

Packet

January 8, 2024

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

SELECT BOARD

Monday, January 8, 2024

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
- 7:10 pm 3. Board Appointments:
 - a) Joint meeting with Trust Fund Commission to interview, discuss and appoint a candidate to fill a vacancy on the Trust Fund Commission with a term ending with the conclusion of 2024 Annual Town Meeting.

<u>Committee</u>	<u>Potential Appointee</u>	<u>Term End Date</u>
Trust Fund Commission	Robert Fox	2024 Annual Town Meeting

- 7:20 pm 4. 193 Commonwealth: review potential article for proposed zoning amendments; discussion and possible vote on the Board's position for the proposed article (con't from January 3, 2024)
- 7:30 pm 5. 2024 Annual Town Meeting (ATM): Petitioner's Workshop
- 8:00 pm 6. 2024 Annual Town Meeting (ATM): discussion of ATM topics, including but not limited to:

SELECT BOARD
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41 Cochituate Road, Wayland, MA

- a) Discussion and possible vote to insert articles into Warrant:
 - 1) Q: Special Education Reserve
 - 2) R: Rescind Unissued Debt
 - 3) S: Amend Chapter 43: Personnel Board of Town Code
 - 4) T: MBTA Communities Zoning – invite attendance by Anette Lewis, Planning Board Chair

- 8:25 pm 7. Organization of the Board: discussion and possible vote on future Select Board meeting dates through the end of FY25

- 8:30 pm 8. Town Manager’s Report
 - a) 212 Cochituate Road Update
 - b) HRDEI S.P.I.R.I.T Update
 - c) Town Manager Office Hours
 - d) Recap since last Meeting

- 8:40 pm 9. Minutes
 - a) Review and approve the minutes of January 3, 2024.

- 8:45 pm 10. Review Correspondence

- 8:50 pm 11. Select Board Members’ reports and concerns

- 9:00 pm 12. Topics not reasonably anticipated by the Chair 48 hours in advance, if any

- 9:10 pm 13. Adjourn

**Town of Wayland
Board/Committee Appointments
Status as of December 20, 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 Kelsi Power-Spirlet at kpowerspirlet@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
Board of Registrars	June 30, 2026
Community Preservation Committee	
Select Board	June 30, 2025
Conservation Commission	June 30, 2026
Cultural Council	
Select Board (multiple positions)	June 30, 2025
Design Review Advisory Board	
Planning Board	June 30, 2024
Dog Control Appeals Board	June 30, 2026
Economic Development Committee	June 30, 2026
Historic District Commission	
Select Board - Alternate Member	June 30, 2025
Select Board	June 30, 2025
Select Board	June 30, 2026
Housing Partnership	
Select Board	June 30, 2024
Human rights, Diversity, Equity, and inclusion	
Non-Voting member (1 Position)	June 30, 2024
Voting Member	June 30, 2025
Municipal Affordable Housing Trust Fund Board	
Select Board	June 30, 2024
Select Board	June 30, 2025
MWRTA Regional Transportation Authority	June 30, 2024
Planning Board	
Associate	June 30, 2024
Wastewater Management District Commission	June 30, 2026

Wayland Housing Partnership

Select Board	June 30, 2026
Select Board	June 20, 2024
Conservation Commission	June 30, 2026
School Committee	June 30, 2026

Wayland Community Access and Media (WayCAM) Board of Directors

Appointed Director	November 30, 2025
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Youth Advisory Committee

Select Board	June 30, 2026
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Trust Fund Commission

June 30, 2024

Zoning Board of Appeals

June 30, 2024

Associate

Robert Fox
Wayland, MA

[REDACTED]

[REDACTED]

12/2/2023

Dear Kelsi,

My name is Rob Fox and I am writing to express my interest in filling the open position on the Wayland Trust Fund Commission. I am a career management consultant, servicing financial services clients since 2006, with varied background and skills that position me well to fulfill key aspects of the duties of the commission, including achieving long-term investment returns, ensuring appropriate distribution, and building awareness of the Trust Fund.

As a Wayland resident since 2016, whose older child, Abigail, has recently begun kindergarten at Claypit Hill School, my wife and I are looking to get more and more involved in the community. I was a volunteer coach for the kindergarten girls soccer league this fall, and my wife, Kim, is a room parent for room 103 at Claypit Hill school and volunteers for the Wayland Community Pool. We love Wayland and what it offers our family and I'd like to put my professional skills to use for the Trust Fund Commission.

I have attached my resume in addition to this letter of interest, and would be happy to provide more details surrounding my interest and applicable skills if you have any questions.

Thank you,

Rob

Robert C. Fox

Wayland, MA 01778

Transformation executive with 18 years' experience leading large-scale programs for major financial services companies, specializing in business & technology transformation, strategy, change management, operational excellence, process redesign, business analysis, project / program / portfolio management, organizational design, and technology enablement

Professional History

Clarendon Partners, Boston, MA *Senior Manager* 04/22-present
Boutique management consulting firm focusing on operations and technology transformation, data, and risk management

Leadership and Management Responsibilities:

- Contribute to average of >\$1M sales annually by extending and expanding existing projects, leading and attending sales meetings, managing client relationships, drafting proposals, and developing marketing collateral.
- Build company brand through thought leadership, LinkedIn presence, industry involvement (NICSA Technology & Digital Innovation Committee), speaking engagements, and other marketing activities.
- Manage two team members and informally mentor several others, including training development & execution.
- Enhance Asset Management Practice through recruiting – identification of candidates and interviews.

Project Highlights:

- Lead asset servicer's middle office and data platform implementation for >\$250B asset manager, managing ~100-person project team.
- Interface with, and influence at all levels of the organization across client and internal stakeholders, including COO, CAO, and CTO.
- Drive solution design when required across workstreams and organizations.
- Optimize the client implementation organization through transformation program focused on standardization, operating model improvements, technical enhancements, and staffing model development.
- Mentor and train new team members to understand the platform, team processes, organizational operating model, and end-client management techniques.

State Street, Boston, MA *Vice President, Alpha Professional Services* 04/19-04/22
Front-to-Back platform bringing real-time data and intelligence across the investment lifecycle to enable client growth

Leadership and Management Responsibilities:

- As part of client implementation executive team, led onboarding phases for >\$3T asset manager onto the Alpha Platform according to solution design, involving >100-person project team.
- Managed a team of 4 FTE and multiple contractors to deliver high-end client service while driving successful execution of onboarding program.
- Provided strategic advisory for development of the State Street Alpha platform and Alpha Professional Services organization.

Project Highlights:

- Led first successful State Street Alpha client go-live deploying the industry's first integrated front office, middle office, back office, and data platform in November 2020.
- Managed client and internal stakeholders at all levels of the organization, including COO, CTO, CIO, and CEO.
- Drove detailed architectural and process solutioning when required across workstreams and organizations.
- Built change management team, implementation framework, and governance model to execute significant platform enhancements when required to support new mandates or shifting business requirements.
- Contributed to broader program goals through consultation on staffing, resource planning, roadmap planning, implementation framework, and other organizational priorities.

Navigant Consulting, Boston, MA

Associate Director

04/14-04/19

Global management consulting firm focusing on compliance, risk, process improvement, strategy, growth, and operations

Leadership and Management Responsibilities:

- Managed complete engagements at multiple Fortune 500 Financial Services clients, leading 3-8-person teams to deliver projects on time, budget, scope, and quality while yielding high client satisfaction.
- Contributed to average of \$1.5M sales annually by extending and expanding existing projects, leading and attending sales meetings, managing client relationships, drafting proposals, and developing marketing collateral.

Project Highlights:

- Led enterprise assessment team at Fortune 500 insurer to identify, analyze, and quantify process improvement, organizational design, outsourcing, automation, and other opportunities yielding an annual run rate benefit of >\$10M while improving the service model.
- Developed framework for enterprise portfolio management capability for a multiple-business unit organization to ensure optimal identification, evaluation, approval, prioritization, resourcing, and management of strategic initiatives that represented \$75M annual investment.
- Helped drive change management effort for an organizational shift from waterfall project delivery methodology to agile / scrum; provided scrum master support and ongoing reinforcement of the new methodology for 3 scrum teams on a call center consolidation initiative which saved ~\$30M annually.
- Directed testing strategy and planning workstream of general ledger entity structural change project to develop scope, plan, and documentation / issue management / communication strategies for QA and UAT, working with 50+ stakeholders across more than 20 technology and operational groups.

CIV Consulting, Boston, MA

Senior Consultant

10/06-4/14

Boutique Management Consulting Firm focusing on business process improvement, digital strategy, and analytics

Leadership and Management Responsibilities

- Managed engagements at multiple Fortune 500 insurance carriers, leading 3-5-person teams and serving as primary contact with clients' senior management.

Project Highlights:

- Redefined new business and underwriting processes and service model to support new distribution channel; included process definition, business requirements for new workflow system, cost benefit analysis to attain funding, and roadmap for system implementation.

Education

Duke University, Durham, NC

Bachelor of Arts, History 2006

Professional Development and Skills

- Professional Training: Agile Scrum Master, Welch Way Change Management, Lean Six Sigma Green Belt, Automation Anywhere Robotics Process Automation (RPA), Charles River Investment Management System (CRIMS)
- Technology: MS Office Suite – Word, Excel, PowerPoint, Project, Visio, SharePoint, Outlook, Teams, OneNote, Access; Atlassian Tools including Jira and Confluence; Clarity; Zoom; WebEx

Activities and Leadership

- Professional: NICSА Technology & Digital Innovation Committee member, “Ask the Expert” contributor for Dynamo Software, NICSА NOVA Emerging Leader Award Winner 2023, Culture Activation Champion, Alpha Professional Services Strategic Initiative contributor, performance management and mentoring, interviewing and recruiting, innovation business case organizer
- St. Sebastian’s Class Agent ’02 – present; solicit gifts from classmates, organize volunteers/alumni events and develop strategies for engagement and fundraising
- Wayland Town Soccer – volunteer coach for Kindergarten Girls Soccer Program, Fall 2023

Wayland Zoning Amendment

Site:	193 Commonwealth Rd. Wayland, MA
District:	Business B – Proposed Sub-district B-1
Lot Size:	2.9 acres (127k sf)
Footprint:	32k sf
Total SF:	96k sf
Front Setback:	135'
Side Setback:	25'
Use:	Retail Self Storage & Community Space
Energy:	Zero-Net Energy, Rooftop Community Solar

Retail Self Storage

- Customers: 75% residential / 25% small business (expanding families, in-laws, home offices, elders downsizing, small business inventory)
- Traffic: Low (per International Transportation Engineers Manual)
- Noise: Low (internal loading, limited hours)
- Taxes: Six figure commercial tax benefit (subject to assessment)
- Impact: No traffic, no new students, no municipal service

Arts Wayland

Public Space: 3,500 sf

Façade: Active space facing Route 30 / Donelans' parking lot

Use 1: Arts Wayland exhibitions, classes, small concerts

Use 2: Neighborhood meeting space

Ownership: Proposed by Town of Wayland, with Arts Wayland as initial user
(To be determined by Town)

Operation

Of Space: By Arts Wayland



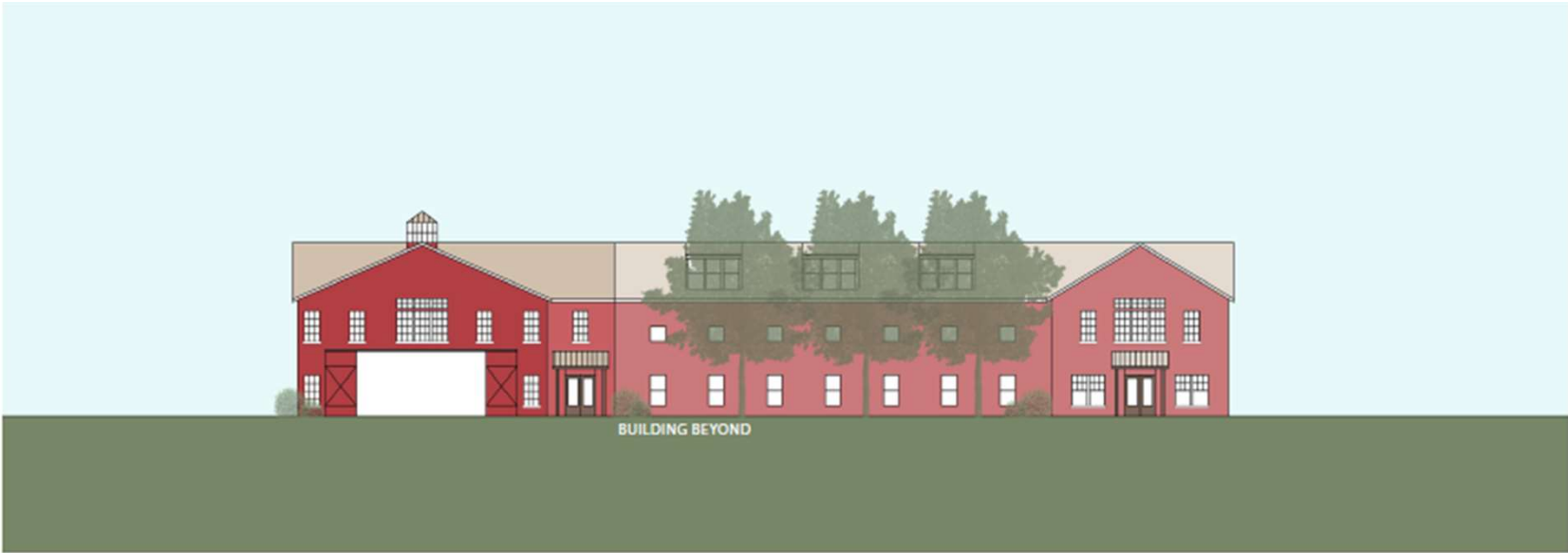
North Elevation

Scale: NTS



West Elevation

Scale: NTS



North Elevation

Scale: NTS



West Elevation

Scale: NTS

Team

Jerry Cohen is a founding partner of SSG Development and the founder of SF Properties. A graduate of Brown University and Northwestern's Kellogg School of Management, he is the former Vice Chairman of Mass Development and currently serves on the boards of Tufts Medicine and the American Jewish Committee

George Bachrach is an attorney, former state senator, and former President of the Environmental League of MA. He is the co-founder of The Civic Action Project, training the next generation of civic leaders.

Contact welcomed:
George Bachrach
gab321@comcast.net



TOWN OF WAYLAND
WARRANT ARTICLE PROCESS: Guide for Petitioners

Citizens have the right to submit articles for consideration by the Town Meeting. Such articles must be in writing and signed by ten or more registered voters for Annual Town Meeting (ATM) or 100 or more registered voters for Special Town Meeting (STM), using the appropriate form which can be obtained from the [Town Clerk's Office](#). All petitioners' articles must be submitted in accordance with the law on or before January 15 or such time as may be fixed by the Select Board, and all such articles for Special Town Meeting must be so presented on or before the date fixed by the Select Board for closing of the warrant for such meeting. All petitioners' articles having the required number of qualified signatures must be included in the Town Meeting Warrant by state statute.

The Select Board and the Finance Committee encourage citizens to work with the Town Manager and appropriate Town boards to achieve their goals before submitting petitioners' articles whenever possible. Please review the 2024 ATM Schedule online.

*Petitioners should note that proposed Article Text Language, once submitted, can only be changed prior to closing of the warrant. A majority of the signatures supporting the original petition, with at least the required number voters (10 for ATM, 100 for STM) must be needed in the revised article text submission.

ATM Timeline and Process

Date	Action	Responsibility
December / January <i>(Date is Jan 8, 2024)</i>	<i>Petitioners should attend the Select Board's workshop for citizens interested in submitting petition for Annual Town Meeting.</i> Potential articles and the submission process may be discussed with the Select Board. The Select Board and the Finance Committee encourage citizens to work with the Town Manager and appropriate Town boards to achieve their goals before submitting petitioners' articles whenever possible. Please review the 2023 ATM Schedule online.	Select Board
On or before January 15 or such earlier time as may be fixed by the Select Board <i>(2024 DATE IS 1/16/24 AT 4:30 PM)</i>	<i>Petitioners submit petitioners' articles for Annual Town Meeting along with all signatures by email (to kpowerspirlet@wayland.ma.us). The petitioner's article must be in Microsoft Word.</i> In addition, a hard copy must be submitted to the Town Managers Office at the Town Building. The Submission date and time will be the email time stamp or hardcopy, whichever occurs first. Articles are collected and numbered, and copies are given to the Select Board, Finance Committee, Moderator, and Town Counsel. Signatures on the petition are verified by the Town Clerk.	Town Manager
January - March	<i>Petitioners may be asked to meet with the Select Board.</i> The Select Board will review articles, determine their order, vote positions on most articles; may meet with petitioners. The Board will discuss substantive articles with petitioners and may attend the Finance Committee's meeting with petitioners.	Select Board
January – March	<i>Petitioners should attend the Finance Committee's Article Workshop.</i> The Finance Committee meets with petitioners to discuss articles at a public meeting. The Committee may explore alternative means for accomplishing the article's objective. A member of the Committee is assigned to the article to prepare a report for the Warrant, should the Committee elect to do so, including comments, pro and con arguments and the Committee's recommendation to Town Meeting.	Finance Committee
January – March;	<i>Petitioners may meet with Finance Committee and/or Select Board to discuss their article; write report of no more than 150 words to be printed in the Warrant if desired and if the Finance Committee prepares a report.</i> Such discussions help to identify issues that require further work on the part of the petitioner as well as to identify arguments for and against passage. While the final due date is <u>March 20, 2024</u> , please note, the Finance Committee does not intend to issue a report and recommendation if the information provided, including maps and exhibits, is materially modified after <u>March 20, 2024</u> .	Petitioners
January - February	<i>Petitioners, in coordination with the Town Manager's office, may meet with Town Counsel with questions as to legal form (petitioner's should contact Town Manager's office with their request).</i> Town Counsel will review articles for form, legislative intent, and procedural compliance and will provide main motion and the quantum of vote required for passage. Town Counsel will not render written opinions or give advice to petitioners about substantive legal issues and will not advise petitioners when there is a potential conflict of interest between the petitioners and the town.	Town Counsel
Approximately 7 days prior to ATM	<i>Petitioners should attend the Select Board's Warrant Article Hearing.</i> Petitioners should attend this workshop to answer any final questions on the article.	Select Board with Moderator and Finance Committee
ATM	<i>Petitioners make the motion on the article and make a brief presentation on the merits of the article.</i> Procedures for presenting the article are included in the Moderator's Rules and Regulations.	Lead Petitioner

ARTICLE LIST 2024 ANNUAL TOWN MEETING

Article	Article Name	Sponsor	Select Board Assignee	Fincom Assignee	Select Board Vote to Insert	Position Select Board	Position Fincom	Notes
A	Recognize Citizens & Employees for Particular Service to Town							
B	Pay Previous Fiscal Year Unpaid Bills							
C	Current Year Transfers							
D	OPEB Funding							
E	Enterprise Fund Budgets							
F	FY25 Omnibus Budget							
G	Fiscal Year 2025 Revolving Fund Expenditure Limits							
H	Personnel Bylaws and Wage & Classification Plan							
I	Fund Union Agreements							
J	Surface Water Quality Committee Budget							
K	Accept Gifts of Land							
L	Capital Stabilization Fund Appropriation							
M	Choose Town Officers							
N	Hear Reports							
O	Sell or Trade Vehicles and Equipment							
P	<i>CPA: Set Asides</i>							
Q	<i>Special Education Reserve</i>							
R	Rescind Unissued Debt							

ARTICLE LIST 2024 ANNUAL TOWN MEETING

S	<i>Amend Chapter 43: Personnel Board of Town Code</i>							
T	<i>MBTA Communities Zoning</i>							

DRAFT



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

Article Title: Special Education Stabilization Fund **Estimated Cost:** xxx

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

To see if the Town will vote to:

Background Information (to be used by Finance Committee to draft its recommendation. Please explain the intent of the article, why it should be supported now, as well as known reasons the article may be opposed):

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

Contact Information for Publication in Warrant

Contact Person Name: Brian Keveny **Contact Person Phone:** 508-358-3611

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

Proposing Board Information

Board Name: Select Board

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

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



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

Article Title: Rescind Unissued Debt **Estimated Cost:** XXX

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

To determine if the town will vote to authorize unissued debt for various projects totaling xxx to be rescinded.

Background Information (to be used by Finance Committee to draft its recommendation. Please explain the intent of the article, why it should be supported now, as well as known reasons the article may be opposed):

This article releases previous debt that is no longer need and was previously borrowed for the following capital projects:

Launcher Way Land Acquisition (Community Housing).....\$4,000,000

Total: xxxx

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

Contact Information for Publication in Warrant

Contact Person Name: Brian Keveny **Contact Person Phone:** 508-358-3611

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

Proposing Board Information

Board Name: Select Board

Board Vote (Quantum) to Submit

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

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

Potential Dates for Select Board Meetings Through May 1st, 2024

Date	Day of Week	Occurance in Month
11-Sep-23	Monday	2nd Monday in September
25-Sep-23	Monday	4th Monday in September
9-Oct-23	Monday	2nd Monday in October
23-Oct-23	Monday	4th Monday in October
6-Nov-23	Monday	1st Monday in November
20-Nov-23	Monday	3rd Monday in November
4-Dec-23	Monday	1st Monday in December
18-Dec-23	Monday	3rd Monday in December
8-Jan-24	Monday	2nd Monday in January
22-Jan-24	Monday	4th Monday in January
5-Feb-24	Monday	1st Monday in February
19-Feb-24	Monday	3rd Monday in February
4-Mar-24	Monday	1st Monday in March
18-Mar-24	Monday	3rd Monday in March
1-Apr-24	Monday	1st Monday in April
15-Apr-24	Monday	3rd Monday in April
29-Apr-24	Monday	5th Monday in April