider is an appeal of any Weston Planning Board approval. It's unclear if this action would be initiated by the Select Board or the Planning Board.
- As Route 20 is MassDOT controlled, Wayland can petition and request that they review the traffic situation more thoroughly, and request they establish a way for traffic to flow both east and west out of the facility. Not sure that they would have any control over limiting the size of the proposed operation, but may possibly via limiting traffic flow in/out.
- It has been indicated that a portion of this property lies in Wayland – does that give Wayland any say over the site approval? Are there certain zoning requirements that require Wayland's review?

For your easy reference, attached is the developer's traffic study as well as a preliminary traffic study peer review commissioned by the Wayland Planning Board.

Selected Correspondence:

Bonnie Polin, State Safety Engineer
MassDOT |Highway Division|Traffic Safety Section

Good morning – Thank you for taking the time to write. I did check in with the MassDOT District personnel (this straddles two Districts 3 and 6 because of the proximity to the Weston/Wayland town lines.) My understand is that quite a while back, this was presented to MassDOT and MassDOT asked the developer to explore access onto Plain Road and not to rely on restricting right turns out which would necessitate drivers turning around to reverse direction. Several folks I talked to did not have updated information. I do not know where that stands and am checking with the permits engineers and others in the districts.

Carmine Gentile, State Representative, 13th Middlesex District
(Sudbury, Wayland, Marlborough, Framingham)

I will reach out to Acting Town Manager Stephen Crane to ask if he would like the legislative delegation to work with the Town of Wayland, DOT, and the Town of Weston on this matter. Currently Representative Alice Peisch represents both this area of Wayland and the Town of Weston. However, I hope to represent precinct 4 in Wayland next year after the November election and all Wayland residents have a safety interest in this matter. I am happy to become engaged in successfully resolving your and others' concerns. Thank you for reaching out to me.

Corey B. Testa, Staff Director
Office of Representative Alice H. Peisch

Our office has reached out to DOT to see what we can do to support additional traffic mitigation efforts aimed at minimizing the project's impact on an already high-traffic portion of Route 20. I'll let you know when we hear back from the Department.

Public Body Checklist for Preliminary Screening Committees

Issued by the Attorney General's Division of Open Government—March 10, 2017

Executive session Purpose 8, G.L. c. 30A, § 21(a)(8), permits a preliminary screening committee, often called a search committee, to enter executive session to consider or interview applicants for employment or appointment. This is a slightly different executive session purpose than the other nine, as it anticipates that a public body will create a subcommittee—the preliminary screening committee—for this purpose.

- The preliminary screening committee need not contain any members of the parent public body, but, if it does, it must contain less than a quorum. Other individuals may also be members of the preliminary screening committee.
- Before entering executive session, the chair must declare that an open meeting will have a detrimental effect in obtaining qualified candidates, and this statement should then be reflected in the meeting minutes. G.L. c. 30A, § 21(a)(8).
- The preliminary screening committee may perform the initial work of considering and interviewing applicants in executive session. Once there are finalists—meaning at least two individuals to proceed onto the next level of consideration—those finalists must be considered in open session. See OML 2016-105.
- The preliminary screening committee may not enter executive session to prepare questions to ask candidates. See OML 2016-105. Such discussions must occur in open session.
- The preliminary screening committee must create and approve minutes of all meetings, including executive sessions. G.L. c. 30A, § 22(a).

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



STEPHEN CRANE
ACTING TOWN MANAGER
TEL. (508) 358-3620
www.wayland.ma.us

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

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

DRAFT Meeting Minutes **Select Board**

Monday, May 2, 2022
7:00 p.m.

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

Present: Thomas J. Fay, Adam G. Gutbezahl, Cherry C. Karlson, Carol B. Martin

Participating Remotely: David Watkins

Also Present: Acting Town Manager Stephen Crane, Assistant Town Manager John Bugbee

A1. Call to Order, Review the Agenda for Public: At 7:00 p.m., Chair, T. Fay called the meeting of the Select Board to order when a quorum was present. T. Fay announced each member by full name and that D. Watkins would participate remotely. T. Fay announced that the meeting would be recorded for re-broadcast and the ways in which the public could view and participate. T. Fay reviewed the agenda.

A2. Announcements and Public Comment: C. Martin announced that the League of Women Voters would host an Annual Town Meeting issues forum on Thursday, May 5, and that the Town Election would be held on Tuesday, May 10. C. Martin added that the Select Board would hold a Warrant Hearing on Monday, May 9 for the Annual Town Meeting that was to be held on Saturday, May 14 and Sunday, May 15. A. Gutbezahl acknowledged the ongoing Wayland Cultural Council project to paint utility boxes. A. Gutbezahl announced that there would be a musical festival on May 21, 2022.

Wayland High School students, Joss O' Heron, Stonebridge Road and Eliana Barenboim, Richard Road joined the Select Board meeting in person to review the details of the upcoming Music Festival on May 21.

Chris Reynolds, Woodridge Road, joined the meeting in person and acknowledged the work that had been to done to secure the location and the necessary insurance for the festival. He added that there were 43 musicians scheduled, as well as a stage setup, food trucks face, painting, and a psychic. He thanked the Board and the administrators at Wayland High School for supporting the event.

Christine McKenna Lok, Holbrook Road, joined the meeting in person to comment on two affordable housing matters related to the Housing Production Plan and several 40B projects that are planned. C. McKenna Lok expressed that the Board should review the Town's HUD subsidized housing inventory to ensure Wayland meets the 10% threshold. C. Lok also requested that the Board take a position on [Article 22, CPA - Housing: Launcher Way Acquisition.](#)

Tom Sciacca, Rolling Lane, joined the meeting via video-teleconference to inform the Board of three errata with the Warrant: [Article 24. Rescind Appropriation for Framingham Bridge](#), a petitioners' article was altered, illegally; [Article 23. Resolution on Expenditure of Funds for Stonebridge Road Bridge](#) erroneously states that the Board of Public Works recommended approval; and a third with Appendix I which poorly illustrates the Town line. C. Karlson acknowledged the errors and noted that corrections were included in the errata.

Carole Plumb, Bald Rock Road, joined by teleconference and expressed concern that one of the candidates for appointment to the Conservation Commission was married to a Recreation Commissioner. Her concern was that this could present a conflict of interest. C. Plumb went on to parallel the relationship to Supreme Court Justice Clarence and his wife Ginni Thomas. A. Gutbezahl interrupted to object to the comparison. C. Plumb suggested the Board set a clear rule that any board or committee who would hear a matter presented by a board or committee that includes someone to whom they are married, that the board or committee member would then need to recuse themselves.

Richard Turner, Nob Hill Road, Chair of the Public Ceremonies Committee joined by teleconference to announce that there would be a Memorial Day Parade and ceremony. He added that is the 100th Anniversary of Post 133 of the American Legion in Wayland. R. Turner invited a representative from the Select Board to speak at the ceremony. R. Turner inquired about the status of the repair to the memorial at Town Building.

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

Committee	Appointee	Term End Date
Conservation Commission	Betty Salzberg	June 30, 2022
Conservation Commission	Jennifer Pearlman	June 30, 2022

B. Salzberg, Grove Street, joined the meeting via video-teleconference and expressed her intent to join the Conservation Commission and reviewed her related background. The Board interviewed B. Salzberg.

Jennifer Pearlman, Pequot Road, joined the meeting in person and expressed her intent to join the Conservation Commission, she reviewed her related background. The Board interviewed J. Pearlman.

A. Gutbezahl moved, seconded by C. Karlson, that the Board appoint Jennifer Pearlman to the Conservation Commission for a term ending June 30, 2022. Roll Call Vote: YEA: T. Fay, A. Gutbezahl, C. Karlson, C. Martin, D. Watkins. NAY: None. ABSENT: None. ABSTAIN: None. Adopted 5-0. The Board thanked Ms. Salzberg for applying.

A4. Housing Production Plan – presentation by Barrett Planning Group, LLC; discussion and next steps: Judi Barrett and Tyler Maren, of Barrett Planning Group, Inc., and Sarkis Sarkisian, former Town Planner, joined the meeting via video-teleconference. C. Karlson reviewed the progress made on the Housing Production Plan, which included the award of the RFP to secure a consultant firm, and the establishment of a working group to bring a draft Housing Production Plan to fruition. C. Karlson noted that the first draft was presented to the Planning Board in March 2022, where the Planning Board provided comments and feedback, which resulted in the next draft which is in the Board’s packet. T. Maren presented a slideshow reviewing the goals of the draft Housing Production Plan and the findings of the firm and working group. The Board discussed the Housing Production Plan draft and the current percentage of affordable housing that was calculated at 11%, but could change. The Board discussed the various properties that qualify for the Subsidized Housing Inventory (SHI) that could impact the calculations.

J. Barrett indicated that once the Board approved the Housing Production Plan, the Town can transmit the plan to Department of Housing and Community Development (DHCD) for approval with a letter indicating that the Planning Board and the Select Board had commented and reviewed the plan.

Prior to logging off, S. Sarkisian explained the Massachusetts Bay Transportation Authority (MBTA) Community Information Form in the Consent Calendar is to request technical assistance to comply with the draft regulations as it relates to affordable housing. A copy of the completed form was distributed to the it Board for review.

A5. Select Board Liaison Roles: review and discussion of revising policy: No action taken.

A6. Capital Stabilization Fund Policy Subcommittee: review and discussion of proposed policy: At 8:57 p.m., C. Martin left the meeting for two minutes. C. Karlson reviewed the Capital Stabilization Fund Policy in the packet. D. Watkins further explained that the policy would help stabilize capital expenditures and ultimately result in a more predictable tax rate. C. Martin inquired what is maximum balance set by the Mass General Law Chapter 40 Section 5B. A. Gutbezahl confirmed that it was 25% percent of the General Fund. The Board discussed how to use the fund. The Board agreed to revisit at the next meeting.

A7. American Rescue Plan Act (ARPA): Review and discuss next steps regarding ARPA funds; potential vote on use of funds: S. Crane presented a slideshow regarding funds in the amount of \$4,135,376 from the American Rescue Plan Act. S. Crane reviewed the eligible use categories: loss of public sector revenues, public health & economic response, premium pay for essential workers and water, sewer, & broadband infrastructure. He explained that the funds could be used for eligible expenditures incurred between March 2021 and December 2024, but the funds could not be expended on regularly recurring

expenses. S. Crane explained that the funds that must be obligated by December 31, 2024 and spent by December 31, 2026. S. Crane reviewed four items totaling \$783,000; the Fire Department ambulance replacement, two items to fund the Health Department's contact tracing for the future and for work that had been completed; and \$297,000 for School Department custodial services. D. Watkins recommended the balance of the funds be spent on large infrastructure projects. C. Martin expressed concern for duplicate funding of projects and requested an itemization of the \$450,000 for the Fire Department's expense before approval.

C. Karlson moved, seconded by C. Martin that the Board appropriate \$333,000 of American Rescue Plan Act (ARPA) funds for the Health Department and School Department, as shown on page 17 of the packet. Roll Call Vote: YEA: T. Fay, A. Gutbezahl, C. Karlson, C. Martin, D. Watkins. NAY: None. ABSENT: None. ABSTAIN: None. Adopted 5-0.

A8. 2022 Annual Town Meeting (ATM) a. Discuss logistics b. Discuss/Assign motions c. vote position on any remaining articles: S. Crane reported that the Annual Town Meeting Warrant had been mailed out to residents. S. Crane reviewed the logistical challenges of moving the meeting due to weather. The Board discussed the assignments to move the articles at ATM. The Board agreed to review articles for which it had not yet taken a position on May 9.

A9. Acting Town Manager Update: a. DPW night road construction on Cochituate Road b. Earthwell Host Agreement c. Audit Management Letter d. Regional Housing Services Office Status Report e. Town Manager Search: update on RFP status:

A9.a DPW night road construction on Cochituate Road: S. Crane reported that DPW was working on a major project to resurface Cochituate Road, and it was on schedule.

A9.b. Earthwell Host Agreement: S. Crane recommended the Board have an Executive Session to review the draft Host Community Agreement which had been reviewed by counsel. S. Crane added that there was public policy matter regarding community impact fees under the state Cannabis Control Commission which would help drive the finalization of agreement and negotiations.

A9.c. Audit Management Letter: S. Crane reviewed the Audit Management Letter, and indicated that a material weakness was identified due to ongoing cash reconciliation issues. S. Crane added that this was a persistent issue, but he and the Finance Director were working with the consultants to reach a permanent solution. S. Crane added that the Audit Committee was working on its draft response.

A9.d. Regional Housing Services Office Status Report: S. Crane reviewed the quarterly status report from the Regional Housing Services Office in the packet. C. Karlson noted that the Housing Production Plan called to work more closely with the housing groups.

A9.e. Town Manager Search: update on RFP status: J. Bugbee reported that he and C. Martin worked together on revising the RFP document, and the latest version was in the packet. J. Bugbee noted that it was on schedule to be issued. J. Bugbee recommended that if the Board had any changes to the scope, it should be discussed at a future meeting. There was a discussion about the content of the RFP.

A10. Vote to delegate authority to approve and sign weekly payroll and expense warrant to the Town Manager pursuant to Section 5 of Chapter 33 of the Acts of 2022 (Select Board-Town Manager Act):

C. Karlson moved, seconded by C. Martin, to delegate authority to approve and sign weekly payroll and expense warrant to the Town Manager. 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:

1. Vote to delegate authority to approve and sign weekly payroll and expense warrants to the Town Manager.
2. Vote the question of approving sandwich board requests by the Cradles to Crayons and the Wayland Children and Parent Association during the dates of May 9-13 at the Fire Station Two in Cochituate,

Town Center (corner of Routes 20 & 27), Old Connecticut Path and Cochituate Road (Five Paths), and Route 20/Old Connecticut Path by Coach Grill.

3. Vote the question of approving the grant in the amount of \$500 from the Massachusetts State Historical Records Advisory Board (SHRAB) to the Wayland Historical Commission.
4. Vote the question of approving the Massachusetts Bay Transportation Authority Community Information Form.

C. Karlson moved, seconded by C. Martin, to approve the Consent Calendar with the exception of Item #1. Roll Call Vote: YEA: T. Fay, A. Gutbezahl, C. Karlson, C. Martin, D. Watkins. NAY: None. ABSENT: None. ABSTAIN: None. Adopted 5-0.

A12. Minutes: Review and vote to approve the minutes of April 4, 2022, April 12, 2022, April 19 and April 28, 2022: No action was taken on the minutes of April 19, 2022.

C. Karlson moved, seconded by D. Watkins, that the Board approve the minutes of April 4, 2022, April 12, 2022, and April 28, 2022, all 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.

A13. Correspondence: The Board reviewed the correspondence in the packet.

A14. Select Board's Reports and Concerns: C. Karlson noted that some aspects of the Town Code are out of date and specifically the Personnel Board's role needed review. C. Martin asked about the status of the quarterly financial reports. D. Watkins asked to advertise the information for the Town Election on the Town website. S. Crane noted he is reviewing new methods to share information with residents. There was a discussion about requesting Town Counsel to review the liabilities related to remediation included in the Twenty Wayland LLC agreement. A. Gutbezahl recommended future agenda items to include the discussion of forming an Asset Planning Subcommittee and requested an update at a future meeting as to the status of the fields' feasibility studies.

A15. Topics Not Reasonably Anticipated by the Chair 48 Hours In Advance, If Any: There were none.

A16. Executive Session: I. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (2), (3), and (6) to review and approve the executive session minutes of April 4, 2022, April 12, 2022, April 19, 2022 (session 1), and April 19, 2022 (session 2). Approve and Hold: Executive Session minutes of April 4, 2022, April 12, 2022, April 19, 2022 (session 1), and April 19, 2022 (session 2). II. Pursuant to Massachusetts General Laws, Chapter 30A Section 21 (a) (3) to discuss strategy with respect to litigation related to Kenneth Nelson v. Town of Wayland, et al III. Pursuant to Massachusetts General Laws Chapter 30A, Section 21, (a) (2) to conduct a strategy session in preparation for contract negotiations with non-union personnel (Acting Town Manager).

At 10:19 p.m., Chair T. Fay moved, seconded by C. Karlson, that the Select Board 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 April 4, 2022, April 12, 2022, April 19, 2022 (session 1), and April 19, 2022 (session 2). Approve and Hold: Executive Session minutes of April 4, 2022, April 12, 2022, April 19, 2022 (session 1), and April 19, 2022 (session 2). II. Pursuant to Massachusetts General Laws, Chapter 30A Section 21 (a) (3) to discuss strategy with respect to litigation related to Kenneth Nelson v. Town of Wayland, et al III. Pursuant to Massachusetts General Laws Chapter 30A, Section 21, (a) (2) to conduct a strategy session in preparation for contract negotiations with non-union personnel i.e. Acting Town Manager.

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

Chair, T. Fay invited attendance by Acting Town Manager, Stephen Crane, and Assistant Town Manager John Bugbee. T. Fay announced that the Board would adjourn from the Executive Session with no other public business to be held in open session.

A17. Adjourn: At 11:04 p.m., C. Karlson moved, seconded by A. Gutbezahl, that the Board adjourn the meeting. Roll Call Vote: YEA: T. Fay, A. Gutbezahl, C. Karlson, C. Martin, D. Watkins. NAY: None. ABSENT: None. ABSTAIN: None. Adopted 5-0.

Items included in the packet and updated during the Board of Selectmen Meeting of May 2 2022:

1. Revised Agenda: Board of Selectmen Meeting, May 2, 2022 7:00 p.m.
2. Application for Conservation Commission from B. Salzberg
3. Letter: Recommendation for J. Pearlman for Conservation Committee To: S. Crane Dated April 22, 2022
4. Draft: Housing Production Plan –by Barrett Planning Group, LLC
5. Draft: Capital Stabilization Fund Policy
6. American Recovery Plan Act (ARPA) Initial Expenditure Recommendation, May 2, 2022
7. Link: 2022 Annual Town Meeting Warrant, and hard copy
8. Letter: From Department of Public Works To; Residents of Cochituate Road an abutting properties, re: Commencement of Road Construction, dated April 19, 2022
9. Report: To: Stephen Crane, Sarkis Sarkisian, John Bugbee, et al From: Elizabeth Rust RE: Regional Housing Services Office – FY22 Q3, Status Report
10. RFP #22-1041: Request For Proposals Town Manager Recruiting Services, Issued: Date 05/04/2022
11. Session Laws, Acts of 2022 Chapter 33, An Act Creating Select Board-Town Manager Form of Government in the Town of Wayland, enacted March 16, 2022, 2022; HB4315
12. Draft: Select Board Minutes for the meeting of Thursday, April 28, 2022

Supplemental Packet:

13. Draft: Select Board Minutes for the meeting of Monday, April 4, 2022
14. Draft: Select Board Minutes for the meeting of Tuesday, April 12, 2022

Items Distributed For Information and Use by the Board during the Meeting of April 19, 2022 Otherwise Not Included in The Packet (Handouts):

1. Slideshow presentation, by Barrett Planning Group, LLC, May 2, 2022

Correspondence

1. Correspondence from Kristen Sarson to Select Board dated April 19, 2022 re: Availability of responses to Public Comments received on the RAM Completion Report and down gradient Property Status Opinion completed for River's Edge.
2. Correspondence from Eva Willens to Select Board dated April 19, 2022 re: the Metro West Advisory Board Meeting on 4.26.2022
3. Correspondence from Rosamond Geller to Select Board dated April 23, 2022 re: cash reconciliation.
4. Correspondence from Dorothy A. McGlincy, LSP from Massachusetts Association of Conservation Commissions to Select Board re: Town Employee Monica Riva's completion of training with the Massachusetts Conservation Commissioners training program.
5. Correspondence from Anette Lewis to Select Board dated April 25, 2022 re: the posting of certain events on the Town Calendar.
6. Correspondence from Michael Wegerbauer to Select Board dated April 28, 2022 re: the proposed daycare at 863 Boston Post Road.
7. Correspondence from Anette Lewis dated April 24, 2022 re: December 29, 2021 public record request.
8. Correspondence from Linda Murtagh to Select Board dated April 28, 2022 re: the Metrowest Regional Transit Authority meeting on May 3, 2022.
9. Correspondence from George Harris (with attachments) to Select Board dated April 29, 2022 re: OML complaint on February 2, 2022.

10. Correspondence from Michael Wegerbauer (with attachments) to Select Board dated April 29, 2022 re: the proposed daycare at 863 Boston Post Road.
11. Correspondence from Doug Stotz to Select Board dated May 1, 2022 re: Request for Advisory Resolution at the May 2 Select Board meeting.
12. Correspondence from Christine McKenna Lok to Select Board dated May 2, 2022 re: the Housing Production Plan and possibly editing the Subsidized Housing Inventory.

Item Distributed at Meeting:

1. Completed Massachusetts Bay Transportation Authority (MBTA) Community Information Form.



STEPHEN CRANE
ACTING TOWN MANAGER
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DRAFT Meeting Minutes
Select Board
Sunday, May 15, 2022
11:45 a.m.
Wayland High School Stadium
260 Old Connecticut Path, Wayland, MA

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

Also Present: S. Crane, Acting Town Manager.

Call to Order, Review Agenda for Public: At 11:45 a.m., Chair T. Fay called the meeting of the Select Board to order when a quorum was present. T. Fay announced each member by full name. T. Fay announced that the meeting was being held outside at the Wayland High School Stadium. T. Fay reviewed the agenda.

Public Comment: None.

Annual Town Meeting 2022 (ATM): Discussion and possible vote on any Twon Meeting articles or motions' address any items related to ATM; review handouts: A. Gutbezahl stated that the Board has deferred its position on the Launcher Way and Stonebridge Articles and inquired if the Board was ready to take positions.

Article 23: Resolution on Expenditure of Funds for Stonebridge Road Bridge: D. Watkins stated that this article will allow facts that weren't known last year to be made known to Town Meeting. C. Karlson moved and A. Gutbezahl seconded to support Article 23 to Re-Affirm Stonebridge Road Bridge. During discussion, D. Watkins reviewed the arguments being presented to support this article. He added he was comfortable supporting this article because the on ramp of the bridge is in Wayland. Vote: 5-0-0. Motion passed with Watkins, Martin, Karlson, Gutbezahl and Fay voting in the affirmative.

Article 24: Rescind Appropriation for Framingham Bridge: A. Gutbezahl moved and C. Karlson seconded the Board approve Article 24 Rescind Stonebridge Bridge. Vote: 0-5-0. Motion did not pass with Watkins, Martin, Karlson, Gutbezahl and Fay voting in the negative.

Article 22: CPA – Housing: Launcher Way Acquisition: T. Fay stated an RFB for the Launcher Way property has been issued and inquired if the Board wished to support this acquisition. C. Karlson moved and A. Gutbezahl seconded that the board support this article. Vote: 5-0-0. Motion passed with Watkins, Martin, Karlson, Gutbezahl and Fay voting in the affirmative.

Capital Stabilization Fund Policy: review and vote to approve. D. Watkins moved and C. Karlson seconded that the Board approve the Capital Stabilization Fund Policy as shown in the packet. Vote: 5-0-0. Motion passed with Watkins, Martin, Karlson, Gutbezahl and Fay voting in the affirmative.

SELECT BOARD
Sunday, May 15 2022
11:45 a.m.
Wayland High School Stadium
260 Old Connecticut Path, Wayland, MA

Capital Stabilization Fund Policy Subcommittee: vote to disband. C. Karlson moved and D. Watkins seconded that the Board disband the Capital Stabilization Fund Policy Subcommittee. Vote: 5-0-0. Motion passed with Watkins, Martin, Karlson, Gutbezahl and Fay voting in the affirmative.

Topics not Reasonably Anticipated 48 hours in advance, if any: C. Karlson inquired if the Board could release the actions taken regarding the Contract for the Acting Town Manager or if it would be more appropriate to take that action under Executive Session. The Board felt it would be more appropriate to wait until the Executive Session on May 23rd before taking any further action.

T. Fay stated the Public Ceremonies Committee has requested the Board identify the member who will speak at the Memorial Day Ceremony now versus waiting until May 23rd, in order to be included in the press release. D. Watkins volunteered to represent the Board.

Recess to 2022 Annual Town Meeting: At 12:05 p.m., C. Karlson moved and C. Martin seconded the Board recess to Annual Town Meeting. Vote: 5-0-0. Motion passed with Watkins, Martin, Karlson, Gutbezahl and Fay voting in the affirmative.

Items Included in the Packet:

Capital Stabilization Fund policy draft for SB packet 05152022 red lined.

Capital Stabilization Fund policy draft for SB 5.15.22



STEPHEN CRANE
ACTING TOWN MANAGER
TEL. (508) 358-3620
www.wayland.ma.us

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DRAFT Meeting Minutes

Select Board

Thursday, May 12, 2022

10:15 a.m.

Wayland Town Building - ZOOM
41 Cochituate Road, Wayland, MA

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

Also Present: S. Crane, Acting Town Manager.

Call to Order, Review Agenda for Public: At 10:15 a.m., Chair T. Fay called the meeting of the Select Board to order when a quorum was present. T. Fay announced each member by full name and stated all members were participating remotely. T. Fay announced that the meeting would be recorded for re-broadcast and the ways in which the public could view and participate. T. Fay reviewed the agenda.

Twenty Wayland Real Estate Closing: discussion of amending Settlement Agreement, potential vote to amend. T. Fay advised the Board that the January 2022 Settlement Agreement with Twenty Wayland for the municipal parcels at Town Center includes Section Eleven which states the Town will pay Twenty Wayland \$140,000. T. Fay advised the board that due to an error in the Treasurer's Office, the figure in the Settlement Agreement should be \$170,000 and that the purpose of the meeting is to amend the agreement and modify the amount in Section Eleven.

C. Karlson moved and A. Gutbezahl seconded that the Board approve an amendment to the Settlement Agreement as shown in the packet with an effective date of May 22, 2022. During discussion, D. Watkins inquired if this figure was consistent with that discussed in Executive Session. S. Crane clarified the error occurred in December during the original summation. Roll Call Vote: YEA: T. Fay, A. Gutbezahl, C. Karlson, C. Martin, D. Watkins. NAY: None. ABSENT: None. ABSTAIN: None. Adopted 5-0.

Topics not Reasonably Anticipated 48 hours in advance, if any. None

Adjourn: C. Karlson moved and A. Gutbezahl seconded to adjourn at 10:23 a.m. Roll Call Vote: YEA: T. Fay, A. Gutbezahl, C. Karlson, C. Martin, D. Watkins. NAY: None. ABSENT: None. ABSTAIN: None. Adopted 5-0.

Items included in the Packet:

Twenty Wayland Settlement Agreement, dated January 20, 2022

Supplemental Packet:

Amendment to Twenty Wayland Settlement Agreement, dated May 22, 2022



STEPHEN CRANE
ACTING TOWN MANAGER
TEL. (508) 358-3620
www.wayland.ma.us

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DRAFT Meeting Minutes

Select Board

Saturday, May 14, 2022

11:30 a.m.

**Wayland High School Stadium
260 Old Connecticut Path, Wayland, MA**

Present: Thomas J. Fay, Adam G. Gutbezah, Cherry C. Karlson, Carol B. Martin, David V. Watkins.

Also Present: S. Crane, Acting Town Manager. Carolyn Murray, Town Counsel. (11:55am)

Call to Order, Review Agenda for Public: At 11:36 a.m., Chair T. Fay called the meeting of the Select Board to order when a quorum was present. T. Fay announced each member by full name. T. Fay announced that the meeting was being held outside at the Wayland High School Stadium. T. Fay reviewed the agenda.

Public Comment: None.

Annual Town Meeting 2022 (ATM). a. Discussion and possible vote on any Town Meeting articles or motions; address any items related to ATM; review handouts: D. Watkins expressed concern that the motion for Article 16: Oxbow Meadow Field ADA Accessibility Funding stated the funding source as taxation, whereas a number of funding sources were printed in warrant and presented at League of Women Voters Issue Forum. He indicated it was appropriate the motion was consistent. The Board concurred.

Consent: Vote the question of approving sandwich board requests by Wayland Troop 1 to promote their Memorial Day Pancake Breakfast event during dates of May16-May 22 and May 23- May 29 at the Town Center (corner of Routes 20 & 27), Old Connecticut Path and Cochituate Road (Five Paths) and Fire Station Two in Cochituate. C. Karlson moved and A. Gutbezah seconded to approve the Consent calendar. Vote: 5-0-0. Motion passed with Watkins, Martin, Gutbezah, Karlson and Fay voting in the affirmative.

Topics not Reasonably Anticipated 48 hours in advance, if any. None

Executive Session: Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (2) to conduct a strategy session in preparation for contract negotiations with non-union personnel (Acting Town Manager).

SELECT BOARD
Saturday, May 14, 2022
11:30 a.m.
Wayland High School Stadium
260 Old Connecticut Path, Wayland, MA

At 11:40 a.m. Chair T. Fay moved, seconded by A. Gutbezah, that the Select Board enter into Executive Session Pursuant to Massachusetts General Laws Chapter 30A, Section 21, (a) (2) to conduct a strategy session in preparation for contract negotiations with non-union personnel (Acting Town Manager).

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. Gutbezah, C. Karlson, C. Martin, D. Watkins. NAY: None. ABSENT: None. ABSTAIN: None. Adopted 5-0.

Chair T. Fay announced that the Board would adjourn from the Executive Session and return to Recess in approximately 10 minutes. The Board returned to Recess at 11:45am.

At 11:55 a.m., Chair T. Fay reconvened the Board in Open Session to discuss Article 22: CPA - Housing: Launcher Way Acquisition.

Annual Town Meeting 2022 (ATM): T. Fay advised the Board that the Request for Bids (RFB) for the Launcher Way property has been reviewed and mentions two additional parcels which has raised the question of whether these parcels should be included in the Motion.

C. Murray, Town Counsel, was invited to address the Board. She stated that in reviewing the RFB, it appears the two parcels are included in the original 5.6 acres. She added one parcel refers to an easement that was granted to the Town while the second parcel appears to provide the Town a license to install and maintain a water pipe. The original 50-year license has been renewed once and currently expires in 2027.

The sense of the Board was that the two parcels were part of the 5.6 acres known as Launcher Way and no motion amendments were necessary. During discussion, the Board added that if additional parcels were included in the RFB, one funding option would be through the Municipal Affordable Housing Trust.

At 12:07p.m., the Board recessed to attend Annual Town Meeting.

Adjourn: C. Karlson moved and A. Gutbezah seconded to adjourn at 10:23 a.m. Vote: 5-0-0. Motion passed with Watkins, Martin, Gutbezah, Karlson and Fay voting in the affirmative.

SELECT BOARD
Monday, May 23, 2022
7:00 p.m.
Wayland Town Building, Council on Aging Room
41 Cochituate Road, Wayland, MA

CONSENT CALENDAR

1. Vote the question of approving sandwich board requests by the Public Ceremonies Committee to promote the Memorial Day Program event during the dates of May 23- May 30 at the Town Center (corner of Routes 20 & 27) and Fire Station Two in Cochituate.
2. Vote the question of accepting the gift from the Wayland Dads to the Select Board to go towards construction of a garden and bench at the Loker School in honor of William McInnis.
3. Vote the question of approving the fully executed First Amendment to the Project Funding Agreement for the Loker Elementary School Project.
4. Vote the question of ratifying the annual Regional Housing Services Office Amendment.