

PACKET

JUNE 27

7:00PM



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 6/23/22 at 2:32pm**

SELECT BOARD
Monday, June 27, 2022
7:00 p.m.
ALL REMOTE
Wayland Town Building
41 Cochituate Road, Wayland, MA

Agenda

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

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

Pursuant to Chapter 20 of the Acts of 2021, this meeting will be conducted via remote participation, in accordance with applicable law. No in person attendance by members of the public will be permitted. This meeting may be recorded which will be made available to the public on WayCAM as soon after the meeting as is practicable.

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

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|---------|--|
| 7:00 pm | 1. Call to Order, Review Agenda for Public |
| 7:02 pm | 2. Announcements and Public Comment |
| 7:10 pm | 3. FY22 Year Line Item Transfers: discussion with Acting Town Manager and Finance Director; vote to approve |
| 7:20 pm | 4. Finance Department Reorganization: discussion and vote to approve the reorganization |
| 7:35 pm | 5. Earthwell Medical Marijuana Dispensary Agreement: review terms, discussion; potential vote to approve |
| 7:50 pm | 6. Town Manager Search Process <ul style="list-style-type: none"> a. Report on Town Manager Consultant evaluation b. Vote to Award Town Manager Consultant Contract; discuss next steps c. Screening Committee: update on number of applicants; vote to set an end date for applicant submissions |
| 8:05 pm | |

2022 JUN 24 AM 10: 21
WAYLAND TOWN CLERK

SELECT BOARD
Monday, June 27, 2022
7:00 p.m.
ALL REMOTE
Wayland Town Building
41 Cochituate Road, Wayland, MA

7. American Rescue Plan Act (ARPA) funds: discussion of creating an ARPA Subcommittee: discuss charge and membership; vote to create

8:20 pm

8. Appointments to Committees: vote to reappoint the following volunteers:

<u>Committee</u>	<u>Potential Appointee</u>	<u>Term End Date</u>
Conservation Commission	Thomas Davidson Jennifer Pearlman	6/30/25
Cultural Council	Sean Ahern	6/30/25
Economic Development Committee	Nick Zafiroopoulos	6/30/25
Energy and Climate Committee	Anne Harris William Huss	6/30/25
Historic District Commission	Seema Mysore	6/30/25
Historical Commission	Ann Gordon Katherine Gardner-Westcott	6/30/25
Human Rights, Diversity, Equity and Inclusion Committee	Mei-ling Ellerman	6/30/25
Local Emergency Planning Committee	Huaibin Lu	6/30/25
Municipal Affordable Housing Trust Fund Board	Michael Staiti	6/30/24
Permanent Municipal Building Committee	Brian Chase Eric Sheffels	6/30/25
Metropolitan Area Planning Council	Mary Antes	6/30/25
Constable	Louis Gaglini	6/30/25
Constable	William E. Pickett Jr.	6/30/25

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Appointments to Committees: Vote to confirm appointment of the following volunteers:

<u>Appointing Board</u>	<u>Committee</u>	<u>Potential Appointee</u>	<u>Term End Date</u>
Planning Board	Wayland Housing Partnership	Candace Hetzel	6/30/25
Planning Board	Community Preservation Committee	Albert Montague	6/30/25
Wayland Housing Authority	Community Preservation Committee	Susan Weinstein	6/30/25

Appointments to Committees: Discuss and potential vote to appoint.

<u>Committee</u>	<u>Potential Appointee</u>	<u>Term End Date</u>
Historical Commission <i>2 vacancies</i>	Sherry Anne Bryant	6/30/25
Finance Committee <i>4 vacancies:</i>	Jonathan Barnett Michael Hoyle Pam Roman Jesse Simmons Brian O'Herlihy	2 term end 6/30/23 2 term end 6/30/25

- 9:05 pm 9. Energy and Climate Committee Update: presentation of Climate Action Mobilization Plan (CAMP) goal document; potential vote to endorse
- 9:35 pm ~~10. Community Preservation Committee Grant Agreement for 89 Oxbow Residences: discussion and vote to approve~~
- 9:45 pm 11. Acting Town Manager Update
- a. Letter to Framingham Mayor re: Potter/Stonebridge Bridge
 - b. School Bus Parking
 - c. Complete Streets Grant for Town Center
 - d. Council on Aging/Community Center - Owner's Project Manager (OPM)
 - e. Staff - hiring
 - f. PFAS
 - g. MUNIS (accounting) and IMC (dispatch) - software platform upgrades
 - h. Capital Project Updates: Loker Roof, Fire Station 2

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- 10:05 pm 12. Open Meeting Law: George Harris request for unredacted minutes related to Duane Galbi v. Town of Wayland
- 10:10 pm 13. Consent Calendar: review and vote approve
- 10:15 pm 14. Minutes: review and vote to approve the minutes of May 23, 2022, June 6, 2022, and June 14, 2022.
- 10:25 pm 15. Review Correspondence
- 10:35 pm 16. Select Board Members' Reports and Concerns
- 10:45 pm 17. Topics Not Reasonably Anticipated by the Chair 48 hours in advance, if any
- 10:50 pm 18. 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 May 23, 2022.
- Approve and Hold: Executive session minutes of June 23, 2022.
- II. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a)(2), (3), and (6) to review and consider for potentially release the following executive session minutes related to discussing discussing strategy with respect to litigation Duane Galbi v. Town of Wayland et al: September 21, 2020; February 1, 2021; July 26, 2021; October 4, 2021; and December 13, 2021.
- 11:00 pm 19. Executive Session Minutes: Vote to release with redactions the following executive session minutes related to discussing discussing strategy with respect to litigation Duane Galbi v. Town of Wayland et al: September 21, 2020; February 1, 2021; July 26, 2021; October 4, 2021; and December 13, 2021.
- 11:05 pm 20. Adjourn

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CONSENT CALENDAR

1. Vote to the question of approving the request to hold the Annual "Pam's Run" on Sunday, October 16, 2022 beginning at 10:00 AM at the Claypit Hill School.



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BRIAN KEVENY
FINANCE DIRECTOR
TEL. (508) 358-3610
www.wayland.ma.us

To: Stephen Crane, Acting Town Administrator

From: Brian Keveny, Finance Director

Date: June 24, 2022

Subject: Fiscal 2022 Year End Transfers

Pursuant to Massachusetts General Law, chapter 44, section 33B, the Town of Wayland Select Board, with the concurrence of the Finance Committee may transfer any amount previously appropriated to another budget. The total transfer amount is \$498,000

The following is a summary of the reasons for the requested budget line transfers. The attached chart identifies the funding sources for each transfer.

Transfer \$5,000 to the Town Office Personnel Services. The Town Office exceeded its appropriation due to unexpected accrued vacation payouts to former employees.

Transfer \$20,000 to the Treasury Personnel Services. This transfer is necessary to fund a temporary treasurer position and an ongoing outside staff position from CLA.

Transfer \$43,000 to Treasury Expenses. This transfer is necessary to hire CLA to continue to reconcile cash in Fiscal 2022 as well as reconcile payroll tax payments and penalties with the IRS. This amount is for estimated unpaid invoices thru June 30, 2022.

Transfer \$3,000 to Town Clerk Expenses. Town Clerks Office incurred higher than budgeted election expenditures.

Transfer \$16,000 to Facilities Personnel Services. The Facilities Office exceeded its appropriation due to unexpected accrued vacation payouts and hiring an additional custodian.

Transfer \$10,000 to Joint Communication Personnel Services. This transfer is necessary to fund ongoing overtime costs related to (2) vacancies.

Transfer \$30,000 to Snow and Ice Expenses. This transfer is necessary to fund expenditures incurred during this fiscal year.

Transfer \$55,000 to Youth Services Personnel Services. The Youth Services Office exceeded its appropriation due to the unexpected multi-year payroll retroactive payments made to (2) employees.

Transfer \$30,000 to Board of Health. The Board of Health incurred higher than budgeted School Nurse and Sub-School Nurse expenses.

Transfer \$11,000 to Parks Personnel Services. Parks incurred higher than budgeted payroll expenses.

Transfer \$185,000 to Unclassified- General Insurance. The General Insurance line exceeded budget due to escalations in workers compensation expenditures and claim increases.

Transfer \$90,000 to Unclassified- Medicare Tax. The Medicare Tax payroll line exceeded budget due to increases in total payroll in all town funds.

Fiscal 2022 Year End Budget Transfers

Additional Funding Request			Funding Sources		
	Budget Line	Amount		Budget Line	Amount
1	Town Office Personnel Services	\$5,000	1	Town Office Expenses	\$5,000
2	Treasury Personnel Services	\$20,000	2	Reserve for Salary Adjustment	\$20,000
3	Treasury Expenses	\$43,000	3	Facilities Expenses	\$43,000
4	Town Clerk Expenses	\$3,000	4	Town Clerk Personnel Services	\$3,000
5	Facilities Personnel Services	\$16,000	5	Facilities Expenses	\$16,000
6	JCC Personnel Services	\$10,000	6	Police Personnel Services	\$10,000
7	Snow and Ice Expenses	\$30,000	7	Snow and Ice Personnel Services	\$30,000
8	Youth Services Personnel Services	\$55,000	8	COA Expenses	\$25,000
				Facilities Expenses	\$30,000
9	Board of Health Personnel Services	\$30,000	9	Facilities Expenses	\$30,000
10	Parks Personnel Services	\$11,000	10	Engineering Personnel Services	\$11,000
11	Unclassified-General Insurance	\$185,000	11	Unclassified-Storm Water	\$90,000
				Minuteman Vocational	\$95,000
12	Unclassified-Medicare Tax	\$90,000	12	Unclassified-Insurance 32B	\$90,000
	Total	\$498,000		Total	\$498,000



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

MEMORANDUM

To: Members of the Select Board
From: Stephen Crane, Acting Town Manager
Cc: Brian Keveny, Finance Director
Date: June 6, 2022
Re: Reorganization of the Finance Department

Background

The Town of Wayland currently has three separate departments that oversee municipal finance operations: the Town Treasurer, Town Accountant, and Town Assessor. The manager of each department is considered a department head and reports directly to the Town Manager. Many comparable communities have these departments as part of a consolidated Finance Department. Section 5(j) of the Town Manager Act authorizes the town manager to reorganize and/or consolidate departments with Select Board approval.

Reason for Change

Having the municipal finance operations decentralized has resulted in some inefficiencies and inadequate internal controls that were recently identified in the FY21 Town Audit management letter. Centralizing the departments under a finance director will improve communication and workflow—especially with functions that are interrelated such as tax recapitulation, abatements/commitments, banking deposits, debt management, and various reconciliations. A single municipal department head, in this case a finance director/chief financial officer, can ensure that the employees in each department are informed of and working towards common goals, deadlines, and performance standards.

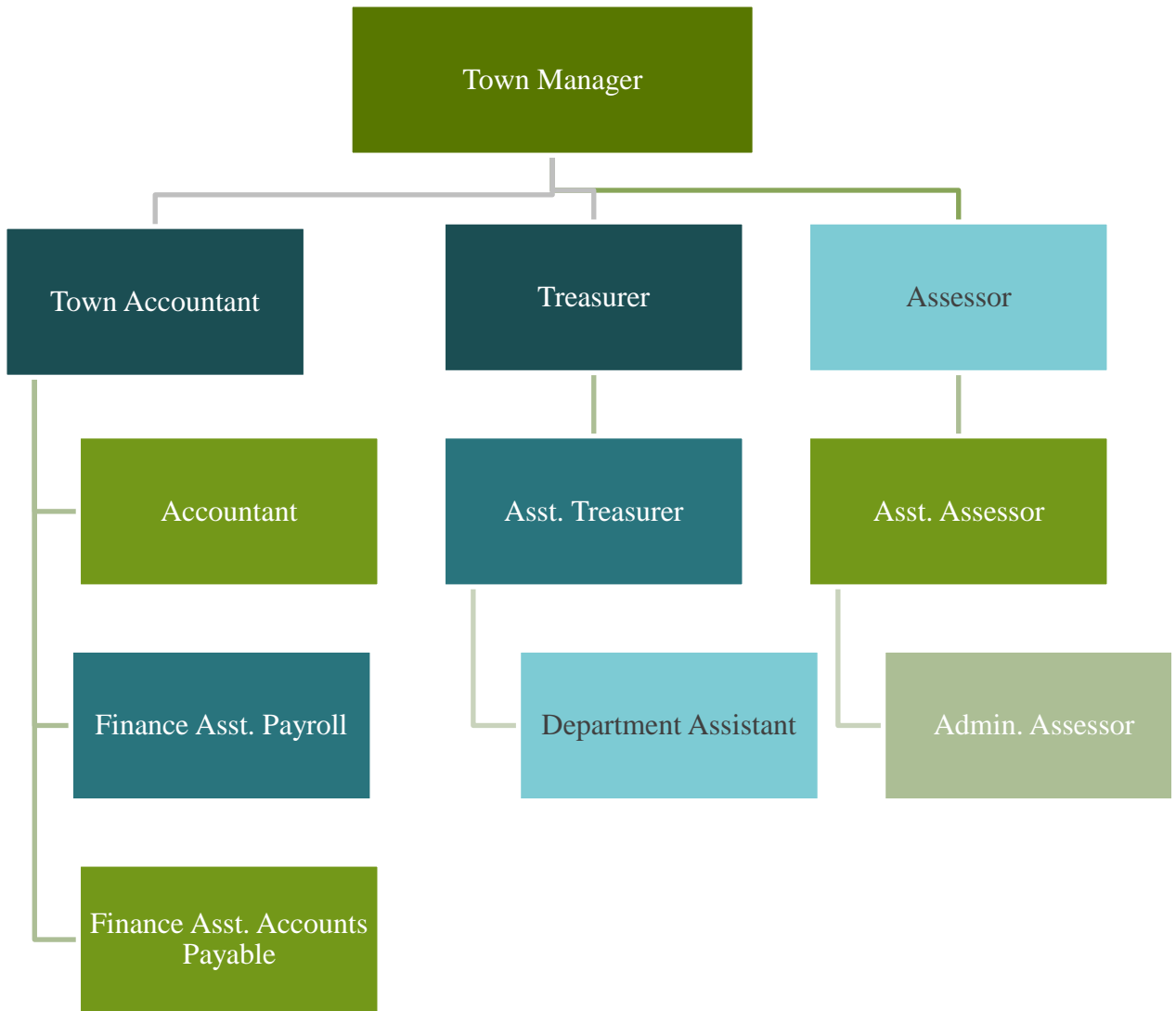
Summary of Changes

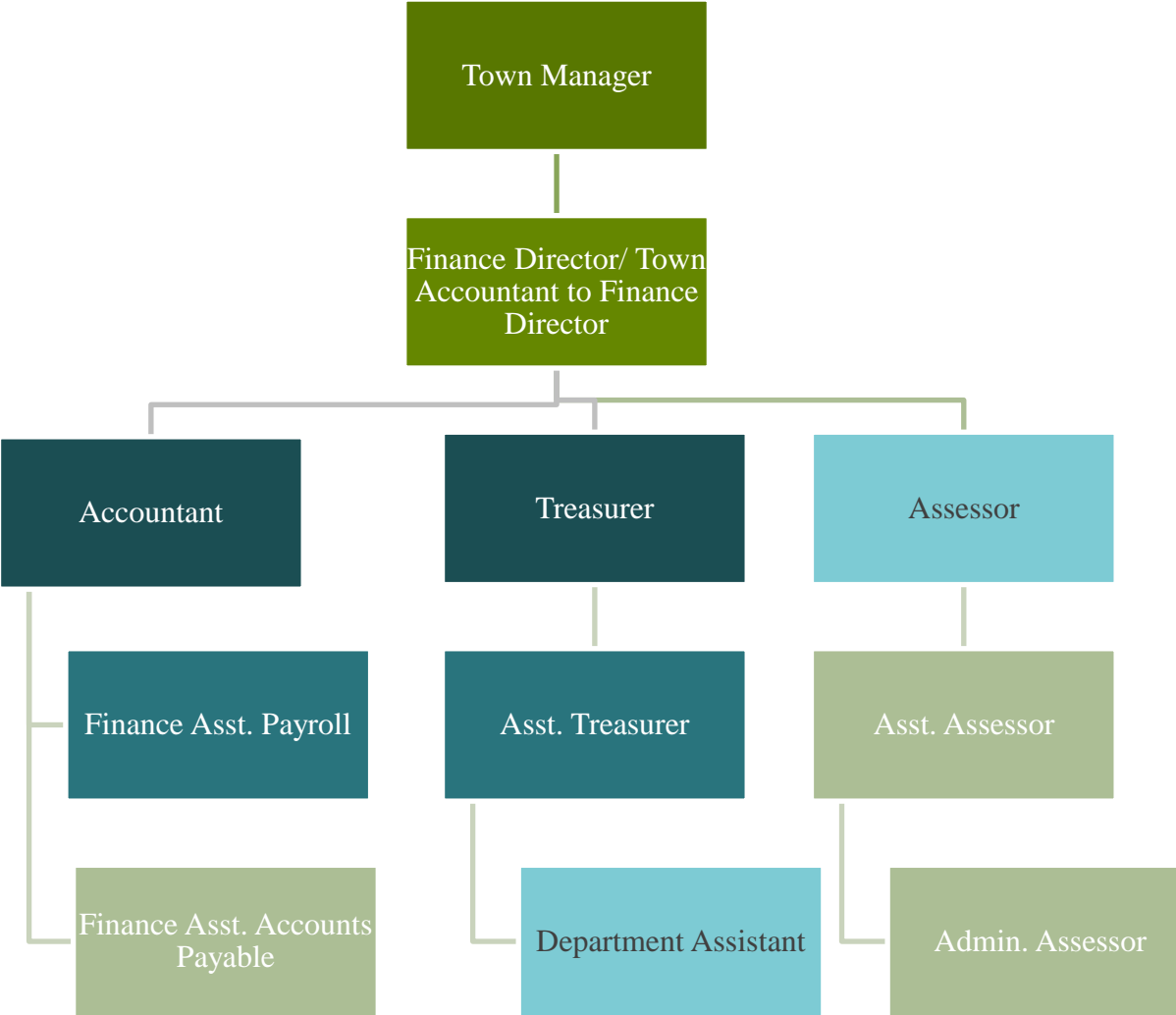
The most noticeable change will be in the reporting and supervisory structure. As shown in the attached charts, the three departments report directly to the Town Manager. Under the proposed structure, the Town Accountant, Town Treasurer, and Town Assessor will report to the Finance Director who will in turn report to the Town Manager. The boards and committees that are served by the three separate departments will continue to be served by the consolidated Finance Department.

Additional Compensation for Finance Director

To facilitate this transition, current Finance Director/Town Accountant Brian Keveny would be named the Finance Director who oversees the newly formed Finance Department. In the near-term, he would retain his role as Town Accountant as well but may create a separate Town Accountant position and/or delegate some of those duties to existing staff.

To determine fair compensation for the additional responsibilities, Town staff researched comparable roles in other communities. Based on those comparisons, an adjustment of \$25,000 per year is recommended. This would increase the salary from \$135,625 to \$160,625 (18.5 %+/-). This reclassification is subject to Personnel Board Approval.





**TOWN OF WAYLAND
POSITION DESCRIPTION**

Title: Finance Director/Town Accountant

Department: Accounting & Finance

Appointing Authority: Town Manager with Select Board Ratification

Affiliation: Non-Union

Grade: N-13
Additional Stipends-(2)-\$11,000 each (subject to annual COLA)

Personnel Board Approved: _____

Effective: _____

Summary of Duties

Professional, administrative and technical work in the management, direction and monitoring of the municipal financial operations of the Town in accordance with applicable federal and state statutes and Town by-laws, regulations and policies; professional accounting work of a supervisory and participatory nature with responsibility for maintaining financial records in accordance with federal, state, Town and professional standards; coordination of overall budget preparation process; supervision and control over expenditures of all Town funds; functions as chief financial officer and member of the senior leadership team consisting of the Town Manager, Assistant Town Manager/Procurement, Town Counsel, and one or more other Town employees, Serves as liaison to and provides support and guidance to the Finance Committee; and all other related work as required.

Supervision Received

Reports to and works under the general supervision of the Town Manager and under the policy direction, where appropriate, of the Finance Committee.

Performs highly responsible duties of a complex and technical nature, requiring a thorough knowledge of municipal finance laws and regulations and applicable accounting principles and pronouncements and the exercise of broad discretion and considerable judgment and initiative in ensuring that all municipal transactions conform to applicable professional standards, statutes, and Town by-laws and regulations; work involves the ability to interpret and apply statutes, by-laws, regulations, policies, procedures and accounting principles and pronouncements to a wide variety transactions, situations and inquiries, particularly in situations which may not be clearly guided by established precedent or established procedures.

Supervision Exercised

- Accounting Department: Supervises one (1) full-time accounting supervisor, one (1) full-time payroll administrator and one (1) full-time accounts payable administrator.
- Treasury Department: supervises one (1) full time town treasurer, one (1) full time assistant treasurer, and one (1) staff administrator.

- Assessing Department; supervises one (1) town assessor, one (1) full time assistant assessor, and one (1) staff administrator.

Job Environment

Work is generally performed in typical office conditions, with frequent interruptions and requests for information; attends required evening meetings with the Finance Committee , which typically include one or two meetings per week during the annual budget process and preceding annual and special town meetings, and as needed during other times of the year; attends annual and special town meetings; and attends other meetings and forums, day or evening, as necessary.

Operates personal computer and standard office equipment.

Makes regular contact with town employees, including other department heads, members of Town boards and committees, federal and state agencies, Town counsel, bond counsel, bond rating agencies, vendors and the general public; contacts involve requests for financial information, information regarding payment of invoices, guidance on budget related matters, and input and advice on complex financial matters; contacts require considerable judgment, persuasion, strategy, patience, courtesy and discretion and the ability to handle sensitive and confidential information in a professional manner; contact is in person, by telephone, fax, in writing and by e-mail. Close cooperation, coordination and collaboration is required with other Town departments, boards and committees regarding the uncommitted and unexpended balances of funds appropriated for operating and capital expenditures.

Has access to certain Town-wide confidential information which may include, from time to time, legal proceedings, bid proposals, negotiating positions, collective bargaining strategies and plans, in certain instances, personnel records, and other matters discussed in Executive Session of the Select Board, Finance Committee and other boards or committees.

Errors in judgment could result in considerable delay and confusion, could have monetary and/or legal repercussions, could expose the Town to certain legal liabilities and could affect the general public's confidence in the Town's financial position.

In conjunction with the Town Manager, responsible for the management and oversight of the Other Post Employment Benefit Fund,

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

As Finance Director and member of the senior leadership team, analyzes financial and economic data and trends; analyzes changes in federal, state and local laws and regulations that have an economic impact on the Town; and with an understanding of the short- and long-term goals of the Town, prepares projections, recommendations and reports for the Town Manager, Select Board, Finance Committee and others relating to financial management strategies, plans, policies and actions of the Town. Recommends improvements to the Town's financial systems to increase efficiency, cut costs and enhance revenues and improvements to the internal financial controls throughout the Town.

Supervises the activities of the Accounting Department; oversees the maintenance of comprehensive accounting books and records for the Town including the general ledger, detailed expense ledgers and

related documentation; supervises review of all Town expenditures of funds, including the review of vouchers, department bills and payrolls for accuracy and availability of funds, and following such review approves such expenditures for final authorization by the Town Manager and, where appropriate, the Select Board; supervises the operation of the Town's automated accounting system; and, with the Director of Information Technology, evaluates such systems on an ongoing basis and, if appropriate, investigates and recommends replacement where appropriate and economically feasible.

The Finance Director supervises all employees of the Finance Division, which includes the Accounting Department, Assessing Department and Treasury Department, Will establish objectives with the Town Assessor and Town Treasurer and determine appropriate standards of performance and ensure that the Assessing Department and Treasury Department are meeting operational timelines and responsibilities. Additionally the Finance Director will review and enhance when appropriate internal controls and workflows within the Finance Division.

Compiles and submits required financial reports to state and federal agencies; prepares annual statement of fund receipts and disbursements and related balance sheets at the end of each fiscal year for inclusion in Town's Annual Report; and provides assistance to independent auditors during their preparation and audit of the Town's financial statements prepared in accordance with generally accepted accounting standards, including the preparation of the information required by GASB No. 34, and their review of the Town's system of internal controls.

Serves as liaison to the Finance Committee; coordinates the preparation of the overall budget by developing and implementing a schedule that meets the budget deadline dates as outlined in the Town's by-laws; provides financial projections of revenue and expenses and resulting impact on tax rate; provides advice on budget guidelines; and provides financial analysis and input on warrant articles that have a financial component.

In conjunction with the Treasurer/Collector, prepares the Town's debt management plan, including recommendations for bonding, short-term borrowing and self-funding; acts as liaison with bond counsel and bond rating agencies both with respect to providing information on the Town's financial position and promoting the continuation of its AAA bond rating; acts as coordinator between Treasurer / Collector and Assessors for purposes of setting the tax rate; and advises Treasurer / Collector on the investment of Town funds.

Works with Treasurer / Collector, Assessor and Board of Assessors, and Finance Committee in capacity as Finance Director to assist them in upgrading departmental operations. Makes recommendations to the Town Manager concerning financial policies and practices.

Reviews on an ongoing basis all Town revenues and expenses and makes recommendations to Town Administrator, Select Board, Finance Committee, School Committee, other boards and committees and department heads concerning fees, charges, enterprise fund rates and new sources of revenue as well as short- and long-term cost savings opportunities and initiatives.

As a department head and member of the senior leadership team, attends regular department head meetings; attends meetings of other special purpose committees, e.g., land use committee, technology committee, etc., as requested; and maintains contacts with all departments, including the School Department, on financial matters and ways of sharing tasks, improving efficiencies and productivity and reducing costs.

Attends meetings of Finance Committee; Select Board, Audit Committee and other boards and committees as required; and attends Annual and Special Town Meetings.

In conjunction with the with Human Resources Manager and Benefits Manager, evaluates and administers health, life, dental and long term disability insurance programs for the Town, negotiates rates with insurance providers and coordinates flexible spending program with administering agents.

Responsible for the development and implementation of policies and procedures that evaluate and minimize financial risk to the Town.

Maintains current knowledge of municipal finance, government accounting and other related subject areas through peer association, attendance at seminars, and the study and review of literature.

Recommends to the Town Manager the appointment, termination, and discipline, when necessary, of Finance Department employees; supervises, directs, trains, reviews, and establishes work schedules and work assignments for all departmental employees consistent with Town By-laws, policies, procedures and applicable collective bargaining agreements.

Performs other duties as assigned by the Town Manager

Recommended Minimum Qualifications

Education:

Bachelor's Degree with a major in accounting; Master's Degree in business or public administration preferred.

Experience:

Over seven (7) years of progressively responsible accounting and finance experience, including at least three (3) years in the municipal field; or an equivalent combination of education and experience in a local government organization.

Licenses/Certificates:

Must possess a valid drivers' license.

Knowledge, Abilities and Skills:

Ability to recognize Town-wide priorities and work cooperatively to support their accomplishment as part of the senior leadership team.

Thorough knowledge of principles and practices of municipal accounting, e.g., GASB, GAAP and UMAS, and budgetary functions; considerable knowledge of the organization and operation of town departments and of legal controls over municipal finance; federal, state and local laws.

Leadership, planning, management, organizational and supervisory skills.

Ability to facilitate change and promote strategic thinking.

Mediation and conflict resolution skills.

Ability to analyze and interpret accounting data and to present reports of findings and recommendations.

Familiarity with automated accounting systems.

Ability to supervise subordinates in an efficient manner and establish and maintain effective working relationships with other Town employees, board and committee members, state agencies and the general public.

Ability to communicate effectively, both orally and in writing.

Ability to work effectively under time constraints to meet deadlines.

Excellent customer service and public relations skills.

Analytical and budgetary skills.

Excellent computer skills; proficient in using Excel spreadsheets.

Ability to handle confidential information discretely.

Physical Requirements

Light physical effort required to perform duties under typical office conditions. Frequently required to sit, communicate, and move around the Town Building. Occasionally required to lift and carry heavy books and reports. Vision requirements include the ability to read routine and complex documents and use a personal computer. Regularly uses. Involves travel to meetings and other communities.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

TOWN OF WAYLAND AND
EARTH WELL FARMS, LLC

HOST COMMUNITY AGREEMENT

This Host Community Agreement (the "Agreement") is entered into this day of [REDACTED], 2022 (the "Effective Date"), by and between the Earth Well Farms, LLC with a principal office at 526 Boston Post Road, Wayland, MA 01778 (the "Company"), and the Town of Wayland, a Massachusetts municipal corporation with a principal address of 41 Cochituate Road, Wayland, MA 01778 (the "Town"), acting by and through its Select Board, in reliance upon all of the representations made herein (collectively, the Company and the Town, referred to herein as the "Parties").

WHEREAS, the Company wishes to locate a Medical Marijuana Treatment Center on an approximately [REDACTED] square foot parcel of land known as 526 Boston Post Road, Wayland MA 01778, more accurately described by the deed recorded with the Middlesex South Registry of Deeds Book [REDACTED], page [REDACTED] on, and on Map [REDACTED] and numbered Lot [REDACTED] in the Assessor's database (the "Property"), to be solely limited to the indoor cultivation, processing, and dispensing of marijuana for medical-use, with approximately 500 square feet of administrative space, 11,100 square feet of indoor cultivation space, 1,100 square feet of processing space and 1,900 square feet of dispensing space (the "Facility"), in accordance with and pursuant to applicable state laws and regulations, including, but not limited to G.L. c.94G and 935 CMR 501.000, et seq., and such approvals as may be issued by the Town in accordance with its bylaws, rules, regulations, and policies;

WHEREAS, the Company anticipates that the Town will experience new impacts to public health, as well as unforeseen impacts, both quantifiable and unquantifiable on the Town, which would not be experienced but for the operation of the Company;

WHEREAS, the Company intends to provide certain benefits to the Town in the event that it receives the requisite licenses from the Cannabis Control Commission (the "CCC") or such other state licensing or monitoring authority, as the case may be, to operate the Facility and receives all required local permits and approvals from the Town.

NOW THEREFORE, in consideration of the mutual promises and covenants set forth herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Company and the Town agree to the following:

AGREEMENT

1. Recitals

The Parties agree that the above Recitals are true and accurate and that they are incorporated herein and made a part hereof.

2. Annual Payments

A. Community Impact Fees

The Company anticipates that, as a result of the Company's operation of the Facility at the Property, the Town will incur additional expenses and impacts including, but not limited to, consulting services, administrative services and public health education and substance abuse counseling services, and any necessary and related legal and enforcement costs, as well as unforeseen impacts on the Town. Accordingly, in order to mitigate the direct and indirect financial impact on the Town and use of Town resources, both quantifiable and unquantifiable, the Company agrees to pay annual community impact fees to the Town, in the amount and under the terms provided herein (the "Annual Community Impact Fees").

1. The Company shall annually pay Annual Community Impact Fees in an amount equal to three percent (3%) of gross sales from any and all operations of the Facility (the "Gross Sales"). The Gross Sales shall mean the total of all sales transactions of the Facility without limitation, including the dispensing/sale of marijuana, marijuana infused products, paraphernalia, and any other products sold by the Facility. The Company agrees that calculation of the Community Impact Fees in this manner will be within the statutory cap of three percent (3%) of gross sales under G.L. c.94G §3(d) and the Company waives any claims to the contrary.
2. The Facility shall be deemed to have commenced operation upon receipt of both an occupancy permit from the Building Commissioner and the issuance of the respective final license from the CCC (the "Commencement of Operations"). The Company shall notify the Town in writing within seven (7) days of the Commencement of Operations.
3. The Annual Community Impact Fees shall be made in quarterly installments per the Town's fiscal year (July 1 - June 30) on September 30, December 31, March 31, and June 30 with the first payment due within thirty (30) days after the first twelve (12) anniversary of the Commencement of Operations and thereafter, upon each annual anniversary. The Annual Community Impact Fees payments shall be sent to the Town of Wayland, Attn: Tax Collector, P.O. Box 655, Medford, MA 02155.
4. The Annual Community Impact Fees shall each continue for a period of five (5) years from the date of the Commencement of Operations, and shall be subject to renegotiation for successive terms for as long as the Facility remains in operation. At least ninety (90) days before the conclusion of the respective five (5) year term, the Parties shall negotiate in good faith the terms of a new Annual Community Impact Fee as an amendment to this Agreement.
5. The Town shall use the above referenced payments in its sole discretion to address, among other impacts as it may deem appropriate, expanding public health services as outlined generally in Exhibit A.

6. Pursuant to M.G.L. c. 94G, §3(d), a “community impact fee shall be reasonably related to the costs imposed upon the municipality by the operation of the marijuana Facility...” (“Town Costs”). Notwithstanding the foregoing, the Parties acknowledge the difficulty in computing actual Town Costs and have agreed to utilize a fixed percentage of Gross Sales as specified in Paragraph 2.A.1 above in lieu of attempting to determine actual Town Costs incurred. The Company acknowledges that the impacts of its operation may be impracticable to ascertain and assess as impacts may result in budgetary increases though not separately identified, and consequently, the Company acknowledges that the payments due under this Agreement are reasonably related to Town Costs and waives any claims to the contrary.
7. Annual Community Impact Fees are expressly included as “other municipal charges” pursuant to M.G.L. c. 40, § 57. A Town licensing authority may deny, revoke or suspend any license or permit, including renewals and transfers, of the Company or agent thereof if the Company’s name appears on a list furnished to the licensing authority from the Town Collector of individuals delinquent on their taxes and/or water bills.

B. Additional Costs, Payments and Reimbursements

1. Permit and Connection Fees: The Company hereby acknowledges and accepts, and waives all rights to challenge, contest or appeal, the Town’s building permit fee and other permit application fees, sewer and water connection fees, and all other local charges and fees generally applicable to other commercial developments in the Town.
2. Facility Consulting Fees and Costs: The Company shall reimburse the Town for any and all reasonable consulting costs and fees related to any land use applications concerning the Facility, negotiation of this and any other related agreements, and any review concerning the Facility, including planning, engineering legal and/or environmental professional consultants and any related reasonable disbursements a in relation to the Facility that may be required in addition to review under the zoning bylaws, for which reimbursement will be required pursuant to G.L. c.44 §53G.
3. Legal Fees and Costs: Any reasonable Town legal fees and costs associated with the Facility, including the cost to negotiate this Agreement, shall be paid by the Company to the Town within thirty (30) days of the presentation of an invoice.
4. Other Costs: The Company shall reimburse the Town for the actual costs incurred by the Town in connection with holding public meetings and forums held for purposes of discussing the Facility and/or reviewing the Facility and for any and all reasonable consulting costs and fees related to the monitoring and enforcement of the terms of this Agreement, including, but not limited to independent financial auditors and legal fees.

5. Late Payment Penalty: The Company acknowledges that time is of the essence with respect to their timely payment of all funds required under Section 2 of this Agreement. In the event that any such payments are not fully made with ten (10) days following written notice to Company, the Company shall be required to pay the Town a late payment penalty subject to interest at the rates prescribed by G.L. 59, §57.

C. Annual Reporting for Host Community Impact Fees and Benefit Payments

The Company shall submit annual written reports to the Town within thirty (30) days after the payment of each fourth (4th) quarterly installment of the Annual Community Impact Fees with a certification of: (1) its annual Gross Sales; (2) its compliance with all other requirements of this Agreement; and (3) copies of all reports which are required to be submitted to the Commonwealth, regarding the Company's operations at the Facility. During the term of this Agreement the Company shall, upon request of the Town, appear before a meeting of the Select Board to review compliance with the terms of this Agreement.

The Company shall maintain its books, financial records, and other compilations of data pertaining to all requirements of this Agreement in accordance with standard accounting practices and any applicable regulations or guidelines of the CCC and the Department of Revenue (the "DOR"). The Company shall retain such records for a period of at least seven (7) years. Upon request by the Town, the Company shall provide the Town and its agents with the same access to its financial records (to be treated as confidential, to the extent allowed by law) as it is required by the CCC and DOR for purposes of obtaining and maintaining a license for the Facility. In addition to the above referenced reports, the Company shall also provide to the Town such other information as may reasonably be requested by the Select Board of the Town of Wayland.

During the term of this Agreement and for three (3) years following the termination of this Agreement the Company shall, upon request of the Town, have its financial records examined, copied and audited by an Independent Financial Auditor of the Town's choosing, the expense of which shall be borne by the Company; provided, however, that any payment for such fees and costs shall be offset against the Community Impact Fee payment next due, if any. The Independent Financial Auditor shall review the Company's financial records for purposes of determining that the payments required under this Agreement are in compliance with the terms of this Agreement. Such examination shall be made not less than thirty (30) days following written notice from the Town and shall occur only during normal business hours and at such place where said books, financial records and accounts are maintained. The Independent Financial Audit shall include those parts of the Company's books and financial records that relate to the payment, and shall include a certification of itemized Gross Sales, and all other information required to ascertain compliance with the terms of this Agreement. The independent audit of such records shall be conducted in such a manner as not to interfere with the Company's normal business activities.

3. No Off-Set Payments

If the Town receives additional payments from the Company, or from the DOR or any other source, the funds for which have been collected by assessment against the Company, including, but not limited to taxes, imposed by an act of the legislature of the Commonwealth of Massachusetts, or a mandate from the Town for said payments, the amounts due from the Company to the Town under the terms of this Agreement shall not be reduced by the amount of such other payments, except as expressly set forth in Paragraph 2.C.

4. Local Taxes

At all times during the Term of this Agreement, property, both real and personal, owned or operated by the Company shall be treated as taxable, and all applicable real estate and personal property taxes for that property shall be paid either directly by the Company or by its landlord and neither the Company nor its landlord shall object or otherwise challenge the taxability of such property and shall not seek a non-profit or agricultural exemption or reduction with respect to such taxes.

Notwithstanding the foregoing, (i) if real or personal property owned, leased or operated by the Company is determined to be non-taxable or partially non-taxable, or (ii) if the Company is determined to be entitled or subject to exemption with the effect of reducing or eliminating the tax which would otherwise be due if not so exempted, then the Company shall pay to the Town an amount which when added to the taxes, if any, paid on such property, shall be equal to the taxes which would have been payable on such property at fair cash value and at the otherwise applicable tax rate, if there had been no abatement or exemption; this payment shall be in addition to the payments made by the Company under this Agreement.

5. Vehicle Excise Tax and Vehicle Management

The Company shall: (1) keep any and all vehicles used in connection with the delivery and/or transportation of marijuana and other products from the Facility in Town, (2) register all vehicles in the Town and (3) pay motor vehicle excise taxes on such vehicles to the Town.

6. Community Support

A. Local Vendors and Employment.

To the extent such practice and its implementation are consistent with federal, state, and municipal laws and regulations, the Company shall use good faith efforts in a legal and non-discriminatory manner to give priority to local businesses, suppliers, contractors, builders and vendors in the provision of goods and services called for in the construction, maintenance and continued operation of the Facility when such contractors and suppliers are properly qualified.

Except for senior management, and to the extent such practice and its implementation are consistent with federal, state, and municipal laws and regulations, the Company shall use good faith efforts in a legal and non-discriminatory manner to give priority to hiring qualified residents of the Town as employees of the Facility.

Good faith efforts shall include, at a minimum, actively soliciting bids from Town vendors through local advertisements and direct contact, advertising any job expansion or hiring of new permanent full time employees first to Town residents before advertising through all typical regional employment advertising outlets, and use of regional job fairs.

The Company's annual report to the Select Board shall include information concerning the number of Wayland residents employed at the Facility and a description of the measures taken to fulfill this workforce hiring commitment. The Company shall furnish the Town with such further information and documentation as the Town may reasonably request to support and document compliance with this Agreement.

B. Approval of Manager.

If requested by the Town, the Company shall provide to the Town, for review and approval, the name and relevant information, including but not limited to the information set forth in 935 CMR 500.030, or such other state regulations, as the case may be, of the person(s) proposed to act as on-site manager(s) of the Facility. The submittal shall include authorization and all fees necessary to perform a criminal history (CORI) check or similar background check. The Town shall consider such request for approval following submittal to determine, in consultation with the Police Chief, if the person proposed is of suitable character to act as on-site manager. Such approval shall not be unreasonably denied, conditioned or delayed. This approval process shall also apply to any change of on-site manager.

7. Security

To the extent requested by the Town's Police Department, and subject to the security and architectural review requirements of the CCC, or such other state licensing or monitoring authority, as the case may be, the Company shall work with Town's Police Department in reviewing and approving all security plans prior to implementation and Commencement of Operations. The Company shall maintain security at the Facility and Property in accordance with said approved security plan. In addition, the Company shall at all times comply with all state and local laws and regulations, as well as any special permit or other permit/approval regarding security of the Site.

Further, to the extent requested by the Town's Police Department, the Company shall coordinate with the Wayland Police Department in the development and implementation of required security measures, including without limitation the determination of the placement of security cameras and the sharing of security information. The Company shall also maintain a cooperative relationship with the Wayland Police Department, including but not limited to, periodic meetings to review operational concerns, security, delivery schedule and procedures, cooperation in investigations, and communication with the Wayland Police Department of any incidents and suspicious activities at or in the immediate vicinity of the Facility and Property and with regard to any anti-diversion procedures to ensure that marijuana and marijuana products are not being transferred to the illegal market or to minors.

To the extent requested by the Town's Police Department, the Company shall work with the Police Department to implement a comprehensive diversion prevention plan to prevent

diversion, such plan to be in place prior to the Commencement of Operations at the Facility. Such plan shall include, but is not limited to, (i) training the Company employees to be aware of, observe, and report any unusual behavior in authorized visitors or other Company employees that may indicate the potential for diversion; and (ii) utilizing appropriate tracking software to closely track all inventory at the Facility.

The Company shall promptly report the discovery of the following to Town Police within twenty-four (24) hours of the Company becoming aware of such event: diversion of marijuana; unusual discrepancies identified during inventory; theft; loss and any criminal action; unusual discrepancy in weight or inventory during transportation; any vehicle accidents, diversions, losses, or other reportable incidents that occur during transport; any suspicious act involving the storage, cultivation, sale, distribution, transportation or delivery of marijuana by any person; unauthorized destruction of marijuana; any loss or unauthorized alteration of records related to marijuana, registered qualifying patients, personal caregivers, or dispensary agents; an alarm activation or other event that requires response by public safety personnel; failure of any security alarm system due to a loss of electrical power or mechanical malfunction that is expected to last longer than eight (8) hours; and any other breach of security.

The Company shall further comply with all the CCC's requirements, regulations, and laws of the Commonwealth, including but not limited to Criminal Offender Record Information review for any personnel or employees.

8. Community Impact Hearing Concerns

The Company shall employ its best efforts to work collaboratively and cooperatively with its neighboring businesses and residents to establish written policies and procedures to address mitigation of any reasonable concerns or issues that may arise through its operation of the Facility, including, but not limited to any and all reasonable concerns or issues raised at the Company's required Community Outreach Meeting relative to the operation of the Facility; said written policies and procedures, as may be amended from time to time, shall be reviewed and approved by the Town and shall be incorporated herein by reference and made a part of this Agreement, the same as if each were fully set forth herein.

The Company further agrees and acknowledged that in the event the Town receives complaints with respect to the failure to mitigate conditions at the operation of the Facility, the Company shall meet with the Select Board and shall take additional mitigation measures, at the Company's sole expense, to address the specific nature of the complaints to the satisfaction of the Select Board.

9. Lighting

The Company shall use lighting practices at the Property and the Facility to reduce light pollution, that minimize the impact on maintaining a 'dark sky', by using best practices for outdoor lighting such as shielding lights and directing them down, selecting lamps with warmer colors, use less light and only where needed, and shielding any indoor lighting after sunset and before sunrise.

10. Electrical Usage and Renewable Energy Requirements

The Company shall (a) satisfy all minimum energy efficiency and equipment standards established by the CCC and meet all applicable environmental laws, regulations, permits, and other applicable approvals; (b) adopt and use best management practices as determined by the CCC to reduce energy usage and consumption and engage in energy conservation; and (c) ensure that lighting power densities for cultivation spaces does not exceed an average of thirty-six (36) watts per gross square foot of active and growing canopy.

The Company shall report to the Select Board annually on its energy use and shall include in its annual report a summary of its ongoing strategies to further reduce electrical demand.

11. Water Consumption

The Company shall use best efforts to minimize water consumption at the Facility and shall follow the CCC's Best Management Practices for Water Use. In addition, the Company shall install water meters, conduct regular water audits to determine the amount and location of water use, and develop and implement a water savings strategy.

12. Waste and Waste Water Controls

The Company shall ensure that all recyclables and waste, including organic waste composed of or containing finished marijuana and marijuana products, shall be stored, secured, and managed in accordance with applicable state and local statutes, ordinances, and regulations. Liquid waste containing marijuana or by-products of marijuana processing shall be disposed of in compliance with all applicable state and federal requirements, including but not limited to, for discharge of pollutants into surface water or groundwater (Massachusetts Clean Waters Act, M.G.L. c. 21 §§ 26-53; 314 CMR 3.00: Surface Water Discharge Permit Program; 314 CMR 5.00: Groundwater Discharge Program; 314 CMR 12.00: Operation Maintenance and Pretreatment Standards for Wastewater Treatment Works and Indirect Dischargers; the Federal Clean Water Act, 33 U.S.C. 1251 et seq., the National Pollutant Discharge Elimination System Permit Regulations at 40 CFR Part 122, 314 CMR 7.00: Sewer System Extension and Connection Permit Program), or stored pending disposal in an industrial wastewater holding tank in accordance with 314 CMR 18.00: Industrial Wastewater Holding Tanks and Containers.

The Company shall use cultivation processes in compliance with Cannabis Control Commission standards to limit the risk of cultivation-related pollutants and contaminants from being discharged into surface water and groundwater. . The Company shall consult with the Town regarding its cultivation methods and wastewater plan prior to commencing cultivation at the Facility or in the event of a change of the Company's cultivation practices that may result in wastewater discharge at the Facility. The Company shall comply with all reasonable requests of the Town, including, but not limited to, testing requirements and tank holding requirements if necessary.

The Company shall ensure that no fewer than two agents witness and document how the marijuana waste is disposed or otherwise handled (recycled, composted, etc.) in accordance with 935 CMR 501.000. When marijuana products or waste is disposed or handled, the Company will create and maintain a written or electronic record of the date, the type and quantity disposed or

handled, the manner of disposal or other handling, the location of disposal or other handling, and the names of the two Company agents present during the disposal or other handling, with their signatures. The Company shall keep these records for at least three (3) years.

13. Odor Control Technology

The Company shall ensure that odor from the Facility is not released so as to constitute a nuisance, in the opinion of the Select Board, to surrounding properties. The Company shall develop an odor mitigation plan and submit the plan to the Town for approval. At a minimum, the Company shall contain all cannabis related odors onsite through use of odor control technologies, including but not limited to appropriate ventilation and air handling equipment and odor resistant packaging. In addition, the Company shall employ odor control technology to remove odors and harmful volatile organic compounds from the Facility. The Company shall also ensure proper maintenance of all odor mitigation equipment to ensure maximum efficiency.

In the event the Town receives complaints with respect to odor impacts in relation to the operation of the Facility, the Company shall meet with the Select Board. If requested by the Select Board, the Company shall take additional mitigation measures at the Company's sole expense, including, but not limited to, having its odor prevention mechanism and technologies reviewed and assessed by Independent Engineer, to address the nature of the complaints to the satisfaction of the Select Board. The Company agrees and acknowledges that if odor mitigation is not addressed to the satisfaction of the Select Board, the Company shall immediately, within thirty (30) days of notice, cease all operations at the Facility upon the request of Select Board.

Nothing set forth herein, shall limit the authority or jurisdiction of the Building Inspector, Board of Health, or any other local enforcement official from enforcing applicable state laws and regulations, the Town's local bylaws and regulations, with respect to odor violations.

14. Pest Management

The Company shall comply with the CCC's Guidance on Integrated Pest Management and shall apply chemical controls judiciously. Pesticides shall not be used as the primary method of pest control. "Minimum-risk (25(b))" pesticides for use in cannabis cultivation may be used in moderation.

15. Additional Obligations

A. Annual Reporting

The Company shall file an annual report with the Select Board in connection with its annual financial submissions on July 31 of each year for purposes of reporting on compliance with each of the terms of this Agreement and shall, at the request of the Select Board, appear at a regularly scheduled meeting to discuss the Annual Report.

B. Annual Inspections

The Company agrees that it will voluntarily submit to annual inspections by the Police, Fire and Building Departments to ensure compliance with the terms of this Agreement and other local approvals. This provision shall not preclude the Town or any of its departments from conducting inspections at other times during the year to address enforcement matters.

C. Improvements to the Property

The Company shall make capital improvements to the Property such that the Property will match the look and feel of the Town and the surrounding parcels, and be of construction standards at least at the quality of other nearby businesses. The Company shall comply with all laws, rules, regulations and orders applicable to the Facility, such provisions being incorporated herein by reference, and shall be responsible for obtaining all necessary licenses, permits, and approvals required for the performance of such work. The Company agrees that the Facility shall be adequately screened from the public way and nearby properties to the satisfaction of the Select Board.

D. Limitation on Use

The Company agrees that, even if authorized under CCC regulations, it shall not permit on-site social consumption at the Facility absent prior written approval from the Select Board.

E. Hours of Operation

The Company agrees that in no event shall the Facility be open for business, nor shall any delivery, transportation or distribution of marijuana occur at the Facility outside the hours of 8 A.M. through 9P.M. Monday through Sundays, unless further restricted by the Town's special permit granting authority.

F. Emergency Contacts

The Company shall disclose to the Town the names and contact information for individuals that will be the emergency contacts for the Facility prior to the Commencement of Operations. The Company shall immediately, within twenty-four hours (24) provide the Town with updated information if the names and contact information for the emergency contacts change at any time.

To the extent requested by the Town's Fire Department, the Company shall work with Town's Fire Department in reviewing and approving all emergency procedures, including disaster plans with procedures to be followed in case of fire or other emergencies, prior to implementation and Commencement of Operations.

16. Re-Opener/Review

The Company or any "controlling person" in the Company shall be required to provide to the Select Board notice and a copy of any other Host Community Agreement entered into for any

medical marijuana treatment center in which the Company, or any controlling person in the Company, has any interest and which is licensed by the CCC.

In the event the Company or any controlling person enters into a Host Community Agreement for a medical marijuana treatment center that contains terms that are superior to what the Company agrees to provide the Town pursuant to this Agreement, then the Parties shall reopen this Agreement and negotiate an amendment resulting in benefits to the Town equivalent or superior to those provided to the other municipality.

17. Retained Authority of the Municipality

This Agreement does not affect, limit, or control the authority of the Town boards, commissions, and departments to carry out their respective powers and duties to decide upon and to issue, or deny, applicable permits and other approvals under the statutes and regulations of the Commonwealth, the General and Zoning Bylaws of the Town, or applicable regulations of those boards, commissions, and departments or to enforce said statutes, bylaws, and regulations. The Town, by entering into this Agreement, is not thereby required or obligated to issue such permits and approvals as may be necessary for the Facility to operate in the Town, or to refrain from enforcement action against the Company and/or the Facility for violation of the terms of said permits and approvals or said statutes, bylaws, and regulations.

18. Municipal Support

The Town agrees to submit to the CCC, or such other state licensing, registering or monitoring authority, as the case may be, the required certifications relating to the Company's application for a license or certificate of registration to operate the Facility where such compliance has been properly met, but makes no representation or promise that it will act on any other license or permit request, including, but not limited to any zoning application submitted for the Facility, in any particular way other than by the Town's normal and regular course of conduct and in accordance with its rules and regulations and any statutory guidelines governing them.

19. Term and Termination

This Agreement shall take effect on the Effective Date first set forth above, and shall continue in effect for so long as the Company operates the Facility in Town with the exception of the Community Impact Fee, which shall be subject to the five (5) year statutory limitations of G.L. c.94G, §3(d).

In the event the Company has not secured a final license from the CCC and all necessary local permits from the Town and commenced operations at the Facility within twelve (12) months from the date of execution of this Agreement, this Agreement shall expire at the discretion of the Town, and the Company shall be required to negotiate a new host community agreement in order to operate the Facility within the Town. The Town, in its discretion, may agree to an extension of the twelve (12) month expiration, for good cause, which shall include the time required to pursue or await the determination of an appeal of the special permit or other legal proceeding.

The Town may terminate this Agreement for cause by providing written notice to the Company in the event that: (i) Company with willful or gross negligence violates any laws of the Town or the Commonwealth with respect to the operation of the Facility, and such violation remains uncured for thirty (30) days following the Town's issuance to Company of written notice of such violation; (ii) Company fails to make payments to the Town as required under this Agreement, and such failure remains uncured for ten (10) days following the Town's issuance to Company of written notice of such violation; or (iii) there is any other material breach of the Agreement by the Company, which material breach remains uncured for thirty (30) days following the Town's issuance to Company of written notice of such violation.

In the event of termination of this Agreement, the Company shall immediately cease all operations at the Facility.

20. Nullity

This Agreement shall be null and void in the event that the Company does not locate the Facility in Town; provided however, that Company shall reimburse the Town for its legal fees and costs associated with the negotiation of this Agreement within thirty (30) day of the Town's request for same. Further, in the case of the cessation of operations or relocation of the Facility out of Town, an adjustment of payments due to the Town under Paragraph 2 of this Agreement including, but not limited to, the Annual Community Impact Fees, shall be calculated based upon the period of occupation of the Facility within the Town and shall be paid by the Company within thirty (30) days of said cessation and/or relocation but in no event shall the Town be responsible for the return of any funds provided to it by the Company.

21. Successors/Assigns

This Agreement is binding upon the Parties hereto, their successors, assigns, and legal representatives. The Company shall not assign, sublet, or otherwise transfer its interests or rights nor delegate its obligations under this Agreement, in whole or in part, without prior written consent from the Town, and shall not assign or obligate any of the monies payable under this Agreement, except by and with the prior written consent of the Town.

Events deemed an assignment include, without limitation: (i) Company's final and adjudicated bankruptcy whether voluntary or involuntary; (ii) the Company's takeover or merger by or with any other entity; (iii) the Company's outright sale of assets and equity, majority stock sale to another organization or entity for which the Company does not maintain a controlling equity interest; (iv) or any other change in majority ownership or status of the Company; (v) any assignment for the benefit of creditors; and/or (vi) any other assignment which must be approved by the Cannabis Control Commission.

22. Notices

Any and all notices, consents, demands, requests, approvals or other communications required or permitted under this Agreement, shall be in writing and delivered by hand or mailed postage prepaid, return receipt requested, by registered or certified mail or by other reputable delivery

service, and shall be deemed given when so delivered by hand, if so mailed, when deposited with the U.S. Postal Service, or, if sent by private overnight or other delivery service, when deposited with such delivery service.

To the Town: Select Board
Wayland Town Building
41 Cochituate Road
Wayland, MA 01778

With a copy to: Town Counsel
Carol M. Murray, Esq.
KP Law P.C.
101 Arch Street, 12th Floor
Boston, MA 02110

To Company: Jonathan R. Watkins
Earth Well Farms
526 Boston Post Rd
Wayland, MA 01778

23. Severability

If any term of condition of this Agreement or any application thereof shall to any extent be held invalid, illegal or unenforceable by a court of competent jurisdiction, the validity, legality, and enforceability of the remaining terms and conditions of this Agreement shall not be deemed affected thereby unless the Town would be substantially or materially prejudiced. Further, the Company hereby represents that at the time of execution of this Agreement, based upon the Company's diligent inquiry, it determined to its satisfaction that the provisions of this Agreement are valid, binding and enforceable. In exchange for and in reliance on such representation, among others, the Town has entered into this Agreement. Therefore, the Parties agree that in the event that the Company challenges the validity of any such provisions in state or federal court, it shall, notwithstanding the result of such challenge, pay all reasonable attorneys' fees and costs incurred by the Town in defending such challenge, unless it prevails in such litigation, in which case it shall be entitled to offset such payments against its next Community Impact Fee. The Company agrees that the foregoing provision is not intended to prohibit the Company from exercising any right to judicial relief nor as a penalty for any such exercise, but as an allocation of a specified risk to the Company.

24. Governing Law

This Agreement shall be governed and construed and enforced in accordance with the laws of the Commonwealth of Massachusetts, and the Company submits to the jurisdiction of any of its appropriate courts for the adjudication of disputes arising out of this Agreement.

25. Entire Agreement

This Agreement, including all documents incorporated herein by reference, constitutes the entire integrated agreement between the Company and the Town with respect to the matters described herein. This Agreement supersedes all prior agreements, negotiations and representations, either written or oral.

26. Amendment/Waiver

Amendments, or waivers of any term, condition, covenant, duty or obligation contained in this Agreement may be made only by written amendment executed by authorized representatives of all signatories to the Agreement, prior to the effective date of the amendment.

27. Headings

The article, section, and/or paragraph headings in this Agreement are for convenience of reference only, and shall in no way affect, modify, define or be used in interpreting the text of this Agreement.

28. Counterparts

This Agreement may be signed in any number of counterparts all of which taken together, each of which is an original, and all of which shall constitute one and the same instrument, and any party hereto may execute this Agreement by signing one or more counterparts.

29. Signatures

Facsimile and electronic signatures affixed to this Agreement shall have the same weight and authority as an original signature.

30. No Joint Venture

The Parties hereto agree that nothing contained in this Agreement or any other documents executed in connection herewith is intended or shall be construed to establish the Town, or the Town and any other successor, affiliate or corporate entity as joint ventures or partners.

31. Indemnification

The Company shall indemnify, defend, and hold the Town harmless from and against any and all claims, demands, liabilities, actions, causes of actions, defenses, proceedings and/or costs and expenses, including attorney's fees, brought against the Town, their agents, departments, officials, employees, insurers and/or successors, by any third party arising from or relating to this Agreement and/or the development of the Property and/or Facility. Such indemnification shall include, but shall not be limited to, all reasonable fees and reasonable costs of attorneys and other reasonable consultant fees and all fees and costs (including but not limited to attorneys and consultant fees and costs) of the Town's choosing, incurred in defending such claims, actions, proceedings or demands.

The Company agrees, within thirty (30) days of written notice by the Town, to reimburse the Town for any and all costs and fees incurred in defending itself with respect to any such claims, actions, proceedings or demands.

32. Third-Parties

Nothing contained in this agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Town or the Company.

33. Representation of Authority and Warranties

The Company represents and warrants that it is duly organized and existing and in good standing, has the full power, authority, and legal right to enter into and perform this Agreement, and the execution, delivery and performance hereof and thereof (i) will not violate any judgment, order, state law, bylaw, or regulation, and (ii) does not conflict with, or constitute a default under, any agreement or instrument to which the Company is a party or by which the Company may be bound or affected.

Each person signing this Agreement hereby represents and warrants that he or she has the full authority and is duly authorized and empowered to execute this Agreement on behalf of the party for which he or she signs.

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first written above.

Town of Wayland,

By: _____

Earth Well Farms, LLC

By: _____

Wayland Select Board:

ARPA (American Rescue Plan Act) Sub-Committee

The purpose of the ARPA (American Rescue Plan Act) Sub-Committee is to advise the Wayland Select Board with recommendations for allowed uses of ARPA grant funds to fund community priorities. To complete this work, the Sub-Committee will work through the Town Manager's office to solicit input from staff, boards and committees, and the broader community.

The Select Board's intends for the Sub-Committee to provide guidance and direction. The Select Board may authorize the expenditure of ARPA funds at any time and without consulting the Sub-Committee.

The Sub-Committee will submit ARPA spending recommendations to the Select Board no later than December 15, 2022. The term end date for ARPA Sub-Committee members is December 31, 2022, unless extended by a Select Board vote.

**Town of Wayland
Board/Committee Appointments
Status as of June 17, 2022**

Most volunteer positions have a term that ends on June 30. All positions with openings as of July 1, 2022 are listed below. Incumbents may reapply, and all interested volunteers will be considered.

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

Committee	Term Ending Date
Audit Committee	
School Committee	June 30, 2025
Community Preservation Committee	
Select Board	June 30, 2025
Housing authority	June 30, 2025
Historical Commission	June 30, 2025
Conservation Commission (2 positions)	June 30, 2025
Cultural Council (multiple positions)	June 30, 2025
Design Review Advisory Board	
Planning Board	June 30, 2024
Economic Development Committee (2 Positions)	June 30, 2025
Energy and Climate Committee (2 positions)	June 30, 2025
Finance Committee	
(2 Positions)	June 30, 2023
(2 Positions)	June 30, 2025
Historic District Commission	
Full Member (3 Positions)	June 30, 2025
Alternate Member	June 30, 2025
Historical Commission (2 Positions)	June 30, 2025
Human rights, Diversity, Equity, and inclusion	
Non-voting member (4 Positions)	June 30, 2024
Voting Member (2 positions)	June 30, 2025

Local Emergency Planning Committee	June 30, 2025
Metropolitan Area Planning Council	June 30, 2025
Municipal Affordable Housing Trust Fund Board (2 position)	June 30, 2024
Permanent Municipal Building Committee (2 Positions)	June 30, 2025
Personnel Board	June 30, 2025
Planning Board	
Associate Member (Select Board and Planning Board Joint Appointment)	Annual Town Meeting, 2023
Senior Tax Relief committee	
Select Board	June 30, 2025
Finance Committee	June 30, 2025
Surface Water Quality Committee	June 30, 2022
Youth Advisory committee	
Select Board	June 30, 2025
Clergy Association	June 30, 2025
Chief of Police	June 30, 2025
Zoning Board of Appeals (2 positions)	June 30, 2025

Jonathan D. Barnett, MBA, CFP®

Summary

Wealth Management Professional with extensive financial analysis background. Strengths in comprehensive financial planning, including portfolio management and client relations. Background includes hedge fund and academic environments. Adaptive and committed team player driven to action by a strong desire to help others. Credentials include an MBA in finance, and the CERTIFIED FINANCIAL PLANNER™ designation.

Professional Experience

The Bulfinch Group

Wealth Management Advisor (2021-present)

- Provide holistic, comprehensive, and personally tailored financial planning services to professionals, families and businesses

Investment Consultant (2017-2020)

- Provide consulting services to hedge funds and family offices

Covalent Partners LLC

Managing Director, Investment Analyst (2006-2016)

- Headed the largest research coverage of the firm – approximately 45% of assets under management – for this event-driven hedge fund
- Instrumental in raising a \$150+ million fund, and headed its investment research activity, modeling the majority of the investments and making the majority of buy/sell recommendations
- Invested long and short across the capital structure, including debt, preferred and common stock
- Conducted due diligence process which included frequent face-to-face meetings with management teams and nation-wide site visits
- Recruited to Covalent and became first analyst at the firm, progressing in roles and responsibilities from Junior Analyst to Analyst, Senior Analyst and ultimately Managing Director

Harvard Graduate School of Business Administration

Finance and Accounting Research Associate (1999-2004)

- Lead developer: The Business Analysis and Valuation Model - Instructional Software; a comprehensive, Excel-based, valuation model entailing ratio, accounting, and financial statement analysis, pro forma financial forecasting, and valuation analysis as demonstrated by the discounted cash flow, abnormal earnings, and abnormal returns approaches to asset and equity valuation
- Software available as standalone product and distributed in conjunction with the worldwide leading MBA-level valuation textbook entitled, “Business Analysis and Valuation Using Financial Statements”, authored by Harvard Business School Professors Krishna Palepu and Paul Healy (Cincinnati, OH: South-Western College Publishing, 2004)
- Lead author: Valuation Ratios in the Airline Industry, a Harvard Business School teaching case examining factors underlying differences in valuation multiples, including the price-earnings and price-to-book ratios, across firms pursuing different strategies
- Co-author - K-Mart and Builders Square, a Harvard Business School teaching case introducing the ‘Multiples’ and ‘Adjusted Present Value’ approaches to firm valuation, factoring in off-balance sheet financing obligations and NOLs

Education

Boston University Center for Professional Education
Financial Planning Program graduate, June 2020 (4.0 G.P.A.)
Recognized by multiple faculty members for outstanding performance

University of Chicago, Booth School of Business
Master of Business Administration
Honors graduate
Concentrations in Finance and Marketing

University of Rhode Island, College of Business
Bachelor of Science, Business Administration
President's Award - Graduated first in class

Technical Skills

Proficient with Bloomberg and Microsoft Excel
Experienced with FactSet and Capital IQ

Interests & Activities

Special Olympics volunteer: Winter Games ski racing coach and Summer Games open volunteer
Interests: Scuba diving, under water videography, skiing, DIY projects and live music

Michael J. Hoyle, Ph.D.

Education

- Ph.D. Higher Education Administration, New York University, New York, NY, May 2001. Dissertation: "The College Presidency and Civic Engagement: Player or Spectator?"
- M.A. Masters in Public Administration, University of Massachusetts, Amherst, MA, September 1991
- B.S. Accounting
Bentley University, Waltham, MA, May 1987

Professional Experience

Senior Vice President Administration, Finance, & Strategic Planning/CFO 2019-Present

Boston College High School

A private all boys school grades 7-12 of 1,400 boys, 113 teachers and 100 staff. Responsible for Human Resources, Information Technology, Facilities, Finance and Strategic Planning. Work with the school's board of trustees on strategic planning as well as the chairs of audit/finance/investment committees.

- Hired a professional director of finance and a manager of people and culture
- Coordinate the oversight for the \$100M endowment with outside investment manager
- Successfully refinanced existing debt from variable rates with swaps to a fixed rate, cutting in half the interest rate.
- Collaborated with VP Advancement and President to assist them in securing largest ever gift of \$49M to the school.
- Leading the design and construction efforts of \$61M in infrastructure improvements
- Successfully transitioned \$7M frozen pension plan from Archdiocese to BC High
- Coordinating re-opening plans (COVID-19) for September 2020 with Principal
- Revamped internal controls and processes to utilize technology
- Created cash flow monitoring where none existed
- Created a budget advisory committee of teachers and staff to infuse transparency and understanding of the financial business model of the school
- Created budget tracking reports where none existed
- Successfully worked with A&F managers to transition to remote functions during COVID-19
- Organized a technology security audit based on the 20 SANS controls to prioritize investments and staff time
- Coordinated a security audit of the school internally and externally

Vice President Administration and Finance/CFO; Lasell College 2008-2019

A four-year, co-educational college in Newton, MA of 2,000 undergraduate and graduate degree students where 80% of students live on campus. Responsible for a \$90M operating budget and a \$46M endowment. Lead Human Resources, Information Technology, Campus Police, Plant Operations, Student Accounts, Finance, Risk Management, and Auxiliary Services (Housekeeping, Dining Operations, Vending, Conference Services). Serve on the College's Leading for Change diversity and inclusion coordinating body and served on the search committee for the College's first ever Diversity Officer. Served on the ProTeam committee comprised mostly of faculty to review which programs to consolidate, which programs to expand and which programs to create. Work with the Board of Trustees closely as the staff representative on Audit, Investment and Finance Committees.

Accomplishments:

- Overachieved the budgeted operating surplus each year during my tenure.
- Worked with faculty group to examine all undergraduate programs and create a five-school structure while creating new programs in IT and Health Sciences.
- Oversaw the construction of three residence halls, two academic buildings, President's residence and hospitality center, renovation of admissions and welcome center and renovation of dining hall.
- Successfully negotiated and implemented a collaboration with Mount Ida College to deliver campus police department services to Mount Ida College, resulting in less cost and better service for Lasell College.
- Collaborated with Pine Manor College to create a combined IT department, resulting in less cost and better service for Lasell College.
- Collaborated with the Boston Consortium Risk Management Program to increase property and casualty insurance coverage and reduce cost by 25%.
- Managed the re-financing of \$33M in debt; managed a \$25M public bond offering.
- Secured a \$1.6M contribution from food service provider for dining hall renovation.
- Coordinated successful RFP process to select a new investment management firm.
- Managed a 10-year financial model and budget process that links to the strategic plan.
- Successfully transitioned endowment from one outside investment management firm to successor investment firm.

Vice President Administration and Finance/CFO; Lasell Village 2008-2019

Concurrent with my service as CFO for Lasell College, I am also responsible as CFO for Lasell Village, a separate 501(c)3 continuing care retirement community that is located on the College's campus and managed by the College. Responsible for a \$18M operating budget and a \$40M endowment. Work with the Board of Trustees closely as the staff representative on Audit, Investment and Finance Committees.

Accomplishments:

- Secured an A credit rating for the Village from Fitch Ratings.
- Managed the refinancing of \$18M in debt from Variable Rate Demand Notes to a direct purchase deal with a fixed rate.
- Provided financial analysis for expansion of the Village, adding 9 supported living units in the spring of 2012.

President; McIntosh College

August 2006 - July 2008

A private, for-profit two-year associate degree granting institution of higher education located in New Hampshire. A campus of approximately 650 students where 20% of the student body lived on campus, offering degrees in culinary arts, business, criminal justice, graphic design, professional photography, medical assisting and massage therapy. Began as CFO in February 2006 and then was asked to serve as President when previous President resigned.

Accomplishments:

- Achieved ABHES accreditation for the Medical Assisting program.
- Achieved ACF accreditation for the Culinary Arts program.
- Worked with the faculty and staff to re-design the governance structure to be more democratic and inclusive.
- Secured three independent purchase offers for the College and presented to CEC, corporate owner.
- Worked closely with NEASC to craft the College's teach out plan.

Teaching Experience

Northeastern University - *Adjunct Instructor* Boston, MA
1999-2004 - Introduction to Management I; Intro to Mgt II

Wentworth Institute of Technology – *Adjunct Instructor* Boston, MA
1999-2004 - Project Management and Planning

Presentations

USA Northeast Province of the Society of Jesus; Rightsizing Jesuit Schools Conference; NY; Nov 2019; Presented excerpts of the BC High rightsizing experience.

NACUBO 2019 Annual Meeting; Austin TX; Experience with using a financial viability metric to better understand an institution's health, developed by Parthenon/EY

EACUBO 2019 Annual Meeting; Baltimore, MD; Experience with using a financial viability metric to better understand an institution's health, developed by Parthenon/EY

Publications

“If That Moment Arrives: Blueprint to Close a College” Chapter 16 in *The Consolidation of American Higher Education*” John Hopkins Press. 2016.

“How Does a President Shut Down a College” *The Chronicle of Higher Education*, (January 16, 2009). Volume LV, Number 19, page A20.

“President or CEO?” *Community College Week*, (May 9, 2005). Volume 17, Number 20, pg. 4.

“It Takes Two” *Community College Week*, (January 17, 2005). Volume 17, Number 12, pg. 4.

“Have College Presidents Lost Their Voice?” *Trusteeship*, (September/October 2002; Volume 10, Number 5). Association of Governing Boards of Colleges and Universities, Washington, D.C.

“The College Presidency and Civic Engagement: Player or Spectator?” *Community College Journal*, (August/September 2002). Washington, D.C.

“The College Presidency and Civic Engagement” at the International Conference on the University as Citizen. University of South Florida; Tampa, Florida. February 23, 2001.

“Economic Development and Higher Education: A Sleeping Tool” *The Boston Business Journal*. (July 16-22, 1999). Boston, MA.

“The Founding of the Community College: The Men Who Were Responsible” *Violet Visions* (1997). The Graduate Student Organization, New York University.

Accreditation Experience

NEASC (Independent Schools)
Winsor School 2021;

NEASC (Commission on Higher Education):
Anna Maria College 2018;
Mitchell College 2018;
University of Saint Joseph 2016;
Green Mountain College 2015;
New England College 2013;
VT College of Fine Arts 2011;
Eastern Nazarene College 2010.

Commonwealth of Massachusetts:

Chaired Committee for State for application of Thomas Aquinas College, CA to open a Massachusetts Campus

Board Experience

Project Step

Boston, MA

Board Member; Treasurer, Non-profit that provides comprehensive music and classical string instruction to school age children in Boston and surrounding communities to increase the underrepresented populations in classical music. 2018-Present

EdHealth

Boston, MA

Founding board member and secretary for thirteen-member private college consortium that is delivering health insurance to member colleges at substantially reduced rates. 2014-2019

Shimer College

Chicago, IL

Member – Board of Trustees, Executive Committee, Treasurer 2015-2017
Successfully merged Shimer College into North Central College (IL)

Michael Hoyle

Roxbury Community College

Boston, MA

Member, Board of Trustees; Chair of the Academic Affairs Committee; Appointed by Governor Cellucci; Re-appointed by Governor Romney; 2001-2008.

Governor William Weld's Commission on Gay and Lesbian Youth

Boston, MA

Board was responsible for oversight of newly created and funded at-risk youth programs in the Department of Education and the Department of Health and Human Services.

Jesse Luca Simmons

PROFESSIONAL

CapShift, <i>Managing Director, Research and Advisory</i>	Boston, MA
<ul style="list-style-type: none">Developed private market due diligence methodology based on financial, impact, and operational diligenceOversee research team's analyses and outputs, including sourcing, diligence, and portfolio constructionLead advised client relationships with a range of asset holders moving capital towards impact investmentsLead relationships with RIAs, supporting them in offering impact investments to their clients	2016 – 2021
Align Impact, <i>Lead Advisor (2020-2021), Senior Investment Analyst (2018-2020), Investment Analyst (2016-2018)</i>	Los Angeles, CA
<ul style="list-style-type: none">Led UHNW client relationships, mobilizing hundreds of millions of dollars towards impact investmentsLed due diligence of hundreds of private impact investments across sectors, asset classes, and geographiesAs founding member of the Investment Team, built out due diligence templates, impact evaluation approach, and investment processesDeveloped landscape analyses across key sectors and themes to contextualize investment opportunities, build impact theories of change, and broaden impact investors' opportunity sets	2016 – 2021
Dalberg Global Development Advisors, <i>Summer Associate Consultant</i>	Geneva, CH
<ul style="list-style-type: none">Designed financing strategy for global health foundation as it began the process of scaling across target countries in sub-Saharan Africa	2015
Root Capital, <i>Consultant, Fletcher Field Studies in Global Consulting</i>	Cambridge, MA
<ul style="list-style-type: none">Designed strategy to expand international investor base by working with impact investment and smallholder agricultural finance experts in key markets and identifying entry points;	2015
World Bank, <i>Research and Product Development Assistant</i>	Washington, DC
<ul style="list-style-type: none">Analyzed project efficacy across sectors and countries in sub-Saharan Africa by working with project teams to understand issues in project design and opportunities to course-correctDeveloped pilot program for encouraging innovation and informed risk taking	2012 – 2014
United Nations, <i>Fellow</i>	Washington, DC
<ul style="list-style-type: none">Introduced country briefs program detailing UN work in global 'hot spots' to educate Federal policy makers, think tanks, and thought leaders on the work of the United NationsReported on relevant congressional briefings and think tank events	2012
World Affairs Journal, <i>Intern</i>	Washington, DC
<ul style="list-style-type: none">Monitored international news, drafted headlines, managed twitter feed	2012
SSG Advisors, <i>Intern</i>	Burlington, VT
<ul style="list-style-type: none">Supported sustainable development firm with work on USAID contracts	2010

LEADERSHIP AND HONORS

MBA Impact Investing Network & Training, <i>Judge, Mentor, and founding team lead</i>	Philadelphia, PA
<ul style="list-style-type: none">Mentor MBA teams conducting due diligence and judge pitches for investment	2015 – Present
Fletcher Social Investment Group, <i>Chief Financial Officer, co-founder</i>	Boston, MA
<ul style="list-style-type: none">Co-founded group to provide advisory services to young social businesses and investorsFounder and host of <i>Investing in Impact Podcast</i>	2014 – 2016
Bike Users Group, <i>President</i>	Burlington, VT
<ul style="list-style-type: none">Founded and managed 3rd generation bike sharing program	2009 – 2011

EDUCATION

The Fletcher School at Tufts University, <i>Master of International Business</i>	Medford, MA
<ul style="list-style-type: none">Focused on finance and econometric impact evaluation	2016
The University of Vermont, <i>Bachelor of Arts, Ecological Economics and Political Science (Honors)</i>	Burlington, VT
<ul style="list-style-type: none">Focused on economics, public policy, and their overlaps with wealth distribution and the environment	2011

Other

Spanish (Advanced Professional), CAIA Level I, Series 65, Frontier Market Scouts instructor, frequent speaker on impact investing

P A M E L A B R O N S O N R O M A N

S U M M A R Y

Senior investment professional with unique perspective and breadth of experience in fixed income, equity, and alternative investment markets. Strong analytical, oral and written communications and presentation skills. Experienced in credit risk management, macroeconomic and valuation analysis.

- Managed counterparty credit risk for \$20Bn levered MBS portfolio. Helped CYS Investments avoid several major failures of financial institutions during and following the financial crisis.
- Keen knowledge of global banking industry and financial regulatory environment.
- Influenced investment strategy for investment team by analyzing macroeconomic/market conditions and interest rate outlook to improve the structure of portfolio and interest rate hedges.
- Presented annually to Board of Directors and at Analyst and Investor Day to apprise these groups of counterparty risk assessment and to inform on relevant market topics, including changes in Libor, the financial regulatory outlook and notable anomalies in fixed income markets.
- Experience in capital markets through several market cycles; made investment recommendations in credit securities, equities and hedge fund investments based on credit and valuation analyses.
- Independent, self-driven yet enjoy working in a dynamic, collaborative environment. Able to combine qualitative and quantitative analysis skills to break down complex ideas and explain in simpler terms.
- Passed Series 7,63, and 65 exams.

E X P E R I E N C E

CYS INVESTMENTS, INC., Waltham, MA

2006 – 2018

Mortgage REIT – Director of Counterparty Credit & Research

- Managed counterparty credit risk for \$20Bn portfolio to ensure that exposures were appropriate. Helped CYS avoid seven major failures of financial institutions during and following the financial crisis.
- Influenced investment strategy for investment team and CEO by assessing macroeconomic/market conditions and interest rate outlook. Helped firm generate 10.9% annualized return, post 2009 IPO.
- Identified and assessed potential new counterparties to augment funding sources. Communicated recommendations on exposures for >40 counterparties to investment team to ensure stable financing.
- Analyzed and communicated bank regulatory environment and policy on housing finance reform.
- Presented counterparty risk review and updates on key market topics to Board of Directors quarterly and to Street analysts and investors at annual Investor Day.
- Part of core team that helped build CYS Investments from a private mortgage REIT with \$77MM in capital to a publicly traded NYSE company with \$2Bn capital.
- Managed \$33MM CLO Equity portfolio originally intended to diversify Agency MBS strategy.

YANKEE ADVISORS LLC, Waltham, MA

2004 – 2005

Fund of Hedge Funds – Portfolio Manager/Senior Research Analyst

- Assessed hedge fund strategies and market conditions to position a \$40MM diversified, managed fund.
- Allocated capital and selected managers as part of a three-member investment committee.
- Interviewed, evaluated, and conducted due diligence on potential hedge fund managers.

FIDELITY INVESTMENTS, Merrimack, NH

Summer 1999, 2000 – 2003

Fixed Income Department – Research Analyst

- Primary coverage of regional domestic banks, mortgage companies, and bond insurers.
- Evaluated securities for “minimal credit risk” for purchase by money market funds with over \$200Bn AUM.
- Recommended purchase and sale of debt securities for taxable bond funds (with >\$50Bn AUM) based on fundamental analysis and relative value assessment.
- Presented in-depth analyses of sectors/companies under coverage based on management visits, financial statement analysis, industry research, and trend reviews to inform portfolio managers and traders.

MORGAN STANLEY, New York, NY

1995 – 1998

Equity Research Department – Associate Analyst

- Assisted in providing research coverage and investment recommendations for the household/personal products, newspapers/advertising/business services, and healthcare information industries.
- Analyzed stock valuations, forecasted financials, communicated with management, and wrote reports.

DEAN WITTER REYNOLDS INC., New York, NY

1992 – 1995

Corporate Finance Department – Junior Associate

- Contributed to initial and follow-on public offerings, private placements, and merger and acquisition transactions for the Information Services Group. Performed due diligence and valuation analysis.

E D U C A T I O NUNIVERSITY OF CHICAGO BOOTH SCHOOL OF BUSINESS, Chicago, IL**Master of Business Administration**, Concentrations in Finance & Strategy (2000)BOSTON COLLEGE, Chestnut Hill, MA**Bachelor of Science**, Business Management, *magna cum laude*, Concentrations in Finance & Economics (1992)**L E A D E R S H I P / I N T E R E S T S**

- Town of Wayland
 - Finance Committee (2019-present), Chair (March 2022-present)
 - Council on Aging/Community Center Advisory Committee (2017-2018)
- Wayland Public Schools Foundation, Treasurer (2020-present), Asst Treasurer (2019)
- Chair of University of Chicago 15th Reunion Committee; Member of 20th Reunion Committee
- Wayland Weston Crew – 2021 and 2022 Auction/Party Fundraising Co-Chair

BRIAN T. O'HERLIHY



SUMMARY

Retired senior-level business executive with 40+ years of diversified financial, accounting, tax, legal, real estate, management, human resources, and marketing experience. Seasoned public sector volunteer with 24+ years of experience in local governmental operations, municipal finance, real estate, legal, labor relations, affordable housing and zoning related matters. Significant experience in building consensus for new approaches to solving complex business and municipal challenges.

Resident of the Town of Wayland since 1983.

PUBLIC SECTOR EXPERIENCE

TOWN OF WAYLAND, Wayland, MA

Municipal Affordable Housing Trust Fund (2014 to Present)

Town Administrator Screening Committee (2018)

Nike Site Reuse Advisory Committee (2004 to 2009)

Board of Selectmen (1999 to 2005)

Zoning Board of Appeals (1998 to 2000)

PRIVATE SECTOR EXPERIENCE

GID INVESTMENT ADVISERS LLC, Boston, MA (2008 to Present)

National and international, family-owned real estate investment, management and development company.

Advisory Committee member (2017 to present)

Chief Financial Officer & Chief Operating Officer (2008 to 2017)

COLLIERS MEREDITH & GREW, Boston, MA (1995 to 2008)

Full-service commercial real estate firm providing brokerage, development, mortgage finance, property & asset management, appraisal, advisory and project management services.

Chief Financial Officer

WINTHROP FINANCIAL ASSOCIATES, Boston, MA (1983 to 1994)

Diversified national real estate investment, management and services firm.

Managing Director & Director of Taxes

PRICE WATERHOUSE, Hartford, CT/Hackensack, NJ (1976 to 1983)

International public accounting firm.

Tax Manager

EDUCATION

B.B.A. in Accounting, University of Notre Dame (1976)

- Member of Beta Alpha Psi, National Accounting Fraternity

PROFESSIONAL/OUTSIDE ACTIVITIES AND CERTIFICATIONS

Certified Public Accountant, State of Connecticut (*not currently licensed*)

Member of the American Institute of Certified Public Accountants

Member of the Connecticut Society of Certified Public Accountants

Past Member of Tax Committee of the National Realty Committee, Washington, DC

Past Member of Board of Directors and Tax Committee of the National Multi Housing Council,
Washington, DC (Chairman of Tax Committee through 1992)

Past Member of Real Estate Task Force of the Financial Products Standards Board

Article 19. Resolution to Declare a Climate Emergency

Proposed by: Petitioners

To determine if the Town will vote to:

WHEREAS, there is already cascading environmental harm, severe health impacts, and destruction due to the current average global warming of 1°C;

WHEREAS, restoring a safe and stable climate will require deep greenhouse gas emissions reductions through rapid, unprecedented transitions in all aspects of society;

WHEREAS, progress toward this future is already underway in Massachusetts, a national leader on climate initiatives;

WHEREAS, Wayland has already undertaken important steps on climate and is better positioned than most municipalities to lead the way on the critical transition away from fossil fuels and can act as a model for other communities;

NOW, BE IT THEREFORE RESOLVED that the Town of Wayland declares that a climate emergency threatens our town, all human civilization, and the natural world; and that a climate emergency mobilization effort to meet this challenge is both a moral imperative to remedy environmental harms and an opportunity to convert to a just and ecologically sustainable economy and improve human lives;

BE IT FURTHER RESOLVED that the Town of Wayland supports a town-wide mobilization of municipal departments, boards, commissions, residents, and businesses, to reduce community-wide greenhouse gas emissions by the year 2030 by 50% and with an ambition of 75% from its 1990 baseline levels;

BE IT FURTHER RESOLVED that the Town Meeting requests that the Board of Selectmen charge the Energy and Climate Committee (1) to invite all municipal stakeholders to a meeting to be held within 90 days of the passage of this resolution to educate them about the risks posed by the Climate Emergency, the process the Town of Wayland is planning to address it, and to encourage municipal participation in the development of a Climate Mobilization Action Plan, and (2) to convene an advisory team consisting of some of its members, municipal representatives, and a diverse group of residents, and (3) to have researched and developed, by the following Annual Town Meeting, a Climate Mobilization Action Plan for Wayland that explains the benefits, costs, strategies and tactics of reducing community-wide greenhouse gas emissions by the year 2030 by 50% and with an ambition of 75% from its 1990 baseline levels. The plan should address greenhouse gas reduction; resilience and adaptation; engagement; and education; taking into account any negative consequences of recommended actions to residents both within and beyond our town's borders;

BE IT FURTHER RESOLVED that the Town of Wayland shall submit a certified copy of this resolution to Wayland's elected officials at the county, state, and federal levels and seek all relevant support and assistance in effectuating this resolution and encourage a state-wide, regional, and national climate emergency mobilization effort.

Wayland Climate Action Mobilization Plan (CAMP)

Presentation by the Energy and Climate Committee
to the Wayland Select Board
June 27, 2022

Town Meeting Voted to Develop This Plan

2021 Town Meeting declared a **Climate Emergency** and charged the **Selectboard and Energy and Climate Committee** to develop a **Climate Mobilization Action Plan** to reduce our greenhouse gas emissions by a minimum of 50% by 2030 and seek a higher 75% reduction, if possible, from our 1990 baseline.

Climate Action Mobilization Plan Drafting Process

Climate Action Mobilization Plan (CAMP) – Key Steps

Stage 1: E&CC reviewed other climate plans & developed preliminary working draft

Stage 2: Met with town committees and Department heads, solicited input.

Stage 3: Convened 2 public forums, disseminated with EnergizeWayland, town-wide survey, posted on website for feedback.

Stage 4: Revised Climate Action Mobilization Plan to reflect input and comments.

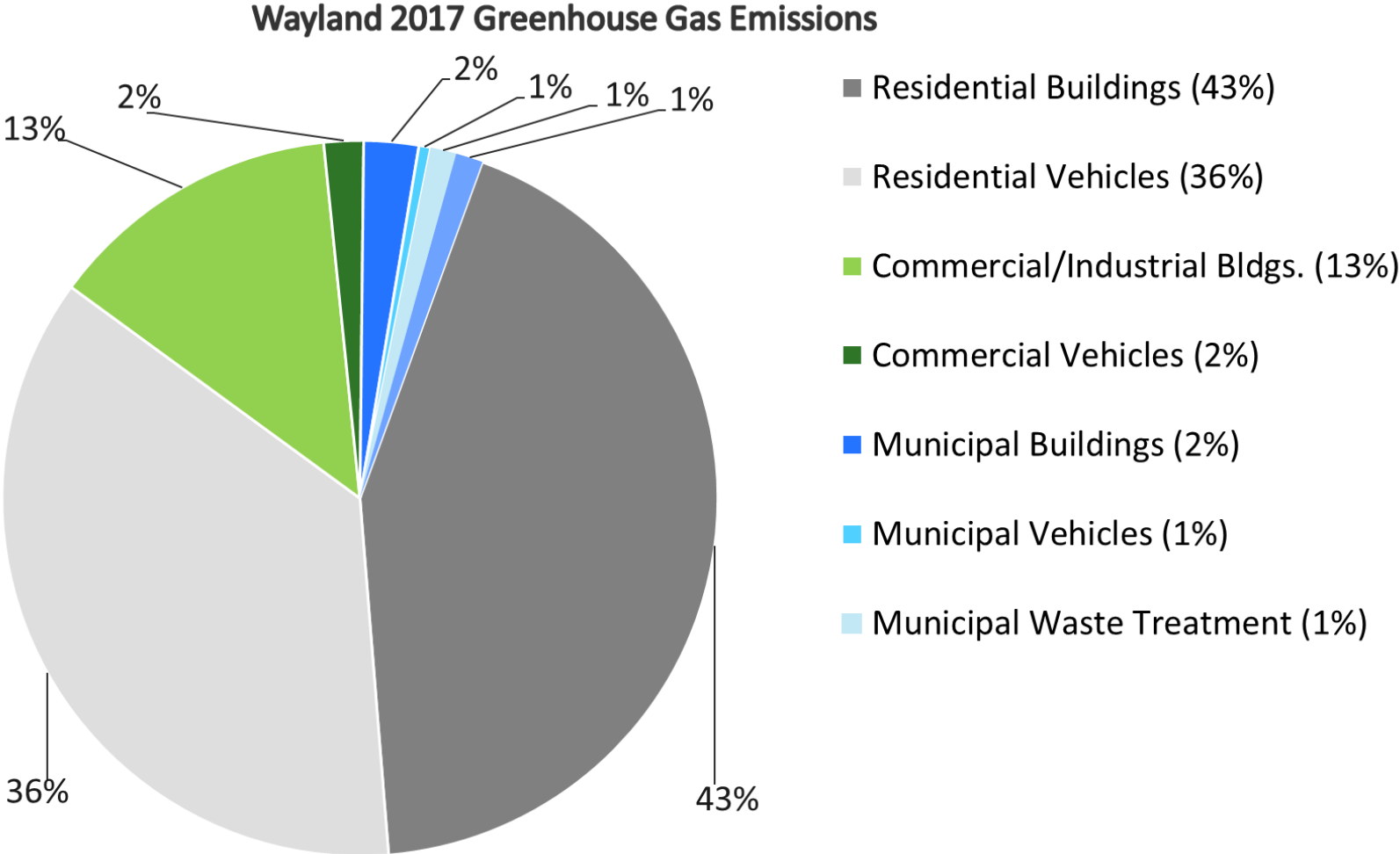
Stage 5: Selectboard endorsement of the Plan – review current plan in packet

CAMP: Principles

- Choose to Act Responsibly to be a part of a climate solution.
- Understand that climate solutions are opportunities.
- Make it easy to make climate-smart decisions.
- Make it fair and accessible to all.
- Aspire to Innovate.
- Aspire to Lead.
- We need to Speak Out.



Almost 80% of Wayland's total emissions come from our homes and vehicles – we residents are the major source!



CAMP: Key elements

Key Elements

- Identifies **actions the Town can take** related to its buildings & operations
- Identifies **actions Wayland's residents, businesses, and institutions** can take
- Proposes **engagement strategies**
- **Ensures equity** is a central tenant of our approach

CAMP: 6 Areas

Clean Energy
Supply

Buildings

Transportation

Adaptation,
Resilience, &
Nature-Based
Actions

Food & Waste

Mobilization

The Plan Builds Upon Past and Current Work

The plan builds upon the terrific work we have as a community already done – e.g., 4 town solar projects, town building upgrades, residential solar installations, town and residential electric vehicle purchases, LED streetlights, etc.

The plan identifies the actions that are “In Progress” to show work that is underway – e.g., Community Electricity Choice, municipal building upgrades, Loker Solar, anti idling signage, composting @ transfer station, outreach on residential energy audits & heat pumps

Tonight

We Ask the Select Board to Endorse the Climate Action Mobilization Plan.

The Plan will:

- Publicly declare Wayland's goals, which align with state climate goals
- Carry out the spring 2021 Town Meeting article
- Provide our Town Manager, Facilities Director, and Sustainability Manager with a roadmap for climate goals
- Help inform the job description for new Sustainability Manager

Town of Wayland

Climate Action Mobilization Plan (CAMP)

June 2022

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Preamble

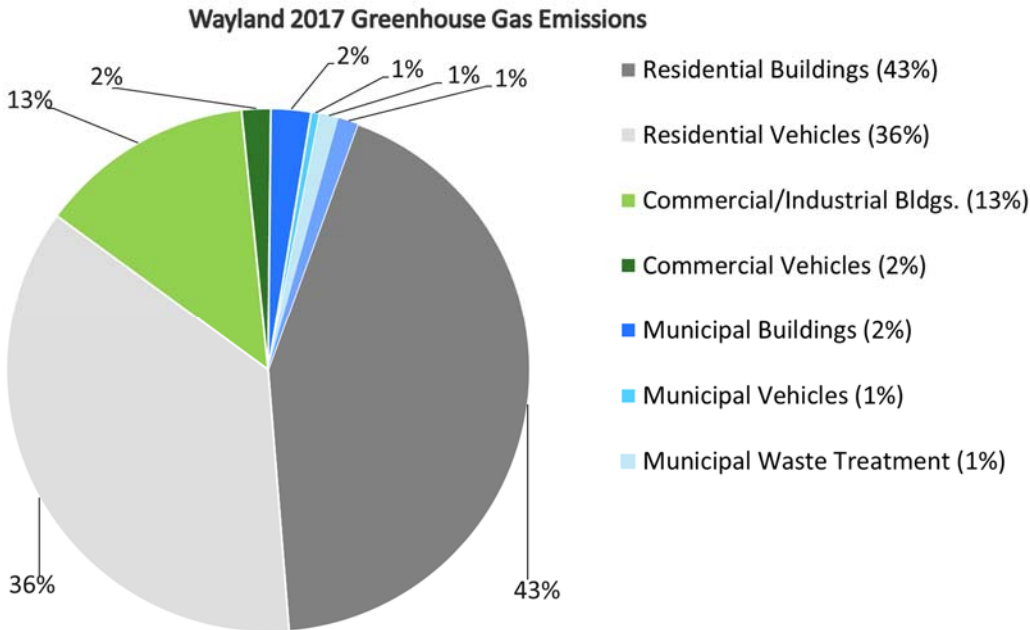
At Spring 2021 Town Meeting, Wayland voted to declare a climate emergency.

The Town has committed to developing a Climate Action Mobilization Plan (CAMP) to achieve a minimum 50% reduction in the Town’s aggregate greenhouse gas (GHG) emissions by 2030 and seek a higher 75% reduction if possible. The Select Board has directed its advisory Energy and Climate Committee, with input from residents, to develop this draft for all townspeople to consider. We begin the plan with this preamble, proposing *Principles* to guide our initial strategy and plan implementation, and to provide an ongoing framework for evaluating improvements as they come up for consideration.

The Current Situation:

Carbon emissions, the largest source of GHG emissions, result directly from our use of oil, gas, or propane in our buildings, and from using gasoline and diesel in our vehicles. There are also emissions related to how our electricity is produced, as well as emissions implications in how we manage our land, our water, source our food, and deal with our waste.

The chart below shows Wayland’s aggregate GHG emissions by sector in 2017. The Committee used the [Metropolitan Area Planning Council \(MAPC\) GHG inventory tool](#) to develop our inventory. **Almost 80% of Wayland’s total emissions (the two grey wedges) come from our homes and from our vehicles. We residents are the primary source!** Our commercial sector (the two green wedges) totals another 15%. Town operations (buildings, vehicles, waste facilities – the four blue wedges) are just 5% of our emissions. Wayland’s four municipal solar projects and building energy upgrades likely have reduced the municipal related share of our aggregate emissions since 2017. The MAPC measures direct carbon emissions, including the emissions from power plants attributable to our electricity use, but does not reflect Wayland’s indirect emissions related to food and other items we buy or the carbon embodied in building materials.



We know for certain that *climate change is real, harmful, and caused by our climate-impacting choices* made as individuals, and as a town, state, nation, and world. The [Intergovernmental Panel on Climate Change \(IPCC\)](#) and the [U.S. Environmental Protection Agency \(EPA\)](#) have laid out how we can keep the

world from getting much warmer to prevent warming greater than 1.5°C (equivalent to 2.7°F) above pre-industrial world temperatures. We currently are at 1.1°C (2°F) above pre-industrial world temperatures.

If we collectively act quickly and boldly to adapt and mitigate our emissions, we know we can make a difference. The question is whether *we in Wayland will choose to act in time*, do those things *in the scale needed*, and do our part to achieve by 2030 a 50% reduction below the 1990 baseline in the state's carbon emissions as required under the [Commonwealth's Clean Energy & Climate Plan](#). Even if we succeed in Wayland, a 1.5°C warmer world means we must prepare for a changing environment by increasing our resiliency to more frequent and more severe weather events. The unprecedented flooding of 2010, the record snowfall of 2015, and the record precipitation levels of 2021 all suggest climate change already is affecting Wayland.

Therefore, We Respond:

We, as a town and as individuals, have the responsibility and the opportunity to act decisively on climate change in keeping with the character and ambition that our town is fortunate to have.

Wayland's proposed plan has three major tracks:

- a comprehensive approach for our Town-managed facilities, vehicles, and operations;
- a cohesive strategy to support our households, businesses, and institutions as we make decisions related to our homes, buildings, vehicles, food, and waste; and
- a focus on our community's resiliency and preparedness for extreme weather (flooding, heat, etc.).

To achieve a 50% reduction target by 2030, Wayland needs to reduce its overall emissions by 33% from 2022 levels. This is based on the state's overall progress from 1990 to 2022. This proposed plan addresses not just carbon emissions but also Wayland's adaptation and resilience to climate change effects that can no longer be prevented.

Principles to Guide our Response:

We offer these perspectives on *why* what we do here in Wayland matters, to help guide *how* we will design and develop our activities:

As a town and as individuals, we choose to act responsibly to be a part of a climate solution, and not part of the problem.

In 2010, Wayland became an official *Massachusetts Green Community*, enabling the Town to secure and deploy grant funds reducing our municipal energy use and emissions. Wayland's emissions reduction to date is at least consistent with the state's overall 25% reduction since 1990. To meet our minimum 2030 target, *we need to continue our efforts to reduce our current Town-wide emissions by an additional 33%*.

As a town and individuals, we understand that climate solutions are opportunities.

Our climate choices can benefit us financially along with other benefits such as comfort, performance, health, and sustainability. This strategy asks Wayland and its people to do those things that benefit our climate, that make financial sense, are easily accessible, and achievable. As an example, the solar canopies and roof systems installed on four Wayland buildings, as well as municipal building energy efficiency upgrades and LED street lighting, have created financial benefits as well as greater climate resiliency for the Town. We intend our Town's climate initiative to improve our quality of life and help to create the Wayland we want for our collective future. We therefore focus on *Engagement*, to build awareness, participation, support, and hopefully some fun; and expect to celebrate each milestone together as we achieve them.

We can make it easy to make climate-smart decisions.

To achieve the scale we need, our strategy is to help all residents and businesses to feel empowered and comfortable moving forward with high quality, sensible green choices. When residents buy a new heating

system or vehicle, we envision a climate program that helps to reduce the time, effort, and uncertainty in finding electrically sourced heat pumps and EVs . We envision a plan to help people find vetted, quality energy efficiency services; to provide guidance to climate-benefitting and healthy food choices or waste management practices; and to easily access incentives offered by our utilities, state, and Federal government. As an example, Wayland is moving forward with creating economic and green sources of electricity for all town residents (Wayland Community Choice Electricity), as voted in 2021 Town Meeting.

Supporting these goals, we include a role for local grassroots organizations like *Energize Wayland*, which support residents' climate-related decisions - by providing coaching, vetting, and group-buy arrangements - which make climate-supportive choices less risky, less expensive, and less time consuming. As an example, Energize Wayland worked with the Town to help lead two rounds of the *Wayland Solarize* program, which successfully helped over 250 households install solar energy systems.

We need to make it fair and accessible to all.

We need an equitable strategy, recognizing that not all residents have the resources or ability to invest in their homes, acquire new vehicles, or change their food purchases, land, and waste management practices. Identifying and fostering tailored support for low- and moderate-income residents can help ensure that all residents have the opportunity to benefit from available incentives and services.

We aspire to innovate.

Wayland residents and government include many expert and talented individuals that can help us not only apply what other towns have done but consider creative new ways to accomplish our climate goals for maximum benefit.

We aspire to lead.

What Wayland does, as an individual town, won't change the atmosphere substantially by itself. We may be able to contribute much more if we *Lead-by-Example*, creating a strategy that other towns choose to emulate, and thereby achieve their own success.

We need to speak out.

Our success requires utility, regional, state, and Federal policies to be well designed for what we need to accomplish. Strong climate actions only happen if *voters, grassroots organizations, and town governments demand it*. We all need to engage in political activity in support of rapid and sustained climate action. In Wayland, Town government will take an active role in advancing climate actions and will engage, inform, and welcome our residents' participation in all levels of policy discussions and decision making.

Our Climate Plan:

This plan proposes six categories of climate actions. In each we highlight actions we as residents, businesses, and institutions need to take, and what we as a Town need to do in our municipal operations. The good news is that we in Wayland already are moving ahead with some of the recommended actions; these actions already underway are noted in the plan as ***(IN PROGRESS)***.

- I. Decarbonize our Homes and Buildings
- II. Moving to Clean Energy Supply
- III. Transportation – Driving Clean and Driving Less
- IV. Adaptation and Resilience
- V. Nature-Based Actions to Mitigate Carbon
- VI. Food and Waste

The final section VII reflects that engagement and equity must be a central tenet of Wayland's approach. We offer our thoughts on how to start, knowing that the plan will evolve and must serve all residents.

I. Decarbonize our Homes and Buildings

Buildings emit almost 60% of our town greenhouse gas emission. Our homes are the single biggest source of these building emissions. We will encourage residents and property owners to make green choices and lead by example by continuing to decarbonize our municipal buildings.

It may surprise many Wayland residents that our homes are the single biggest sources of Wayland's greenhouse gas emissions. That creates both an opportunity and challenge. The opportunity is that home and property owners have the power to do what's needed to reduce their fossil fuel use. The challenge is that we can't rely on one new policy or regulation, it will require all of us to take actions. **The road map is clear - each and every one of us needs to work to "decarbonize" our homes and building energy use.**

We Encourage Residents, Businesses, and Organizations to:

- **Reduce building energy use.** We encourage residents to complete a no cost energy MassSave audit and pursue actions identified to reduce home energy use (insulation, air sealing, etc.). By 2030, our goal is for 50% of our homes and commercial buildings to complete audits and thermal upgrades. By 2050, our goal is for 100% of non-municipal buildings to have thermal upgrades. ***(IN PROGRESS)***
- **Move off gas and oil for our heating and cooling to electricity.** We encourage residents installing new or replacement air conditioning systems to use heat pump technology as it can provide both heating cooling, which will be increasingly needed in a warming climate. When replacing or installing heating systems, use electricity-powered heat pumps or hybrid systems that need gas or oil for 25% or less of the heating needs. By 2030, our goal is that 25% of non-municipal buildings use heat pumps to achieve at least 75% of their heating needs and all air conditioning needs. By 2050, our goal is for 100% of these buildings have thermal upgrades and use heat pumps for heating and cooling. ***(IN PROGRESS)***
- **Install solar when feasible and cost-effective.** We encourage property owners to consider installing on-site solar systems.

How will we achieve these goals? To help residents navigate these often-complicated choices, municipal staff, and community-based groups like [EnergizeWayland](#) will support coaching and outreach efforts, identify qualified vendors, and ensure residents understand their choices making full use of state and utility rebates. Wayland will also pursue town regulations to limit or prevent new gas hook ups in new construction, as allowed by state law.

Town Actions:

We will lead by example by transitioning our municipal buildings to be carbon neutral (use no on-site fossil fuel and, where feasible, generate solar power on-site).

- **Reduce energy use in new construction and rehab.** Ensure by 2023 that all new municipal buildings and substantial rehabilitations of existing municipal buildings meet high performing building standards to reduce energy use, decarbonize to use no on-site fossil fuels unless unique circumstance require such fuels, and incorporate climate sensitive design. This is consistent with the Town Meeting resolution passed in 2018. ***(IN PROGRESS)***
- **Decarbonize existing buildings.** Implement decarbonization strategies for all existing municipal buildings taking advantage of heating/cooling system replacements and other opportunities. By 2030, our goal is for 25% of municipal buildings to have implemented such strategies; by 2050, the goal is for 100% of municipal buildings be decarbonized and no longer use onsite fossil fuel. ***(IN PROGRESS)***
- **Advocate for effective state policies.** Wayland will join other municipalities in advocating at the state level for significant renewable energy, decarbonization, and building energy efficiency standards and funding to support municipalities and residents in taking decarbonization efforts and achieve environmental justice goals.

II. Moving to Clean Energy Supply

There is no path to achieving net zero GHG emissions without changing where our energy comes from and how we use it. This shift is at the heart of Wayland's Climate Action Plan.

Fossil fuels like oil and gas give off greenhouse gases that contribute to climate change. We, like the rest of Massachusetts, have relied on fossil fuels to power our heating and cooling systems, cars, machinery, and to generate electricity.¹ Meeting our climate goals means not only moving away from technologies that use fossil fuels to ones that use electricity (as described in the prior section), but also transitioning to purchasing electricity from renewable sources.

Massachusetts has set a 2050 goal of achieving net zero greenhouse gas emissions statewide.² To meet this goal, most of our electricity will have to come from renewable sources. Today, roughly 60% of New England's electricity comes from power plants burning natural gas.³ **So, we have work to do to green the sources of our electricity** both for our Town's municipal consumption and the electricity we use as homeowners, renters, and commercial property owners.

We Encourage Residents, Businesses, and Organizations to:

- **Buy more green power.** The Town is developing the Wayland Electricity Choice program to increase the percentage of green electricity used by residents. As authorized by 2021 Town Meeting, the community program will aggregate our residential electricity demand and negotiate bulk prices and preferred fuel sources. Several Massachusetts towns have used such programs to boost their use of electricity generated from renewable power. The program will enable residents to opt up to buy electricity from renewable power sources for 100% of their consumption. The program also will expand equity access to renewable power by being available to all residents, including renters and low- & moderate-income ratepayers. *(IN PROGRESS)*
- **Consider roof top solar.** We encourage private Wayland electricity ratepayers to consider feasible and cost-effective on-site solar capacity, and battery storage systems if they are concerned about potential power outages or have critical must-run power needs.
- **Community solar.** We encourage private Wayland electricity ratepayers, including renters, low & moderate-income residents, houses of worship, and non-profit entities, to reduce electricity bills by buying electricity bill credits from community solar projects. *(IN PROGRESS)*
- **Shift to electric tools.** When replacing power lawn and garden equipment, we encourage residents to consider rechargeable electric tools.

Town Actions:

- **Buy more green power.** We will aim for Town purchases of electricity and bill credits from renewable power projects to cover 100% of our municipal load by 2030. The electricity from the four existing solar projects on Town properties equal to about 25% of the Town's electricity use. We will complete the Loker Elementary School roof solar and battery storage project and consider similar feasible and cost-effective projects installed on additional Town properties. *(IN PROGRESS)*
- **Solar battery storage.** Where feasible and cost-effective, we will boost the electricity resiliency of critical municipal facilities by including battery storage to solar projects serving such facilities.
- **Advocacy.** Join other towns in advocating that the state expand utility purchases of renewable power.

¹ MA state profile, U.S. Energy Information Administration, www.eia.gov/state/?sid=MA#tabs-1

² MA 2050 Decarbonization Roadmap, <https://www.mass.gov/doc/ma-2050-decarbonization-roadmap/download>

³ ISO New England, <https://www.iso-ne.com/>

III. Transportation - Driving Clean and Driving Less

Nearly 40% of Wayland's greenhouse gas emissions come from transportation, primarily from vehicles driven by residents. Helping residents, businesses, and organizations switch to cleaner vehicles and reduce driving trips must be a key part of Wayland's response to climate change.

Both Town government and Wayland community members have roles to play in reducing our carbon emissions from driving.

We Encourage Residents, Businesses, and Organizations to:

- **Switch from gas-powered to electric vehicles.** We encourage all Wayland residents, businesses, and organizations to consider EVs, plug-in hybrids, and hybrid vehicles for their next vehicle purchases. The Town and community groups like Energize Wayland can share information on electric vehicle options and connect us to discount buying programs and rebates. The 2030 goal is that 50% of Wayland's new passenger and commercial vehicle purchases will be electric. The 2050 goal is 100%. *(IN PROGRESS)*
- **Use other modes of transportation.** We encourage all residents commuting beyond Wayland to carpool and use commuter rail lines in neighbor towns and other nearby public transportation options. We ask everyone traveling in-town or to nearby towns to bike or walk when possible, and for students to ride buses rather than driving or being driven.

Town Actions:

- **Electrify town vehicle fleets.** Every new Town vehicle purchased will be electric when cost-effective technology exists. Electric passenger cars, pickups, and police cruisers are available now; electric emergency vehicles and heavy equipment are in development. Consider purchases of plug-in hybrid and hybrid, and anti-idling equipment as interim steps. Our 2030 goal is for all new light-duty and passenger vehicles to be electric. *(IN PROGRESS)*
- **Install EV charging stations at all schools and town buildings** for charging town electric vehicles, employee use during business hours, and public use. Encourage property owners to install charging stations and to tap related federal, state, and utility incentives and grants. *(IN PROGRESS)*
- **Use electric school buses and encourage other ways to get to school.** The Town will explore grants and aggregated purchase tenders for electric buses and/or lease only from companies that have them. The Town will encourage carpooling, biking, and walking, and explore economic incentives for high school drivers to carpool and use EVs. *(IN PROGRESS)*
- **Improve alternatives to driving.** The Town will consider shuttles to connect residents to transit lines and in-town destinations, encourage neighbor towns to increase parking at commuter rail lines, encourage businesses and organizations to add bike racks, and explore adding bike lanes and additional sidewalks to provide safe options for Wayland citizens to drive less.
- **Encourage residents to drive electric cars.** The Town will share information on available rebates and discounted purchase programs, explore offering incentives like priority parking or tax discounts for EV drivers and bulk buy programs for home charging stations.
- **Discourage vehicle idling.** The Town will inform its employees and the public about state anti-idling law requirements and add signage at appropriate locations. *(IN PROGRESS)*
- **Advocate state actions to incentivize EVs,** such as reduced electricity pricing for EV charging, allowing towns to offer local tax incentives, and extending rebates for purchasing pre-owned EVs.

IV. Adaptation and Resilience

A changing climate will bring increased storms, flooding, and extreme heat -- all of which affect Wayland. We need both to adapt to this changing climate and to build resiliency to live with the effects that can't be prevented.

Most proposed actions in this Climate Action Plan focus on reduction of greenhouse gas emissions, the primary cause of climate change. Unfortunately, the effects of climate change will continue to amplify for years. In Wayland, this will mean increased precipitation in strong storms, accompanying drought between stormy periods, and ecological disruption because of changed weather patterns and generally warmer conditions. The unprecedented flooding of 2010, the record snowfall of 2015, and the record precipitation levels of 2021 leading to crumb rubber flooding of the high school turf field and affecting town well PFAS levels, all show fingerprints of climate change already directly affecting Wayland. Extreme precipitation events will become increasingly common. They will be interspersed with droughts, as has also been the case in the last dozen years, with the Sudbury River reaching record low levels. This stresses both our town water supplies and landscapes. Many of these proposed actions will have an immediate positive effect directly on Wayland.

We Encourage Residents, Businesses, and Organizations to:

- **Maintain or increase tree cover.** We encourage residents and businesses to maintain tree cover, especially around buildings. Trees absorb water from the soil and act as a sponge to store water and release it slowly.
- **Consider installing feasible and cost-effective battery storage systems.** We encourage property owners to consider these systems if they are concerned about potential power outages or have critical must-run electricity needs.

Town Actions:

- **Remove or reduce the effect of man-made obstructions in the Sudbury River** which add to flooding in Wayland. Since Thoreau's time the cumulative effects of the numerous bridges and causeways across the river between Wayland and the Billerica Dam have been recognized as the most likely cause. Use of Manning's Equation indicates a rise on the order of a foot under 2010 conditions due to the railroad causeway. Wayland should take every opportunity to modify river structures that increase river flow. Engage in regional efforts to remove or breach the Billerica Dam. Pursue structural strategies at the old railroad causeway south of Route 20 as it is repurposed for a rail trail.
- **Prepare for climate changes by improving transportation infrastructure.** The Town will explore designing new and existing culverts and bridges to reflect updated flooding and climate predictions.
- **Enact more robust stormwater regulations to deal with stronger storms.** The Conservation Commission should propose a new bylaw to require pervious pavement and predominantly green infrastructure in all new projects, require strict maintenance of tree cover within the same sub-watershed consistent with proper maintenance of critical utilities and town infrastructure, and ensure that stormwater engineering calculations use projected storm intensities and storm patterns for 2075. **(IN PROGRESS)**
- **Remove invasive plants** from municipal lands annually. **(IN PROGRESS)**
- **Commit to grass fields.** Follow organic best practices for maintaining grass fields. **(IN PROGRESS)**
- **Join other towns** in advocating the state to change state policies for all downstream bridge reconstruction projects to require flow enhancement to more nearly natural conditions and enable local tax incentives to motivate residents and businesses to take adaptation and resiliency actions.

V. Nature-Based Actions to Mitigate Carbon

Reducing greenhouse gas emissions doesn't just require technology. Nature-based solutions ask the Town, residents, businesses, and organizations to take actions to boost Wayland's natural landscapes and resources to reduce carbon emissions.

We Encourage Residents, Businesses, and Organizations to:

- **Maintain or increase tree cover**, especially around buildings. We encourage residents, businesses, and organizations to preserve and not cut down trees around their houses. Trees around buildings provide shade and wind protection, reducing energy usage by reducing HVAC requirements. Appropriate action will focus on maintaining existing tree cover.
- **Minimize use of lawns**, as they are the least effective landscaping for carbon sequestration. We encourage property owners and managers to right-size lawn areas to actual uses and to re-landscape excess lawn areas to increase native plantings.
- **Adopt organic lawn keeping practices**. We encourage property owners to adopt these practices for mature lawn maintenance, including proper mowing, to reduce or eliminate the need for watering, pesticides, and artificial fertilizers; such practices also can increase carbon sequestration in the soil. **(IN PROGRESS)**

Town Actions:

- **Strengthen tree removal regulations** to require strict maintenance of tree cover consistent with proper maintenance of critical utilities and town infrastructure. Trees and forested landscapes sequester large amounts of carbon.
- **Increase the progressivity of water rates**. Pumping and treatment of water require energy. Higher usage of water is associated with lawns and other landscaping using non-native plants. Progressive water rates provide an incentive for users to transition to native plantings to enhance carbon sequestration in the plantings and soil.
- **Consider lawn watering limits** for mature lawns.
- **Foster availability of subsidized or free native plants**.

VI. Food and Waste

Our eating habits (agriculture) are a major contributor to carbon emissions. Reducing our “food print” is an easy and impactful way to take climate action, with many added benefits to human and ecosystem health, stronger local economies, and community. Reducing, reusing, repurposing, and recycling no longer needed items reduces the carbon emissions of producing and transporting replacements.

We Encourage Residents, Businesses, and Organizations to:

- **Switch to a more plant-based diet.** Meat and dairy (livestock) produce about 14.5 % of the world's greenhouse gasses. Changing diets can be done at our own pace and with little financial investment, but it is a deep lifestyle change that needs to be supported by educational campaigns, peer support, and celebration (cooking and eating together).
- **Buy more locally produced food**, which has fewer “food miles” (conventional food travels an average 1,500 miles from farm to tables). Local farms are small farms that can more readily adopt climate-friendly and regenerative practices, use fewer pesticides, rebuild crop and insect diversity, enrich the soil, and produce tastier and more nutritious food. Local, decentralized production reduces food safety risks and strengthens the local economy.
- **Grow our own food** to get us outside in nature, relieve stress, keep us moving and produce tasty, healthy food with zero food miles on it. Local groups can organize permaculture and regenerative agriculture workshops and gardening support groups.
- **Compost organics.** We encourage everyone to compost their food waste. Food waste can now be brought to the Town’s Transfer Station for composting. Local groups can foster group purchases of composters and arrange workshops and support. *(IN PROGRESS)*
- **Buy less new stuff.** Local groups can run “Buy Nothing” campaigns to encourage reuse and foster Repair Cafes, Maker Spaces, local repair businesses, and tool pools.

Town Actions:

- **Support community gardens and our farmers market**, local farmstands like Lee’s Farmstand, our local farmers, and rent out conservation land and fields to young, land-poor farmers. Our schools and community gardens can be centers of education, community, and crop sharing. *(IN PROGRESS)*
- **Aim for zero organic waste.** Over 51% of our trash is organic & compostable. This wastes food and organic fertilizer, contributes to methane in landfills, and increases the number of trucks on our roads. The Town can explore encouraging single hauler curb-side collections to collect organic waste, recycling, and trash - making it cheaper, less polluting, more efficient, and more accountable.
- **Encourage local composting.** To supplement on-site composting, the Town can foster town-wide composting services and explore using the compost on Town landscaping with any excess distributed or sold locally. *(IN PROGRESS)* The Town can consider regulating institutional organic waste from schools, restaurants, and assisted living facilities via a local Commercial Food Material Disposal Ban to add to current state regulation.
- **Reduce package and single use waste.** The Town can strenuously enforce existing polystyrene and plastic bag bans and consider further local regulation to discourage single use plastic bottles.
- **Promote reuse.** The Town and local groups can foster the Transfer Station’s Give and Take services, support Freecycle and the Town Library’s “Library of Things,” , encourage diverting reusable clothing, furniture, building materials, etc. into reuse or resale markets, and organize campaigns to motivate residents, businesses, and organizations to reestablish Wayland as a state leader in recycling.

VII. Resident Engagement

As the largest contributors to our carbon footprint, residents will be asked to make changes to their homes and lifestyles. Many of us don't know why or how to make such changes. The Town and private groups can help.

Residents need support to (1) better understand climate impacts and actions, (2) connect these to our values and sense of community, and (3) overcome all kinds of obstacles. Engagement needs to give us co-ownership of our collective climate effort, not as something top-down, occasional, abstract, or personally irrelevant, but as a proud contribution to all we hold dear.

- **Survey residents' climate beliefs**, willingness to make changes, obstacles (practical, financial, social, and psychological), and the climate actions already taken. Publicize survey results and other data so everyone can see where we stand and what our neighbors are doing, plug into growing trends ("Wow, 300 Waylanders drive EVs!"), and have a sense of support and agency in a complex, intimidating field. Develop a "How am I doing?" self-assessment tool or app. *(IN PROGRESS)*
- **Offer a wide variety of actions and support** (from easy, practical onramps to intense coaching) and clarity about financial incentives. Avoid overwhelm with well-targeted campaigns, for instance, to those with older heating systems, or ideal roofs for solar. Use all kinds of modes (graphic, text, etc.). *(IN PROGRESS)*
- **Use multiple media and channels**, e.g., official Town letters, bill inserts, the Town website, and private groups, e.g., electronic newsletters and EnergizeWayland.org, across language barriers in a sustained stream of "touches" and make everything easily shareable.
- **Partner with local organizations** active in town, as well as all Town staff, boards, and committees.

We have to complement science, abstract language, and urgency with the *positive reasons why we should care* - our values of identity, love, community, and nature.

- **Spur positive reinforcement and friendly competitions** between neighborhoods and peer groups.
- **Celebrate and showcase our actions and accomplishments.**
- **Run ongoing campaigns** like public, communal art installations and contests, cooking shows, etc.
- **Organize public celebrations** like climate festivals (Earth Day, etc.), a yearly "Climate Prize", etc.
- **Foster facilitated conversations** to nurture inner resilience for coping with anxiety and uncertainty, especially for youth, and to build bridges across divides. *(IN PROGRESS)*
- **Include climate in school curriculums** at all levels.

Wayland is a well-connected community and resident climate engagement is underway. To scale up, these volunteer efforts will need support from Town government and staff, including the new Sustainability Manager, with a budget.

These are *essential* to run or connect Wayland with programs proven effective elsewhere, such as:

- **A well-trained, local coaching team** to help residents make smart choices on the most impactful, yet complicated, climate actions, including heat pumps, solar, and electric vehicles. The coaching model has been proven very effective in the Town's two Solarize programs and the Energize Wayland heat pump coach service, but they need further development and expansion. *(IN PROGRESS)*
- **Access to a call-in center** to guide residents with home retrofits, and MassSave-approved vendors and installers. *(IN PROGRESS)*
- **A youth ambassador team** to spread the climate message and answer basic questions through tabling, canvassing, door-knocking, including both volunteers and paid college or high school students.



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

June 8, 2022

Mayor Charlie Sisitsky
Framingham City Hall
150 Concord Street
Framingham, MA 01702

Re: Potter/Stonebridge Bridge

Dear Mayor Sisitsky


According to Section 9 of the Intermunicipal Agreement between the City of Framingham and the Town of Wayland Regarding Allocation of Costs for Evaluation, Design, and Repair of Potter Road Bridge, both Towns' obligation to make payments are contingent on funds being appropriated for work.

Furthermore, Section 12 of the Agreement states in part that, "Each party shall promptly notify the other of any legal impediment, change of circumstances, including but not limited to changes in funding availability, insurance requirements, city or town approvals, or any other event or condition, which may adversely affect each Party's ability to carry out any of its obligations under this Agreement."

This letter serves to inform you that on May 15, 2022 at the Wayland Annual Town Meeting, residents voted in favor of rescinding appropriation for the bridge. In addition, residents voted against reaffirming the 2020 Annual Town Meeting vote to borrow \$450,000 to complete design work and reconstruction of the Potter/Stonebridge Bridge.

It may be beneficial for the two of us to meet a date in the near future so that we may discuss any other available options.

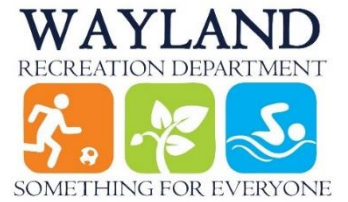
Sincerely



Stephen Crane
Acting Town Manager

CC Framingham Director of Transportation Engineering
Framingham City Solicitor
Wayland Town Engineer
Wayland Town Counsel

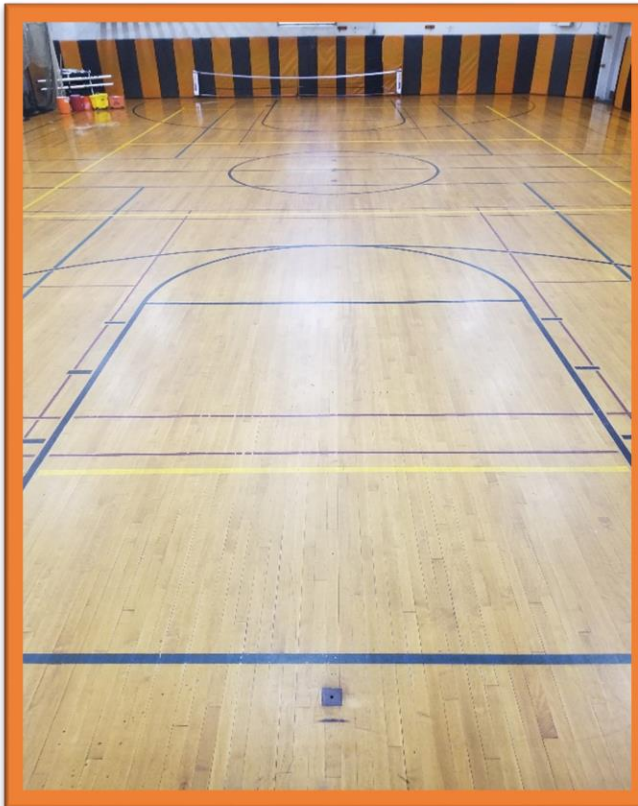
**TOWN OF WAYLAND
RECREATION DEPARTMENT
DIRECTORS' UPDATE
Q4: FY2022
APRIL, MAY, JUNE 2022**



RECREATION PROGRAMS & COURTS

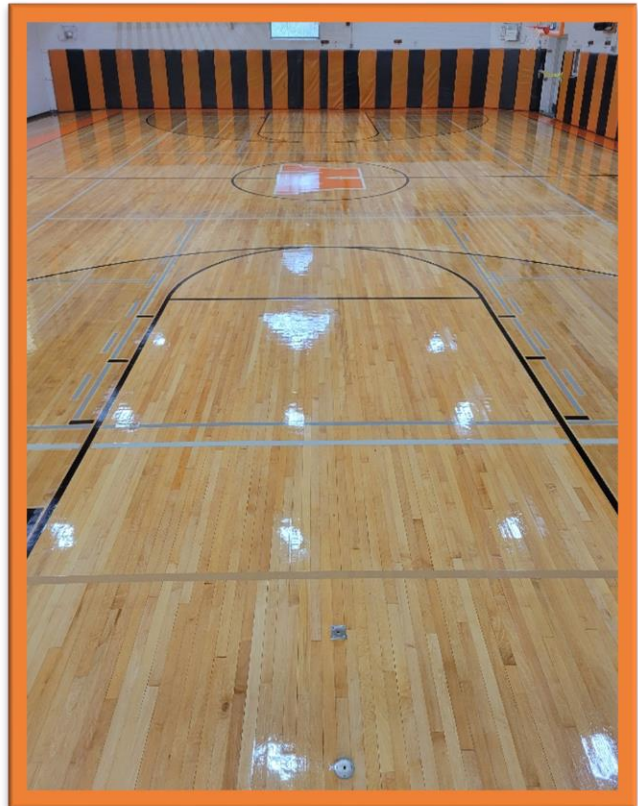
- Summer Session - excellent participation #'s, back to pre-pandemic enrollment
- Very popular Pickleball played at Town Building Gym and at the WHS Tennis Courts. Nets are provided. Paddles and Pickle balls are available for borrow.
- www.wayland.ma.us/waylandrec remains the most visited page on the Town site
- Fall Program Brochure being assembled, will go to print in early August.
- Town Building gym is nearly 100% booked with Recreation and COA activities, The Children's Way, adult badminton, volleyball, Pickleball, basketball programs and elections.
- Refurbished Town Building Gym floors:

Before ▼



Town Building Gym, November 2021

After ▼



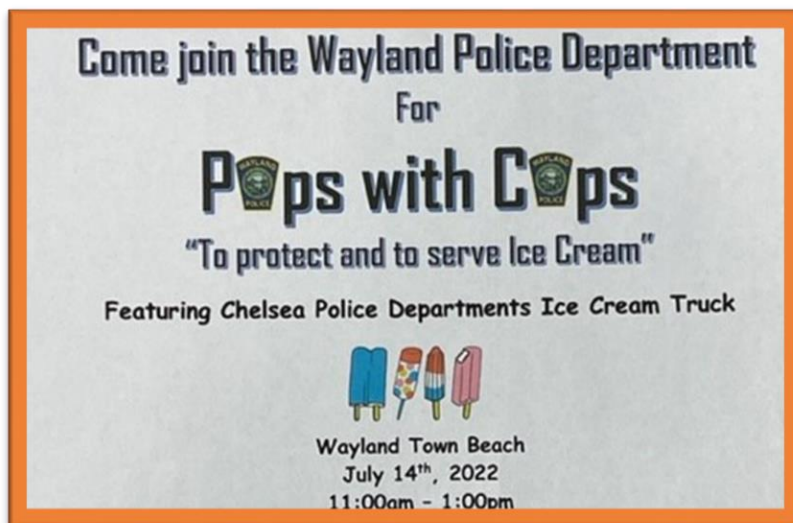
Town Building Gym, June 2022

EVENTS / COMMUNITY IMPACT

- FREE **Fishing Derby** at Mill Pond - April 30, 2022, BIG success, thanks to Tom Antonellis
- **Pops with Cops** (Wayland Police) planned at the Beach on July 14, 2022
- New Summer Playground Series planned with Wayland Public Library funded by the AAWF grant at Hannah Williams Playground: Concert, Animal Show, Circus event. See flyer.



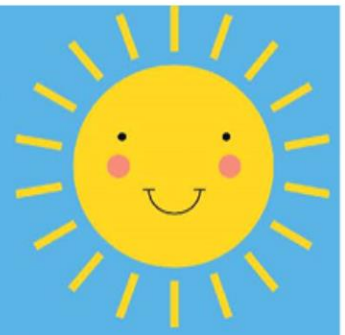
Fishing Derby ▲ ►



▲ Pops with Cops



Special Events at the Hannah Williams Playground



71 Main Street, Wayland

**MONTH
OF MAY**

STORY WALK

Enjoy a Story Walk of the book *Daniel's Good Day* by Micha Archer. Scavenger hunt sheets for the story walk available at the Wayland Public Library. The story walk will be up through the month of May.

**JUNE
29**

CIRCUS MINIMUS

The One-Man Circus in-a-Suitcase! This show gives everyone an opportunity to participate in an enthralling, whimsical celebration of the imagination. Catch the show on Wednesday June 29 @ 4:00PM.

**JULY
21**

JOYS OF NATURE ANIMALS AROUND THE WORLD: DESERT VERSUS RAINFOREST

Joy from Joys of Nature will bring live animals and teach kids about how these animals have adapted to survive in different habitats. There will be 2 half hour shows, one from 10-10:30AM and one from 11-11:30AM on Thursday July 21.

**AUGUST
10**

TOE JAM PUPPET BAND

Vinny and Tom from the Toe Jam Puppet Band will perform live for kids. They will bring their big bubbles! Catch the show on Wednesday August 10 @ 2:00PM.

These programs are supported by Wayland Park and Rec, the Arthur Ashley Williams Foundation, the Wayland Cultural Council, and the Wayland Public Library.

The Massachusetts Statewide Summer Library Program is funded by the Massachusetts Library System, the Boston Bruins, and the Massachusetts Board of Library Commissioners.



TOWN BEACH

- Opened Memorial Day Weekend, major over-crowding and parking issues. Worked with DPW and WPD to discourage illegal parking. Beach is now open full-time, daily, 10:00am – 8:00 pm.
- July 4th is restricted to season pass holders & Wayland residents
- American Red Cross -Aquatics and Waterfront Lifeguarding Certification Courses were offered in early June at the lake. We have a full team of lifeguards and gate guards.
- Staff continue to attend weekly Massachusetts Recreation & Park Association (MRPA) Aquatic management workgroups with peer communities.
- Water Quality Lab tests are coming back very favorable, posted to website weekly.
- Staff attended the MHOA Training on cyanobacteria and algae blooms
- DCR/Solitude will treat North Pond for invasive EWM vegetation, which will close the lake for 24 hours June 28-29, aimed at keeping milfoil growth at bay.
- Procured Pristine Waters, Inc. for Diver Assisted Suction Harvesting (DASH) to control vegetation in the Beach Swim area.
- Tree fell on perimeter fence, will need replacement

BEACH OPEN FULL TIME ▼



STAFF TRAINING DAY ▼



SUMMER CAMPS

- Camps open June 27, 2022 – full calendar of events for over 700 campers in over 1,600 slots
- Hired, on-boarded and trained 100 seasonal staff for summer 2022. See photos.
- Included Diversity, Equity & Inclusion training for staff in addition to CPR/First Aid, Lifeguarding and general youth development principles.
- 2022 Summer Theme: "What's your superpower?"
- Staff continue to attend Massachusetts Recreation & Park Association (MRPA) camp workgroup meetings with Recreation Departments from our peer communities.
- Attended the MHOA Training on CORI updates and MDPH Camper Regulations



Camp Staff Training Day II 2022 ▲

FIELDS & PARKS

- All grass fields/irrigation systems have opened for the season, all fields were open by April 15.
- Some mound work planned at Art King Field and Middle School fields.
- Lights repaired at Cochituate Ball Park, needs new player benches
- Working on removing old shipping containers at Alpine Field



▲ **Coach Powers and Wayland Boys Tennis win MIAA Championship**
(Coach Powers is our Wayland Escapes Camp Director -- We're big fans!)

MIDDLE SCHOOL / OLD DPW

- Article 3 of 2021 ATM Approved and funded \$1,000 of re-appropriated capital funds, with up to \$49,000 from Rec Revolving Account.
- Feasibility efforts are still in process: CMG Environmental, Inc. was retained to provide an initial Environmental Site Assessment (ESA) Phase I, which was completed. \$2,400.
- CMG's Recommendation is below.
- CMG Environmental, Inc. provided proposal for Limited Subsurface Investigation (LSI) for \$25,000, approximately 10 weeks to complete from notice to proceed.
- Middle School Back Field Design, \$50,000 from CPA Funds, waiting for 195/205 Main St Site Review; we need Loker online before we can take MS offline.

6.7 RECOMMENDATIONS

CMG recommends conducting a subsurface investigation of the Site, including the advancement of soil borings, completion as groundwater monitoring wells, and collection/analysis of soil and groundwater samples to assess for the presence of petroleum constituents, 1,4-dioxane, per- and polyfluoroalkyl substances (PFAS), metals, dioxins, pesticides, and herbicides at the Site.

Excerpt from page 17 of ESA Phase I, CMG Environmental, Inc.

LOKER GRASS FIELD PROJECT

- Loker project approved by Article 25 at 2022 Annual Town Meeting (May 16, 2022), \$3M
- Loker Project assigned to PMBC, for which B. Wright & A. Foster serve as PMBC members.
- PMBC meets next on Tuesday, June 28, 2022.
- Loker Project slated to begin in September by M.J. Cataldo Landscape & Construction, Inc.
- Weston & Sampson, Inc. managing PFAS soil remediation at Loker with MassDEP this summer.

OXBOW GRASS FIELD PROJECT

- Irrigation & drainage issue previously reported are improving
- 2022 ATM appropriated \$70,000 from Rec Revolving Acct to renovate trails, meeting soon with DPW and Project Manager to finish asap

OXBOW MEADOWS FIELD ►



PLAYGROUNDS

- Improving Accessibility and Inclusivity:
 - Happy Hollow Playground: Complete and open!
 - Claypit Hill Playground: equipment installed, PIP surfacing coming in June 2022.
- Ongoing general maintenance and repairs to playgrounds.
- Cochituate Basketball Court renovation postponed, more costly than initially thought.



◀ HAPPY HOLLOW

CLAYPIT HILL ▼



REVENUE REPORT FY2022

	Q1 (SUM)	Q2 (FALL)	Q3 (WIN)	Q4 (SPR)	YTD
Avg. normal pre-COVID years	\$173,600	\$133,800	\$444,127	\$184,729	\$934,733
FY2021 (COVID-19)	\$(26,883)	\$71,538	\$269,396	\$178,408	\$492,459
FY2022 (Actual)	\$118,658	\$158,305	\$493,256	\$125,745	\$896,065*

EOY FINAL REVENUE FY 2022 PROJECTION

\$945,800

NARRATIVE

FY2022 Q1 Revenue: July, August, September 2021

- Revenue was expected to be low, due to cyanobacteria bloom closure of Town Beach
- Budget is healthy – reduced revenue due to COVID-19, but reduced expenses too.

FY2022 Q2 Revenue October, November, December 2021

- Returning to pre-COVID level services.
- Fall enrollment has returned to better than normal!
- Ski Program had to be adjusted due to bus driver shortage, delayed revenue

FY2022 Q3 Revenue January, February, March 2022

- Camp Registration FY2022, majority of expenses (seasonal salaries) will fall in FY2023
- Spring enrollment continues to trend better than pre-pandemic years
- Expect all field permit revenue, and 50% beach revenue in Q4

FY2022 Q4 Revenue * (as of June 21) April, May, June 2022

- A majority of camp expenses will fall in FY2023
- Beach pass sales strong in June compared to prior years, can be weather dependent.
- Spring Field permits still due



◀ **SPRING PICKLEBALL
AT WHS**

From: [Karlson, Cherry](#)
To: [Costello, Christopher](#)
Subject: FW: Request for Unredacted Minutes
Date: Thursday, June 23, 2022 9:54:10 AM
Attachments: [spr221252\[97\].pdf](#)

Cherry Karlson
Chair, Select Board
Town of Wayland

Please be advised that the Massachusetts Attorney General has determined that email is a public record unless the content of the email falls within one of the stated exemptions under the Massachusetts Public Records Laws.

From: Karlson, Cherry <ckarlson@wayland.ma.us>
Date: Thursday, June 16, 2022 at 3:38 PM
To: Watkins, David <dwatkins@wayland.ma.us>, Martin, Carol <cmartin@wayland.ma.us>, Gutbezahl, Adam <agutbezahl@wayland.ma.us>, Fay, Thomas <tfay@wayland.ma.us>
Cc: Pessimato, Joe <jpessimato@wayland.ma.us>, Crane, Stephen <scrane@wayland.ma.us>
Subject: FW: Request for Unredacted Minutes

All,

I am forwarding this OML request for minutes to fulfill my responsibility to notify the Board of actions under the OML. Please note that I requested an extension on the 10 day response time until July 13 to allow the Board time to address and respond to this request.

This topic and this email will be included on the June 27 agenda. Please no discussion until then.

Best,
Cherry

Cherry Karlson
Chair, Select Board
Town of Wayland

Please be advised that the Massachusetts Attorney General has determined that email is a public record unless the content of the email falls within one of the stated exemptions under the Massachusetts Public Records Laws.

From: OpenMeeting (AGO) <openmeeting@state.ma.us>
Date: Thursday, June 16, 2022 at 3:29 PM
To: Karlson, Cherry <ckarlson@wayland.ma.us>
Cc: George Harris <geoharris2@gmail.com>, Crane, Stephen <scrane@wayland.ma.us>

Subject: RE: Request for Unredacted Minutes

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

Cherry,

The Open Meeting Law does not explicitly grant our office the authority to grant an extension of time to respond to a request for meeting minutes (the way it does for responses to OML complaints). That said, since Mr. Harris has stated he has no objection to the additional time, we do not either, and I do not anticipate any problem with the additional time. We would only strictly enforce the response deadline in response to a complaint which I trust Mr. Harris would not file.

Sincerely,

Carrie Benedon (she/her/hers)
Assistant Attorney General
Director, Division of Open Government
Massachusetts Office of the Attorney General
(617) 963-2540

From: Karlson, Cherry <ckarlson@wayland.ma.us>
Sent: Thursday, June 16, 2022 7:43 AM
To: OpenMeeting (AGO) <OpenMeeting@MassMail.State.MA.US>
Cc: George Harris <geoharris2@gmail.com>; Crane, Stephen <scrane@wayland.ma.us>
Subject: FW: Request for Unredacted Minutes

CAUTION: This email originated from a sender outside of the Commonwealth of Massachusetts mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

The Wayland Select Board has received a request for unredacted executive session minutes under the Open Meeting Law. Please see the email exchange below for details of the request.

The response date is June 24, 2022 (10 calendar days from receipt). I request an extension until July 13, 2022 to accommodate the Board's meeting schedule, planned staff absences, and the July 4th holiday week. As stated below, the requestor has no objection to this request for extension.

I appreciate your prompt attention to this matter and am happy to answer any questions you may have.

Best,
Cherry Karlson

Cherry Karlson
Chair, Select Board
Town of Wayland

Please be advised that the Massachusetts Attorney General has determined that email is a public record unless the content of the email falls within one of the stated exemptions under the Massachusetts Public Records Laws.

From: George Harris <geoharris2@gmail.com>
Date: Tuesday, June 14, 2022 at 1:36 PM
To: Karlson, Cherry <ckarlson@wayland.ma.us>
Subject: Re: Request for Unredacted Minutes

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

Cherry,

As we discussed, I have no objection to your request for additional time to respond.

Best,
George

On Jun 14, 2022, at 12:42 PM, Karlson, Cherry <ckarlson@wayland.ma.us> wrote:

George,

I am in receipt of your email requesting unredacted executive session minutes under the Open Meeting Law. As you know, the Board is required to provide a response or the materials within 10 calendar days. This makes the response date Friday, June 24.

While only the Attorney General's office may grant an extension of that date, I want to request an extension to which you will agree.

The next full Select Board meeting is on Monday, June 27. Therefore, on behalf of the Board, I request an extension to Wednesday, July 13. This will allow the Board to consider the request to release redacted minutes in an executive session at that meeting and then to work around Board member and staff vacation schedules to make any approved additional releases.

If you are in agreement, I will email the AG's office to request the extension.

Best,
Cherry

Cherry Karlson
Chair, Select Board
Town of Wayland

Please be advised that the Massachusetts Attorney General has determined that email is a public record unless the content of the email falls within one of the stated exemptions under the Massachusetts Public Records Laws.

From: George Harris <geoharris2@gmail.com>
Date: Tuesday, June 14, 2022 at 12:02 PM
To: Karlson, Cherry <ckarlson@wayland.ma.us>
Cc: Crane, Stephen <scrane@wayland.ma.us>
Subject: Request for Unredacted Minutes

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

Cherry,

Today's response (please see attached) from the Supervisor of Public Records to my appeal for unredacted minutes advises that I should pursue this matter through the Attorney General's Office (Open Meeting Law).

Previously, I had asked the Select Board for all executive session minutes pertaining to a lawsuit known as Duane Galbi v. Town of Wayland, Middlesex Superior Court No. 1981CV02796. The Board provided the following redacted minutes: September 21, 2020; February 1, 2021; July 26, 2021; October 4, 2021; and December 13, 2021.

I am now requesting unredacted minutes for the above executive sessions. Thank you.

Best,
George

<spr221252.pdf>



The Commonwealth of Massachusetts
William Francis Galvin, Secretary of the Commonwealth
Public Records Division

Rebecca S. Murray
Supervisor of Records

June 14, 2022
SPR22/1252

Stephen Crane
Town of Wayland
41 Cochituate Road
Wayland, MA 01778

Dear Mr. Crane:

I have received the petition of George Harris, Esq. appealing the response of the Town of Wayland (Town) to a request for public records. G. L. c. 66, § 10A; see also 950 C.M.R. 32.08(1). On May 2, 2022, Attorney Harris requested “. . . unredacted copies of the following Select Board executive session minutes pertaining to the lawsuit known as *Duane Galbi v. Town of Wayland*, now resolved: Meetings held on October 28, 2019; September 21, 2020; February 1, 2021; July 26, 2021; October 4, 2021; December 13, 2021.” On May 6, 2022, the Town provided a response denying access to the responsive records. Unsatisfied with the Town’s response, Attorney Harris petitioned this office and this appeal, SPR22/1252, was opened as a result.

The Public Records Law

The Public Records Law strongly favors disclosure by creating a presumption that all governmental records are public records. G. L. c. 66, § 10A(d); 950 C.M.R. 32.03(4). “Public records” is broadly defined to include all documentary materials or data, regardless of physical form or characteristics, made or received by any officer or employee of any agency or municipality of the Commonwealth, unless falling within a statutory exemption. G. L. c. 4, § 7(26).

It is the burden of the records custodian to demonstrate the application of an exemption in order to withhold a requested record. G. L. c. 66, § 10(b)(iv); 950 C.M.R. 32.06(3); see also *Dist. Attorney for the Norfolk Dist. v. Flatley*, 419 Mass. 507, 511 (1995) (custodian has the burden of establishing the applicability of an exemption). To meet the specificity requirement a custodian must not only cite an exemption, but must also state why the exemption applies to the withheld or redacted portion of the responsive record.

If there are any fees associated with a response a written, good faith estimate must be provided. G. L. c. 66, § 10(b)(viii); see also 950 C.M.R. 32.07(2). Once fees are paid, a records

custodian must provide the responsive records.

The Town's May 6th response

In its May 6, 2022 response, the Town explains, “. . . the redactions are protected by MGL Chapter 30A Section 21(a)(3) as was declared by the Chair at the time of the meeting. The Board has not voted to release unredacted minutes.”

Open Meeting Law

The nature of Attorney Harris' request and the response that was provided to him raise issues that invoke the Open Meeting Law. An interpretation of the Open Meeting Law falls within the authority of the Office of the Attorney General and not this office. Consequently, I decline to opine on this matter at this time. See G. L. c. 30A, § 23. It is recommended that the parties contact the Attorney General's Office if they seek a determination on this issue.

Conclusion

Accordingly, I will consider this administrative appeal closed.

Sincerely,

A handwritten signature in black ink that reads "Rebecca Murray". The signature is written in a cursive, flowing style.

Rebecca S. Murray
Supervisor of Records

cc: George Harris, Esq.



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 23, 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

Present and 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 that the meeting would be recorded for re-broadcast and the ways in which the public could view and participate. T. Fay announced each member by full name and reviewed the agenda.

A2. 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 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. 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.

At 7:01 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) to conduct a strategy session in preparation for contract negotiations with non-union personnel Acting Town Manager; and 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.; 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 and pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (2), (3), and (6) to review with intent to approve 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 with the intent to approve and release with redactions.

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

T. Fay invited attendance by Acting Town Manager Stephen Crane, Assistant Town Manager John Bugbee, adding the Board would resume open session in thirty minutes. At 7:38 p.m., the Board returned to open session.

A3. Announcements and Public Comment, including Announcement of Acting Town Manager

Contract: T. Fay announced that the Board had reached an agreement to extend S. Crane's Acting Town Manager contract until January 13, 2023 or until a time when a permanent Town Manager is selected, whichever occurred first. C. Martin announced that the Public Ceremonies Committee would be hosting a Memorial Day Ceremony and Parade and also there was an emergency water restrictions in place. The Board acknowledged the successful musical festival that occurred over the weekend.

Gretchen Schuler, Old Connecticut Path, joined the meeting in person and commented on the Board's re-organization. G. Schuler encouraged the Board work together in the year ahead, describing the recent election season as divisive and lacking collegiality. G. Schuler noted that historically the Board had practiced a leadership rotation so that a chairperson would change from year to year and that said Chairperson would not serve as chair in a year when that Board member's term would end. However, G. Schuler acknowledged that this practice had not occurred in the last six years and encouraged the Board to return to the practice.

Michael Lowery, Lakeshore Drive, joined via teleconference and reminded the Board that a majority of voters sought change as evidenced by the recent election and recommended the Board share the leadership.

Dan Hill, Bow Hill, member of the Planning Board Member and Becky Stanizzi, Winthrop Road, Chair of the Economic Development Committee joined via teleconference. Both stated speaking individually. D. Hill encouraged the Board to prioritize the Route 20 Corridor Planning, including the curb cut plan and the full master plan. B. Stanizzi emphasized the benefits and the need to act quickly and requested the Board prioritize the curb cut and sidewalk plan, execute the Master Plan contract and authorize a working group charged with the two initiatives.

A4. 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 need, vote to reissue 5) Meeting Schedule and Remote Participation during summer months:

A4.1. Discussion and vote to elect Chair and Vice Chair/Clerk: C. Martin thanked T. Fay for his service as the Chair for the past year. T. Fay expressed disagreement with the public comment implying that the Board lacked collegiality and added that he was not interested in serving as chair in the next term. A. Gutbezahl also expressed that he was not interested in serving as chair.

T. Fay moved, seconded by A. Gutbezahl, to nominate C. Karlson as the Chair of the Select Board for the next term. T. Fay noted that the Town would continue to transition to a Town Manager form of government and C. Karlson's skill set and institutional knowledge were valuable to the Town. In discussion, C. Karlson also expressed disagreement with the characterization that the Board lacked collegiality. D. Watkins nominated himself for Chair and C. Martin seconded. C. Martin expressed the need for depth in the organization and to develop the Board. D. Watkins expressed the need to rotate the leadership.

A. Gutbezahl asked each nominee how they might ensure meetings be efficient, effective and lead to progress. D. Watkins explained his approach to agenda preparation and project planning. C. Karlson explained her approach was to focus on the goals and avoid dividing staff initiatives. A. Gutbezahl asked if either nominee would serve as the Vice Chair to the other. D. Watkins indicated yes. C. Karlson stated their working styles differed. C. Martin asked how the agenda would be developed. C. Karlson explained how she would involve other Board members, and D. Watkins expressed that he would develop the agenda through the Town Manager. T. Fay withdrew his initial motion, then moved, seconded by A. Gutbezahl, to nominate C. Karlson as the Chair of the Select Board for the term ending at the first meeting after Annual Town Meeting. Roll Call Vote: YEA: T. Fay, A. Gutbezahl, C. Karlson, NAY: C. Martin, D. Watkins. ABSENT: None. ABSTAIN: None. Adopted 3-2.

A. Gutbezahl nominated D. Watkins to serve as Vice Chair. T. Fay nominated himself. After a brief discussion, A. Gutbezahl moved, seconded by C. Martin to nominate David Watkins as the Vice Chair of the Select Board for the term ending the first meeting after the close of Annual Town Meeting. Roll Call Vote: YEA: T. Fay, A. Gutbezahl, C. Karlson, C. Martin, D. Watkins. NAY: None. ABSENT: None. ABSTAIN: None. Adopted 5-0.

A5. Annual Town Meeting: follow up on Town Meeting, review next steps for Articles, discuss time tables: 1) Review Logistics 2) Annual Town Meeting 2023: Dennis Berry, Town Moderator and David Bernstein, Chair of the Electronic Voting Implementation Subcommittee joined the meeting in person.

A5.1. Annual Town Meeting: 1) Review Logistics: D. Berry thanked the staff and volunteers who helped execute the Annual Town Meeting and the voters who participated. D. Bernstein reported there were no technical issues with the voting handsets and approximately 400 voters participated in the meeting. D. Bernstein opined that the issues forums ahead of Town Meeting were effective, and encouraged future public forums. S. Crane expressed that he felt that the meeting went smoothly. C. Martin asked if outdoor Town meetings vary in duration compared to indoor meetings. D. Bernstein reported that article preparation effects the duration of the meeting more than the location.

A5.2. Annual Town Meeting: 2) Annual Town Meeting 2023: There was a discussion about audio visual provisions at future Town Meetings.

A4. 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 need, vote to reissue 5) Meeting Schedule and Remote Participation during summer months: (Revisited) C. Karlson assumed the role of Chair.

A4.2. Board Liaison Roles: review and discuss liaison role and assignments for 2022-2023: The Board reviewed previous year liaison assignments. C. Martin requested a discussion on restructuring the liaison roles. C. Karlson reported that the topic would be revisited at the next meeting.

A4.3. Assign and vote responsibility for reviewing/tracking regular session minutes and executive session minutes: C. Karlson noted each member of the Board had previously divided the responsibility for reviewing the regular session minutes quarterly. D. Watkins suggested the Board accept the minutes as presented by the meeting minute taker. A. Gutbezahl volunteered to serve as the Clerk to track the status of the regular session meeting minutes.

A4.4. Governance Guidelines: review and update as need, vote to reissue: The Board suggested semantic and syntax revisions to the Governance Guidelines. D. Watkins suggested a discussion on the Boards' relationship with staff, other boards and human resources.

A4.5. Meeting Schedule and Remote Participation during summer months: C. Karlson reviewed the proposed meeting dates through September. C. Martin requested the Board select a goal-setting session date.

A6. 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:

A6.a. Discussion of future Select Board dates and summer remote participation: S. Crane reported to the Board that the Governor's Order Suspending Certain Provisions of the Open Meeting Law M.G.L. Chapter 30A, Section 20 was extended until July 15, 2022.

A6.b. Town Meeting Tracker: S. Crane reported that the Town Manager's Office is working on better tracking of the projects approved at Annual Town Meeting.

A6.c. Launcher Way: S. Crane reported that he planned to update the Board regularly on this topic.

A6.d. Council on Aging/Community Center: S. Crane reported once contract negotiations were finalized with Owners Project Manager (OPM), the working group would be disbanded, and the OPM would work directly with the Permanent Municipal Building Committee.

A6.e. Loker Grass Field: S. Crane reported that the bids were received and opened, and that a contract was being prepared. S. Crane noted that a Licensed Site Professional (LSP), construction contractor and designer would work out a plan for PFAS remediation.

A6.f. Town Manager Act Forums: S. Crane reported that there was a need for public forums to inform the public on the transition to the Town Manager form of government.

A6.g Communications Consultant: S. Crane reported that the Town has retained the services of John Guilfoil Public Relations (JGPR) to help build components into the Town website and that the firm would also assist and maintain the Town's social media presence to help push public information to residents.

S. Crane reported that there was currently no mask mandate in Town Buildings, but people were welcome to wear masks if they so choose. S. Crane reported that the Route 20 Master Plans had been stalled due to staff turnover. S. Crane objected to the notion made during public comment that a consultant could replace the role of staff, that staff were not needed, adding that the initiative remained a priority for the Town.

A7. Mosquito Control Spraying: Discussion and potential vote to opt out of mosquito control spraying by the State Reclamation and Mosquito Control Board (SRMCB): C. Karlson reviewed the memorandum from the Health Director and Board of Health regarding mosquito control spraying. S. Crane noted that the memorandum unanimously recommended the Board take no action. D. Watkins questioned why the matter was before the Board, if the Board of Health had voted on it. S. Crane noted that action was only needed if the Board chose to opt out of the regional spraying. C. Karlson reported that the Board of Health reviewed the matter to make a recommendation to the Board. The Board agreed to take no action.

A8. 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: S. Crane reported that there was a pending application to the Town of Weston Planning Board for a new day care center, and added that under the Dover Amendment Chapter 40A, Section 3, educational uses are exempt from certain zoning restrictions. The property is on the Weston/Wayland boundary and was expected to impact traffic on Route 20 in Weston. T. Fay recommended the Town of Wayland act with one voice, rather than several boards and committees.

T. Fay moved, seconded by A. Gutbezahl, to 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 state, to assist the Town of Weston and/or the state to address traffic issues related to the day care proposal on Route 20 in Weston. In discussion, C. Karlson clarified that T. Fay would continue the work on the matter, though he was no longer the chair. T. Fay offered an amendment. A. Gutbezahl seconded. D. Watkins asked for clarification on the directive and asked that the Board be informed of any progress. At 9:58 p.m., C. Martin left the meeting for two minutes. Roll Call Vote: YEA: T. Fay, A. Gutbezahl, C. Karlson, C. Martin, D. Watkins. NAY: None. ABSENT: None. ABSTAIN: None. Adopted 5-0.

A12. Review Correspondence: The Board reviewed its correspondence. A. Gutbezahl asked for the correspondence documents to be labeled and inquired about the correspondence from K. Cleaver regarding fence viewers. C. Martin acknowledged correspondence regarding the job description of the Town Planner. S. Crane reported on the Town Planner hiring process.

A10. Vote 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-May30 at the Town Center (corner of Routes 20 & 27) and Fire Station Two in Cochrane.

2. Vote the question of accepting the gift from Wayland Dads to the Select Board to go towards the 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.
5. Vote the question of approving the Wayland School Committee's request for approval of the transfer of monies from the COVID Testing Account Fund to the Wayland School Department for use in the school department's summer 2022 Extended School Year Program.

T. Fay moved, seconded by A. Gutbezahl, to approve the Consent Calendar. D. Watkins asked how the Board could ensure that the bench related to Item #2 would meet accessibility requirements. C. Karlson noted that Item 5 was added to the revised agenda. Roll Call Vote: YEA: T. Fay, A. Gutbezahl, C. Karlson, C. Martin, D. Watkins. NAY: None. ABSENT: None. ABSTAIN: None. Adopted 5-0.

A9. Town Manager Screening Committee charge and composition, potential vote: C. Karlson reported that materials related to 2018 Town Administrator search were included in the supplemental packet to help inform the 2022 Town Manager search. C. Martin reported she and a resident who called were confused about the dates on the materials in the packet. C. Karlson clarified the documents were from 2018.

A. Gutbezahl moved, seconded by T. Fay, to adopt the format of the language contained on Page 6 of the supplemental packet for the purpose of promoting and advertising that the Board sought volunteers to serve on a Town Manager Screening Committee. D. Watkins asked about the time commitment and qualifications for volunteers. The Board discussed the process. Roll Call Vote: YEA: T. Fay, A. Gutbezahl, C. Karlson, C. Martin, D. Watkins. NAY: None. ABSENT: None. ABSTAIN: None. Adopted 5-0.

A11. 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:

A11.a. Review and vote to approve the regular session minutes of May 2, May 9, May 12, May 14 and May 15, 2022: The Board took no action on the minutes of May 9, 2022.

A. Gutbezahl moved, seconded by T. Fay, that the Board approve the regular session minutes of May 2, May 12, May 14 and May 15, 2022, as amended. C. Martin expressed that she was not comfortable with the suggested amendments to the minutes of May 15, 2022. Roll Call Vote: YEA: T. Fay, A. Gutbezahl, C. Karlson., C. Martin, D. Watkins. NAY: None. ABSENT: None. ABSTAIN: Adopted 5-0.

A11.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;

A. Gutbezahl moved, seconded by T. Fay, that the Board 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, as amended. Roll Call Vote: YEA: T. Fay, A. Gutbezahl, C. Karlson., C. Martin, D. Watkins. NAY: None. ABSENT: None. ABSTAIN: Adopted 5-0.

A11.c. Update on review and release of Executive Session Minutes: C. Karlson provided a status update on the release of Executive Session Minutes, that the Board could expect to soon review and release over 100 sets of Executive Session Meeting minutes related to legal matters that had been settled, recent Town Meeting approvals and other topics.

A13. Select Board's Reports and Concerns: A. Gutbezahl reminded the Board that the Human Rights Diversity Equity and Inclusion (HRDEI) Committee and the Energy & Climate Committee (ECC) were expecting to present to the Board again. A. Gutbezahl recommended the Board discuss forming an Asset Planning Subcommittee and Finance Committee Selection Subcommittee at a future meeting. A. Gutbezahl also recommended that the Board review ARPA and requested the Board receive an update on the field feasibility studies.

D. Watkins concurred with the need to discuss an Asset Planning Subcommittee. D. Watkins asked about the next steps for the Stonebridge Road bridge, and recommended the Board's goal-setting process involve staff goals. D. Watkins recommended that the Board discuss a policy related to the public's involvement in managing the ARPA funds.

T. Fay recommended that a Town Manager Act forum be held, and that L. Anderson and Town Counsel could both be a good resource. T. Fay recommended that the Board hold a joint meeting with the Board of Public Works to discuss a potential connection to Massachusetts Water Resources Authority (MWRA) water supply.

C. Martin asked about the status of the Surface Water Quality Committee vacancy. C. Martin recommended that the minute taker prepare templates for meeting minutes that are not recorded by WayCAM. C. Martin asked that the Loker Roof and the renovations to Fire Station #2 be prioritized. C. Martin referenced an article in the Boston Globe regarding proposed revised cannabis regulations.

C. Karlson referenced an article printed by the Wayland Student Press Network regarding rumors and communication in Wayland. C. Karlson announced that all board, committee and commissions members whose terms were expiring would be contacted; which would begin the appointment process for open seats.

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

A15. Adjourn: At 10:48 p.m., T. Fay 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 23, 2022:

1. Revised Agenda for Select Board Meeting May 23, 2022, revised May 20, 2022 at 12:15 p.m.
2. Revised Agenda for Select Board Meeting May 23, 2022, revised May 23, 2022 at 11:17 a.m.
3. Board of Selectmen Liaison Assignments for June 2021 through Annual Town Meeting 2022
4. Town of Wayland Governance Guidelines, Updated August 30, 2021
5. Public Body Checklist for Posting a Meeting Notice Issued by the Attorney General's Division of Open Government - September 25, 2017
6. Public Body Checklist for Creating and Approving Meeting Minutes Issued by the Attorney General's Division of Open Government- September 25, 2017
7. Public Body Checklist for Entering Into Executive Session Issued by the Attorney General's Division of Open Government - March 12, 2013
8. M.G.L 30 A, Section 21 (a)
9. Proposed Select Board Upcoming Meeting dates
10. Amended Settlement Agreement with Twenty Wayland, LLC, dated May 12, 2022; with signature pages.
11. Memorandum: From: Board of Health and Health Director To: Select Board and Interim Town Manager S. Crane Subject: Option for municipalities to OPT OUT of mosquito control spraying by the State Reclamation and Mosquito Control Board (SRMCB), dated May 11, 2022
12. Letter: From: Town Administrator, L. Miller To: L. Gaumont, Jr. Town Manager of Town of Weston, Cc: Wayland Board of Selectmen, Town Planner, Wayland Planning Board; Subject: Weston Development Projects - Traffic Study @ Route 20/Old Connecticut Path/Plain Road, dated April 30, 2019
13. Draft Final Report: Prepared by Toole Design for MassDOT re: Road Safety Audit Route 20 at Old Connecticut Path Town of Wayland, dated March 12, 2020, with appendixes

14. Memorandum: To: S. Crane, Acting Town Manager T. Fay, Select Board Chair S. Sarkisian, Planning Director Ira Montague, Planning Board Chair CC: T. 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
15. Public Body Checklist for Preliminary Screening Committees Issued by the Attorney General’s Division of Open Government—March 10, 2017
16. Draft: Select Board Minutes for the meeting of Monday, May 2, 2022
17. Draft: Select Board Minutes for the meeting of Thursday, May 12, 2022
18. Draft: Select Board Minutes for the meeting of Saturday, May 14, 2022
19. Draft: Select Board Minutes for the meeting of Sunday, May 15, 2022

Supplemental Packet:

1. Chart: List of Town Projects Status Sheet
2. 2018 Town Administrator Search: Invitation for Letters of Interest to serve as committee volunteer
3. Letter: To: Wayland Board of Selectmen From: Lea Anderson Subj: Town Administrator Search Screening Committee April 30, 2018

**Items Distributed For Information and Use By the Board during the Meeting of May 23, 2022
Otherwise Not Included In The Packet (Handouts):**

1. There were none.

Correspondence:

1. 1. Correspondence from Dennis Berry (with attachment) to Select Board dated May 10, 2022 re: Section IV C 5 a. of the Moderator’s rules.
2. Correspondence from Greg Franks of Xfinity to Select Board dated May 12, 2022 re: changes to Xfinity TV services.
3. Correspondence from Linda Murtagh of Metrowest Regional Transit Authority (with attachments) to Select Board dated May 13, 2022 re: a Virtual Administrator Search Committee Meeting on May 17, 2022.
4. Correspondence from Karen Moriarty of NSTAR Electric Company d/b/a Eversource Energy (with attachment) to Select Board re: Notice of filing and Request for Comments issued by the Department of Public Utilities.
5. Correspondence from Jennifer Riley to Select Board dated May 2, 2022 re: potential Conservation Commission appointee Betty Salzberg.
6. Correspondence from Barbara Howell to Select Board dated April 28, 2022 re: potential Conservation Commission appointee Betty Salzberg
7. Correspondence from Anette Lewis to Select Board dated May 16, 2022 re: the Weston Planning Board meeting on May 17, 2022 which lists the proposed Daycare facility at 863 Boston Post Road on the agenda.
8. Correspondence from Caroline Owen to Select Board dated May 15, 2022 re: the reinstatement of the public school mask mandate.
9. Correspondence from Jennifer Steel to Select Board dated May 15, 2022 re: developing a job description for the Town Planner job.
10. Correspondence from Caroline Owen to Select Board dated May 19, 2022 re: Public Record Request and the reinstatement of the public school mask mandate.
11. Correspondence from Linda Murtagh of Metrowest Regional Transit Authority (with attachments) to Select Board dated May 19, 2022 re: Virtual Administrator Search Committee Meeting on May 24, 2022.
12. Correspondence Greg Franks of Xfinity to Select Board dated May 19, 2022 re: changes to Xfinity TV services (note the change date).
13. Correspondence from Ed Carr of the Metrowest Regional Transit Authority to Select Board dated May 19, 20 re: re-certifying with the name and contact information of its representative to Authority’s Advisory Board.

Supplemental Correspondence:

1. Correspondence from Kathy Cleaver (with attachment) to Select Board dated May 22, 2022 re: a request for Fence Viewers.
2. Correspondence from Linda Malenfant to Select Board dated May 20, 2022 re: the May 23 Mosquito Control Spraying agenda item



STEPHEN CRANE
ACTING TOWN MANAGER
(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, June 6, 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

Present and Participating Remotely: Carol B. Martin, David V. Watkins

Also Present: Acting Town Manager Stephen Crane, Assistant Town Manager John Bugbee, Finance Director Brian Keveny

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

A2. Announcements and Public Comment: C. Martin announced the Historical Commission had installed a bench in the courtyard at Town Building in honor of Paul Gardescu, the utility box in front of Fire Station II has been painted through a Wayland Cultural Council initiative, and that the water ban for non-essential watering is in effect until September 30th. D. Watkins thanked the Public Ceremonies Committee and the DPW for its work on the Memorial Day ceremonies.

Ann Landry, Old Connecticut Path, along with Race Amity Day Committee members Janot Mendler de Suarez, Orchard Lane and Fran Pollitt, Concord Road thanked the Board for signing the Race Amity Day proclamation.

Richard Turner, Nob Hill Road, (via teleconference) reported the Memorial Day Ceremony went smoothly and thanked D. Watkins, the Public Ceremonies Committee and the DPW for its work on the Memorial Day ceremonies.

A3. Race Amity Day Proclamation: discussion and vote to reaffirm the Proclamation of June 12, 2022 to be Race Amity Day: C. Karlson read the proclamation of the Race Amity Day proclamation included in the packet.

A4. Board Anticipation Note (BAN): Discussion with Finance Director, vote to sign: Finance Director, B. Keveny reported \$700K was budgeted in FY22 for related PFAS expenses. However, actual expenses are \$1.2M. To fund the gap, B. Keveny recommended the Board approve a \$550K BAN until the Town issues bonds in November. S. Crane reported bond counsel advised no vote was needed, but the document did need signatures. The Board members who were present signed the documents.

A5. Finance Department Reorganization: presentation by Acting Town Manager; discussion: Acting Town Manager, S. Crane presented a preliminary proposal to reorganize the Finance Department that would create a Town Accountant position and make the Treasurer, Assessor and Finance Departments direct reports. He recommended promoting the current Finance Director into the position and making any necessary salary adjustments.

A. Gutbezahl moved, seconded by D. Watkins, to authorize the Town Manager pursuant to Section 5 (j) of the Town Manager Act, reorganize the Finance Department pursuant to the chart provided on pages 13 and 14 in the packet. In discussion, C. Martin as for clarification of the motion and T. Fay expressed his intent to abstain, because the agenda did not indicate a possible vote. The motion was withdrawn. The Board was in

agreement that reorganizing the Finance Departments was appropriate and requested the Acting Town Manager, in consultation with the Finance Director work on this proposal. The Board will revisit on June 27, 2022.

A6. Earth Well Farms, LLC Medical Marijuana Dispensary Agreement: review terms, discussion with Town Counsel; potential vote to approve: At 7:45 p.m., D. Watkins recused himself due to a conflict of financial interest in the matter. S. Crane stated a Site Plan Approval application for a medical marijuana dispensary was pending before the Planning Board. He added Host Agreements allow a municipality to impose a “community impact fee” and recommended a three percent of gross revenue which could be used to enhance currently offered youth development and community resources. The Board discussed the agreement which will be sent to Town Counsel for review. At 8:10 p.m., D. Watkins rejoined the meeting

A7. Appointments to Committee: vote to reappoint the following volunteers: C. Karlson noted the list of vacancies in the packet was publicly posted for the requisite seven (7) days, and the list on page 1 and 2 of the agenda represented re-appointees to uncontested positions, acknowledging M. Peabody who was present.

Board/Committee	Potential Appointee	Term End Date
Council on Aging Board	Denise Yurkofksy	06/30/2025
Council on Aging Board	Frank Kennedy	06/30/2025
Council on Aging Board	William Sterling	06/30/2025
Cultural Council	Rachel Sideman-Kurtz	06/30/2025
Economic Development Committee	Rebecca Stanizzi	06/30/2025
Historic District Commission	Margery Baston	06/30/2025
Human Rights, Diversity, Equity & Inclusion	Jessica Schendel	06/30/2025
Human Rights, Diversity, Equity & Inclusion	Steven Wynne	06/30/2025
Municipal Affordable Housing Trust Fund	Laura Kaplan	06/30/2024
Permanent Municipal Building Committee	Patrick Rowe	06/30/2025
Wastewater Management District Commission	Michael Gitten	06/30/2025
Board of Registers	Kristopher Aleksov	06/30/2025
Community Preservation Committee	Doug Stotz	06/30/2025
Personnel Board	Maryanne Peabody	06/30/2025

T. Fay moved, seconded by A. Gutbezah, that the Board approve the list of re-appointments as listed on page 1 and 2 of the June 6, 2022 posted agenda. Roll Call Vote: YEA: T. Fay, A. Gutbezah, C. Karlson., C. Martin, D. Watkins. NAY: None. ABSENT: None. ABSTAIN: Adopted 5-0.

A8. Fence Viewing Request: discussion and vote to assign two fence viewers per M.G.L Chapter 49: In regards to the fence viewing request on Adams Lane, C. Karlson stated per M.G.L Chapter 49, the Board needs to appoint two fence viewers. T. Fay and C. Martin volunteered. A. Gutbezah moved, seconded by D. Watkins, that the Board assign T. Fay and C. Martin to serve as fence viewers with respect to alleged issue on Adams Lane. Roll Call Vote: YEA: T. Fay, A. Gutbezah, C. Karlson., C. Martin, D. Watkins. NAY: None. ABSENT: None. ABSTAIN: Adopted 5-0.

A9. Select Board Agendas: determining protocol for suggesting agenda items: The Board discussed the deadlines for Board agenda and packets and agreed to use Member’s Concerns to suggest agenda items. C. Martin requested the Board establish the protocol for items to be included in the Consent Calendar.

A10. Select Board Goal Setting: discussion of proposed format; select date for first goal setting workshop: C. Karlson reminded the Board its annual goal setting session is June 14, 2022 at the Public Safety Building. She suggested the Board review the status of previous year’s goals and consider visionary goals rather

than administrative goals. S. Crane added the goals should be established with consideration of the Town Manager/Select Board Act which changes the roles of the Town Manager/Select Board.

A11. Acting Town Manager Update a. Meeting Dates and Topics b. Town Manager Search RFP update c. Artisan Day Care Center Proposal letter d. Capital Projects: Loker Roof, Council on Aging/Community Center (CoA/CC), Community Compact Fiber Grants, Launcher Way Working Group, Alta Oxbow Housing Lottery:

A11.a. Meeting Dates and Topics: S. Crane reported that the Town Manager's Office was working on a Select Board annual calendar.

A11.b. Town Manager Search RFP update: J. Bugbee reported he had received twenty-six letters of interest to serve on the Town Manager Search committee. J. Bugbee suggested the Board determine criteria for appointment and composition of the screening committee. J. Bugbee then reviewed the process for the evaluation of the RFP responses. He will make a recommendation for the consultant/search firm at the June 27, 2022 meeting.

S. Crane reported that the Town would observe Emancipation Day/ Juneteenth holiday on Monday, June 20, 2022, in line with the Commonwealth of Massachusetts and federal holidays.

A11.c. Artisan Day Care Center Proposal letter: S. Crane reviewed a letter he sent to the Weston Planning Board expressing the Town's traffic concerns with the Day Care Center proposal for 863 Boston Post Road, Weston, MA. He noted that he had not yet received a response.

A11.d. Capital Projects: Loker Roof, Council on Aging/Community Center (CoA/CC), Community Compact Fiber Grants, Launcher Way Working Group, Alta Oxbow Housing Lottery:

Loker Roof: S. Crane reported there's an issue with the electrical connection and they were working toward a resolution.

Council on Aging/Community Center: S. Crane reported that the Town selected a firm to serve as Owners Project Manager (OPM). Once finalized, the working group would be disbanded, and the OPM would work directly with the Permanent Municipal Building Committee.

Community Compact Fiber Grants: S. Crane reported that the Town had recently received a grant for \$160,000 to enable upgrades to the fiber network.

Launcher Way Working Group: S. Crane reported that the RFP is out, and a working group is being established that will advise the Acting Town Manager.

Alta Oxbow Housing Lottery: S. Crane reported that there was local preference for initial tenants at the new Alta Oxbow development, and fourteen of the applicants were local applicants.

A12. Select Board Liaisons a. Review and Discuss liaison role b. Vote 2022-2023 Committee Liaison Assignments: C. Karlson reviewed the previous year liaison assignments. D. Watkins recommended Board members provide more regular communication between the Board and the board to which they liaise. T. Fay expressed it was unrealistic to receive updates given the number of boards and committees and the frequency of updates. A discussion ensued concerning the Board's relationship with advisory boards and communication procedures. The Board reassigned some liaison assignments.

A. Gutbezahl moved, seconded by D. Watkins, that the Board vote to adopt the June 30, 2022 through 2023 Annual Town Meeting committee liaison assignments, as amended. Roll Call Vote: YEA: T. Fay, A. Gutbezahl, C. Karlson., C. Martin, D. Watkins. NAY: None. ABSENT: None. ABSTAIN: Adopted 5-0.

A13. Consent Calendar: review and vote to approve:

1. Vote to close the Town of Wayland COVID-19 Relief Fund with the remainder funds to be distributed equally to the Wayland Community Fund and The Friends of the Wayland Council on Aging.
2. Vote the question of approving the Proposal for Soil Assessment Services-Amendment #1 Loker Conservation and Recreation Area Improvements Project. (Appropriated funds available July 1, 2022.)

3. Vote the question of approving the contract with Bulldog Fire and Emergency Apparatus Inc., for the supply and delivery of 2022 Braun Chief XL Ford F-550 4X4 gasoline engine (ambulance).
4. Vote the question of designating S. Crane, Acting Town Manager, as the sole signatory to sign off on all approved 2022 Chapter 138 15F applications for the Summer Farmer's Market at Russell's Garden Center, 397 Boston Post, Wayland, MA.
5. Vote the question of approving the application to allow wine sampling and the sale of wine (to be consumed off-site) at the Summer Farmers' Market at Russell's Garden Center, 397 Boston Post, for Aaronap Cellars, Noel Powell, Manager, on July 13, August 10, September 14 and October 12, 2022.
6. Vote the question of approving the application to allow wine sampling and the sale of wine (to be consumed off-site) at the Summer Farmers' Market at Russell's Garden Center, 397 Boston Post, for House Bear Brewing, Carl Hirschfeld, Manager, on July 6, August 3, September 14 and September 28, 2022.
7. Vote the question of approving the application to allow wine sampling and the sale of wine (to be consumed off-site) at the Summer Farmers' Market at Russell's Garden Center, 397 Boston Post, for Mill River Winery, Rick Rousseau, Manager, on June 29 and August 17, 2022.

T. Fay moved, seconded by A. Gutbezahl, to approve the Consent Calendar. C. Martin asked and S. Crane explained the need for the amendment to the contract listed in Consent Item #2. Roll Call Vote: YEA: T. Fay, A. Gutbezahl, C. Karlson, C. Martin, D. Watkins. NAY: None. ABSENT: None. ABSTAIN: None. Adopted 5-0.

A14. Minutes: Review and vote to approve the regular session minutes May 9 and May 23, 2022: The Board took no action on the meeting minutes of May 23, 2022. A. Gutbezahl moved, seconded by C. Martin, that the Board approve the regular session minutes of May 9, 2022, as amended. Roll Call Vote: YEA: T. Fay, A. Gutbezahl, C. Karlson., C. Martin, D. Watkins. NAY: None. ABSENT: None. ABSTAIN: Adopted 5-0.

A15. Review Correspondence: A. Gutbezahl acknowledged correspondence related to the B.A.S.E. afterschool program.

A16. Select Board's Reports and Concerns: C. Martin inquired as to the status of the monthly update regarding the Treasurer's cash reconciliation.: new protocols for the Consent Calendar S. Crane stated that he would provide the report. A. Gutbezahl recommended the Board discuss agenda items at a future meeting, forming an Asset Planning Subcommittee and Finance Committee Selection Subcommittee. A. Gutbezahl acknowledged the Human Rights Diversity Equity and Inclusion (HRDEI) Committee's initiatives to celebrate Pride Month in June. A. Gutbezahl requested that the working group webpage be updated. C. Karlson requested the Board discuss subcommittees and ARPA funding at a future meeting.

A17. Topics Not Reasonably Anticipated by the Chair 48 Hours In Advance, If Any: There were none.

A18. Adjourn: At 9:49 p.m., T. Fay 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 June 6, 2022:

1. 2022 Race Amity Day Proclamation, with email: From: A Landry Date: Friday, May 27, 2022 at 11:45 PM To: Karlson, C Subject: Race Amity Day Annual Proclamation
2. To: S. Crane, Town Administrator From: B. Keveny, Finance Director; Date: June 3, 2022 Subject: PFAS Bond Anticipation Note (BAN) with documents
3. Memorandum: To: Select Board From: S. Crane, Cc: B. Keveny, Date: June 6, 2022 Re: Reorganization of the Finance Department with attached organizational chart
4. Draft: Host Community Agreement; Town of Wayland and Earth Well Farms, LLC
5. Draft: Youth Development and Community Resources Made Possible Through Community Host Agreement with Medical Marijuana Facility
6. Town of Wayland Board/Committee Appointments Status as of May 31, 2022
7. M.G.L Chapter 39, Section 1 Fence Viewers and related emails: To: Select Board From: K. Cleaver regarding fence dispute, request for fence viewing

8. Board of Selectmen Goals FY2021-FY2022
9. Board of Selectmen Calendar of Events
10. Email: From: S. Crane To: Weston Planning Board Re: Traffic Concerns with Day Care at 863 Boston Post Road, Weston, MA
11. Letter: From: G. Schuler, Community Preservation Committee To: C. Karlson, Chair, Select Board, dated, June 2, 2022 re: 2022 ATM CPA Appropriations
12. Board of Selectmen Liaison Assignments for June 2021 through Annual Town Meeting 2022
13. Draft: Select Board Minutes for the meeting of Monday, May 9, 2022

Items Distributed For Information and Use By the Board during the Meeting of June 6, 2022 Otherwise Not Included In The Packet (Handouts):

1. There were none.

Correspondence:

1. Correspondence from Annette Lewis (with attachment) to Select Board dated May 23, 2022 re: her resignation as an Associate Member of the Planning Board.
2. Correspondence from Rebecca Stanizzi to Select Board dated May 23, 2022 re: Public Comment on May 23, 2022 re: Route 20 Planning.
3. Correspondence from the Interim Town Clerk to Select Board dated May 25, 2022 re: the resignation of Anette Lewis as an Associate member of the Planning Board.
4. Correspondence from Yauwu Tang to Select Board dated May 25, 2022 re: Children's Illustration of 100 Years Chinese Immigration in US and Canada Zoom event on May 25, 2022.
5. Correspondence from George Harris (with attachments) to Select Board dated May 23, 2022 re: March 25, 2022 Open Meeting Law Complaint.
6. Correspondence from Brian O'Herlihy (with attachment) to Select Board dated May 25, 2022 re: 212 Cochituate Rd.
7. Correspondence from Christine Kenyon (with attachment) to Select Board dated May 23, 2022 re: BASE afterschool.
8. Correspondence from Lynda Maryanski to Select Board dated May 25, 2022 re: BASE afterschool.
9. Correspondence from Dave Bernstein to Select Board dated May 27, 2022 re: Town Manager Screening Committee.
10. Correspondence from George Harris to Select Board dated May 31, 2022 re: May 2, 2022
11. Correspondence from Emory Ford to Select Board dated May 29, 2022 re: Capital and Expenditure of Capital.
12. Correspondence from Yauwu Tang (with attachments) to Select Board dated May 29, 2022 re: Chinese American Contributions to the Fabric of America.
13. Correspondence from Greg Franks of Xfinity to Select Board dated May 31, 2022 re: changes to Xfinity TV services.
14. Correspondence from Anette Lewis (with link) to Select Board dated May 27, 2022 re: Planning Board Associate Member Vacancy.
15. Correspondence from Anette Lewis to Select Board dated May 27, 2022 re: follow-up email on Planning Board Associate Member Vacancy.
16. Correspondence from Yauwu Tang to Select Board dated June 2, 2022 re: last celebration of AAPI Heritage Month.
17. Correspondence from Janot Mendler De Suarez (with attachments) to Select Board dated June 2, 2022 re: Invitation to Wayland Race Amity Day activities.
18. Correspondence from Kristen N.B. Sarson (with attachment) to Select Board dated June 2, 2022 re: Public Meeting-River's Edge Permanent Solution with No Conditions Statement



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

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41 COCHITUATE ROAD
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SELECT BOARD

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ADAM G. GUTBEZAHL
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DAVID V. WATKINS

DRAFT Meeting Minutes **Select Board**

Tuesday, June 14, 2022

7:00 p.m.

Wayland Public Safety Building
38 Cochituate Road, Wayland, MA

Present: Thomas J. Fay, Adam G. Gutbezahl, Cherry C. Karlson, Carol B. Martin, David V. 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, C. Karlson called the meeting of the Select Board to order when a quorum was present and reviewed the agenda. C. Karlson announced that the meeting would be recorded for broadcast.

A2. Select Board Retreat: Discuss and develop the goals of the Board, including: Review the 2021-2022 Board Goals to Determine Progress; Establish Select Board Goals for 2022 - 2023; Establish Goals for the Town Manager: C. Karlson reviewed the Board's guiding principles and encouraged the Board to put forward aspirational goals related to public policy and consider to the Town Manager/Select Board Act.

Review the 2021-2022 Board Goals to Determine Progress: The Board reviewed the status of the previous years' goals. C. Karlson reported that the River's Edge Project was close to completion. C. Karlson noted the need to continue to work on the Route 20 Corridor development goal. C. Karlson noted that more work needed to be done on Economic Development in the Cochituate area, which had been paused during the pandemic and to transition to the new administration. C. Karlson reported that the Housing Production Plan was complete and the Department of Housing and Community Development (DHCD) was expected to provide final signature. C. Karlson reported that the Town recently dropped to 9.063% percent affordable housing under Chapter 40B, after reaching the 10% percent threshold. The Board discussed the progress related to leveraging Town-owned properties and 195 Main Street, as a potential site for a grass field. T. Fay reported the Town was waiting for a response from Massachusetts Department of Environmental Protection (MassDEP) regarding the Route 20 South former landfill site in order to move forward. S. Crane reported that the Town recently retained a public relations firm to help with outward communications. C. Karlson reported that there had been progress on the Climate Action Mobilization Plan (CAMP) by the Energy & Climate Committee. The Board reviewed the steps that have been taken toward supporting human rights, diversity, equity, and inclusion (HRDEI) initiatives. The Board acknowledged other accomplishments like reaching agreements with all collective bargaining units, conducting the 2022 Annual Town Meeting, and transitioning to a new Town Manager.

Establish Select Board Goals for 2022 - 2023: S. Crane facilitated a working session to assist the Board in developing public policy objectives and encouraged the Board to make the distinction between Board goals, departmental goals and Town Manager goals. Each Board members submitted five to seven goals and then worked collectively to prioritize each other's goals. The Board discussed a number of financial goals and sustainability initiatives. The Board members submitted goals to: hire a permanent Town Manager, to fully commit American Rescue Plan Act (ARPA) by December, facilitate the creation of affordable housing per the Housing Production Plan, advance Wayland's work to be equitable and inclusive, climate change, effective communication with the community, provide land and water stewardship, effective governance per the Select Board and Town Manager Act and the continued development of Town-owned properties and playing fields. Other goals that were suggested were to maintain public safety, complete the Council on Aging / Community Center (COA/CC), facilitate Route 20 Revitalization, and develop long range operating and capital plans. The Board ranked the goals by priority.

At 9:17 p.m., T. Fay moved to adjourn. In discussion, T. Fay withdrew the motion to adjourn. The Board aimed to finalize the list prior to adjournment. The Board summarized the top goals as:

- Hire a permanent Town Manager
- Effective governance with Select Board/TM Act
- Facilitate affordable housing per the HPP
- Complete the COA/CC project
- Develop long range operating and capital plan
- Advance Wayland's work to be equitable and inclusive
- Effective communication with the community
- Take action on climate change
- Facilitate Route 20 revitalization

T. Fay moved, seconded by A. Gutbezah, that the Board vote to request that the Acting Town Manager put in writing the Select Board goals for 2023-2024. In discussion, D. Watkins asked if S. Crane would expand on the goals. S. Crane reported that the goals would be documented exactly as the Board discussed. Vote: YEA: T. Fay, A. Gutbezah, C. Karlson, C. Martin, D. Watkins. NAY: None. ABSTAIN: None. ABSENT: None. Adopted 5-0.

A3. Topics Not Reasonably Anticipated by the Chair 48 Hours In Advance, If Any: There were none.

A4. Adjourn: At 9:22 p.m., T. Fay moved, seconded by A. Gutbezah, that the Board adjourn the meeting. Vote: YEA: T. Fay, A. Gutbezah, C. Karlson, C. Martin, D. Watkins. NAY: None. ABSTAIN: None. ABSENT: None. Adopted 5-0.

Documents included in the packet during the Board of Selectmen Meeting of June 14, 2022:

1. Board of Selectmen Goals FY2021-FY2022
2. Email: From: C. Karlson To: Select Board re: Goal Setting Retreat, dated June 9, 2022