

Packet

June 5, 2023

7:00PM



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

MICHAEL F. MCCALL
TOWN MANAGER
TEL. (508) 358-3620
www.wayland.ma.us

SELECT BOARD

ANNE BRENSLEY
THOMAS J. FAY
ADAM G. GUTBEZAHL
CAROL B. MARTIN
WILLIAM D. WHITNEY

REVISED AGENDA POSTED ON 06/02/23 AT 1:54PM
PREVIOUS AGENDA POSTED 06/02/23 AT 12:01PM

SELECT BOARD

Monday, June 5, 2023

7:00pm

HYBRID

**Wayland Town Building, Council on Aging
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. All topics may be subject to deliberation and vote

One may watch 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 2 of the Acts of 2023, this meeting will be conducted in person and via remote means, in accordance with applicable law. This meeting may be recorded which will be made available to the public on WayCAM as soon after the meeting as is practicable.

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

- 7:00 pm 1. Call to Order, Review Agenda for Public
- 7:05 pm 2. Announcements and Public Comment
- 7:15 pm 3. Public Hearing for Pole Petition - Eversource Grant of Location: Shaw Drive, Southerly side, opposite Deer Run
 - a) Petitioners request permission to install one new pole (#152/18A) and also permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.
- 7:30 pm 4. Board Appointments:
 - a) Joint meeting with the School Committee to interview, discuss and vote to appoint a candidate to fill a vacancy on the School Committee with a term ending with the conclusion of 2024 Annual Town Meeting.

<u>Committee</u>	<u>Potential Appointee</u>	<u>Term End Date</u>
School Committee	Jeanne Dowds	2024 Annual Town Election
School Committee	Craig Gruber	2024 Annual Town Election

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School Committee	Sheetal Acharya	2024 Annual Town Election
School Committee	Kenneth Helvig	2024 Annual Town Election
School Committee	Steven Glovsky	2024 Annual Town Election

b) Appointments to Committee: Discuss and vote to reappoint the following volunteers:

<u>Committee</u>	<u>Potential Appointee</u>	<u>Term End Date</u>
Audit Committee	Klaus Shigley	June 30, 2026
Community Preservation Committee	Maureen Cavanaugh	June 30, 2026
Conservation Commission	Luke Legere	June 30, 2026
Cultural Council	Ashley Fuller	June 30, 2026
Cultural Council	Lynne Lipcon	June 30, 2026
Economic Development Committee	Jesse Lopez	June 30, 2026
Energy and Climate Committee	Tom Sciacca	June 30, 2026
Energy and Climate Committee	Ellen R. Tohn	June 30, 2026
Energy and Climate Committee	Paul Dale	June 30, 2026
Historical Commission	Amanda Ciaccio	June 30, 2026
Human Rights, Diversity, Equity and Inclusion Committee	Karen Blumenfeld	June 30, 2026
Human Rights, Diversity, Equity and Inclusion Committee	Yamini Ranjan	June 30, 2026
Local Emergency Planning Committee	Brian Boggia	June 30, 2026
Permanent Municipal Building Committee	Michael Gitten	June 30, 2026
Surface Water Quality Committee	Thomas Klem	June 30, 2026
Surface Water Quality Committee	Norm Marowitz	June 30, 2026
Wayland Housing Partnership	Mary M. Antes	June 30, 2026
Wayland Housing Partnership	Rachel Bratt	June 30, 2026

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Zoning Board of Appeals	Aida A. Gennis	June 30, 2026
Zoning Board of Appeals	Shaunt Sarian	June 30, 2026

- 8:30 pm 5. Middlesex County Retirement System: discuss and vote to accept Chapter 269 of the Acts of 2022 allowing a one-time Cost of Living Adjustment for retirees
- 8:45 pm 6. Regional Housing Services Office (RHSO) – discuss and vote to authorize Town Manager, Michael McCall, to sign inter-municipal agreement for the Regional Housing Services Office
- 9:15 pm 7. Select Board Liaisons:
a) Liaison Roles: review and discuss liaison role and assignments for 2023-2024
b) ~~Vote to Confirm 2023-2024 Committee Liaison Assignments~~
- 9:25 pm 8. Organization of the Board: discussion and vote on future Select Board meeting dates and summer remote participation
- 9:35 pm 9. Town Manager Report
a) Update on 40B Status of Mill Creek and Cascade meetings
b) St. Ann’s Senior Village update
c) 212 Cochituate Road – US Supreme Court Decision
d) Town Manager’s Office Hours – June 12
e) Recap from last Meeting:
 - Events
 - Projects
- 9:45 pm 10. Minutes:
a) Review and vote to approve the minutes of May 2, May 15 and May 22, 2023.
- 9:50 pm 11. Consent Calendar:
a) Review and vote to approve listed items
b) Discuss, consider, and potentially act on items removed from Consent, if any
- 10:00 pm 12. Review Correspondence
- 10:05 pm 13. Select Board Members’ reports and concerns
- 10:10 pm 14. Topics not reasonably anticipated by the Chair 48 hours in advance, if any
- 10:15 pm 15. Adjourn

SELECT BOARD
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CONSENT CALENDAR

1. 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, Beth Borges, Manager, on July 19, August 16, September 13, and October 11, 2023.
2. Vote the question of approving a One-day All Liquor License to Nancy Peters for an event (Wayland Boosters Spring Sips & Smoked BBQ Party/Fundraiser) at Alta Oxbow, 492 Boston Post Road, Wayland, MA 01778 on June 8th, 2023 from 6:30pm to 10:00pm.
3. Vote the question of accepting a donation from Xiaofeng Huang (artist hired for a Cultural Council project) for the Wayland Cultural Council in the amount of \$400.
4. Vote the question of approving Town Manager, Michael McCall, as signatory for the amended contract from LiRo Corp. - Amendment #3 to Task Order 4 – Council on Aging and Community Center for additional design services.
5. Vote the question of approving Town Manager, Michael McCall, as signatory for approving the contract for Fire Station #2 Renovation Project, from Elizabeth Contracting, Inc. (of Westwood, MA), for the purposes of renovating Fire Station #2 at 153 Main Street, in the amount of \$2,840,500; with two add alternates: Alternate #1: Epoxy Flooring - \$55,000 and Alternate #2: Repair and Repainting of Exterior Wood and Metal - \$43,000.

March 9, 2023

Select Board
Wayland Town Hall
41 Cochituate Road
Wayland, MA 01778

RE: Shaw Drive
Wayland, MA 01778
W.O. #10917230

Hearing Required

Dear Members of the Board:

The enclosed petition and plan are being presented by the NSTAR ELECTRIC COMPANY d/b/a as EVERSOURCE ENERGY and VERIZON for obtaining a Grant of Location to install one (1) new pole #152/18A.

This work is necessary to provide new electric service to new residential development.

If you have any further questions, contact Chris Cosby @ (508) 305-6989.
Your prompt attention to this matter would be greatly appreciated.

Very truly yours,

Richard M. Schifone

Richard M. Schifone
Rights and Permits, Supervisor

RMS/sky
Attachments

**ORDER FOR JOINT OR IDENTICAL LOCATIONS FOR POLES
Town of Wayland, Massachusetts**

WHEREAS, NSTAR ELECTRIC COMPANY d.b.a. Eversource Energy and VERIZON NEW ENGLAND, INC. have petitioned for joint or identical locations for the erection or construction of poles to be owned and used in common by them upon, along and across the public way or ways of the town hereinafter specified, and notice has been given and a hearing held on said petition as provided by law.

It is ORDERED that NSTAR ELECTRIC COMPANY d.b.a. Eversource Energy and VERIZON NEW ENGLAND, INC. be and hereby are granted joint or identical locations for the erection or construction of poles, to be owned and used in common by them, and for such other fixtures including anchors and guys as may be necessary to sustain or protect the wires of the line upon, along and across the following public way or ways of said town:

Shaw Drive – Southerly side, opposite Deer Run

Install one (1) new pole #152/18A

Hearing Required

All construction work under this Order shall be in accordance with the following conditions: Poles shall be of sound timber and located as shown on plans made by T. Thibault dated February 16, 2023, on file with said petition. There may be attached to said poles by said NSTAR ELECTRIC COMPANY d.b.a. Eversource Energy and by said VERIZON NEW ENGLAND, INC. wires and cables necessary for the conduct of their business. All such wires and cables shall be placed at a height of not less than eighteen feet from the ground at crossings of other ways and at not less than fourteen feet from the ground elsewhere

_____ Select Board of
the town of
WAYLAND

CERTIFICATE

We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter.Ed.), and any additions thereto or amendments thereof, to wit: after written notice of the time and place of the hearing mailed at least seven days prior to the date of the hearing by the Select Board to all owners of real estate abutting upon that part of the way or ways upon, along or across which the line is to be constructed under said Order, as determined by the last preceding assessment for taxation, and a public hearing held at _____ in said town on _____ day of _____, 2023 at _____ P.M.

_____ Select Board
the town of
WAYLAND

CERTIFICATE

I hereby certify that the foregoing are true copies of the Order of the Select Board of the town of WAYLAND Massachusetts, duly adopted on the _____ day of _____ 2023, and recorded with records of location Orders said town, Book _____, Page _____ and of the certificate of notice of hearing thereon required by Section 22 of Chapter 166 of the General Laws (Ter.Ed.), and any additions thereto or amendments thereof, as the same appear of record.

Attest: _____
Clerk of the Town of WAYLAND, Massachusetts

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

To the Select Board of the Town of Wayland, Massachusetts:

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

WHEREFORE, your petitioners pray that after due notice and hearing as provided by law the **Select Board** may by Order grant your petitioners joint or identical locations for the erection or construction of poles, to be owned and used in common by them, and for such other fixtures including anchors and guys as may be necessary to sustain or protect the wires of the line, said poles to be located, substantially as shown on the plans made by **T. Thibault dated February 16, 2023** and filled herewith, upon along and across the following public way or ways of said town:

Shaw Drive – Southerly side, opposite Deer Run

Install one (1) new pole #152/18A

Hearing Required

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

**NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY**

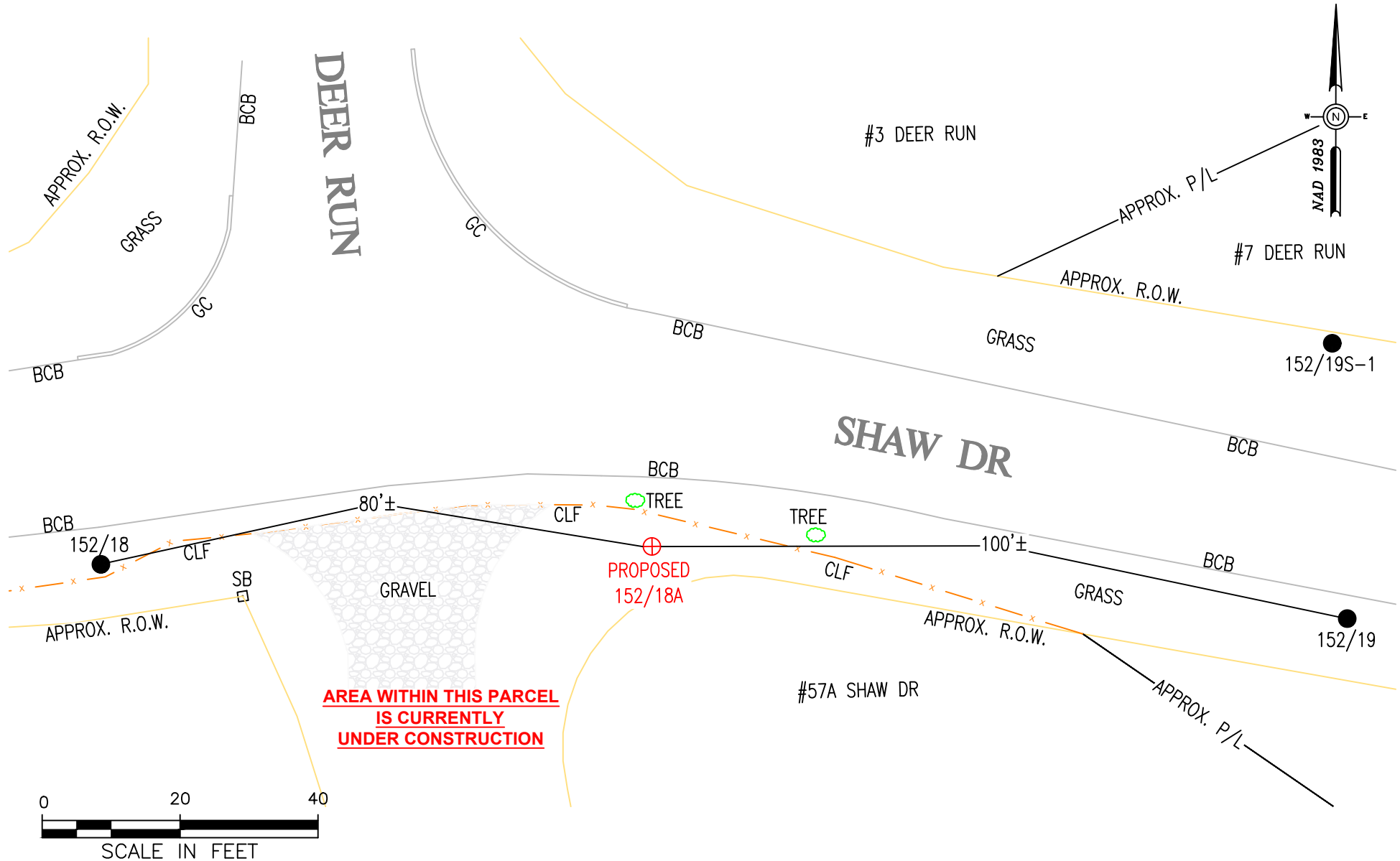
By: Richard M. Schifone
Richard M. Schifone
Rights and Permits, Supervisor

VERIZON NEW ENGLAND INC.

By: Albert E Bessette

Dated this _____ day of _____ 2023

Town of WAYLAND, Massachusetts
Received and filed _____ 2023




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

THE INFORMATION MAY NOT REPRESENT A SURVEY, MAY NOT BE THE MOST COMPLETE AND IS SUBJECT TO CHANGE WITHOUT NOTICE. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION, EITHER EXPRESSED OR IMPLIED. UNAUTHORIZED ATTEMPTS TO MODIFY THE INFORMATION OR USE THE INFORMATION FOR OTHER THAN ITS INTENDED PURPOSES ARE PROHIBITED

Proposed pole locations shown thus	⊕
Pole locations to be abandoned, shown thus	○
Proposed Anchor Guy shown thus	T
Proposed Hip Guy shown thus	T _H
Proposed Underground location shown thus	—
Proposed Push Brace shown thus	⊕
Existing Pole location shown thus	●

C#	
Ward #	
Work Order #	10917230
Surveyed by:	GR/JC
Research by:	GR
Plotted by:	GR
Proposed Structures:	GR
Approved:	T THIBAUT
P#	



ELECTRIC

d/b/a

1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125

Plan of SHAW DR, WAYLAND

Showing PROPOSED NEW POLE LOCATION

Scale 1"=20' Date FEBRUARY 16, 2023

SHEET 1 of 1



JEANNE DOWNS



May 23, 2023

Dear Select Board and School Committee,

It is with great pleasure that I am applying for the open position on the Wayland School Committee. Having recently rotated off the Committee after three terms, I have put a great deal of thought into throwing my hat into the ring for the current open position. I feel that my nine years on the Committee provide me with a unique background and perspective as to the current state of the District as well as existing relationships with current staff, administrators, town officials and School Committee members. Given that three of the four current School Committee members have been on the Committee for one year or less, as well as the fact that I finished my most recent term a month ago, I feel that I can provide context, support, and a transfer of knowledge as the Committee addresses important issues in the coming year.

I truly believe that the Wayland schools are positioned to move forward in a positive direction and if I can be helpful in that endeavor, I would like to be.

Please do not hesitate to contact me with any questions.

Sincerely,

Jeanne Downs

JEANNE DOWNS

RELEVANT EXPERIENCE

Wayland School Committee

- Served on the Wayland School Committee for three terms including one year as Vice Chair and three years as Chair.
- Served as chair of the finance, policy, and superintendent evaluation subcommittees at various times during my nine years on the Committee.
- Acted as liaison to TEC (The Education Collaborative) board of directors and PMBC (Permanent Municipal Building Committee).
- Acted as School Committee representative for the Minuteman High School Review, High School Athletic Complex Renovation, Elementary Foreign Language Review (resulting in Spanish Immersion program).
- Other key responsibilities included COVID response, hiring of superintendents, school start time change, liaison to Claypit Hill and Wayland Middle School, interfacing with legal counsel.

Wayland PTO

- Held various leadership roles over thirteen years roles including Claypit Hill Vice President, Middle School Treasurer and President, High School President, and Townwide Treasurer.

Wayland High School Water Warriors

- Currently serving as a volunteer leader of the High School's Water Warriors Club, focused on the training of high school instructors, monitoring of swim lessons for Boston resident students, and assisting with the overall program operations.

Rift Valley Academy

- Served in the business office, as a dorm parent and substitute teacher for K-12 students in Kijabe, Kenya.

OTHER VOLUNTEER/JOB EXPERIENCE

Wayland Junior Warriors

- Currently serve as head coach for the Wayland Jr Warriors swim team which includes 160 K-8 swimmers. Responsibilities include organizing and running practices and meets as well as interfacing with Wayland families.

Newton Covenant Church

- Currently serve as Chair of Deacons responsible for member care and organization of various member activities.

Bell Carter Packaging

- Currently serve on Board of Directors responsible for oversight of national packaging company.

Coopers and Lybrand

- Information Technology Consultant specializing in business resumption/recovery from business interruptions including those resulting from both manmade and natural disasters.

Wells Fargo Bank

- Business Resumption Coordinator and Internal Auditor. Responsibilities included guiding the business resumption team through recovery from several earthquakes as well as review of financial controls.

Junior League of Boston

- Served on Board of Directors. Chair of Membership and Learning Circles (mentoring adolescent girls) committees.

EDUCATION

- BA Economics Harvard University.

01 June, 2023

Dear Members of the Select Board and School Committee,

I wanted to restate my interest in serving on the School Committee for the remainder of the vacant term. I have submitted my resume and CV in support of my application.

I apologize for not being at tonight's meeting in person. I am currently on travel for the US Navy, which was scheduled prior to the planning for tonight's meeting. As I am currently on a plane, I am unable to dial in or Zoom for this evening's meeting.

Given my history of running for the School Committee in the past election and garnering the votes of over 940 Wayland residents this year, as well as the debates in which I have taken part, I humbly request appointment so that we can work together, collaboratively to provide Wayland Public Schools the guidance and stability we will need to move forward.

Thank you,

Craig W. Gruber
Craig W. Gruber



PROFESSIONAL SUMMARY

Dynamic Educational Leader with extensive experience leading and overseeing research and education activities. Strong history of devising precise and targeted business operations plans, managing diverse stakeholder and international partner areas, reviewing performance, and driving change. Forward-thinking, innovative leader with expertise in setting goals, quality standards, and developing initiatives while leading quick and efficient attainment of objectives while developing, leading, and mentoring diverse teams. TS/SCI clearance with CI Poly. Widely published. Strengths include:

- International partnership development
- Strategic planning
- Curriculum development
- Thought leadership
- Coaching and mentoring
- Project development
- Stakeholder relations
- Partnering and relationships
- Business relationship management
- Budgeting

WORK HISTORY

US NAVY, Defense Intelligence Agency 2018 – Present

Executive Officer

- Managed the stand-up of the Military Integration Office at DIA.
- Directed collection, organization, and application of field intelligence and combat data to enhance troop safety and operational success.
- Administered medium-sized unit for US Navy Reserve attached to Defense Intelligence Agency (DIA), managing production, manpower, and readiness.

AMERICAN UNIVERSITY, Washington, DC 2020 – Present

Research Associate Professor

- Principal Investigator and Director for the Decision Sciences Laboratory.
- Teach courses in Decision Sciences, Psychology, and Research Methodologies.
- Developed Partnerships with International research institutions.

NORTHEASTERN UNIVERSITY, Boston, MA 2010 – 2019

Associate Vice President, Innovation Campus, Burlington, MA (2018 – 2019)

- Delivered business strategy and developed systems and procedures to improve operational quality and team efficiency.
- Launched staff engagement, gender diversity, and cultural programs in addition to robust reporting tool that increased operational quality.
- Led and directed overhaul of company best practices, leading to significantly increased staff retention rates and top-ranking as industry leader.
- Developed procedure to manage the in-house hiring process of scientists and in doing so established a unique program resulting in top talent retention.
- Oversaw research portfolio of over \$40M across engineering, government contracts, faculty research, and programming.
- Managed DOD contracts, research scientists, and back-office staff of 20.

Faculty Director, Associate Professor, Security and Intelligence Studies (2013 – 2018)

- Collaborated with senior leadership and enrollment management to identify and prioritize new programs for development and launch. Created two new programs and re-branded another.
- Created and launched two new graduate degree programs in security and intelligence.
- Strategized with internal and external clients to develop and deploy curriculum and defined business needs and technical requirements.

- Championed portfolio management to ensure consistent discipline and methodology in achieving innovation goals.
- Hired over 25 faculty members and oversaw the education of over 700 graduate students.
- Created Homeland Security program, which was the fastest growing program to date.

Lecturer in Psychology (2012 – 2013), Adjunct Lecturer (2010 – 2012)

MT. IDA COLLEGE, Newton, MA

2009 – 2018

Adjunct Professor of Psychology

GOUCHER COLLEGE, Baltimore, MD

2002 – 2009

Summer Institute Instructor

AMERICAN UNIVERSITY, Washington, DC

2001 – 2012

Psychologist in Residence

EDUCATION

Ph.D., Developmental Psychology, CLARK UNIVERSITY, Worcester, MA

M.S., Education of The Gifted And Talented, JOHNS HOPKINS UNIVERSITY, Baltimore, MD

B.A., Psychology of Management, AMERICAN UNIVERSITY, Washington, DC

CERTIFICATIONS AND LICENSURE

Graduate Certificate in Administration, JOHNS HOPKINS UNIVERSITY, Baltimore, MD

Principal Certificate I, Advanced Professional Certification, Psychology 5-12, MARYLAND STATE DEPARTMENT OF EDUCATION (2013)

Principal 5-8, 9-12; History 9-12; Superintendent (all levels), MASSACHUSETTS (2009)

Principal, NEW HAMPSHIRE DEPARTMENT OF EDUCATION (2007)

MILITARY INFORMATION

- US Navy Reserve Lieutenant Commander, Intelligence Officer – holds TS/SCI clearance

PROFESSIONAL AFFILIATIONS

- IAFIE Educational Foundation
- International Association for Intelligence Education (IAFIE)
- International School Psychology Association
- American Psychological Association
- Division 2 of APA, Teaching of Psychology
- British Psychological Society, Education Section, History and Philosophy Section

BOARD POSITION

Trustee, IAFIE EDUCATIONAL FOUNDATION

Treasurer, Executive Committee, INTERNATIONAL ASSOCIATION FOR INTELLIGENCE EDUCATION (IAFIE)

Advisory Board Member, IMAGE INSIGHT, INC. East Hartford, CT

CURRICULUM VITAE
November 2022

CRAIG W. GRUBER

PERSONAL DATA

Address:

[REDACTED]

Phone:

[REDACTED]

E-mail:

[REDACTED]

[REDACTED]

EDUCATION

2015

Joint Services Advanced Command and Staff College
(UK) – Advance Command and Staff Course
(Reserves) [JPME]

2012

Clark University – Ph.D. Psychology

2007-2009

Lancaster University (UK) – Graduate Study in
Psychology

2001

Johns Hopkins University – Principal Certificate I

1996

Johns Hopkins University – M.S. – Gifted and
Talented Education

1990

American University – B.A. - Psychology

PROFESSIONAL EXPERIENCE

2020-

American University, Research Associate Professor

2019-

Board of Advisors, Image Insight, Inc.

2019-

Board of Visitors, The Hill School, Pottstown, PA

2019

Geneva Center for Security Policy, Executive-in-
Residence (July)

2017-

Order of the Sword and Shield – Director of Academic
Advancement

AMERICAN UNIVERSITY – 2020-PRESENT

2020-Present

Research Associate Professor
Lab Chief – Decision Sciences

NORTHEASTERN UNIVERISTY – 2010-2019

2018-2019

Northeastern University, Associate Vice President,
Innovation Campus at Burlington Massachusetts
(ICBM) Programs

Research Associate Professor, Department of
Psychology; College of Science (2019-
Affiliated Associate Teaching Professor, Department
of Psychology; College of Science (2018)

2017-2018	Northeastern University, Associate Teaching Professor, Director of Homeland Security, Strategic Intelligence and Analysis, Criminal Justice and Geospatial Services
2015-2017	Northeastern University, Assistant Teaching Professor, Director of Homeland Security, Strategic Intelligence and Analysis, and Criminal Justice
2013-2014	Northeastern University, Assistant Academic Specialist, Director of the Master of Arts in Homeland Security, Lead faculty in Criminal Justice
2012-2013	Northeastern University, Lecturer in Psychology
2010-2012	Northeastern University, Adjunct Lecturer

OTHER FACULTY APPOINTMENTS

2009-2012	Mt. Ida College, Adjunct Professor of Psychology
2001-2013	American University, Psychologist in Residence
2002-2009	Goucher College - Teacher Summer Institute Instructor
2006-2008	Program Coordinator, Lipscomb University
2006-2008	Core Faculty, Lipscomb University Master of Arts in Special Education & Master of Arts Learning & Teaching Programs
2006-2007	Western New England College, Adjunct Lecturer of Psychology
2000	(Spring/Fall) Gettysburg College, Adjunct Lecturer of Psychology

SECONDARY SCHOOL APPOINTMENTS

2006-2007	Marlborough High School, Assistant Principal
2004-2006	Belmont High School, Assistant Principal for Administration
1998-1999	Johns Hopkins University (Institute for the Academic Advancement of Youth) Instructor of Psychology
1992-2004	Walt Whitman High School, Instructor of Psychology
1990-1992	Bethesda-Chevy Chase High School, Teacher
1990- 2004	Montgomery County Public Schools

PARTNERSHIPS INITIATED AND DEVELOPED

<u>ENTITY</u>	<u>SCOPE/AREAS</u>
École Internationale Universitaire	Education, Training, Short Courses, and Faculty Exchanges (in Conegliano, Italy and Rome)
Geneva Center for Security Policy	Research, Education, Faculty and Student Exchanges
Sorbonne (FRA)	Research, Education, Faculty and Student Exchanges

UK MoD	Policy Development, Research, Education, Faculty and Student Exchanges
ARL Europe (FRA)	Research
The Marshall Center (GER)	Education, Faculty and Student Exchanges
Royall Holloway (UK)	Research, Education, Faculty and Student Exchanges
Cranfield University (UK)	Research, Education, Faculty and Student Exchanges Development of joint Masters Degree (MS) split between institutions (in progress)
AMBER – Ireland	Research, Faculty and Graduate Student Exchanges -Funding through Science Foundation Ireland/Fulbright
Graduate Institute – Switzerland	Faculty and Student Exchanges (partnership initiated)
National Guard Bureau	Credit sharing and curriculum development for NGB programs and tie in to MA in Homeland Security
US Navy	Credit sharing and dual recognition for INTEL officers for MA in Strategic Intelligence and Analysis
US Air Force	Credit sharing and dual recognition for INTEL officers for MA in Strategic Intelligence and Analysis

IMPACT

The partnerships I developed endure and served to **increase the global footprint** of the Campus and University as well as provide opportunities for faculty to work back and forth across each other’s institutions, and for experts in non-faculty areas to offer workshops and short-courses facilitated by our faculty and their agency SMEs. The **internal collaborations and partnerships involved nine colleges of Northeastern University and faculty from 4 campuses in two countries. The resulting partnerships created 7 new Fulbright Scholarships and Fellowships for faculty and students, generated more than \$40M in novel research, and brought more than 750 people to campus for workshops over a 2-year period.**

ACADEMIC PROGRAMS DEVELOPED

2013	MA in Homeland Security
2015	Graduate Certificate in Port Security
2017	MA in Strategic Intelligence and Analysis

HONORS AND AWARDS

2009	Cal Catterall Award – International School Psychology Association
2003	Eastern Region Research Teacher Award - Psi Beta National Honor Society
2002	Outstanding Poster Presentation, Terman Teaching Conference (2002) Poster Session for, “Utilizing the systems theory to teach psychology and research.”
2001	Moffett Memorial Teaching Award - Society for the

	Teaching of Psychology (Div. 2) of the American Psychological Association
1999	Greenblatt Teaching Award Nominee
1998-	Who's Who Among America's Teachers
1996	Walt Whitman High School, Spark Plug Award
1995-1998	American Psychological Association, State Coordinator
1994-2002	Educational Testing Service, Reader, Advanced Placement Psychology
1993-	College Board - Consultant, Psychology
1991	Taft Fellow of Government

MEMBERSHIPS IN PROFESSIONAL ORGANIZATIONS

International Association for Intelligence Education (IAFIE)
 International School Psychology Association
 American Psychological Association
 American Psychological Society, Honorary Membership, 1995
 Division 2 of APA – Teaching of Psychology
 Western Psychological Association
 Eastern Psychological Association
 British Psychological Society – Education Section & History & Philosophy Section

PROFESSIONAL ACTIVITIES

2022-	IAFIE Educational Foundation – Founder and Trustee
2019-	International Association For Intelligence Education (IAFIE) - Treasurer
2014-2016	Faculty Academic Council
2014-2016	Faculty Academic Council, Chair, Professional Standards Committee
2014	City of Seattle, Executive Working Group – Seattle Office of Emergency Management
2013-2014	Faculty Academic Council Working Group
2012-	Editor-in-Chief – Annals of Theoretical Psychology
Ongoing	Consulting Editor for Psy Chi – Journal of Collegiate Psychological Research
Ongoing	Reviewer for the National Standards for Teaching High School Psychology
Ongoing	Ad hoc reviewer for Office of Teaching Resources in Psychology (OTRP) of Division 2 of the American Psychological Association
Ongoing	Ad hoc reviewer for Teaching of Psychology, the official publication of Division 2 of the American Psychological Association
2011-2013	Clark University/APA Teachers' Conference, Director

2010-2012	St. Anselm Pastoral Council
2008-2009	Ann Ferren Teaching Conference, Planning Committee (American University)
2006-2007	Handbook Committee, Marlborough High School
2006-2007	MSSAA Legislative Affairs Committee
2005-2007	MSSAA Assistant Principal's Committee
2004	Attendance Policy Revision
2004	Blessed Sacrament School, Elementary Principal Search Committee, Chair
2002-2004	Blessed Sacrament School Board
2003-2010	American University, IACUC, Internal review Chair
2002	American Psychological Association, Board of Educational Affairs, Technology Working Group
2001-2004	Walt Whitman High School Ethics Committee, Chair
2000-2002	American Psychological Association Teachers of Psychology in Secondary Schools Chair-elect, Chair, Past Chair
2000	Walt Whitman High School, Renovation Committee
1998-2000	American Psychological Association Teachers of Psychology in Secondary Schools Secretary-Treasurer
1998-2001	Educational Testing Service Test Development Committee - AP Psychology
1997-1998	American Psychological Association Committee on Animal Research and Ethics Subcommittee on Video Project
1996-2011	American University Institutional Animal Care and Use Committee
1996-1999	American Psychological Association, Teachers of Psychology in Secondary Schools (TOPSS) Liaison for Committee on Animal Research and Experimentation (CARE)
1992-2004	Whitman Operant Conditioning Laboratory Principal Investigator
1992-2004	Walt Whitman High School Institutional Animal Care and Use Committee (IACUC) Chair
1992-2004	Editor, Whitman Journal of Psychology, National Journal of High School Student Research,
1998-2000	Editor, TOPSS (Teachers of Psychology in the Secondary Schools) Curriculum Guide Project, a

standing committee of the American Psychological Association,
1998 Editorial Consultant for Essentials of Psychology by Doug Bernstein, published by Worth,
1989-1990 NIMH – Lab Assistant, Dr. Mishkin

OTHER RELATED EXPERIENCE

2008- Officer, United States Navy Reserve
Cleared for Top Secret Information and granted access to Secure Compartmented Information based on a Single Scope Background Investigation (SSBI) with CI Poly.
2001-2003 Campaign Manager, Art Williams for Supervisor Election and Re-election Campaigns (both successful)

GRANTS

2019-2022 Congested and Contested RF Emulations with Colosseum – Principal Investigator
Funding Source: Department of the Army – Material Command
Award Amount: \$2.9M
Objective: Year One: Implement the SDR and full spectrum RF events and capture and document results of UAS systems. Leverage student research and demonstrations for additional experimentation concepts. Publish data and analyses for ARL’s specific interests. Work closely with ARL and identify opportunistic spectrum allocation to target for research within ad hoc and traditional RF Systems. Identify fundamental areas of exploitation and opportunities for advancing RF spectrum research.
Year Two: Expand experimentation in to RF signals and effects to support more advanced systems. Document and introduce new RF waveforms in collaboration with ARL. Advance research into the RAN in allocation for 5G networks. Work with post-doctoral students to publish findings of research.
Year Three: Capture the growth of UAS systems and bring new technology to continued research within challenging RF environments. Identify and expand research in critical need areas. Continue to support student research and demonstrations. 2022 will see tremendous advancements and adoption in AI. Push the complex systems design and integration to new

2014- level and modularity.
 USGIF Accreditation – Co-Investigator with Dr. Cordula Robinson.
 Funding Source: USGIF
 Funded Amount: \$300,000 (gifted software)
 Objective: Matches knowledge and skills needed in the professional workforce with the education and training provided to students. The program benefits the students, colleges, universities, industry, government, and the GEOINT Community at large, by ensuring current hiring needs are reflected in cross-disciplinary classroom coursework.

2014-2018 NGA-USGA Geospatial Center of Excellence – Co-Investigator with Dr. Cordula Robinson.
 Funding Source: NGA-USGA
 Objective: To assist NGA and USGS develop state-of-the art geospatial sciences technologies and tradecraft.

MILITARY ASSIGNMENTS

2021- I&W Fusion Cell Deputy Officer-in-Charge
 2020-2021 Defense Intelligence Agency, Military Integration Office, Executive Officer

2019-2020 DIA HQ 0501, Fort Dix, NJ, Executive Officer
 2018 JICCEN 0597 – Devens, MA
 2017-2018 NR Cryptologic Warfare Group Six, Ft. Devens, MA, Executive Officer

2014 Joint Task Force Guantanamo Bay, Cuba, Strategic Fusion Cell OIC

2010-2017 JICCEN 0597 – Devens, MA
 2010 Office of Naval Intelligence, Suitland, MD, China Desk

2008-2010 ONI 0397 – Newport, RI

CERTIFICATION AND LICENSURE

2008-2013 Maryland State Department of Education
 Advanced Professional Certification, Psychology 5-12
 Principal Certificate I

2009- Massachusetts – Principal 5-8, 9-12, History 9-12
 Superintendent (all levels)

2007- New Hampshire Department of Education – Principal

PUBLICATIONS

Editorial Work

Editor-In-Chief, *Annals of Theoretical Psychology*, Springer 2013-
Co-Editor with Steve Johnson, Cranfield University, *Advances in Forensic Science for Security and Defense*, Springer, 2020-

Books

- Gruber, CW; Trachik, B (Eds), *Fostering Innovation in the Intelligence Community: Scientifically-Informed Solutions to Combat a Dynamic Threat Environment*, New York, NY, Springer, 2023
- Gruber, CW (Ed), *The Theory of Statistics in Psychology*, New York, NY, Springer, 2019
- Clark, MG; Gruber, CW (Eds), *Leader Development Deconstructed*, New York, NY, Springer, 2017
- Gruber, CW; Clark, MG, Klempe, SH, Valsiner, J, (Eds) *Annals of Theoretical Psychology*, New York, NY, Springer, 2014 (series Editor-in-Chief)
- Zimbardo, PG, Johnson, RW, Weber, AR, Gruber, CW, Psychology, AP* Edition, Prentice Hall, New York, 2007, 2010

Book Chapters

- Gruber, CW in *Laboratory Animals in Research and Teaching: Ethics, Care, and Methods*, Chana K. Akins, Sangeeta Panicker & Christopher Cunningham eds., Washington, DC, American Psychological Association 2004

Articles

- Gruber, CW; Trachik, B; Kirby, C; Dalpe, S; Silverstein, L; Frey, S; Bluestein, BW: Ubiquitous Technical Surveillance: A Ubiquitous Intelligence Community Issue, *Annals of Theoretical Psychology*, February, 2023
- Bluestein, BW; Templeman, M; Gruber, CW: Fostering Innovation in the National Security Organizations: Moving from Theory to Practice, *Annals of Theoretical Psychology*, February 2023
- Hartgernik, CJ; van Aert, RC; Nuijten, MB; Wicherts, JM; van Assen MA; Gruber, CW: p-Values Less Than 0.05 in Psychology: What is Going on?, *Annals of Theoretical Psychology*, December 2020
- Sarojak, M; Kepner, D; Tracy, R; Robinson, CA; Gruber, CW; Feldman, D; An Orchestra of Machine Intelligence: What the future might hold for intelligence analysis, *Trajectory Magazine*, February 2018
- Gruber, CW, Leadership in Dialogue; How Courage Informs, *Annals of Theoretical Psychology*, October 2017
- Gruber, CW, Traces of Courage in Student's Writing: Do These Help Predict Academic Success?, *Research in Developmental Education*, November 2013
- Humanistic Cognitive Behavioral Theory; a value-added approach to Teaching theories of personality, *Procedia-Social and Behavioral Journal*, September 2012

- Lifelong Learning – Doctoral Studies in Middle Adulthood, *Procedia-Social and Behavioral Journal*, September 2012
- Gruber, CW, Creativity in Context; The Courage in Therivel’s GAM/DP. *Integrative Psychological and Behavioral Science*, July, 2012
- Gruber, CW, Culture, Courage and Collectivism: An Insider's Guide to Culture in American Schools. *Culture & Psychology*, September, 2012
- Gruber, CW, AP Courses Are the Equals of Their College Counterparts, *Chronicle of Higher Education*, <http://chronicle.com/article/AP-Courses-Are-the-Equals-of/130370/>, January, 2012
- Gruber, CW, What Is The Most Creative Thing You Have Ever Seen? “Useful” is the New “Valuable” and dynamic systems are the key! , *Integrative Psychological and Behavioral Science*, June, 2011
- Gruber, CW, Psychology of Courage: Modern Research on an Ancient Virtue, *Integrative Psychological and Behavioral Science*, February, 2011
- Gruber, CW, McEntarffer, R.M, & Weaver, KA, The Psychology Endorsement for High School Teachers, *Psychology Teacher Network*, Fall, 2002
- Gruber, CW, Using the CARE Video in Your Classroom, *Psychology Teacher Network*, March/April 9(2), 1999
- Ator, N, Thompson, R, Gruber, C, and Owens, D, The Contributions and Importance of Nonhuman Animal Research: Perception in Action, Teachers’ Study Guide, APA Press, Washington, D.C., 1998
- Gruber, CW, Giftedness, *Whitman Journal of Psychology* 6(1) 34, 1997
- Gruber, CW, Maryland Teacher Runs Operant Conditioning Lab, *Psychology Teacher Network* March/April 7(2) 1&6, 1997

Book Chapters in Preparation/Under Review

- Defining Innovation in a Dynamic Threat Environment: Brendon W. Bluestein, Ph.D., Benjamin Trachik, Catherine Kirby, Sara Dalpe, Siobhan Frey, Peter Weishaupt, Craig W. Gruber
- Understanding Threat Assessments, *in*Threats to Homeland Security: Reassessing The All Hazards Perspective, Second Edition, Richard J. Kilroy Jr., Editor: Wiley
- Cyber Security, with James Holst (co-author), *in*Threats to Homeland Security: Reassessing The All Hazards Perspective, Second Edition, Richard J. Kilroy Jr., Editor: Wiley

Articles in Preparation/Under Review

- Forensic Data and Intelligence Analysis, *in preparation*
- Planning Maritime Operations in a Combined Environment, *in preparation with CDR M McKinley, Royal Navy*

Challenge Analysis in the Case of Pearl Harbor, with MaryAlice Brislin, Submitted to *Proceedings*
Contemporary and Historical Psychology in Dialogue, with Sven HroarKlempe,
Norwegian University of Science and Technology
Humanistic Cognitive Behaviorism: A New Theoretical Framework for Developmental
Education, Submitted to *American Journal of Developmental Education*
A new seat at the table: Adding courage to our classrooms, Submitted to *Culture and
Psychology*

Other Publications

Gruber, CW, ed. Health, Stress and Coping, A Five Day Curriculum Guide for
Distribution to High School Teacher Affiliates of APA. 2003
Gruber, CW, ed. States of Consciousness, A Five Day Curriculum Guide for
Distribution to High School Teacher Affiliates of APA. 2002
Gruber, CW, Internationalizing the Curriculum, *American Psychological Association
Division on International Psychology Bulletin*, October, 2001
Gruber, CW, The Importance of Mentoring, *American Psychological Association Office
of Ethnic Minority Affairs Communiqué*, February, 2001
Gruber, CW, ed. Cross-Cultural Psychology, A Five Day Curriculum Guide for
Distribution to High School Teacher Affiliates of APA. 2000
Gruber, CW, ed. Motivation and Emotion, A Five Day Curriculum Guide for
Distribution to High School Teacher Affiliates of APA. 1999

EXTRAMURAL PRESENTATIONS (Invited and Submitted)

“Social Media and Disinformation”, Partnership for Peace Consortium, Kyiv, Ukraine,
September 2019
“Regional Threats and their Impacts on the Maritime Domain”, 5th Annual Company
Security Officer Meeting, Galveston, TX, September 2017
“Emergency Management in a Post-Post World”, Partners in Emergency Preparedness
Conference, Tacoma, WA, April 2017
“Cognitive Strategies for Homeland Security”, Partners in Emergency Preparedness
Conference, Tacoma, WA, April 2017
“Psychology and Forensic Investigation”, Forensics and Intelligence Conference,
Symposia at Shrivenham, Sponsored by the Defence Academy of the United
Kingdom and Cranfield University, Shrivenham, United Kingdom, September 2016
“Psychology of Extremism”, (content classified TS/SCI), Peninsula Working Group,
Federal Bureau of Investigation, Washington, DC, April 2016
“The Psychology of Extremism and the Role of Analysis”, Next Generation Terrorism
Conference at the University of Texas at El Paso (UTEP) February 2016

- “Social Psychology of Terrorist Recruitment”, Countering Violent Extremism Conference, Symposia at Shrivenham, Sponsored by the Defence Academy of the United Kingdom and Cranfield University, Shrivenham, United Kingdom, January, 2016
- “Forensics and Intelligence Analysis”, Forensics and Intelligence Conference, Symposia at Shrivenham, Sponsored by the Defence Academy of the United Kingdom and Cranfield University, Shrivenham, United Kingdom, September 2015
- “Resilience and Homeland Protection in a Post-Post World”, Homeland Protection Course, Sponsored by the Homeland Security Institute/MA National Guard and MIT-Lincoln Labs, Lexington, MA, May 2015
- “The Psychology of Disaster Resilience”, Homeland Protection Course, Sponsored by the Homeland Security Institute/MA National Guard and MIT-Lincoln Labs, Lexington, MA, May 2014
- “Social Vulnerability and Emergency Management”, International Conference on Disaster Mitigation, Preparedness, Response and Sustainable Reconstruction: The Role of Architectural, Planning and Engineering Education, Boston, MA., May 2014
- “Humanistic Cognitive Behavioral Theory; a value-added approach to Teaching theories of personality”, World Conference on Educational Sciences, Barcelona, February, 2012
- “Lifelong Learning – Doctoral Studies in Middle Adulthood”, World Conference on Educational Sciences, Barcelona, February, 2012
- “Teaching Psychology to Advanced Learners”, Full-day workshop presenter at the Advanced Placement Annual Convention, San Francisco, CA, July 2011
- “There is nothing new which has not been old before”, 1st Biennial Conference of Developing Psychology in a Globalizing World, Clark University, April 2011, with Sven Hroar Klempe
- “From Songs To Signposts: The Latest And (Hopefully) Greatest In Psychology Teaching” Keynote Address, Kansas Teachers of Psychology in Secondary Schools, Emporia, Kansas, October 2010
- “The application of Humanistic Cognitive Behavioural Theory; from developmental education into giftedness” International School Psychology Association Annual Meeting, Qwara, Malta, July 2009
- “Reciprocal Determinism: Next Steps” British Psychological Society, History and Philosophy of Psychology Section Annual Meeting, Edinburgh, UK, April 2009
- “Humanistic Cognitive Behaviourism: A New Theoretical Framework for Teaching and Learning”, British Psychological Society, Education Section Annual Meeting, Milton Keynes, UK, October-November 2008

- “New Approaches for Teaching Personality”, The 4th International Conference on Research in Access and Developmental Education, San Juan, Puerto Rico, September 2008
- “Grading Implications of Special Education” Lipscomb University, Nashville, TN, February 2007
- “Communication” Lipscomb University, Nashville, TN, December 2006
- “Conducting Research in the Psychology Classroom” Session presented with Laura Brandt, Adlai E. Stevenson High School, Lincolnshire, IL, at the National Council for the Social Studies Conference, Chicago, IL, November, 2003
- “A KTOPSS Home Companion” Keynote Address presented at Kansas Wesleyan University, October, 2003
- “Partnership in Education – Walt Whitman High School and American University” Symposium presented at the 111th Annual Convention of the American Psychological Association, August, 2003 with Anthony Riley, Ph.D. and Virginia Mathie, Ph.D.
- “Maintaining Your Sanity Through Academic Transitions” Thematic Programming Workshop presented at the 111th Annual Convention of the American Psychological Association, August, 2003, with Tonja Ringgold, Ed.D.
- “The Good, The Bad, & The Ugly of High School Research” Invited Keynote Address at Rhode Island Teachers of Psychology Conference, Providence, Rhode Island, April 2003
- “Mini-Workshop for High School Teachers of Psychology: Building Collaborative Relationships between High Schools and Community Colleges: the MATOP Model” Symposium Presented at the 74th Annual Convention of the Eastern Psychological Association, May, 2003 with Robin Hailsortks, PhD, and Diane Finley, PhD
- “Technology Competencies for Undergraduate and Graduate Psychology Students” Symposium presented at the 110th Annual Convention of the American Psychological Association, August, 2002 with Christine C. Iijima Hall, PhD, Craig Gruber, Robin J. Hailstorks, PhD, Robert L. Johnson, PhD, Neil Lutsky, PhD
- “TOPSS, a High School Animal Lab, and a Scholarly Journal,” symposium speaker, Western Psychological Association Annual Meeting, Irvine, CA, April 2002
- “The Last Lecture,” invited speaker, Western Psychological Association Annual Meeting, Irvine, CA, April 2002
- “Teaching Critical Thinking Through Research: AP Psychology as a Model System,” invited speaker, Western Psychological Association Annual Meeting, Irvine, CA, April 2002
- “Yes! High School Students Do Research Too!” facilitator with Tonja Ringgold, Eastern Psychological Association Annual Convention, Boston, MA, March 2002

- “Psychological Research in High School: A Model of Walt Whitman High School in Bethesda, Maryland,” invited presentation with Tonja Ringgold, Eastern Psychological Association Annual Convention, Washington, DC, April 2001
- “Using Computer Technology in Teaching AP Psychology”, presentation with Loretta Neal McGreggor, Advanced Placement Conference, Fullerton, CA, March, 2001
- “Incorporating the National Standards in the High School Curriculum,” invited presentation with Jane Halonen, Eastern Conference on the Teaching of Psychology, Charlottesville, VA, October, 2000
- “Critical Thinking in the Sixth Sense,” invited presentation, Mid-Atlantic Teachers of Psychology Conference, Largo, MD, October, 1999
- “Using the CARE Video in the High School Classroom,” panel member with Robert Cook, Tufts University, Roger Thompson, Franklin and Marshall College, and Chris Hakala, Lycoming College, American Psychological Association Convention, Boston, MA, August, 1999
- “Getting the Most out of the High School Psychology Student,” invited presentation, Mid-Atlantic Psychology Symposium, Baltimore, MD, March, 1999
- “Ethics of Research in the Classroom,” invited presentation, Lycoming College, Williamsport, PA, January, 1999
- “What Researchers Do. The Role of the IACUC in Conducting Research,” invited presentation, Lycoming College, Williamsport, PA, January, 1999
- “Activities and Teaching Workshop,” invited presenter with Randolph Smith, American Psychological Association Workshop, Rockville, MD, December, 1998
- “AP Psychology Workshop,” invited presenter with Loretta McGregor, Margaret Davidson, Hilary Ratner, Michael Sullivan, Frank Vattano, and James Freeman, College Board 1998 National Forum, Lake Buena Vista, FL, October, 1998
- “TOPSS and What’s New in High School Psychology,” invited speaker, Prince George’s Community College Teacher Workshop, Largo, MD, September, 1998
- “What Works,” invited presenter with TOPSS Executive Board, American Psychological Association Annual Convention, San Francisco, CA, August, 1998
- “Establishing a Psychology Lab,” invited speaker, Norwell Public Schools, Norwell, MA, January 9, 1998.
- “Students Roles in Original Research, Psychology Laboratories for the High School Student,” panel participant and speaker, Eastern Psychological Association Annual Meeting, Washington, D.C., April, 1997
- “Activities and Teaching Workshop,” invited presenter with Randolph Smith, American Psychological Association Preconvention Workshop, Chicago, IL, August, 1997

“Student Research and High School Operant Labs: They Really do go Together,” invited speaker, K-TOPSS Annual Meeting, Emporia State University, Emporia, KS, October, 1997

DOCTORAL DISSERTATIONS SUPERVISED

Danko, Tiffany, Student Perceptions of Gains Through Experiential Learning in Homeland Security and Emergency Management Education, Doctoral Dissertation, February 2019

Swenson, Thomas, The Influence of the Islamic State’s Weaponization of Social Media on Radicalization in the United States: A Qualitative Content Analysis of Case File and Semi-Structured Interview Data, Doctoral Dissertation, May 2018

Giordano, Stephanie, Academic Achievement and Adulthood Outcomes: The Ongoing Effects of Academic Achievement for Individuals with Disabilities, Doctoral Thesis, December 2017

McManus, Neil, Exploring the Effectiveness of U.S. Army’s Female Human Intelligence Collectors Operating in Patriarchal Societies. Doctoral Thesis, May 2014

SELECTED SUPERVISED STUDENT RESEARCH

Mitchell, Lauren, Recommendations on Advancing National Security Through Policy Initiatives, Northeastern University Masters’ Thesis, May 2015

Argenti, Laticia, Barriers to Short-Sea Shipping for the Transportation of Domestic Freight. Doctoral Thesis, August 2018 (anticipated)

DiNoto, Eric, Tactics and Plans for US Army Infantry Effectiveness: A 21st Century update. Doctoral Thesis, May 2019 (anticipated)

Canter, Edward and Fager, Charles, The Effects of Predatory Stimuli on Behavior and Corticosterone Levels in Rats (Presented at 2003 EPA Convention, Baltimore, MD) 2003 Eastern Region Research Award Winner, Psi Beta Honor Society

Rudd, Nicolas and Hakeem, Omar, Effects of Falsified Predatory Stimuli on the Behavior of Rats, (Presented at 2003 EPA Convention, Baltimore, MD) 2003 Eastern Region Research Award Winner, Psi Beta Honor Society

Yoches, Meryl and Kazzaz, Rebecca, Parental Discipline and Adolescent Behavior: A Cross Cultural Study Between Israel and America

Rogers, Ryan and Rogers, Betsy, Effects of Health Education on the High Risk Behaviors of High School Students

Hanna, Scott and Dack, Rachel, The Effect of Divorce on Parental and Social Relationships in Adolescents

Feld, Laura and Lipman, Abigail, Effects of Different Reinforcement Contingencies on Learned Feeding Behaviors of Rats, (Presented at 2002 WPA Convention, Irvine, CA)

Rydlun, Yumi and Kallman, Maria, Japan vs. America: Differences in Health and Body Image, (Presented at 2002 WPA Convention, Irvine, CA)

Kazzaz, Rebecca and Yoches, Meryl, Cognitive Dissonance and its Effects on Religious Identity: A Cross-Cultural Study, (Presented at 2002 WPA Convention, Irvine, CA)

Sheetal Acharya

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

May 30, 2023

Wayland Select Board and Wayland School Committee
ccostello@wayland.ma.us
school_committee@waylandps.org

Dear Members of the Select Board and School Committee:

Please accept my letter of intent to fill the one-year vacancy on the School Committee. I have always been an active community leader – both in locally and nationally. I completed a three-year term as President of Happy Hollow Parent Teacher Organization and continue to serve in an advisory capacity. Last year, I organized the trip to Washington, DC, when the Middle School canceled the 8th grade trip due to the pandemic. I was also one of the organizers of the Wayland Carnival for Ellie Levine. I volunteer as a chaperone during the Indian Family Network (IFNET) Summer Camp every summer.

I was the first National President of The Network of Indian Professionals of North America. I was on the leadership committee for the Boston Women’s March for America.

In addition, I have over 15 years in management consulting and led the organizational enablement practice at Publicis Sapient before joining National Grid over 3 years ago. In my role as Director of Operations in the Global Transformation Office, I develop successful, comprehensive, and integrated business transformation strategies. I partner with senior executives to bring their strategic visions to life and develop strategies to empower and build confidence in employees to adopt new ways of working. I coach managers at all levels change leadership.

As a School Committee member, you will find me to be a collaborative, creative, driver. I am an influencer and take pride in creating an inclusive environment in which everyone feels part of the change journey.

I look forward to working with all of you.

Regards,
Sheetal Acharya

SHEETAL ACHARYA

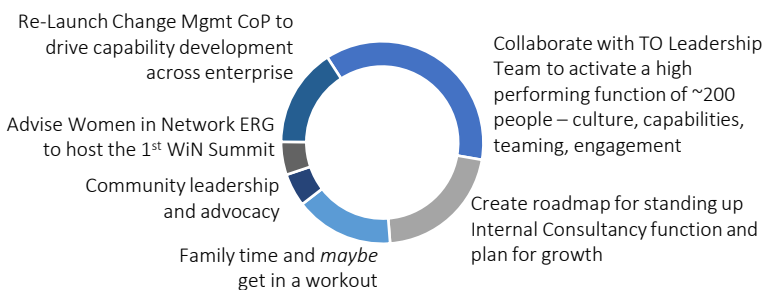
Transformation Leader | Organizational Expert | Delivery | Influencer | Problem Solver

Email: [REDACTED]




Mobile: [REDACTED]

I develop and execute successful comprehensive and integrated organizational enablement (OE) strategies. I advise and collaborate with senior executives to bring strategic visions to life and enable their people through organizational transformations. I influence key stakeholders to drive new organizational behaviors and help people feel comfortable with and manage change. I create strategies to empower and build confidence in employees to adopt new ways of working and coach managers on leading through change. I have a proven track record in leading global organizations through strategic initiatives and achieving results. **I LOVE what I do, and it doesn't get more fun than that!**

A DAY IN MY LIFE



MOST PROUD OF

-  **Exhibiting confidence** in sharing my cancer journey as the opening speaker for President Biden's Cancer Moonshot Launch
-  **Leading an** organization with empathy while taking 8,000 people through a challenging divestiture and organizational re-design
-  **Inspiring and championing women** to reach their true potential and achieve goals

MY DAY JOB – RELEVANT EXPERIENCE

National Grid

Director – Transformation Office; Executive Sponsor – Women in Network (April 2021 – present)

Awards and Honors

- Brandon Hall Gold Awards for Leadership Development, Talent Management (2022) and Bronze Awards for Best Learning Program Supporting a Change Transformation Business Strategy, Best Learning Team (2021); Partnership Next Generation Executive Leadership Program (2022)

Operations

- Collaborate with TO Leadership Team to activate a high-performing function of ~200 people after multiple re-orgs; develop strategy and engagement approach; create leadership and team offsite experiences; sponsor Change Management Community of Practice to build change capability across enterprise; build view of enterprise change landscape; develop approach to assess transformation capabilities and capability development plan; coordinate across various teams to execute enterprise-wide activities
- Develop roadmap to activate Internal Consultancy function, plan for growth, and engagement strategies; lead change management programs for internal stakeholders

Rhode Island Transition

- Lead \$4B divestiture and implementation of new operating model impacting 8,000 employees – communication, engagement activities, business readiness and change impacts, knowledge transfer, stakeholder management, executive coaching, etc.
- Lead change program for closing and redesign of office locations; coordinate with Business to drive return to office, future of work, and hybrid work strategies
- Set overall strategy and roadmap for enterprise-wide organizational initiatives

Manager – Change Management Center of Excellence (November 2019 – March 2021)

- Set overall strategy and roadmap for COE and capability development of 25 change practitioners
- Develop COE governance model, methodology/framework, playbook, and program accelerators; develop change management training; cultivate Change Management/Program Management Community of Practice
- Lead change management program for multi-billion-dollar ADMS/AMI digital transformation programs; set multi-year change management strategy and roadmap and manage team of change practitioners to execute plan; advise on organizational design considerations
- Advise executive sponsor on and lead execution of Transformation Office COVID response and reimagining future of work; co-authored “Learning from the Pandemic, Preparing for the future,” internal National Grid white paper on managing COVID response and future workplace considerations

Publicis Sapient

Director & Practice Lead – Organizational Enablement; Executive Sponsor – Women's Leadership Network (July 2018 – September 2019)

- Key Industries: Energy and Financial Services; Clients: Entergy, ExxonMobil, Vanguard, Legrand, MGM Resorts
- Advised senior Entergy executive on change management strategies for AMI digital transformation; developed org governance model and ways of working for customer task force; derived various customer scenarios and develop resolutions; drafted ongoing communications to inform internal stakeholders on progress of customer scenarios; created content for steering committee meetings



SHEETAL ACHARYA

Transformation Leader | Organizational Expert | Delivery | Influencer | Problem Solver

Email: [REDACTED]

Mobile: [REDACTED]

MY DAY JOB – RELEVANT EXPERIENCE, cont'd.

Slalom

Awards and Honors

- Nominee for Core Values Award and Freestyle Award; led corporate comms and Women's Leadership Network

Consultant (May 2016 – July 2018)

- Developed and led leadership development program to build agile and resilient behaviors; coached and mentored senior leaders on how to take employees through change through experiential learning
- Led digital transformation for \$5M Salesforce ServiceCloud, FinancialForce, & SharePoint implementations and Windows upgrade

PwC

Awards and Honors

- Advisory Faculty Honor Roll (2015); Advisory Start "Top Instructor" (2013, 2014, 2015); Nominee, Working Mother of the Year (2014); Recipient, FS Advisory MVP Award (2012); Analyst, Financial Services Institute (2012)

National Senior Manager – Financial Services Strategic Alliances Portfolio (October 2014 – February 2016)

- Managed \$100M portfolio of strategic alliances and drove revenue for Financial Services vertical; led day-to-day operations of Alliances PMO

Manager (December 2010 – September 2014)

- Key Industries: Financial Services; Clients: CatlinXL, MassMutual, Manulife
- Led CatlinXL's \$77M Guidewire program assurance, including advising company and program leadership on leading industry practices and key considerations in developing target operating model and transforming business operations
- Led change and program management work streams of Manulife's multi-year finance efficiency and effectiveness transformation; developed and deployed comprehensive change management strategy
- Led MassMutual's change and program management work streams for multi-year IT transformation to improve the IT operational capabilities and project methodologies; designed and executed leadership development summit for 200 employees and IT transformation boot camp to over 1,200 employees; developed and deployed cultural and behavior change techniques

LIBERTY MUTUAL

Consultant – Individual Life Strategy (January 2010 – May 2010)

DELOITTE

Senior Consultant (July 2005 – November 2008)

I CAN WRITE, TOO

- Co-authored "Learning from the Pandemic, Preparing for the future," internal National Grid white paper on managing COVID response and future workplace considerations, August 2020
- Co-authored Private Equity Institute's "Succession Planning in Private Equity," December 2013

COMMUNITY LEADERSHIP AND HONORS

- Opening Speaker for President Biden's Cancer Moonshot Launch (2022)
- Winner, India New England Woman of the Year (2022)
- Volunteer, Indian Family Network Summer Camp (2021-present)
- President, Happy Hollow Elementary School Parent Teacher Organization (2017 to 2020)
- Nominee, India New England Woman of the Year (2017)
- Planning Committee, Boston Women's March for America (2017)
- Chair, Girl Rising India Boston Launch (2016)
- Member, Advisory Board, Girl Rising India (2015 - 2016)
- Keynote Address, Ascend New England Conference (2017)
- Sponsor and Host Committee, Global India Fund Gala (2013)
- Host Committee, Ellis Memorial Spring Gala (2010, 2009)
- Host Committee, The Akshaya Patra Foundation Gala (2007 - 2010)
- Host Committee, American India Foundation Bowties and Bangles Gala (2007 - 2009)
- National President, The Network of Indian Professionals of North America (2001 to 2004)

EDUCATION

F.W. OLIN GRADUATE SCHOOL OF BUSINESS AT BABSON COLLEGE

Master of Business Administration (Global Management concentration), May 2005

- Recipient, Elizabeth Little Bodman Scholarship

UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

Bachelor of Arts in Germanic Languages and Literature, December 1995

- Recipient, Wal-Mart Scholarship

Contact

Top Skills

Collaborative Problem Solving
Management
Data analysis
Business Process Design

Certifications

MIT Applied Data Science Program

Education

University of Cincinnati
College-Conservatory of Music
Master of Fine Arts (MFA)
Theatrical Design and Production -
Lighting Design
(2001 - 2004)

Gustavus Adolphus College BA
Theatre, Technical Theatre/Theatre
Design and Technology
(1997 - 2001)

Kenneth Helvig

Senior Systems Analyst - AVI-SPL
Wayland, Massachusetts

Summary

I am an experienced and versatile professional with a diverse background. Skilled in data analysis, automation, information technology, and the arts, I excel in learning, fostering relationships, and driving consensus. I am versatile and adaptable; I thrive on growth and exploration.

Experience

AVI-SPL

Senior Systems Analyst
April 2023 - Present (2 months)
Boston, Massachusetts, United States

Adtech Systems (acquired by AVI-SPL)
7 years 4 months

Business Intelligence Manager
October 2022 - May 2023 (8 months)

Drafting Manager
February 2016 - May 2023 (7 years 4 months)

Product Manager
January 2021 - October 2022 (1 year 10 months)

Sales Operations Manager
June 2019 - January 2021 (1 year 8 months)

Octoberlights

Lighting Designer
2001 - 2016 (15 years)
Freelance Lighting and theatrical design

American Repertory Theatre

Lighting Assistant
October 2004 - May 2010 (5 years 8 months)

May 31, 2023

Wayland Select Board and School Committee,

I am writing to express my interest in joining the Wayland School committee and contributing to the betterment of our community's educational system. If given the opportunity to serve, I am dedicated to being a proactive and collaborative member. I aim to contribute to and enrich the overall learning experience of our students. It is my hope in joining this body that we will work through some of the major challenges facing our district and improve the educational environment for all students and families.

I have three children in the Wayland school district in the sixth, fifth and second grades; each has attended Claypit Hill elementary school and the oldest is now at the middle school. As with all parents in our Wayland, the pandemic thrust my wife and me into the role of supporting educators as we navigated the challenges of remote learning. These experiences provided firsthand insights into the difficulties faced by students, parents, and educators alike. The complexity of the problems faced by our family underscored the challenging decisions this committee must make on behalf of the entire community; It reinforced my strong belief in the critical role of a school district with a clear vision for the future. I want our district to foster an environment of collaboration, communication, and flexibility while nurturing our children's education. In joining this committee, I will actively contribute towards creating a school district that meets these high standards and cultivates an environment where our children can truly thrive.

In my family's time here, we have seen many of the great aspects of a Wayland education including the excellent teaching staff with whom we have an ongoing connection. My daughters participate in the strong music program with one in the orchestra and another in select chorus. We are also versed in some of the areas of critical need; my youngest has experienced the special education program in a low point for the department. He received an outplacement to a therapeutic school that can provide the support that the Wayland school system can not. This situation was difficult to navigate for our family. I want to be a part of the discussion as the district works to fill the gaps in special education district wide so other families can access to the services their children need within the district. I strongly believe in an inclusive and equitable educational environment for all children.

As an adoptive parent in a multiracial family, my personal experiences have further deepened my commitment to promoting diversity, equity, and inclusion within the school system. I strongly believe that every student, regardless of their background, should have equal opportunities to thrive and succeed. Recent local incidents of hate speech have deeply concerned me, highlighting the pressing need for collective action and a proactive approach in addressing such issues within our community. By joining the school committee, I see an opportunity to contribute my unique perspective and actively participate in initiatives that directly respond to these incidents. I believe that shaping district policies and fostering a culture of inclusivity can have a profound impact in combating unconscious racial bias and promoting a sense of belonging for all students. It is crucial that we work together to create a safe

and nurturing environment that celebrates diversity, fosters understanding, and embraces the richness of our multicultural community.

My current occupation is Senior Systems Analyst in data and analytics for a global communications and collaboration company. I have a master's degree in Theatrical Design and Production and worked as a theatre professional in and around Boston for six years. This incongruous combination of experiences is the direct result of a STEAM education, the likes of which I am confident my children receive in the Wayland School district. I am passionate about fostering digital literacy among students and teachers alike in today's technologically-driven world. It is essential that we equip our students with the necessary knowledge and skills to navigate and utilize technology effectively. Similarly, without the study of humanities, the ethical application of these technologies is at risk. I firmly believe that a well-rounded education that combines the arts and technology is crucial for the holistic development of our students, preparing them for success in a rapidly evolving society.

Thank you for considering my application to join the Wayland School committee. I am excited about the prospect of working alongside you to make a positive impact on the education of our children and I look forward to the opportunity to discuss further how my skills and experiences align with the committee's goals.

Sincerely,

A handwritten signature in black ink, appearing to read 'K Helvig', written in a cursive style.

Kenneth Helvig

**Town of Wayland
Board/Committee Appointments
Status as of May 22, 2023**

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

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

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 Select Board c/o Chris Costello at ccostello@wayland.ma.us. All positions are appointed by the Select Board unless otherwise noted.

*please note that a redacted version of your resume/CV will become public record upon applying.

Committee	Term Ending Date
Audit Committee	
Select Board (3 positions)	June 30, 2026
Board of Registrars	June 30, 2026
Community Preservation Committee	
Select Board	June 30, 2025
Select Board	June 30, 2026
Conservation Commission	June 30, 2026
Board of Public Works	June 30, 2026
Recreation Commission	June 30, 2026
Council on Aging Board (3 positions)	June 30, 2026
Conservation Commission (3 positions)	June 30, 2025
Cultural Council	
Select Board (multiple positions)	June 30, 2025
Select Board (4 Positions)	June 30, 2026
Design Review Advisory Board	
Planning Board	June 30, 2024
Economic Development Committee	
Select Board (2 positions)	June 30, 2026
Energy and Climate Committee (3 positions)	June 30, 2026
Finance Committee	
Select Board	June 30, 2024
Select Board (3 positions)	June 30, 2026
Historic District Commission	
Select Board – Realtor	June 30, 2024
Select Board - Alternate Member	June 30, 2025
Select Board (2 positions)	June 30, 2026

Housing Partnership	
Select Board	June 30, 2024
Human rights, Diversity, Equity, and inclusion	
Non-Voting member (1 Position)	June 30, 2024
Non-Voting member (1 Position)	June 30, 2023
Voting Member (3 positions)	June 30, 2026
Voting Member	June 30, 2025
Local Emergency Planning Committee	June 30, 2026
Municipal Affordable Housing Trust Fund Board	
Select Board	June 30, 2024
Select Board	June 30, 2025
Planning Board	June 30, 2025
Housing Partnership	June 30, 2025
Housing Authority	June 30, 2025
MWRTA Regional Transportation Authority	June 30, 2024
Permanent Municipal Building Committee (2 Positions)	June 30, 2025
Personnel Board	
Select Board	June 30, 2024
Select Board	June 30, 2026
School Committee	Conclusion of 2024 Annual Town Election
Senior Tax Relief committee	
Select Board	June 30, 2025
Select Board	June 30, 2026
Council on Aging	June 30, 2026
Surface Water Quality Committee (2 positions)	June 30, 2026
Wastewater Management District Commission	June 30, 2026
Wayland Housing Partnership	
Select Board (3 positions)	June 30, 2026
Conservation Commission	June 30, 2026
School Committee	June 30, 2026
Wayland Community Access and Media (WayCAM) Board of Directors	
Appointed Director	November 30, 2025
Youth Advisory committee	
School Committee (2 Positions)	June 30, 2026
Board of Health	June 30, 2026
Zoning Board of Appeals (3 positions)	June 30, 2026



Commonwealth of Massachusetts
MIDDLESEX COUNTY RETIREMENT SYSTEM
25 LINNELL CIRCLE • P.O. BOX 160 • BILLERICA, MA 01865
WWW.MIDDLESEXRETIREMENT.ORG

Over 100 Years of Public Service

CHAIRMAN
THOMAS F. GIBSON, ESQ.

BRIAN P. CURTIN

JOSEPH W. KEARNS

JOHN BROWN

ROBERT W. HEALY

Chief Administrative Officer
LISA MALONEY, ESQ.

DATE: May 17, 2023
TO: All Member Units
FROM: Thomas Gibson, Chair
Middlesex County Retirement Board
RE: Approval of One-Time COLA Adjustment for Retirees

The Middlesex County Retirement Board is pleased to announce that Chapter 269 of the Acts of 2022 (“the Act”), a local option which allows a one-time increase to the Cost of Living Adjustment (COLA) granted to retirees in FY 2023, from 3% to 5% of the System’s \$16,000 COLA base, has met the requirements for enactment.

The one-time increase of 2% to the COLA percentage for FY 2023 will result in an additional annual COLA payment of \$320 for approximately 4,000 retirees and beneficiaries whose pensions exceed \$16,000 (from the previously granted \$480/year to \$800/year). The approximately 2,500 retirees and beneficiaries receiving less than \$16,000 annually will receive proportionately less. Retroactive COLA adjustments will be included in the June 30, 2023 monthly retiree payroll.

Acceptance of the Act was conditioned upon approval by the Middlesex County Retirement Board and by two-thirds of the System’s municipal Select Boards prior to June 30, 2023. After reviewing the financial impact upon the System, the Board voted to accept the Act on December 14, 2022, and to request approval by the System’s 31 Select Boards.

TEL: 800-258-3805 • 978-439-3000 • FAX: 978-439-3050
EMAIL: MRS@MIDDLESEXRETIREMENT.ORG

As of this date, the Select Boards of the following towns have voted approval, thus making the Act effective:

Town of Ayer	3/27/2023
Town of Bedford	4/10/2023
Town of Billerica	3/6/2023
Town of Boxborough	2/27/2023
Town of Carlisle	4/11/2023
Town of Chelmsford	3/13/2023
Town of Dracut	3/28/2023
Town of Groton	3/6/2023
Town of Holliston	3/6/2023
Town of Hopkinton	3/28/2023
Town of Hudson	2/6/2023
Town of Littleton	3/13/2023
Town of Sherborn	4/20/2023
Town of Shirley	3/6/2023
Town of Stow	4/11/2023
Town of Sudbury	3/21/2023
Town of Tewksbury	3/7/2023
Town of Tyngsborough	2/27/2023
Town of Westford	3/28/2023
Town of Weston	4/11/2023
Town of Wilmington	3/13/2023

The System's Actuary, The Segal Group, has estimated that acceptance of the COLA adjustment will increase the System's July 1, 2022 unfunded liability by 1.0%. After discussion with Town Administrators and Town Managers, the Board voted to begin funding the COLA adjustment in FY 2026. The System Valuation as of January 1, 2024 will be undertaken next year.

If you have any questions in this regard, please contact our office.

Thomas F. Gibson

MEMORANDUM

TO: All Retirement Boards

FROM: John W. Parsons, Esq., Executive Director

RE: 5% Local COLA option

DATE: November 18, 2022

On November 16, 2022, the Governor signed Chapter 269 of the Acts of 2022 into law. This act provides the local retirement systems with a local option to increase the Cost of Living Adjustment (“COLA”) for Fiscal Year 2023 to up to 5 percent on the base amount specified pursuant to G.L. c. 32, § 103. The approval of the increase can occur at any time during the fiscal year and will take effect as of July 1, 2022.

The local approval mechanism is different than traditional COLA increases and COLA base increases. In order for a system to adopt a COLA increase pursuant to this act, **the retirement board must vote for the increased amount and then it must also receive local approval.**

For purposes of this act, local approval means:

- In a city, the mayor must recommend the increase to the city council and the council must vote in favor.
- In a city having a Plan D or Plan E charter, the city manager must recommend the increase to the city council and the council must vote in favor.
- In a town, the chief executive officer¹ - the select board in nearly all cases - must vote in favor to accept the increase rather than the town meeting as is the case for COLA base increases.
- In a district, or other political subdivision, the governing board, commission or committee must vote in favor to accept the COLA increase.

¹ As defined in G.L. c. 4, § 7, "chief executive officer", when used in connection with the operation of municipal governments shall include the mayor in a city and the select board in a town unless some other municipal office is designated to be the chief executive officer under the provisions of a local charter.



MEMORANDUM - Page Two

TO: All Retirement Boards
FROM: John W. Parsons, Esq., Executive Director
RE: 5% Local COLA option
DATE: November 18, 2022

- In a regional system, two-thirds of the cities and towns within the system must approve the increase. This is done in the same fashion as stated above for municipalities: in a city, by the city council upon recommendation by the mayor or, in a city with a Plan D or Plan E charter, the city manager; or, in a town, by approval of the chief executive officer (likely the select board) as defined by G.L. c. 4, § 7.
- In a county, the county commissioners, who normally do not have a role in COLAs nor COLA base increases, must vote to accept **and** two-thirds of the cities and towns within the system must approve the increase in the same manner as stated above for regional systems.

Though many local systems are comprised of multiple units such as housing authorities and districts, the two-thirds language only applies to regional and county systems as the approval specified in the statute only refers to cities and towns as voting political subdivisions.

Section 2 of the act provides that a COLA increase pursuant to this act is retroactive to July 1, 2022. Any COLA increase, in addition to any COLA previously adopted for FY 23, will become part of the fixed amount of a retirees' retirement allowance in the same manner as all COLAs granted pursuant to section 103.

PERAC has already received questions about estimating the cost of the enhanced COLA. PERAC Actuary John Boorack has provided the following formula for a conservative full-cost estimate, not a one-year estimate, to assist boards in their planning:

$$(0.2) \times (\text{COLA base}) \times (\# \text{ of retirees/beneficiaries})$$

If you have any questions about this memo, please contact PERAC's General Counsel, Judith Corrigan, at (617) 591-8904 or at judith.a.corrigan@mass.gov.

AGREEMENT

THIS AGREEMENT is entered into by and between the Towns of Acton, Bedford, Concord, Lexington, Lincoln, Maynard, Natick, Sudbury, Wayland and Weston, hereafter referred to collectively as the “Municipalities,” this 1st day of July 2023, as follows:

WHEREAS, the Municipalities desire to share the services and costs of a common Regional Housing Services Office; and

WHEREAS, the Town of Concord is willing and capable of hosting a Regional Housing Services Office; and

WHEREAS, each of the Municipalities has authority to enter into this Agreement pursuant to G.L. c. 40, s. 4A;

NOW, THEREFORE, the Municipalities, in mutual consideration of the covenants contained herein, intending to be legally bound, agree under seal as follows:

1. Term. The term of this Agreement shall commence on July 1, 2023 and shall expire after a term of three years on June 30, 2026, unless earlier terminated as set forth herein. Any municipality may withdraw from the Agreement as defined below. The Agreement may be renewed for additional three-year terms as voted by each municipality through its respective Board of Selectmen by January 1 of the year of the expiring term.

2. Lead Municipality. During the Term of this Agreement, the Town of Concord shall act as the lead municipality. The Town of Concord shall perform or provide the following:
 - a. Issue Requests for Proposals for Consultants to provide housing administrative services described in Exhibit A: Core Housing Services, attached and incorporated herein, for all the Municipalities;
 - b. Enter into contracts with Consultants to provide said housing administrative services;
 - c. Manage the Consultant contracts;
 - d. Receive invoices from the Consultants and make payments in a timely manner for services rendered;
 - e. Provide office space and related utilities for the Consultants to operate the Regional Housing Services Office;
 - f. Administer the collection, accounting and use of funds provided by the Municipalities to fund the Consultant contracts;
 - g. Provide overall program oversight and related administration;
 - h. Provide conflict resolution in accordance with Section 10 below.

3. Duties of the Regional Housing Services Office. During the Term of this Agreement, the Regional Housing Services Office shall perform the housing administrative services as described in Exhibit A: Core Housing Services for an annual allocation of hours as indicated in Exhibit B: Fee Structure, attached and incorporated herein.

4. Funding Structure and Payment. The Town of Concord shall annually request funds from the Municipalities for the upcoming year by July 1 with payment due within 30 days of the written request and the Municipalities shall provide annual funding to the Town of Concord pursuant to the Fee Structure, attached as Exhibit B: Fee Structure. Funding for supplemental services not included in Exhibit A: Core Housing Services and for additional hours in excess of the allotted hours in Exhibit B: Fee Structure shall be requested separately, at the discretion of the Town of Concord and the individual municipality. The Town of Concord shall hold all funds in a separate revolving fund account in trust for each Municipality and shall not disburse such funds for any purpose other than payment of invoices from the contracted Consultants for services rendered and other program expenses. Any municipality may borrow or lend hours to other Municipalities upon written agreement between the impacted municipalities, provided that the total number of hours available to the Regional Housing Services Office remains constant.

5. Subsequent Year Adjustments. The annual allocation of hours in Exhibit B: Fee Structure shall be reviewed and adjusted, if necessary, annually, three (3) months prior to end of each year of the Term of this Agreement. The Town of Concord shall provide to all Municipalities a record of the actual hours of services provided to each municipality and propose an amended Exhibit B in order to make any adjustments necessary for the following year of the Term, which shall be adopted as the Municipalities may agree, in accordance with Section 14.

6. Indemnification. Notwithstanding the final sentence of G.L. c. 40, §4A, to the extent permitted by law, each Municipality (the “Indemnifying Municipality”) separately agrees to indemnify the Town of Concord, including all officials, officers, employees, agents, servants and representatives, from and against any claim arising out of the duties performed by the Regional Housing Services Office pursuant to the Agreement in or on behalf of the Indemnifying Municipality for any claim of liability, loss, damages, costs and expenses for personal injury or damage to real or personal property by reason of any negligent act or omission by the Regional Housing Services Office while performing services for the Indemnifying Municipality. As to any claim or occurrence, the express indemnification set forth above shall be town-specific: Acton's obligations shall be limited to the services provided for Acton; Bedford's obligations shall be limited to the services provided for Bedford; Concord's obligations shall be limited to the services provided for Concord; Lexington's obligations shall be limited to the services provided for Lexington; Lincoln's obligations shall be limited to the services provided for Lincoln; Maynard's obligations shall be limited to the services provided for Maynard; Natick’s obligations shall be limited to the services provided for Natick; Sudbury’s obligations shall be limited to the services provided for Sudbury; Wayland's obligations shall be limited to the services provided for Wayland; and Weston's obligations shall be limited to the services provided for Weston. The Indemnifying Municipality’s obligation to indemnify under this Section shall be limited to and benefited by the immunities and the limits on liability that would be applicable under M.G.L. c. 258 and any other law or statute limiting the liabilities of municipalities as if the negligent act or omission had been made by an employee of the Indemnifying Municipality. Furthermore, the Indemnifying Municipalities shall not be liable for any claims arising from:

- a. Violations of state or federal civil rights statutes;

- b. Violations of state or federal discrimination statutes;
- c. Wrongful termination claims;
- d. Violations of any state or federal statute dealing with employment practices;
- e. Claims that are covered by any insurance policy.

7. Termination. (Subsection A) Any Municipality, by a vote of its respective Board of Selectmen or Select Board, may withdraw from and terminate this Agreement at the end of any year with the provision of at least two months' prior written notice to the Town of Concord. No such termination shall affect any obligation of indemnification that may have arisen hereunder prior to such termination. Upon such termination, the Town of Concord shall prepare full statements of outstanding unpaid financial obligations under this Agreement and present the same to the terminating Municipality for payment within thirty (30) days thereafter. The Town of Concord, by a vote of its respective Select Board, may terminate this Agreement upon the provision of at least one-month prior written notice to the participating Municipalities. After termination of this Agreement, the Town of Concord shall remain liable to the participating Municipalities for any portion of the payments received not earned. (Subsection B) Any Municipality may withdraw at the end of any fiscal year in which the municipal legislative body has not appropriated funds sufficient to support that municipality's participation in the subsequent fiscal year, provided that in such an event, the municipality shall give as much notice to other subscribers to this Inter-Municipal Agreement as the circumstances allow.

8. Advisory Committee. There shall exist an Advisory Committee comprised of one (1) representative from each municipality, whom shall be appointed by the Town Manager/Administrator of the municipality. The Advisory Committee shall endeavor to meet on a quarterly basis in August, November, February and May. The Town of Concord shall prepare and send to each municipality a quarterly status report prior to the quarterly meeting.

9. Conflict Resolution. The Advisory Committee may hold additional meetings to discuss and resolve any conflicts that may arise including, but not limited to, disagreements regarding the needs of each municipality and changes to the annual allocation of hours as indicated in Exhibit B: Fee Structure. Any recommendations made to the Director of the Regional Housing Services Office must be made by a majority vote. Any unresolved issues shall be decided by the Town Manager of the Town of Concord.

10. Additional Communities. The Advisory Committee may vote at any time to amend this Agreement to add an additional municipality or municipalities by unanimous vote and approval of the Lead Municipality, so long as there are no more than ten (10) member communities. If voted and approved as provided in this Section, the participation of said municipality or municipalities is effective as of July 1 of the fiscal year next after the vote is taken unless otherwise agreed among all parties. Any such additional municipality must be adjacent to at least one municipality participating in this Agreement unless waived by a majority of the Town Managers of the originally participating communities.

11. Financial Safeguards. The Town of Concord shall maintain separate, accurate and comprehensive records of all services performed for each of the Municipalities hereto, and

all funds received from the Municipalities. The Town of Concord shall issue a financial report for each fiscal year to each of the Municipalities by December 31 of the following fiscal year.

12. Assignment. None of the Municipalities shall assign or transfer any of its rights or interests in or to this Agreement, or delegate any of its obligations hereunder, without the prior written consent of all of the other Municipalities.

13. Amendment. This Agreement may be amended only in writing signed by all Municipalities duly authorized thereunto.

14. Severability. If any provision of this Agreement is held by a court of appropriate jurisdiction to be invalid, illegal or unenforceable, or if any such term is so held when applied to any particular circumstance, such invalidity, illegality or unenforceability shall not affect any other provision of this Agreement, or affect the application of such provision to any other circumstances, and the remaining provisions hereof shall not be affected and shall remain in full force and effect.

15. Governing Law. This Agreement shall be governed by, construed, and enforced in accordance with the laws of the Commonwealth of Massachusetts.

16. Headings. The paragraph headings herein are for convenience only, are no part of this Agreement and shall not affect the interpretation of this Agreement.

17. Notices. Any notice permitted or required hereunder to be given or served on any Municipality shall be in writing signed in the name of or on behalf of the Municipality giving or serving the same. Notice shall be deemed to have been received at the time of actual receipt of any hand delivery or three (3) business days after the date of any properly addressed notice sent by mail as set forth below:

Town of Acton
Town Manager
472 Main Street
Acton, MA 01720

Town of Bedford
Town Manager
10 Mudge Way
Bedford, MA 01730

Town of Concord
Town Manager
Town House, P.O. Box 535
22 Monument Square
Concord, MA 01742

Town of Lexington
Town Manager
1625 Massachusetts Avenue
Lexington, MA 02420

Town of Lincoln
Town Administrator
Town of Lincoln
16 Lincoln Road
Lincoln, MA 01773

Town of Maynard
Town Administrator
Town of Maynard
195 Main St
Maynard, MA 01754

Town of Natick
Town Administrator
13 East Central Street
Natick, MA 01760

Town of Sudbury
Town Manager
278 Old Sudbury Road
Sudbury, MA 01776

Town of Wayland
Town Manager
41 Cochituate Road
Wayland, MA 01778

Town of Weston
Town Manager
P.O. Box 378
Weston, MA 02493

18. Complete Agreement. This Agreement constitutes the entire Agreement between the Municipalities concerning the subject matter hereof, superseding all prior agreements and understandings. There are no other agreements or understandings between the Municipalities concerning the subject matter hereof. Each Municipality acknowledges that it has not relied on any representations by any other Municipality or by anyone acting or purporting to act for another Municipality or for whose actions any other Municipality is responsible, other than the express, written representations set forth herein.

[SIGNATURE PAGES FOLLOW EXHIBIT B]

Exhibit A
Core Housing Services

1. Monitoring
 - Monitoring Database of Affordable Housing Developments and residents
 - Monitor ownership units
 - Monitor rental developments
 - Assist with resales of ownership units
 - Maintain municipal inventory records with the Subsidized Housing Inventory maintained by the Department of Housing and Community Development

2. HOME administration
 - Assist in the preparation of the Annual Action Plan and Annual CAPER documents
 - Monitor HOME Units
 - Consult on HOME funded projects

3. Local Support
 - Provide valuations to assessors for restricted ownership units
 - Meet with staff and housing entities
 - Consult on projects
 - Prepare and Review project documents

4. Regional Activities
 - Assist communities with regional linkages
 - Maintain and support RHSO website, including public and private pages
 - Provide programs and referrals to residents
 - Administer Programs on behalf of all communities

[SIGNATURE PAGES FOLLOW EXHIBIT B]

Exhibit B Fee Structure

The participating municipalities will proportionally share the total cost of operating the Regional Housing Services Office. The proportional share is determined based on the percentage of hours planned to support each municipality for core services as represented in the fee schedule.

Membership Fee Schedule Chart for FY24

FY24 Membership Fee Schedule			
	Hours	% of hrs	Pro rata \$
Acton	477	10%	\$39,971
Bedford	453	9%	\$37,960
Concord	775	16%	\$64,942
Lexington	477	10%	\$39,971
Lincoln	366	8%	\$30,669
Maynard	159	3%	\$13,324
Natick	298	6%	\$24,971
Sudbury	1,121	23%	\$93,935
Wayland	147	3%	\$12,318
Weston	501	10%	\$41,982
Total	4,774	100%	\$400,043

This fee structure does not include payment for supplemental services which will be proposed and invoiced outside of this agreement or payment for additional hours in excess of the allotted hours.

Hereon duly authorized and executed as a sealed instrument,

TOWN OF ACTON
By its Town Manager

Date: _____, 2023

Hereon duly authorized and executed as a sealed instrument,

TOWN OF BEDFORD
By its Town Manager

Date: _____, 2023

Hereon duly authorized and executed as a sealed instrument,

TOWN OF CONCORD
By its Town Manager

Date: _____, 2023

Hereon duly authorized and executed as a sealed instrument,

TOWN OF LEXINGTON
By its Town Manager

Date: _____, 2023

Hereon duly authorized and executed as a sealed instrument,

TOWN OF LINCOLN
By its Town Administrator

Date: _____, 2023

Hereon duly authorized and executed as a sealed instrument,

TOWN OF MAYNARD
By its Town Administrator

Date: _____, 2023

Hereon duly authorized and executed as a sealed instrument,

TOWN OF SUDBURY
By its Town Manager

Date: _____, 2023

Hereon duly authorized and executed as a sealed instrument,

TOWN OF WAYLAND
By its Town Manager

Date: _____, 2023


Hereon duly authorized and executed as a sealed instrument,

TOWN OF WESTON
By its Town Manager

Date: _____, 2023



Regional Housing Services Office

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About RHSO

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The Regional Housing Services Office (RHSO) is a collaboration between the member towns of Acton, Bedford, Concord, Lexington, Lincoln, Maynard, Sudbury, Wayland and Weston. The RHSO was formed in 2011 through an Inter-Municipal Agreement assisted by [Metropolitan Area Planning Council \(MAPC\)](#), the regional planning agency for Greater Boston.

The RHSO serves its member towns by assisting with the municipal function of affordable housing, including proactive monitoring, program administration, project development and resident assistance.

The Regional Housing Services Office (RHSO) was formed after a three-year development process with assistance provided by the MAPC through the District Local Technical Assistance Program. The original Inter-Municipal Agreement was signed in 2011 to advance collaboration on affordable housing preservation and development among member towns. The RHSO was awarded the Kenneth Pickard Municipal Innovation Award from the Massachusetts Municipal Association in 2011.

The Town of Concord is the Lead Community and hosts the RHSO at their office. The RHSO staff are employed by the Town of Concord. The service model shows how the RHSO operates.



About RHSO

RHSO People

RHSO Service Area Map

RHSO Service Model

Regional Housing Information

37 Knox Trail • Acton, MA 01720 • 978-287-1092

[Website Disclaimer](#) | [Government Websites by CivicPlus®](#)

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DRAFT LIASION ASSIGNMENTS - CURRENT AS OF 05/15/2023

Economic Development Committee	AB
Human Rights, Diversity, Equity and Inclusion	AB
Housing Authority	AB
Housing Partnership	AB
Municipal Affordable Housing Trust	AB
School Committee	AB
Cultural Council	AG
Energy and Climate Committee	AG
Committee Permanent Municipal Building Committee	AG
Public Ceremonies Committee	AG
Youth Advisory Committee	AG
Zoning Board of Appeals	AG
Recreation Commission	AG
Personnel Board	CM
Trust Fund Commission	CM
Board of Public Works	CM
Community Preservation Committee	CM
Senior Property Tax Relief Committee	CM
Surface Water Quality Committee	CM
Finance Committee	CM
Conservation Commission	TF
Council on Aging	TF
Design Review Advisory Board	TF
Planning Board	TF
Historic District Commission	TF
Historical Commission	TF
Wastewater Management District Commission	TF
ELVIS Committee	TF
Audit Committee	WW
Board of Assessors	WW
Board of Health	WW
Board of Library Trustees	WW
Cable Advisory Committee	

Tentative Select Board Meeting Dates

- June 20th, 2023
- June 26th, 2023
- July 10th, 2023
- August 7th, 2023

TOWN OF WAYLAND

Massachusetts

TOWN MANAGER

Michael McCall
Town Building
41 Cochituate Road
Wayland, Massachusetts 01778
www.wayland.ma.us



SELECT BOARD

Anne Brensley
Thomas J. Fay
Adam G. Gutbezahl
Carol B. Martin
William D. Whitney

DRAFT Meeting Minutes
Select Board Meeting
Tuesday, May 2, 2023 at 6:00 p.m.
All Remote via Zoom

Present, participated remotely:

Anne Brensley, Thomas J. Fay, Adam G. Gutbezahl, Carol B. Martin, William D. Whitney.

Absent: None.

Personnel Present: Assistant Town Manager John Bugbee

A1. Call to Order, Review Agenda for Public: At 6:00 p.m., T. Fay called the meeting of the Select Board to order when a quorum was present and announced each Board member who was present by full name. T. Fay welcomed new member A. Brensley and W. Whitney.

A2. Announcements and Public Comment: There was no public comment.

A3. Annual Town Meeting 2023 (ATM): Discussion of ATM topics, including but not limited to: possible vote on any Town Meeting articles or motions; address any items related to ATM; review handouts: There was no discussion on this topic.

A4. Consent Calendar: a) Review and approve listed items:

1. Vote the question of approving a One-Day Beer and Wine Liquor License to Lauren Horgan for an event (Wayland Arts and Music Festival) at the Wayland Town Green, 400 Boston Post Road, Wayland, MA 01778 on May 20, 2023 from 2:30 p.m. to 7:30 p.m.

A. Gutbezahl moved, seconded by W. Whitney, to approve the Consent Calendar. Roll Call Vote: YEA: A. Brensley, T. Fay, A. Gutbezahl, C. Martin and W. Whitney. NAY: None. ABSENT: None. ABSTAIN: None. Adopted 5-0-0.

A6. Topics not reasonably anticipated by the Chair 48 hours in advance, if any: There were none.

A7. Adjourn: At 6:04 p.m., A. Gutbezahl moved, seconded by C. Martin, to adjourn the meeting. Roll Call Vote: YEA: A. Brensley, T. Fay, A. Gutbezahl, C. Martin and W. Whitney. NAY: None. ABSENT: None. ABSTAIN: None. Adopted 5-0-0.

Items included in the packet for the Select Board Meeting of May 2, 2023:

1. Revised Agenda, posted which revised the agenda posted 04/28/2023 at 9:38 a.m.

**Items Distributed For Information and Use By the Board during the Meeting of May 2, 2023
Otherwise Not Included In The Packet (Handouts):**

1. There were none.

Correspondence to the Select Board Meeting from:

1. There were none.

TOWN OF WAYLAND

Massachusetts

TOWN MANAGER

Michael McCall
Town Building
41 Cochituate Road
Wayland, Massachusetts 01778
www.wayland.ma.us



SELECT BOARD

Anne Brensley
Thomas J. Fay
Adam G. Gutbezah
Carol B. Martin
William D. Whitney

DRAFT Meeting Minutes

Select Board Meeting

Monday, May 15, 2023 at 7:00 p.m.

Town Building, Council on Aging Room

Present: Anne Brensley, Thomas J. Fay, Adam G. Gutbezah, Carol B. Martin, William D. Whitney.

Absent: None.

Participated Remotely: None.

Personnel Present: Town Manager, Michael McCall; Assistant Town Manager John Bugbee

A1. Call to Order, Review Agenda for Public: At 7:03 p.m., T. Fay called the meeting of the Select Board to order when a quorum was present and announced each Board member by full name. T. Fay welcomed new members A. Brensley and W. Whitney. T. Fay announced that the meeting would be live-broadcast and recorded for re-broadcast. T. Fay noted that the meeting would be conducted in a hybrid-format (both via teleconference and in-person attendance). T. Fay reviewed the agenda.

A2. Announcements and Public Comment: A. Gutbezah announced that the Wayland Police Department began using body and dashboard cameras in earlier in the month. A. Gutbezah announced that there would be the Wayland Music Festival and Multi-Cultural Festival over the weekend. C. Martin announced that Wayland Cultural Council's Utility Box Project completed two utility boxes.

Karen Kelly, Old Connecticut Path, joined the meeting in person and introduced Amanda Irsch, Bow Road as representatives of Parents for After School Solutions (PASS) and asked for support to solve an afterschool care crisis by requesting the Board approve the transportation of a subset of students from the elementary schools to the Town Building to participate in Recreation Department programs, funded by the users. K. Kelly emphasized the need for more afterschool opportunities.

A3. Organization of the Board: a) Discussion and vote to elect Chair and Vice Chair/Clerk: W. Whitney and C. Martin expressed interest to serve as chair or vice-chair, whereas A. Gutbezah, A. Brensley and T. Fay expressed disinterest in serving either role. A. Gutbezah acknowledged that it was customary for Board members not serve as chair in an election year when the chair would be eligible for re-election.

A. Gutbezah moved, seconded by A. Brensley, to elect W. Whitney to serve as the Chair of the Select Board and C. Martin to serve as Vice-Chair for a term ending after the next Annual Town Meeting. Vote: YEA: A. Brensley, T. Fay, A. Gutbezah, C. Martin, and W. Whitney. NAY: None. ABSENT: None. ABSTAIN: None. Adopted 5-0-0. W. Whitney assumed the role of chair.

b) Board Liaison Roles: review and discuss liaison role and assignments for 2022-2023: The Board suggested revisions to the proposed Board liaison roles as presented in the packet. At 7:25 p.m., A. Gutbezah left the meeting. The Board opted to table the discussion to the next meeting.

c) Assign and vote responsibility for reviewing/tracking regular session minutes and executive session minutes: The Board reviewed the prior year process for reviewing and tracking minutes and discussed employing personnel to prepare executive session minutes.

d) Governance Guidelines: review and update as needed, vote to reissue: The Board discussed the Governance Guidelines and C. Martin made revisions to the document in the packet.

T. Fay moved, seconded by C. Martin, to adopt the Governance Guidelines, as amended. Vote: YEA: A. Brensley, T. Fay, C. Martin, and W. Whitney. NAY: None. ABSENT: A. Gutbezahl. ABSTAIN: None. Adopted 4-0-0.

e) Meeting Schedule and Remote Participation during summer months: The Board discussed its upcoming meeting schedule and remote participation. W. Whitney would work with the Town Manager to draft a schedule.

A4. Annual Town Meeting: follow up on Town Meeting, review next steps for Articles, discuss time tables: a) Review Logistics: T. Fay expressed that the 2023 Annual Town Meeting (ATM) ran smoothly and commended the Electronic Voting Implementation Subcommittee (ELVIS). C. Martin agreed that the meeting went smoothly due to the work of the Select Board. The Board discussed the low attendance of the meeting, which reached 180 voters, and some impediments that may prevent voters from attending.

b) Annual Town Meeting 2024: There was a discussion about pending state legislation that would permit voters to participate remotely at future ATMs. J. Bugbee described some of the expenditures for the 2023 Annual Town Meeting, which had at least \$36,000 in fixed costs and an untailed amount of personnel and variable costs related to preparing for the meeting. J. Bugbee noted that the meeting had lower than expected attendance which amounted to over \$222 per attendee. The Board discussed ways to reduce some of the impediments that prevent voters from attending. C. Martin noted that action was needed to implement the initiatives that were approved at ATM.

A5. Opioid Settlement involving the Commonwealth of Massachusetts: Presentation and discussion of potential uses of opioid settlement funds; attendance by Youth Services Director, Jason

Verhoosky: Director of Youth and Family Services, J. Verhoosky joined the meeting in person and presented a slide deck proposing the use of funds that the Town received from the opioid settlement pursuant to the Attorney General's guidelines. M. McCall reported that Wayland had received \$94,000 to date and J. Verhoosky summarized the Town could expect to receive a total of \$451,505 by 2038.

At 8:12 p.m., A. Gutbezahl returned to the meeting.

J. Verhoosky reviewed the proposal that was developed by the working group, which includes J. Verhoosky, M. McCall, Acting Police Chief E. Burman, Fire Chief N. McPherson, Director of the Public Health J. Junghanns and Public Health Nurse, M. Schuckel. The proposal included expenditures on community education, expansion of training and access to Narcan/Naloxone, clinical and medical support services and a full-time Social Worker/Police Community Outreach Coordinator. The Board discussed the presentation and provided feedback for the working group.

A6. Acceptance and Creation of Gift Fund: by request of the Human Rights, Diversity, Equity and Inclusion Committee (HRDEIC) for the purposes of accepting donations for the Wayland Multicultural Festival on Sunday, May 21, 2023:

T. Fay moved, seconded by A. Gutbezahl, to accept monies that have been and will be donated for use of the successful completion of the Wayland Multi-cultural Festival in this year and future years. C. Martin asked how in-kind donations would be handled. J. Mendler de Suarez, member of the HRDEIC, joined the meeting in person and described some of the intended expenditures with the in-kind gifts, such as gift cards. M. McCall recommended that the in-kind donations be accounted for appropriately. T. Fay amended the motion to accept gifts of any kind, seconded by A. Gutbezahl. In discussion, T. Fay withdrew the initial motion.

T. Fay moved, seconded by A. Gutbezahl, that the Board create a gift fund for the purposes of accepting monetary donations or gifts for the Wayland Multicultural Festival on Sunday, May 21, 2023. In discussion, Y. Ranjan, Chair of the HRDEIC joined the meeting in person and commented on how surplus funds could be used in future years. C. Martin suggested any surplus funds be carried to support future events. W. Whitney suggested the motion be amended again, T. Fay noted that he was not comfortable with the amendment

because future years were not listed on the agenda. Vote: YEA: A. Brensley, T. Fay, A. Gutbezahl, C. Martin, and W. Whitney. NAY: None. ABSENT: None. ABSTAIN: None. Adopted 5-0-0. M. McCall cited M.G.L. Chapter 44 Section 53A½ which included gifts of tangible personal property, such as gift cards.

A7. Discussion and possible vote on whether to endorse, and whether to co-sponsor, a Town-SPIRIT program (Site Problem Identification and Resolution of Issues Together) in collaboration with the Wayland Human Rights, Diversity, Equity and Inclusion Committee (HRDEIC) and the Department of Justice (DOJ) Community Relations Service (CRS):

A. Gutbezahl moved, seconded by C. Martin, to endorse and co-sponsor, a Town-SPIRIT program (Site Problem Identification and Resolution of Issues Together) in collaboration with the Wayland Human Rights, Diversity, Equity and Inclusion Committee (HRDEIC). K. Blumenfeld, Oxbow Road, Vice-Chair of the HRDEIC joined the meeting in person and described the SPIRIT program. Vote: YEA: A. Brensley, T. Fay, A. Gutbezahl, C. Martin, and W. Whitney. NAY: None. ABSENT: None. ABSTAIN: None. Adopted 5-0-0.

A8. Town Manager Report:

- a) **Update on Chapter 40B Status of Mill Creek and Cascade:** M. McCall reported that there were upcoming staff meetings with representatives from developers of Mill Creek Residential and Cascade and he would report back to the Board after the meeting.
- b) **St. Ann's Senior Village status:** M. McCall reported that St. Ann's Senior Village developers had received a Chapter 40B Project Eligibility Letter and submitted an application to the Zoning Board of Appeals.
- c) **212 Cochituate Road – Final Report:** At 9:02 p.m., A. Gutbezahl recused himself, citing a potential conflict of interest and left the room. M. McCall reviewed a project report from M. Jaillet related to a nuisance property at 212 Cochituate Road. M. McCall reported that he received some unsolicited interest in the property, and requested that the Board to opine on the next steps. The Board would add the topic to the next agenda.
- d) **Update on Police Chief Position:** At 9:07 p.m., A. Gutbezahl rejoined the meeting. M. McCall commended Acting Chief E. Burman for serving as Chief over the last 12 months. M. McCall reported that he told E. Burman that he supported a fair and open process to select a permanent Chief, a process for which E. Burman would be given due consideration. A. Brensley expressed concern with the timing and the suggested approach. A. Brensley expressed concern that a change would be disruptive and also acknowledged the number and frequency of vacancies in key roles in the Town, A. Gutbezahl concurred. A. Gutbezahl questioned whether it was a good use of Town resources to conduct a search when the Police Department is thriving under E. Burman. M. McCall provided rationale for conducting a search. A. Brensley recommended the Board discuss the matter at a future meeting, C. Martin suggested the matter be discussed in Executive session. M. McCall would consult with Town Counsel.
- e) **Recap from last Meeting:** M. McCall reported that he was working with the HRDEI and C. Reynolds on the Wayland Music Festival and Multi-Cultural Festival. M. McCall provided a status update on the road conditions on Lake Shore Drive. M. McCall reported that he beginning the process to negotiate the collective bargaining agreements and reported that the real estate closing for Launcher Way had occurred.
- f) **Town Manager's Office Hours – update:** M. McCall reported that he held open office hours and attendees discussed a variety of topics, including the Loker Project where crews hit ledge, and noise issues were reported by neighbors, the Council on Aging - Community Center project as well as road issues on Route 20.

A9. E-Signatures: Discussion and possible adoption of M.G.L. Chapter 110G, regarding the use of electronic signatures by the Select Board pursuant to Amendment 13-7 to the Massachusetts Deed Indexing Standards 2018, effective April 17, 2020:

T. Fay moved, seconded by A. Gutbezahl, that the Board recognize and accept the provisions of M.G.L. Chapter 110G, and that executed documents by members with electronic signatures or with wet ink

signatures will carry the same legal weight and effect. Vote: YEA: A. Brensley, T. Fay, A. Gutbezahl, C. Martin, and W. Whitney. NAY: None. ABSENT: None. ABSTAIN: None. Adopted 5-0-0.

A10. Minutes: a) Review and approve the minutes of April 24, 2023, May 1 and May 2, 2023:

C. Martin moved, seconded by A. Gutbezahl, to approve the minutes of April 24, 2023, as amended. C. Martin made revisions. Vote: YEA: T. Fay, A. Gutbezahl and C. Martin. NAY: None. ABSENT: None. ABSTAIN: A. Brensley, W. Whitney. Approved 3-0-2.

A. Gutbezahl moved, seconded by C. Martin, to approve the minutes of May 1, 2023, as amended. C. Martin made revisions. Vote: YEA: T. Fay, A. Gutbezahl and C. Martin. NAY: None. ABSENT: None. ABSTAIN: A. Brensley, W. Whitney. Approved 3-0-2.

A11. Consent Calendar: a) Review and approve listed items:

1. Vote the question of accepting a grant from the Wayland Cultural Council for the Human Rights, Diversity, Equity and Inclusion Committee (HRDEIC) for the Wayland Multicultural Festival in the amount of \$1,000.
2. Vote the question of approving a sandwich board request by the Wayland Children and Parents Association (WCPA) and Wayland Girl Scouts for advertising the 'Cradles to Crayons Donations and Sorting Event' on May 20th at the Loker Elementary School (47 Loker Street) during the dates of May 16th thru May 20th at Fire Station Two in Cochituate, Town Center (corner of Routes 20 & 27), Old Connecticut Path and Cochituate Road (Five Paths), and Route 20/Old Connecticut Path by Coach Grill.
3. Vote the question of approving Town Manager, Michael McCall, as signatory for the amended contract from Ameresco: Energy Services Agreement - Amendment #2.
4. Vote the question of approving a sandwich board request by the Wayland-Weston Rowing Association for advertising their summer rowing programs during the dates of May 17th through June 7th at Fire Station Two in Cochituate, Town Center (corner of Routes 20 & 27), Old Connecticut Path and Cochituate Road (Five Paths), and Route 20/Old Connecticut Path by Coach Grill.
5. Vote the question of approving Town Manager, Michael McCall, as signatory for approving the contract for the purpose of funding the Drainage Repair Project, from N. Cibotti, Inc., for the purposes of replacing drainage structures and drain pipes at Maguire Road with an add alternate for lining the Concord Road Culvert, in the amount of \$334,373.25.

T. Fay, seconded by A. Gutbezahl, to approve the Consent Calendar. C. Martin requested Item #3 and Item #5 be moved off the Consent Calendar for discussion. T. Fay, amended the motion to approve Items #1, #2 and #4, seconded by A. Gutbezahl, to approve the Consent Calendar. Vote: YEA: A. Brensley, T. Fay, A. Gutbezahl, C. Martin, and W. Whitney. NAY: None. ABSENT: None. ABSTAIN: None. Adopted 5-0-0.

A11.b.) Discuss, consider, and potentially act on items removed from Consent, if any: Public Buildings Director, Ben Keefe joined the meeting via teleconference and provided the rationale for Item #3, he explained that some items were initially removed from the Ameresco contract for further consideration, were now deemed worthwhile and would be re-added to the Ameresco contract. C. Martin asked to explain the change order and how it would be funded. B. Keefe noted there were three appropriations previously made in 2016 to fund energy efficiency initiatives, such as updates to the Town Building HVAC system, installation of heat pumps and repair of the windows.

A. Gutbezahl moved, seconded by C. Martin, to approve Item #3 on the Consent Calendar. Vote: YEA: A. Brensley, T. Fay, A. Gutbezahl, C. Martin, and W. Whitney. NAY: None. ABSENT: None. ABSTAIN: None. Adopted 5-0-0.

A. Gutbezahl moved, seconded by C. Martin, to approve Item #5 on the Consent Calendar pursuant to the revised agenda posted at 1:50 p.m. W. Whitney was not comfortable approving the item without more information. J. Bugbee provided some background information where the contractor requested the timeline be move forward due to dry conditions and the Conservation Administrator agreed to allow work to begin on Maguire Road. T. Fay noted that the initial contract was not included in the packet, and it was not clear where the work would be completed. J. Bugbee noted that the contract was vetted by Town Council and the funds

were available, he assured the Board that items would not appear on Consent Calendar if they were not ready for approval. C. Martin suggested the Board hold a separate meeting to approve the item after it had time to review the contract. A. Gutbezahl withdrew the motion. W. Whitney requested the Town Manager provide a brief overview of the permitting, bid documents and project plans. A. Brensley recommended the Board review the contract.

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

A13. Select Board Members' reports and concerns: T. Fay stated he looked forward to discussing the Board's goals with the new Board and with the Town Manager to make the Town more efficient. T. Fay reported that there were road work signs on Route 20 that should come down, and recommended the Board discuss commercial signs placed on Town Property. T. Fay requested the Board discuss relocating the Town offices to Town Center to utilize Town Building for other purposes. A. Brensley reported that a School Committee member has resigned and the Select Board would need to act to fill the vacancy.

C. Martin reported that she had received a request for American Rescue Plan Act (ARPA) funds, and because the ARPA subcommittee recently disbanded she would include the request in the next packet for the Board to review. C. Martin suggested the Board discuss ways to work more efficiently, by scheduling speakers at Public Ceremonies events, utilize a Board calendar and work on summer projects. C. Martin suggested that subcommittees be established to more efficiently accomplish summer projects such as preparing the next ATM warrant, determine a mechanism to fund Capital Stabilization Fund and to draft the Annual Report.

A. Gutbezahl thanked Town staff for a smooth Town Meeting and expressed that 180 registered voters was a disappointing turnout, he suggested the Board discuss how to engage more people in government, he added that he was asked by the HRDEIC to speak at the Multi-Cultural Festival. A. Gutbezahl asked about a trust fund established in honor of the Goessel's family. M. McCall reported that Assistant Treasurer, Greg Copeland was able to provide a summary of funds in the Goessel's name.

A14. Topics not reasonably anticipated by the Chair 48 hours in advance, if any: There were none.

A15. Adjourn: At 9:59 p.m., T. Fay moved, seconded by A. Gutbezahl to adjourn the meeting. Vote: YEA: A. Brensley, T. Fay, A. Gutbezahl, C. Martin, and W. Whitney. NAY: None. ABSENT: None. ABSTAIN: None. Adopted 5-0-0.

Items included in the packet for the Select Board Meeting of May 15, 2023:

1. Revised Agenda, posted 05/15/2023 at 1:50 p.m., revised agenda posted 05/10/2023 at 3:43 p.m.
2. Board of Selectmen Liaison Assignments for June 2022 through Annual Town Meeting 2023
3. Town of Wayland Governance Guidelines, Updated August 30, 2021
4. Public Body Checklist for Posting a Meeting Notice Issued by the Attorney General's Division of Open Government - September 25, 2017
5. Public Body Checklist for Creating and Approving Meeting Minutes Issued by the Attorney General's Division of Open Government- September 25, 2017
6. Public Body Checklist for Entering Into Executive Session Issued by the Attorney General's Division of Open Government - March 12, 2013
7. M.G.L 30 A, Section 21 (a)
8. 2023 Annual Town Meeting Warrant, dated May 1, 2023
9. Slide Deck: Opioid Settlement Funds A prevention, harm reduction and support approach for Wayland, Opioid Settlement Funds Working Group, dated May 15, 2023
10. Letter: To: Wayland Select Board From: The Human Rights, Diversity, Equity and Inclusion Committee (HRDEIC) Re: Creation of an HRDEI Gift Fund Date: May 15, 2023
11. Email: From: Blumenfeld, Karen Sent: Monday, May 8, 2023 12:14 PM To: Power-Spirlet, K. Cc: McCall, M.; Costello, C. Subject: Fwd: HRDEIC gift fund Attachments: Table: HRDEIC Donations - May 2023.xlsx

12. Letter: To: Select Board, Re: Request for Human Rights, Diversity, Equity and Inclusion Committee (HRDEIC) to appear before the Board to discuss TownSPIRIT program (Site Problem Identification and Resolution of Issues Together), dated May 10, 2023
13. Slide Deck: Working Together to Serve Diverse Communities: A Virtual Resource Fair, U.S. Department of Justice Community Relations Service
14. Slide Deck: City-Site Problem Identification and Resolution of Issues Together
15. Town Manager's Office Report: by M. Jaillet, re: 212 Cochituate Road, with email attachments, plans
16. KP Law eUpdate: Use of Electronic Signatures and "Virtual" Notarization, dated April 28, 2020
17. Draft: Select Board Meeting Minutes, April 24, 2023
18. Draft: Select Board Meeting Minutes, May 1, 2023

**Items Distributed For Information and Use By the Board during the Meeting of May 15, 2023
Otherwise Not Included In The Packet (Handouts):**

1. Slide Deck: As presented by J. Verhoosky regarding Opioid Settlement Funds: A prevention, harm reduction and support approach for Wayland, by Opioid Settlement Funds Working Group, dated May 15, 2023

TOWN OF WAYLAND

Massachusetts

TOWN MANAGER

Michael McCall
Town Building
41 Cochituate Road
Wayland, Massachusetts 01778
www.wayland.ma.us



SELECT BOARD

Anne Brensley
Thomas J. Fay
Adam G. Gutbezah
Carol B. Martin
William D. Whitney

DRAFT Meeting Minutes
Select Board Meeting
Monday, May 22, 2023 at 2:00 p.m.
All Remote via Zoom

Present, participated remotely: Adam G. Gutbezah, Carol B. Martin, William D. Whitney.

Absent: Anne Brensley, Thomas J. Fay.

Personnel Present: Town Manager Michael McCall

A1. Call to Order, Review Agenda for Public: At 2:00 p.m., Chair W. Whitney called the meeting of the Select Board to order when a quorum was present and announced each Board member who was present by full name. W. Whitney announced that pursuant to Chapter 2 of the Acts of 2023, the meeting would be conducted via remote means and would be recorded for re-broadcast. W. Whitney reviewed the agenda.

A2. Announcements and Public Comment: M. McCall commended the volunteers, staff and Human Rights, Diversity, Equity and Inclusion Committee on a successful Multi-Cultural event was held on May 21, 2023. There was no public comment.

A3. Organization of the Board: discuss Board Liaison roles and revise, if necessary: A. Gutbezah moved, seconded by C. Martin, to approve the draft liaison assignments, as set forth in the packet. A. Gutbezah withdrew his motion and suggested the matter be discussed when all members of the Board were present, the Board concurred.

A4. Consent Calendar: a) Review and approve listed items:

1. Vote the question of approving Town Manager, Michael McCall, as signatory for approving the contract for the Drainage Repair Project, from N. Cibotti, Inc., for the purposes of replacing drainage structures and drain pipes at Maguire Road with an add alternate for lining the Concord Road Culvert, in the amount of \$334,373.25.

A. Gutbezah moved, seconded by C. Martin, to approve the Consent Calendar. Roll Call Vote: YEA: A. Gutbezah, C. Martin and W. Whitney. NAY: None. ABSENT: A. Brensley, T. Fay. ABSTAIN: None. Adopted 3-0-0.

A5. Topics not reasonably anticipated by the Chair 48 hours in advance, if any: There were none.

A6. Adjourn: At 2:10 p.m., C. Martin moved, seconded by A. Gutbezah, to adjourn the meeting. Roll Call Vote: YEA: A. Gutbezah, C. Martin and W. Whitney. NAY: None. ABSENT: A. Brensley, T. Fay. ABSTAIN: None. Adopted 3-0-0.

Items included in the packet for the Select Board Meeting of May 22, 2023:

1. Draft: Liaison Assignments - Current as of 05/15/2023

**Items Distributed For Information and Use By the Board during the Meeting of May 22, 2023
Otherwise Not Included In The Packet (Handouts):**

1. There were none.