

Packet

October 17, 2022

7:00pm



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

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

SELECT BOARD

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

SELECT BOARD

Monday, October 17, 2022

7:00 p.m.

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

Pursuant to Chapter 107 of the Acts of 2022, 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 |
| 7:03 pm | 2. Announcements and Public Comment |
| 7:15 pm | 3. Mill Creek Residential: presentation on the potential development of 297 Boston Post Road; discussion of participation in a LIP (Local Initiative Program) |
| 7:45 pm | 4. Warrant for November 2022 State Election: review and vote to sign |
| 7:50 pm | 5. FY24 Budget Guideline and process |
| 8:20 pm | 6. Acting Town Manager Report: <ul style="list-style-type: none">a. Launch of news websiteb. Capital project closeoutsc. Records Access Officerd. State ethics online portale. Capital budget memof. West Suburban Veterans District update |
| 8:40 pm | 7. Minutes: <ul style="list-style-type: none">a. Vote to release with redactions the August 29, 2022 executive session minutes related to the review of David Bernstein v. Planning Board of Wayland et al |

WAYLAND TOWN CLERK
2022 OCT 13 PM 4:40

SELECT BOARD
Monday, October 17, 2022

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minutes and minutes relating to litigation Duane Galbi v. Wayland Zoning Board of Appeals and CELLCO Partnership d/b/a Verizon Wireless.

b. Vote to release with redactions the executive session minutes related to AFSCME:

- Local 690 Wayland-1 American Federation of State, County, and Municipal Employees (AFSCME 690 Wayland-1)
- Local 690 Wayland-2 American Federation of State, County, and Municipal Employees (AFSCME Local 690-2)

March 15, 2021, June 14, 2021, July 26, 2021, September 2, 2021, October 4, 2021, November 22, 2021, December 13, 2021, December 20, 2021, January 3, 2022, January 10, 2022, January 18, 2022, January 24, 2022, March 14, 2022, and March 21, 2022.

c. Vote to approve the regular session minutes of September 19, September 28 and October 3, 2022.

- | | |
|----------|---|
| 8:50 pm | 8. Consent |
| 8:55 pm | 9. Review Correspondence |
| 9:00 pm | 10. Select Board Members' Reports and Concerns |
| 9:10 pm | 11. Topics not Reasonably Anticipated by the Chair 48 hours in advance, if any |
| 9:15 pm | 14. Executive Session |
| | I. Pursuant to Massachusetts General Laws 30A, sec. 21(a)(2) to conduct strategy sessions in preparation for negotiations with nonunion personnel (Police Chief) and to conduct collective bargaining sessions or contract negotiations with nonunion personnel (Police Union Grievance). |
| | II. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (7) to review and approve the executive session minutes of September 28 and October 3, 2022. |
| | Approve and Hold: Executive Session minutes of September 28, 2022 and October 3, 2022. |
| 10:30 pm | 15. Adjourn |

SELECT BOARD
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CONSENT CALENDER

1. Vote the question of approving the request from the Cultural Council to paint three utility box locations in the theme of Nature and Community.
2. Vote the question of approving the addition of a student associate member for the Energy & Climate Committee.
3. Vote the question of approving agreement with RH White Construction Co. Inc. in the amount of \$141,840 for the Wayland Town Center Immersed Membrane Filtration System replacement Project.
4. Vote the question of approving the town website as the official posting location for meeting notices.
5. Vote the question of approving agreement with Stumpy's Tree Service Inc. in the amount of \$104,870 for the Wayland On-call Tree Removal, Tree Trimming & Stump Grinding Services.

**COMMONWEALTH OF MASSACHUSETTS
WILLIAM FRANCIS GALVIN
SECRETARY OF THE COMMONWEALTH**

WARRANT FOR 2022 STATE ELECTION

SS.

To the Constables of the Town of WAYLAND

GREETINGS:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said city or town who are qualified to vote in Elections to vote at:

Precincts 1, 2, 3, and 4

Wayland Town Building/Wayland Middle School

On **TUESDAY, THE EIGHTH DAY OF NOVEMBER, 2022**, from 7:00 A.M to 8:00 P.M. for the following purpose:

To cast their votes in the State Election for the candidates for the following offices:

GOVERNOR and LIEUTENANT GOVERNOR.....	FOR THIS COMMONWEALTH
ATTORNEY GENERAL.....	FOR THIS COMMONWEALTH
SECRETARY OF STATE.....	FOR THIS COMMONWEALTH
TREASURER.....	FOR THIS COMMONWEALTH
AUDITOR.....	FOR THIS COMMONWEALTH
REPRESENTATIVE IN CONGRESS.....	FIFTH DISTRICT
COUNCILLOR.....	THIRD DISTRICT
SENATOR IN GENERAL COURT.....	MIDDLESEX/WORCESTER DISTRICT
REPRESENTATIVE IN GENERAL COURT.....	THIRTEENTH DISTRICT (PCT 1 & 4)
REPRESENTATIVE IN GENERAL COURT.....	FIFTH DISTRICT (PCT 2 & 3)
DISTRICT ATTORNEY.....	NORTHERN DISTRICT
SHERIFF.....	MIDDLESEX COUNTY

QUESTION 1: PROPOSED AMENDMENT TO THE CONSTITUTION

Do you approve of the adoption of an amendment to the constitution summarized below, which was approved by the General Court in joint sessions of the two houses on June 12, 2019 (yeas 147 – nays 48); and again on June 9, 2021 (yeas 159 – nays 41)?

SUMMARY

This proposed constitutional amendment would establish an additional 4% state income tax on that portion of annual taxable income in excess of \$1 million. This income level would be adjusted annually, by the same method used for federal income-tax brackets, to reflect increases in the cost of living. Revenues from this tax would be used, subject to appropriation by the state Legislature, for public education, public colleges and universities; and for the repair and maintenance of roads, bridges, and public transportation. The proposed amendment would apply to tax years beginning on or after January 1, 2023.

A YES VOTE would amend the state Constitution to impose an additional 4% tax on that portion of incomes over one million dollars to be used, subject to appropriation by the state Legislature, on education and transportation.

A NO VOTE would make no change in the state Constitution relative to income tax.

QUESTION 2: LAW PROPOSED BY INITIATIVE PETITION

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 3, 2022?

SUMMARY

This proposed law would direct the Commissioner of the Massachusetts Division of Insurance to approve or disapprove the rates of dental benefit plans and would require that a dental insurance carrier meet an annual aggregate medical loss ratio for its covered dental benefit plans of 83 percent. The medical loss ratio would measure the amount of premium dollars a dental insurance carrier spends on its members' dental expenses and quality improvements, as opposed to administrative expenses. If a carrier's annual aggregate medical loss ratio is less than 83 percent, the carrier would be required to refund the excess premiums to its covered individuals and groups. The proposed law would allow the Commissioner to waive or adjust the refunds only if it is determined that issuing refunds would result in financial impairment for the carrier.

The proposed law would apply to dental benefit plans regardless of whether they are issued directly by a carrier, through the connector, or through an intermediary. The proposed law would not apply to dental benefit plans issued, delivered, or renewed to a self-insured group or where the carrier is acting as a third-party administrator.

The proposed law would require the carriers offering dental benefit plans to submit information about their current and projected medical loss ratio, administrative expenses, and other financial information to the Commissioner. Each carrier would be required to submit an annual comprehensive financial statement to the Division of Insurance, itemized by market group size and line of business. A carrier that also provides administrative services to one or more self-insured groups would also be required to file an appendix to their annual financial statement with information about its self-insured business. The proposed law would impose a late penalty on a carrier that does not file its annual report on or before April 1.

The Division would be required to make the submitted data public, to issue an annual summary to certain legislative committees, and to exchange the data with the Health Policy Commission. The Commissioner would be required to adopt standards requiring the registration of persons or entities not otherwise licensed or registered by the Commissioner and criteria for the standardized reporting and uniform allocation methodologies among carriers.

The proposed law would allow the Commissioner to approve dental benefit policies for the purpose of being offered to individuals or groups. The Commissioner would be required to adopt regulations to determine eligibility criteria.

The proposed law would require carriers to file group product base rates and any changes to group rating factors that are to be effective on January 1 of each year on or before July 1 of the preceding year. The Commissioner would be required to disapprove any proposed changes to base rates that are excessive, inadequate, or unreasonable in relation to the benefits charged. The Commissioner would also be required to disapprove any change to group rating factors that is discriminatory or not actuarially sound.

The proposed law sets forth criteria that, if met, would require the Commissioner to presumptively disapprove a carrier's rate, including if the aggregate medical loss ratio for all dental benefit plans offered by a carrier is less than 83 percent.

The proposed law would establish procedures to be followed if a proposed rate is presumptively disapproved or if the Commissioner disapproves a rate.

The proposed law would require the Division to hold a hearing if a carrier reports a risk-based capital ratio on a combined entity basis that exceeds 700 percent in its annual report.

The proposed law would require the Commissioner to promulgate regulations consistent with its provisions by October 1, 2023. The proposed law would apply to all dental benefit plans issued, made effective, delivered, or renewed on or after January 1, 2024.

A YES VOTE would regulate dental insurance rates, including by requiring companies to spend at least 83% of premiums on member dental expenses and quality improvements instead of administrative expenses, and by making other changes to dental insurance regulations.

A NO VOTE would make no change in the law relative to the regulations that apply to dental insurance companies.

QUESTION 3: LAW PROPOSED BY INITIATIVE PETITION

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 3, 2022?

SUMMARY

This proposed law would increase the statewide limits on the combined number of licenses for the sale of alcoholic beverages for off-premises consumption (including licenses for “all alcoholic beverages” and for “wines and malt beverages”) that any one retailer could own or control: from 9 to 12 licenses in 2023; to 15 licenses in 2027; and to 18 licenses in 2031.

Beginning in 2023, the proposed law would set a maximum number of “all alcoholic beverages” licenses that any one retailer could own or control at 7 licenses unless a retailer currently holds more than 7 such licenses.

The proposed law would require retailers to conduct the sale of alcoholic beverages for off-premises consumption through face-to-face transactions and would prohibit automated or self-checkout sales of alcoholic beverages by such retailers.

The proposed law would alter the calculation of the fine that the Alcoholic Beverages Control Commission may accept in lieu of suspending any license issued under the State Liquor Control Act. The proposed law would modify the formula for calculating such fee from being based on the gross profits on the sale of alcoholic beverages to being based on the gross profits on all retail sales.

The proposed law would also add out-of-state motor vehicle licenses to the list of the forms of identification that any holder of a license issued under the State Liquor Control Act, or their agent or employee, may choose to reasonably rely on for proof of a person's identity and age.

A YES VOTE would increase the number of licenses a retailer could have for the sale of alcoholic beverages to be consumed off premises, limit the number of “all-alcoholic beverages” licenses that a retailer could acquire, restrict use of self-checkout, and require retailers to accept customers’ out-of-state identification.

A NO VOTE would make no change in the laws governing the retail sale of alcoholic beverages.

QUESTION 4: REFERENDUM ON AN EXISTING LAW

Do you approve of a law summarized below, which was approved by the House of Representatives and the Senate on May 26, 2022?

SUMMARY

This law allows Massachusetts residents who cannot provide proof of lawful presence in the United States to obtain a standard driver's license or learner's permit if they meet all the other qualifications for a standard license or learner's permit, including a road test and insurance, and provide proof of their identity, date of birth, and residency. The law provides that, when processing an application for such a license or learner's permit or motor vehicle registration, the registrar of motor vehicles may not ask about or create a record of the citizenship or immigration status of the applicant, except as otherwise required by law. This law does not allow people who cannot provide proof of lawful presence in the United States to obtain a REAL ID.

To prove identity and date of birth, the law requires an applicant to present at least two documents, one from each of the following categories: (1) a valid unexpired foreign passport or a valid unexpired Consular Identification document; and (2) a valid unexpired driver's license from any United States state or territory, an original or certified copy of a birth certificate, a valid unexpired foreign national identification card, a valid unexpired foreign driver's license, or a marriage certificate or divorce decree issued by any state or territory of the United States. One of the documents presented by an applicant must include a photograph and one must include a date of birth. Any documents not in English must be accompanied by a certified translation. The registrar may review any documents issued by another country to determine whether they may be used as proof of identity or date of birth.

The law requires that applicants for a driver's license or learner's permit shall attest, under the pains and penalties of perjury, that their license has not been suspended or revoked in any other state, country, or jurisdiction.

The law specifies that information provided by or relating to any applicant or license-holder will not be a public record and shall not be disclosed, except as required by federal law or as authorized by Attorney General regulations, and except for purposes of motor vehicle insurance.

The law directs the registrar of motor vehicles to make regulations regarding the documents required of United States citizens and others who provide proof of lawful presence with their license application.

The law also requires the registrar and the Secretary of the Commonwealth to establish procedures and regulations to ensure that an applicant for a standard driver's license or learner's permit who does not provide proof of lawful presence will not be automatically registered to vote.

The law takes effect on July 1, 2023.

A YES VOTE would keep in place the law, which would allow Massachusetts residents who cannot provide proof of lawful presence in the United States to obtain a driver's license or permit if they meet the other requirements for doing so.

A NO VOTE would repeal this law.

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this _____ day of _____, 2022.

Select Board Members for the Town of Wayland

And you are directed to serve this warrant by posting true and attested copies thereof at the Wayland Town Building, Cochituate Fire Station or the Cochituate Post Office, Wayland Public Library and the Happy Hollow School, said copies to be posted not less than seven (7) days before the time of said election.

_____, 2022.
Constable (month and day)

A true attest copy:

Trudy Reid
Town Clerk
Town of Wayland

*Warrant must be posted by **November 1, 2022** (at least seven days prior to the **November 8, 2022** State Election).*



MEMORANDUM

TO: All Department Managers / School Department
FROM: Stephen Crane, Acting Town Manager
Brian Keveny, Finance Director
DATE: October 11, 2022
SUBJECT: FY 24-FY 28 Capital Improvement Plan

Purpose of Memo:

The purpose of this memorandum is to provide an overview and instructions for the FY 24-FY 28 Capital Budget process in compliance with the new Select Board/Town Manager Act. The Act requires that a comprehensive 5-Year Capital Plan be developed and filed with the Finance Committee.

For FY 24- FY28, you are asked to provide detailed CIP request forms for all capital that you request be funded in FY 24 and provide your capital requests for FY 28. Last fiscal year, the Finance Committee approved the FY-24 thru FY-27 capital plan. The Finance Committee FY 24 thru FY 27 capital plan will be sent to you.

Select Board/Town Manager Act

As you know, the Select Board/Town Manager Act, approved at the 2021 Annual Town Meeting, was signed into law on March 16, 2022 and went into immediate effect. The Act makes several important changes to the development of the operating budget and capital plan. The Act sets for, in part that:

SECTION 6. (a) The town manager shall be the chief financial officer of the town of Wayland.

(b)The town manager shall initiate, draft and have general oversight of the process of preparing the town's annual operating and capital budgets for submission to the finance committee. To assist the town manager in preparing the proposed annual operating and capital budgets, all department heads, boards, commissions and committees of the town, including the school department, shall furnish all relevant information and submit to the town manager, in writing and in such form as the town manager shall prescribe, a detailed estimate of the appropriations required and available funds.

(c) The town manager shall draft and update a 5-year capital improvement plan for all town departments for submission to the finance committee.

(d) The town manager shall work with the finance director and finance committee to:

(i) develop long-term financial strategies addressing operational and capital financial needs of the town;

(ii) establish set budgetary guidelines to be used in the development of annual budgets;

(iii) review all operating and capital budgets of all town departments and make recommendations to the affected boards, commissions and committees and to the finance committee about priorities important to budget development; and

(iv) evaluate actual expenditures and receipts against budgets and coordinate with affected department heads, boards, commissions and committees the development of plans to manage to the budget or obtain finance committee approval for reserve fund transfers, in advance of spending, when possible.

(e) The town manager shall serve as the town's chief procurement officer pursuant to state and federal law and shall ensure that all town departments comply with applicable procurement laws. The town manager may, in the town manager's discretion, delegate any procurement responsibilities.

Outstanding Capital Projects

Before submitting any Capital Requests for FY 24 and beyond, please provide an update of all existing capital projects including CPA projects using the attached spreadsheet. Your report should include the appropriation total, total expenditures to date, confirmation of procurement and projected completion dates. Additionally, provide an explanation detailing why projects 3 years and older are not completed.

Capital Budget Requests

Your capital budget requests should include all items with a cost of \$25,000 or greater and a useful life of 5 or more years. This must include the construction or reconstruction of existing capital assets, municipal buildings, recreational facilities, roads, landfills, and acquisition of land, equipment, vehicles and other personal property. All capital requests including those that would be funded through alternative sources, such as grants, submitted to the CPA or as separate articles to Town Meeting for funding, must be submitted through the Capital Improvement Plan process.

FY 24 Capital Requests and FY 24- FY 28 5-Year Capital Plan:

The FY 24-FY 28 5-year capital plan should be an update of the FY 23-FY 27 5-year capital plan approved by the Finance Committee. It is the responsibility of each department manager to review what the Finance Committee approved for FY 23 thru FY 27 and confirm the need and funding estimates. The CIP form is similar to that used in previous years. Please use the expandable window to describe your CIP request in detail.

FY 24 capital requests for each department need to include as much detail and backup information as possible using the Excel CIP form. We ask that you fill out the CIP form for all years. Capital requests will not be considered without an associated FY 24 CIP form. Additionally, please update the 5- year capital project plan, (FY 24 - FY 28) for your department. You will receive separately an excel spreadsheet with the 5-year capital plan that was voted by the Finance Committee last year. Your 5-year capital requests should reflect this approved schedule.

The precise amount of available funding has not been determined and will depend on funding sources and length of borrowing terms to create a capital budget within the financial model that we have developed.

Please be advised that due to the number of approved, funded projects that have not been completed, as well as two debt exclusion projects currently underway, the FY24 Town Manager's Capital Plan may be limited to critical needs.


In addition:

- Complete a 5-year capital project plan in Excel for FY 24 thru FY 28. FY 24 thru FY 27 has been determined. Update your plan by including FY 28 requests.
- The default funding is borrowing, cash capital and free cash, which the Acting Town Manager and Finance Director will determine. If there are any other available sources of funding or partial funding, identify the source at the bottom of the form.

The deadline for submitting capital requests and status reports is Friday October 28, at noon to the Acting Town Manager and Finance Director, electronically by e-mail. We thank you in advance for your assistance in the budget process.

Instructions for Using the Excel Capital Form

The Finance Committee uses a special Macro enabled excel form to collect Capital Improvement Plan Requests as indicated below:



TOWN OF WAYLAND
41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

**CAPITAL APPROPRIATION REQUEST
FY18 - FY22 (FIVE YEARS)**

1

3

5

7

8

10

11

12

13

PROJECT INFO:

PROJECT SPONSOR:

APPROVING BODY NOTE:

PROJECT DESCRIPTION:

PROJECT JUSTIFICATION:

EVALUATION CRITERIA: (Applies to current year budget requests only)

	Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
A. ALTERNATIVE MEANS TO SATISFY NEEDS			
B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE			
C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS			
D. OPERATIONAL BUDGET IMPACT			
E. PROJECT FEASIBILITY, (READINESS)			

EXPENDITURE SCHEDULE (please provide detailed supporting schedule for 2019 to 2022)

ELEMENT	Prior to Date	2018	2019	2020	2021	2022	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT							\$ -	
5. OTHER							\$ -	
TOTAL		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

OPERATIONAL BUDGET IMPACT:

	YES	NO	IF YES, please provide details.
1. Will this Capital Request generate new revenue?			
2. Will this Capital Request increase operating costs?			
3. Will this Capital Request decrease operating costs?			
4. Will this Capital Request impact personnel?			

FUNDING SOURCES:

How will this Capital Request be paid for?	YES	NO	IF YES, please provide details.
1. Borrowing/Cash Capital			
2. CPA Funds			
3. Grants or Gifts			
4. Other			

WARRANT DETAILS:

Request Number	
Dept	
Schedule	
Relationship to General Plan	
History	

2

4

6

9

No	Description	Instructions	Warrant Map
1	Project Info: <u>Project Title</u>	Provide a 3-5 word general description of the request so people can easily understand.	2
2	Project Info: <u>Included in Prior 5 Year Capital Plan</u>	Yes or No Answer. This indicates whether this is a new request or something that was included in a previous year's plan.	9
3	Project Sponsor: <u>Sponsor (advocate) Name</u>	This is the title of the person who has the role of Department Manager. Please do not use their name.	3

No	Description	Instructions	Warrant Map
4	Department: <u>Contact Information</u>	This is the email address of the lead person responsible for the Capital Request. This is used to communicate and coordinate the development of the Capital Plan. This will be the person contacted by the Finance Committee.	
6	Approving Body/ <u>Vote: Date and Quantum of Vote</u>	As part of the proposed process, if a Board or Committee vote is required, please record the results of the vote on the form. Otherwise, please leave it blank.	
7	Project Manager	Please provide the name of the project manager for the project. This must be a staff member. If an outside consultant will be retained, please indicate so immediately following the staff member's name.	
7	Project Description	The Project description is a detailed description of the Capital Improvement Plan. This box will automatically expand when you type into it. If you have any issues, please make sure macros are enabled in our version of Excel.	4
8	Project Justification	The Project justification is an overview of why this Capital Improvement Plan has been requested and an understanding of the due diligence that has been performed. This box will automatically expand when you type into it. If you have any issues, please make sure macros are enabled in our version of Excel.	5
9	Evaluation Criteria	<p>This is related to funding requested in the current year only. This is used to help prioritize the need for the Capital Improvement Plan when compared to other competing requirements of the Town. Questions A through E should be evaluated based on the following criteria:</p> <ul style="list-style-type: none"> • Does not meet or does not apply • Partially meets criteria • Fully meets criteria 	

10	Expenditure Schedule	<p>This section is critical.</p> <ul style="list-style-type: none"> The CIP form is required for the current year and a schedule that supports the costs associated with subsequent years should be documented to help evaluate the long term impact on Town Finances. Appendix A shows an example schedule. 	12, 13, 14
11	Operational Budget Impact	This section ensures that the operating budget will be updated to support maintenance of capital improvements. If you chose yes, please provide a detailed description.	
12	Funding Sources	Please indicate whether you will be seeking CPA, grant, or other funding.	10
13	Warrant Details: <u>Request Number</u>	This is the order in which the CIP is printed and referred to in the Warrant	1
13	Warrant Details: <u>Department</u>	This is the department where this CIP will be implemented.	1,3
13	Warrant Details: <u>Schedule</u>	Provide the Fiscal year this CIP pertains to (e.g. Fiscal Year 2023)	8
13	Warrant Details: <u>Relationship to General Plan</u>	Provide a detailed description as to how the CIP relates to the general plan for your department.	5
13	Warrant Details: <u>History</u>	Provide historical context for why the CIP is needed.	7

Department	Project	Original Budget	Current Balance	Close? Y/N	Close \$ Total	
1	Facilities	FY 18 TOWN BUILDING MECH / ELECT	88,000	74,792	N	
2	Facilities	FY 19 WINDOW AND DOOR DESG TB	65,000	65,000	N	
3	Facilities	FY 19 TB INTERIOR RENOVATIONS	375,000	347,256	N	
4	Facilities	FY 18 TOWN BUILDING HVAC	1,575,000	1,565,000	N	
5	Facilities	FY 23 TB Interior Renovations-\$250,000 + Schools \$125,000	125,000	125,000	N	
6	Facilities	FY 23 Additional Funding FireStation #	710,000	710,000	N	
	Facilities	FY 22 FIRE STATION 2	575,000	89,571	N	
	Facilities	FY 19 FIRE STATION #2 \$1.8M	1,800,000	1,655,971	N	
7	Facilities	FY 23 PSB Fire Alarm System Upgrade	100,000	100,000	N	
8	Facilities	FY 23 Library Improvements	2,485,000	2,485,000	N	
9	Facilities	FY 22 PSB EXTERIOR PAINTING/SEALING	135,000	135,000	N	
10	Facilities	FY 22 CONSERVATION TRUCK	62,000	62,000	N	
11	Facilities	FY 22 LIBRARY UPPER AND LOWER LEVEL REHAE	50,000	50,000	N	
12	Facilities	FY 21 MOTOR VEHICLES	37,000	2,081	Y	2,081
13	Facilities	FY 21 COVID 19 VENTILATION	115,000	2,028	N	
14	Facilities	FY 23 COA/CC- \$11M	11,000,000	11,000,000	N	
15	Facilities	FY 22 COACC LAND ACQUISITION	100	100	N	
16	Facilities	FY 22 LOKER GRASS FIELD DESIGN	50,000	50,000	N	
17	Facilities	FY 17 SEWER BETTERMENT LIBRARY	56,000	3,708	Y	3,708
18	Facilities	FY 18 HS DESIGN	50,000	6,805	N	
19	Facilities	FY 17 HAPPY HOLLOW FLOOR TILE	65,000	8,057	N	
20	Facilities	FY 17 LOKER TILE	65,000	34,417	N	
21	Facilities	FY 18 MIDDLE SCHOOL TILE	150,000	6,878	N	
22	Facilities	FY 19 LOKER SCH KITCHEN	295,000	295,000	N	
23	Facilities	LOKER KITCHEN ATM 2014	211,400	-281,200	N	
24	Facilities	FY 19 HIGH SCHOOL FIELD	7,050,000	17,940	N	
25	Facilities	FY 20 COMM CONTROLS / INTER SYST	196,900	35,274	N	
26	Facilities	FY 20 HH FIRE ALARM CONTROL	40,250	36,875	N	
27	Facilities	FY 20 LOKER ROOF AND INSULATION	312,500	4,986	N	
28	Facilities	FY 20 WMS CARPET FLOOR / SLAB	156,000	13,960	N	
29	Facilities	FY 20 HH ASBESTOS TILES	82,500	25,150	N	
30	Facilities	FY 16 LOKER TILE REPLACEMENT	110,000	2,253	N	
31	Facilities	FY 21 LOKER / CLAYPIT FEASABILITY	200,000	191,500	N	
32	Facilities	FY 21 CLAYPIT AIR HANDLING UNIT	90,000	90,000	N	
33	Facilities	FY 21 HAPPY HOLLOW COOLING UNIT	70,000	70,000	N	
34	Facilities	FY 21 HIGH SCHOOL VOICE SYSTEM	30,000	23	Y	23
35	Facilities	FY 21 LOKER SCHOOL ROOF	3,000,000	1,616,588	N	
36	Facilities	FY 22 WMS CARPET WITH FLOOR TILE	564,000	564,000	N	
37	Facilities	FY 22 STUDENT SCHOOL STORAGE SYSTEM	152,100	34,046	N	
38	Facilities	FY 22 MIDDLE & HIGH SCHOOL VOICE LIFT SYSTEM	115,000	79,505	N	
39	Facilities	FY 22 SCHOOL SPACE STUDY & CONSTRUCTION	100,000	9,916	N	
40	Facilities	FY 22 FIRE ALARM CONTROL PANAL / SMOKE DETECT	87,400	73,936	N	
41	Facilities	FY 22 HAPPY HOLLOW CHAIR LIFT	75,000	3,471	Y	3,471
42	Facilities	FY 22 LOKER EGRESS DOORS	40,000	40,000	Y	40,000
43	Facilities	FY 23 DW FLOORING	240,000	240,000	N	
44	Facilities	FY 23 DW Security	150,000	150,000	N	
45	Facilities	FY 23 DW Fire Alarm System Replacements	100,000	100,000	N	
46	Facilities	FY 23 DW Custodial Equipment and Storage	100,000	100,000	N	
47	Facilities	FY 23 Elementary Feasibility Study-MSBA Project	100,000	100,000	N	
48	Facilities	FY 23 High School Building Improvement	221,000	221,000	N	
49	Facilities	FY 23 WMS Repair of Exterior Wall and Receiving Doc	20,000	20,000	N	
50	Town Manage	FY 23 Pond Weed Harveste	127,600	127,600	N	
51	Town Manage	FY 23 Facilities Evaluation Pla	150,000	150,000	N	
52	Town Manage	FY 23 Town Wide Accessibility	100,000	100,000	N	
53	Town Manage	FY 21 SURFACE WATER QUALITY	51,000	32,364	N	
54	Town Manage	FY 16 COA FEASIBILITY STUDY	150,000	57,908	N	
55	Town Manage	FY 19 COA STUDY	470,000	305,725	N	
56	Conservatio	DAM REPAIRS	100,000	33,577	N	
57	Conservatio	FY 19 CONSERVATION TRACTOR	46,000	2,001	Y	2,001
58	Conservatio	FY 19 SNAKE RIVER DAM	115,000	6,255	N	
59	Conservatio	FY 17 SHED UPGRADE CONSERV	30,000	30,000	N	
60	IT Dept	FY 19 MUNIS REVENUE MODULE	230,000	58,437	N	
61	IT Dept	FY 23 Redundant Fiber Connection	255,000	255,000	N	
62	IT Dept	FY 23 Network and Wireless Replacement High Scho	145,000	145,000	N	
63	IT Dept	FY 22 NETWORK AND WIRELESS ELEM SCHOOLS	320,000	317,583	N	
64	IT Dept	FY 22 PUBLIC SAFETY RECORDS /CAD SOFTWARE	285,000	285,000	N	
65	IT Dept	FY 20 PERMITTING SOFTWARE	40,000	92	N	
66	IT Dept	FY 22 PUBLIC SAFETY RADIO SYSTEM	350,000	350,000	N	
67	IT Dept	FY 23 Replace Dispatch Console PS	305,000	305,000	N	
68	IT Dept	FY 21 IT NETWORK REPLACEMENT	126,000	78,047	N	
69	IT Dept	FY 21 IT PERMITTING SOFTWARE	70,000	64,215	N	
70	IT Dept	FY 21 IT LIBRARY PHONES	32,000	32,000	N	
71	IT Dept	FY 19 MIDDLE SCH NETWORK WIRING	386,000	40,368	N	
72	IT Dept	FY 20 DW CORE NETWORK	215,000	200,550	N	
73	Fire	FY 23 Traffic Signal Purchase/ School Route Safet	50,000	50,000	N	
74	Fire	FY 22 FIRE VEHICLE - CAR	67,000	852	Y	852
75	Fire	FY 22 EXTRICATION TOOLS	65,000	27	Y	27
76	Fire	FY 22 AMBULANCE	345,000	380,000	N	
77	Fire	FY 23 LARGE DIAMETER HOSE 4"	58,000	58,000	N	
78	Fire	FY 23 CARDIAC MONITOR	55,000	55,000	N	
79	Fire	FY 23 Boat Replacement & Related Equipmen	35,000	35,000	N	
80	Fire	FY 23 Forestry Skid	32,000	32,000	N	
81	Fire	FY 21 PUBLIC SAFETY RADIOS	247,000	5,595	N	

82	Fire	FY 21 PUBLIC SAFETY SOFTWARE	135,000	135,000	N	
83	Fire	FY 21 REEVES HILL EQUIPMENT	45,000	45,000	N	
84	Fire	FY 21 FIRE PUMPER	700,000	9,816	N	
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85	Police	FY 23 In-Car Computers Replacemer	52,000	52,000	N	
86	Police	FY 22 IN-CAR VIDEO EQUIPMENT REPL	50,000	50,000	N	
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87	School-Torr	FY 17 LOKER FURNITURE	35,000	4,915	N	
88	School-Torr	FY 17 FOOD SERVICE EQUIPMENT	60,000	1,450	N	
89	School-Torr	FY 18 HAPPY HOLLOW FS EQUIP	60,000	52,000	N	
90	School-Torr	FY 20 LOKER CHAIR	36,800	33,330	N	
91	School-Torr	FY 20 CH FOOD SERV REFRIGERATOR	75,900	75,900	N	
				<hr/>		
100	DPW	HGWY ROADWORK DESIGN (27/30)	85,000	19,417	N	
101	DPW	PARKLAND / CHARLES ATM 2014	75,000	42,272	Y	42,272
102	DPW	FY 23 DPW H-14 TRUCK	310,000	310,000	N	
103	DPW	FY 21 HIGH SCHOOL PLANT	425,000	425,000	N	
104	DPW	FY 23 Road Improvements	625,000	625,000	N	
105	DPW	FY 23 Sidewalk Improvements- Design / Cons	150,000	150,000	N	
106	DPW	FY 23 Leaf Vac. Trailer	70,000	70,000	N	
107	DPW	FY 23 Compactor Replacemer	100,000	100,000	N	
108	DPW	FY 23 H-6 / H-7 Body Replacemen	80,000	80,000	N	
109	DPW	FY 18 DPW DUMP TRUCK H-4	95,000	171	Y	171
110	DPW	FY 19 ROAD CONSTRUCTION	600,000	15,238	N	
111	DPW	FY 19 RT 20 SOUTH LAYDOWN	150,000	136,701	N	
112	DPW	FY 19 CONCORD RD CULVERT	150,000	149,987	N	
113	DPW	FY 20 ROAD CONSTRUCTION	500,000	394,898	N	
114	DPW	FY 22 ROAD IMPROVEMENTS	600,000	305,178	N	
115	DPW	FY 22 SIDEWALK IMPROV- STUDY / CONST,	50,000	19,965	N	
116	DPW	FY 22 DPW EQUIPMENT H-20	275,000	28,870	N	
117	DPW	FY 22 STORMWATER /MANAGEMENT IMPR	50,000	50,000	N	
118	DPW	FY 20 STONEBRIDGE ROAD DESIGN	100,000	53,368	Y	53,368
119	DPW	FY 20 STORMWATER	250,000	184,090	N	
120	DPW	FY 20 COMPACTOR	55,000	55,000	N	
121	DPW	FY 21 ROAD CONSTRUCTION	600,000	300,000	N	
122	DPW	FY 21 POTTER / STONEBRIDGE BDG	450,000	450,000	Y	450,000
123	DPW	FY 21 OLD SUDBURY BRIDGE	400,000	8,666	Y	8,666
124	DPW	FY 21 DPW EQUIPMENT H-15	250,000	247,091	N	
125	DPW	FY 21 STORMWATER	150,000	149,703	N	
126	DPW	FY 21 DPW EQUIPMENT P-59	95,000	216	Y	216
127	DPW	FY 17 CEMETERY EXPANSION	50,000	4,728	N	
128	DPW	FY 18 TRANSFER ST ACCESS ROAD	1,625,360	60,045	N	
				<hr/>		
129	Water	FY 16 WATER METER REPLACEMENT	200,000	10	N	
130	Water	FY 17 PUMP STATION UPGRADE	525,000	219,151	N	
131	Water	FY 17 WATER METERS	200,000	24,278	N	
132	Water	FY 17 WATER TANK CLEANING	250,000	81,758	N	
133	Water	FY 18 WATER TANK STUDY	50,000	25,682	N	
134	Water	FY 18 PILOT STUDY	110,000	88,578	Y	88,578
135	Water	FY 19 WATER METER REPLACEMENT	520,000	520,000	N	
136	Water	FY 19 PLC UPGRADES	350,000	65,065	N	
137	Water	FY 20 REEVES HILL TANK	350,000	335,228	N	
138	Water	FY 20 REEVES HILL BOOSTER STAT	270,000	237,701	N	
139	Water	FY 20 MWRA CONNECTION STUDY	50,000	3,352	N	
140	Water	FY 20 AUTOMATED WATER METERS	1,300,000	1,220,372	N	
141	Water	FY 21 GATE VALVE TRAILER	75,000	1,756	Y	1,756
142	Water	FY 22 WATER MAIN-DESIGN / CONSTRUCTION	100,000	98,948	N	
143	Water	FY 22 VEHICLE W-9	200,000	200,000	N	
144	Water	FY 22 PFAS REMEDIATION	1,600,000	600,000	N	
145	Water	FY 23 Water Main-Design / Constructio	1,040,000	1,040,000	N	
146	Water	FY 23 Air Compressor	130,000	130,000	N	
147	Water	FY 23 Vehicle W-7	95,000	95,000	N	
				<hr/>		
Total All:				35,907,971	697,188	



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

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

SELECT BOARD

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

DRAFT Meeting Minutes **Select Board**

Monday, September 19, 2022
7:00 p.m.

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

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

Present, participating remotely: David V. Watkins.

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

A1. Call to Order, Review the Agenda for Public: At 7:00 p.m., Chair C. Karlson called the meeting of the Select Board to order when a quorum was present and announced that the meeting would be conducted in a hybrid-format (both via teleconference and in-person). C. Karlson announced that the meeting would be broadcast live and recorded for re-broadcast. C. Karlson announced each Board member by full name and that D. Watkins would participate remotely. C. Karlson reviewed the agenda for the public.

A2. Announcements and Public Comment: A. Gutbezahl announced that the Wayland Cultural Council would accept grant applications until October 17, 2022.

David Bernstein, Glezen Lane, joined in person to comment on the Town Manager recruitment strategy and expressed that the draft announcement was inadequate. D. Bernstein submitted his comments in writing to the Acting Town Manager.

George Harris, Holiday Road, joined via teleconference and read a statement that he had previously sent to the Board regarding transparency and he requested that the Personnel Board meetings be recorded by WayCAM.

Joshua Hyman, Caulfield Road, joined in person to announce the upcoming "Amazing Race" event on Saturday, October 22 presented by the Wayland Public School Foundation.

A2.5. 2022 Massachusetts General Election Early Voting Hours Reduction: review request by the Town Clerk and vote to approve: S. Crane introduced Trudy Reid, the newly appointed Town Clerk. T. Reid and the Board discussed a request to revise the early voting periods.

C. Martin moved, seconded by T. Fay, that the Board adopt the 2022 Massachusetts General Election Early Voting Hours as presented in the packet. Roll Call Vote: YEA: T. Fay, A. Gutbezahl, C. Karlson, C. Martin, D. Watkins. NAY: None. ABSENT: None. ABSTAIN: None. Adopted 5-0.

A3. Fence Viewing Request: Update and next steps: T. Fay reported that on May 22, Kathy Cleaver brought forth a residential dispute against abutters A. and J. Moran. T. Fay noted that on June 6, pursuant to M.G.L. Chapter 49 C. Martin and T. Fay had been appointed to serve as fence viewers related to the dispute. T. Fay described the complaint and the subsequent visit to the property by C. Martin and T. Fay. T. Fay reported that fence viewers met together with both parties and the matter had been resolved.

A4. American Rescue Plan Act (ARPA) Sub-Committee: report from members: The American Rescue Plan Act (ARPA) Sub-Committee members, T. Fay and C. Martin provided an update. T. Fay described the details of the how the ARPA federal aid can be used, and that ARPA funds must be obligated by December 31, 2024 and spent by December 31, 2026. T. Fay reviewed the proposed expenditures of most of the \$4.1 million in ARPA funds. C. Martin described the process for selecting the proposed expenditures after consultation with department heads. A. Gutbezahl suggested that the table outlining the recommendation also include the

requests that were not recommended. C. Karlson concurred with A. Gutbezahl, as it was important for the public to see all the requests.

The Board discussed the need to be mindful of potential overruns and contingencies for the listed projects, impacts to the FY2024 budget and acknowledged the urgency related to the potential Massachusetts Water Resources Authority (MWRA) connection. S. Crane recommended that the Board, minimally approve a ten-percent contingency and the request for a potential MWRA emergency connection, as it was time-sensitive. The Board discussed how to garner public input on ARPA spending.

A5. Remote Participation: Update from Board on discussion with legislators: D. Watkins reviewed that a House Bill 4985, a petition to the General Court for a special act that would allow remote participation had been filed by Representative C. Gentile and A. Peisch. D. Watkins reported that he had communicated with Representative C. Gentile's office and learned that because the act is a home-rule petition it did not need a full formal action of the state legislature and therefore it could be approved in a span of a few months. D. Watkins requested the Board review the petition from the July 18 packet. The Board agreed to review the petition and discuss the matter at the next meeting. T. Fay thanked D. Bernstein and referenced a slide deck created by D. Bernstein on the matter.

A6. Glezen Lane Traffic forum: follow-up discussion, identify next steps including potential for a traffic study: T. Fay acknowledged the frustration heard from residents at the Sept 12 public forum as well as some of the points made. T. Fay expressed the hope that the plaintiffs would reconsider their position regarding the turn restrictions and expressed support for a traffic study. C. Martin asked the Board to consider sidewalks and resident exemptions in addition to conducting a traffic study. A. Gutbezahl expressed that he was optimistic a solution could be reached that benefited the entire community. D. Watkins noted the need for data to work toward a solution. C. Karlson agreed that a traffic study on Glezen lane was needed, but disagreed with expending funds on a traffic study that sourced a vehicles destination without a commitment among all parties to discuss the matter. S. Crane described the challenges related to adding sidewalks to that area. C. Karlson asked for an estimate of the cost of sidewalks for the length of Glezen Lane. It was the sense of the Board to authorize S. Crane to conduct a traffic study.

A7: Town Manager Search: a. Review/Approve Community Profile b. Review/approve candidate profile c. Screening Committee appointments: Michael Jaillet of GovHR USA joined the meeting in-person and reviewed the materials related to the Town Manager search with the Board and S. Crane. At 8:42 p.m., A. Gutbezahl emphasized that C. Martin said that he had great ideas. The Board made revisions to the position announcement, recruitment brochure and the Town Manager Draft Position Announcement. The Board discussed the revisions to the documents. The Board agreed to allow A. Gutbezahl to work with M. Jaillet on the suggested revisions.

D. Bernstein made public comment with a suggestion on the first paragraph.

A7.c. Town Manager Search: Screening Committee appointments: C. Karlson reviewed that she had asked each member to review the list of nineteen (19) residents who volunteered to serve on the Town Manager screening committee and to provide a weighted list to staff who would then compile the data. J. Bugbee then provided a tabulated list that resulted from compiling each member's preferences. C. Martin and D. Watkin stated that they were not aware the submission needed to be weighted, as they anticipated the opportunity to deliberate with the Board. T. Fay expressed his preference for candidates with municipal government experience. The Board discussed the size of the screening committee and the number of Board members who would also serve on the committee. C. Martin suggested that no Board members serve. T. Fay, A. Gutbezahl and C. Karlson expressed preference for at least one Board member on the screening committee. A. Gutbezahl noted there were three candidates that were not chosen by any member of the Board and therefore should be informed that they would not be selected, reducing the list to sixteen (16) candidates.

D. Watkins expressed the need to consider that all precincts are represented and also deliberate the other criteria to make selections. A. Gutbezahl noted that four (4) of the nineteen (19) candidates were not selected by a majority of the Board and suggested they be removed from consideration.

C. Martin expressed preference for D. Bernstein to serve on the committee and that any candidates who had served on previous Town Administrator screening committees should not be considered. T. Fay suggested the matter be tabled to the next meeting. A. Gutbezahl requested to narrow the list down to the eleven (11) candidates who were selected by a majority of the Board for discussion at the next meeting. C. Martin reiterated her preference for D. Bernstein.

A. Gutbezahl moved, seconded by T. Fay that the Board authorize John Bugbee to thank and inform nine (9) candidates: J. Kurtz, G. Schuler, S. Klitgord, D. Leard, D. Bernstein, J. Gardner, J. Levine, J. Reid and S. Pope that they will not be selected as members of the screening committee. In discussion, C. Martin expressed concern about having representation from all precincts. There was a discussion about the importance of having each precinct represented. C. Karlson noted that the screening committee members would be acting on behalf of the whole Town and would not serve to represent a single precinct. D. Watkins expressed disagreement with the process. There was continued discussion on how to narrow down the list. D. Watkins expressed preference to not include any Board members on the screening committee. C. Karlson noted that the motion provided ten (10) candidates who represented all four precincts for deliberation at the next meeting. C. Martin offered an amendment to the motion to remove D. Bernstein from the motion to keep him for consideration. A. Gutbezahl did not accept the amendment because D. Bernstein did not garner votes from a majority of the Board. Roll Call Vote: YEA: T. Fay, A. Gutbezahl, C. Karlson. NAY: D. Watkins.. ABSENT: None. ABSTAIN: C. Martin. Adopted 3-1-1. C. Karlson recommended a second vote to display unanimity. C. Martin explained her abstention was due to the fact that her amendment to the motion was not accepted, and would not reconsider her position.

D. Watkins moved, seconded by C. Martin, to create a screening committee of the ten (10) remaining candidates and without a Board member to serve on the screening committee. T. Fay and A. Gutbezahl expressed they would not support the motion because the consultant had recommended a seven (7) member committee and recommended participation by Board members. M. Jaillet described that a ten (10) member committee would be more challenging and the benefits of having a Board member on the committee. C. Martin suggested an amendment to establish a (7) member committee. D. Watkins expressed he would only accept the amendment if the three (3) to be removed were candidates who participated on past screening committees. D. Watkins named the four candidates of which three (3) could be removed: B. Whitney, B. O'Herlihy, D. Levine, and S. Pope.

C. Karlson noted the remaining seven (7) candidates were S. Wynne, C. Hetzner, J. Steele, A. Gordon, B. Huss, L. Anderson, and T. Klem. A. Gutbezahl noted that all precincts were represented among them. D. Watkins withdrew his previous motion to name a screening committee of ten (10).

A. Gutbezahl moved, seconded by C. Martin, that the Select Board congratulate the seven (7) candidates: and offer them a position on the screening committee and authorize J. Bugbee to do so: S. Wynne, C. Hetzner, J. Steele, A. Gordon, B. Huss, L. Anderson, and T. Klem. In discussion, C. Karlson noted that this motion was aligned with the consultants' recommendation. T. Fay restated his preference to include both B. O'Herlihy and a Board member. C. Karlson and A. Gutbezahl expressed preference to include a Board member. Roll Call Vote: YEA: T. Fay, A. Gutbezahl, C. Karlson, C. Martin, D. Watkins. NAY: None. ABSENT: None. ABSTAIN: None. Adopted 5-0. M. Jaillet left the meeting.

A8. Snowplowing Appeals for FY2023: review and act on requests: C. Karlson reviewed the Snow Plow Policy, the appeal applications that were received and correspondence received from DPW Director T. Holder which recommended the Board deny the applications.

C. Martin moved, seconded by T. Fay, to deny the two snow plowing appeal applications. In discussion, S. Crane noted that there was no new information submitted since the Board's previous denial. Roll Call Vote: YEA: T. Fay, A. Gutbezahl, C. Karlson, C. Martin, D. Watkins. NAY: None. ABSENT: None. ABSTAIN: None. Adopted 5-0.

A9. Annual Report: finalize and approve: The Board reviewed the draft FY2022 Annual Report and agreed to adhere to the September 30 deadline and the one-thousand word limit. The Board suggested some revisions and agreed to send revisions to the Town Manager's Office to finalize and submit.

C. Martin moved, seconded by A. Gutbezahl, to approve the Annual Report submission and authorize D. Watkins to revise as discussed and submit. Roll Call Vote: YEA: T. Fay, A. Gutbezahl, C. Karlson, C. Martin, D. Watkins. NAY: None. ABSENT: None. ABSTAIN: None. Adopted 5-0.

A11. 27 Sherman's Bridge Road: review and approve real estate closing documents: C. Karlson tabled this item until the next meeting.

A12. Minutes: a. Review and approve the minutes of September 12, 2022: The Board took no action on this item.

A13. Consent Calendar: review and approve:

1. Vote the question of approving Contract No. 22-2003, Task Order 3 Fiscal Year 2023 Municipal Separate Storm Sewer System (MS4) Compliance Assistance Engineering Services in the amount of \$115,723.00 with Kleinfelder Northeast, Inc. The appropriation number is 10945002, and the line item is 52010 Stormwater Project MS4.
2. Vote the question of approving a letter of support for the Transportation Improvement Project (TIP) for Route 30 as requested by Weston Town Manager Leon. A. Gaumond.
3. Vote the question of approving sandwich board requests by the Wayland Public School Foundation to promote the "Amazing Race" event during the dates of 10/08/2022 to 10/15/2022 The location requested for the signs are at Old Connecticut Path and Cochituate Road (Five Paths), Fire Station Two in Cochituate, Town Center (corner of Route 20 and Route 27), and Route 20/Old Connecticut Path by the Coach Grill.
4. Vote the question of approving sandwich board requests by the "Wayland Dads" to promote the Annual Golf Tournament event during the dates of 09/24/22 to 10/01/2022 The location requested for the signs are at Old Connecticut Path and Cochituate Road (Five Paths), Fire Station Two in Cochituate, and Route 20/Old Connecticut Path by the Coach Grill.

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

A10. Town Manger Report: a. Discussion of transition; priorities, b. HRDEI requests (4) next steps c. Council on Aging / Community Center (COA/CC) update:

A10.a. Town Manger Report: a. Discussion of transition; priorities: S. Crane did not provide an update.

A10.b. Town Manger Report: Human Rights, Diversity, Equity and Inclusion (HRDEI) requests (4) next steps: S. Crane noted that he and J. Bugbee would follow up with the HRDEI and Town Counsel related to its four requests from the previous meeting.

A10.c. Town Manger Report: Council on Aging / Community Center (COA/CC) update: S. Crane reported that the project was progressing and the demolition work that was needed had received a favorable bid. S. Crane expected geotechnical testing and test pits to be completed soon.

A14. Review Correspondence: C. Martin and A. Gutbezahl acknowledged and thanked two recent resignations, of K. Trogolo and B. Goldsmith. T. Fay acknowledged G. Harris' public comment in regard to his claim that the Personnel Board had outright refused to record the Personnel Board meetings. T. Fay consulted with the Personnel Board, and its Chair learned that Town Council was reviewing the matter; which was inconsistent with G. Harris comment that the Personnel Board refused to be recorded. C. Martin requested that the Board discuss the matter. S. Crane noted that many, but not all boards and committees were recorded.

A15. Select Board's Reports and Concerns: D. Watkins reported that the Board had the authority appoint two members of the Board for three-year terms [to the Cable Advisory Committee?]. D. Watkins requested that the Board and Town Manager work with WayCAM to provide services. D. Watkins discussed the process

for the Board to communicate with GovHR USA. T. Fay recommended the matter be discussed at a future meeting.

A16. Topics Not Reasonably Anticipated by the Chair 48 Hours In Advance, If Any: There were none.

A17. Executive Session: Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (7) to review and approve the executive session minutes of August 29, 2022. Approve and Hold: Executive Session minutes of August 29, 2022: The Board did not move to enter into Executive Session.

A18. Adjourn: At 11:20 p.m., T. Fay moved, seconded by A. Gutbezahl, that the Board adjourn the meeting. Roll Call Vote: YEA: T. Fay, A. Gutbezahl, C. Karlson, C. Martin, D. Watkins. NAY: None. ABSENT: None. ABSTAIN: None. Adopted 5-0.

Items included in the packet and updated during the Select Board Meeting of September 19, 2022:

1. Table: ARPA Funds Draft Recommendation \$4.1M, dated 09/19/2022
2. Table: Town Manager Screening Committee Applicants
3. Interest Letter: Town Manager Screening Committee, from S. Pope
4. Interest Letter: Town Manager Screening Committee, from S. Wynne
5. Interest Letter: Town Manager Screening Committee, from L. Anderson
6. Interest Letter: Town Manager Screening Committee, from J. Levine
7. Interest Letter: Town Manager Screening Committee, from B. O'Herlihy
8. Interest Letter: Town Manager Screening Committee, from D. Leard
9. Interest Letter: Town Manager Screening Committee, from J. Kurtz
10. Interest Letter: Town Manager Screening Committee, from W. Whitney
11. Interest Letter: Town Manager Screening Committee, from W. Huss
12. Interest Letter: Town Manager Screening Committee, from J. Steel
13. Interest Letter: Town Manager Screening Committee, from J. Reid
14. Interest Letter: Town Manager Screening Committee, from C. Hetzner
15. Interest Letter: Town Manager Screening Committee, from T. Klem
16. Interest Letter: Town Manager Screening Committee, from D. Bernstein
17. Interest Letter: Town Manager Screening Committee, from A. Gordon
18. Interest Letter: Town Manager Screening Committee, from G. Schuler
19. Interest Letter: Town Manager Screening Committee, from V. Gardner
20. Interest Letter: Town Manager Screening Committee, from D. Levine
21. Interest Letter: Town Manager Screening Committee, from S. Klitgord
22. Memorandum: From: S. Crane To: Residents RE: Private Road Plowing Select Board's Process To Appeal A Decision Not To Provide Snow Plowing Service, dated 07/29/2022 with application materials
23. Policy: Residential Private Road Snow & Ice Policy Town Of Wayland, Massachusetts Accepted by Board of Public Works October 10, 2017 Accepted by Select Board May 16, 2018 Policy Effective November 1, 2018
24. K.P. Law - Guidance To the Select Board re: Snow Appeal
25. Residential Private Road Snow & Ice Policy Appeal Application: T & Y. Osler re: Highfields Rd, received 09/06/2022
26. Residential Private Road Snow & Ice Policy Appeal Application: A. Verma & M. Shah re: Highfields Rd, received 09/06/2022
27. Email Correspondence: From: T. Holder To: C. Costello, J. Pessimato, J. Doucette Re: Private Road snowplow recommendation to deny, dated September 12 and 13, 2022
28. Draft: FY 2022 Annual Report of the Select Board, dated 09/16/2022, redlined version
29. Draft: FY 2022 Annual Report of the Select Board, dated 09/16/2022
30. Purchase And Sale Agreement: Seller: W. & K. Dunlay, Successor Co-Trustees of the 27 Sherman Bridge Road Realty Trust and Town of Wayland with attachment A.

Supplemental Packets:

31. Revised Agenda: Agenda of Select Board: September 19, 2022 7:00 p.m., revised 9/19/22 10:28 a.m.
32. Revised Agenda II: Agenda of Select Board: September 19, 2022 7:00 p.m., revised 9/19/22 3:50 p.m.
33. Memorandum: To: Select Board From: T. Fay and C. Martin RE: Report of American Recovery Plan Act (ARPA) Select Board Subcommittee, dated: September 14, 2022
34. GovHR USA Town Manager Search materials:: From: M. Jaillet, dated Friday, September 16, 2022 re: Draft of the Position Announcement and the Brochure Draft Text for Town Manager Recruitment Brochure 091622.docx; Wayland Town Manager Draft Position Announcement 091622.docx, with attachments
35. Interest Letter: Town Manager Screening Committee, from B. O'Herlihy, dated 09/16/2022
36. Memorandum: To: S. Crane, Interim Town Manager From: T. Reid, Town Clerk Date: September 19, 2022 Re: Request to reduce Early Voting Hours in week 1 to 50%

Items Distributed For Information and Use By the Board during the Meeting of September 19, 2022 Otherwise Not Included In The Packet (Handouts):

1. Public Comment Letter: To: Select Board From: D. Bernstein re: Town Manager Recruitment, dated 09/19/2022, read into the record and handed to Acting Town Manager.

Correspondence:

1. Correspondence from the below residents to Select Board re: Glezen Lane turn restriction related to David Bernstein v. Planning Board of Wayland et al. Settlement Agreement
 - a. Peter Viles (09/12/2022);
 - b. Charles Anderson (09/12/2022);
 - c. Nathan Brow (09/12/2022);
 - d. William Midgley (09/12/2022);
 - e. Amy Ferrer (09/12/2022);
 - f. Michael Walton (09/12/2022);
 - g. Julie Brevard (09/12/2022);
 - h. Jarrod & Marjorie Marto (09/12/2022);
 - i. William Clark (09/12/2022);
 - j. Jen & Steve Varney (09/12/2022);
 - k. Lea Anderson (09/15/2022).
2. Correspondence from K. Trogolo, dated September 7, 2022 re: resignation from Cultural Council.
3. Correspondence from C. Lewis, dated August 29, 2022 re: acceptance of B. Goldsmith's resignation from the Board of Public Works.
4. Correspondence from George Harris dated September 15, 2022 re: the Personnel Board and WayCAM.
5. Correspondence from Sherre Greenbaum to Select Board dated September 15, 2022 re: public records request re: 264 Old Connecticut Path.
6. Correspondence from Betsy McClendon to Select Board dated re: thanks for the Glezen Lane forum.



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

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

SELECT BOARD

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

DRAFT Meeting Minutes **Select Board**

Wednesday, September 28, 2022
8:15 p.m.
Town Building / Zoom
41 Cochituate Road, Wayland, MA

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

Also Present, participating remotely: Assistant Town Manager John Bugbee

A1. Call to Order, Review the Agenda for Public: At 8:19 p.m., Chair, C. Karlson called the meeting of the Select Board to order when a quorum was present and announced that the meeting would be conducted remotely via teleconference and may be recorded for re-broadcast. C. Karlson announced each member by full name and that all would participate remotely. C. Karlson reviewed the agenda for the public.

A2. Topics Not Reasonably Anticipated by the Chair 48 Hours In Advance, If Any: There were none.

A3. Executive Session: I. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (1) to hear complaints or charges brought against a public employee. II. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (7) to review and approve the executive session minutes of August 29, 2022. Approve and Hold: Executive Session minutes of August 29, 2022:

At 8:20 p.m., Chair C. Karlson moved, seconded by C. Martin, that the Select Board enter into Executive Session pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (1) to hear complaints or charges brought against a public employee; and pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (7) to review and approve the executive session minutes of August 29, 2022 with the intent to hold said minutes.

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

Chair, C. Karlson invited attendance by Acting Town Manager S. Crane and Assistant Town Manager, J. Bugbee, HR Manager K. Ryan, Town Counsel B. Maser, K-P Law P.C., Chief of Police Sean Gibbons, and counsel from Reardon, Joyce & Akerson, Austin Joyce. C. Karlson announced that the Board would adjourn from the executive session and not return to open session.

A4. Adjourn: At 8:22 p.m., the Board entered into Executive session. **At 8:23 p.m.**, the Board adjourned from Executive Session.

Items included in the packet and updated during the Select Board Meeting of September 28, 2022:

1. There were none.



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SELECT BOARD

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

DRAFT Meeting Minutes **Select Board**

Monday, October 3, 2022
7:00 p.m.

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

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

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

A1. Call to Order, Review the Agenda for Public: At 7:00 p.m., Chair C. Karlson called the meeting of the Select Board to order when a quorum was present and announced that the meeting would be conducted in a hybrid-format (both via teleconference and in-person). C. Karlson announced that the meeting would be broadcast live and recorded for re-broadcast. C. Karlson announced each Board member by full name and reviewed the agenda for the public.

A2. Announcements and Public Comment: A. Gutbezah thanked the community for its celebration of life event for E. Norton. T. Fay announced the Sudbury-Wayland-Lincoln Domestic Violence Roundtable will partner with the First Parish in Wayland, the Wayland Interfaith Leaders Association (WILA), and the Lauren Dunne Astley Foundation to host the "Shine a Light" event focused on issues related to domestic and break up violence on Thursday, October 13 at 7:00 p.m. at First Parish in Wayland, 225 Boston Post Road.

Ellen Tohn, Fields Lane, Co-Chair of the Energy & Climate Committee (ECC), joined the meeting via teleconference and announced that the Town of Wayland is developing a plan for a consumer-friendly electricity program called "Wayland Electricity Choice." The program is an electricity aggregation, which is a kind of group electricity purchasing that will allow the Town to increase the amount of renewable energy in the electricity supply, the program is expected to launch in 2024. E. Tohn added that the ECC will make a presentation about the program and will seek input from residents and businesses on October 17, 2022 at 7:00 p.m. via Zoom. E. Tohn announced that the Aggregation Plan and related documents are available for review and comments until November 17, 2022 on the ECC website and hard copies are available at the Town Clerk's Office.

A3. 27 Sherman's Bridge Road: review and approve real estate closing documents: C. Karlson welcomed Conservation Administrator, Linda Hansen and reviewed the closing documents for 27 Sherman's Bridge Road. C. Martin asked about the funding source for the demolition of the building on the property. L. Hansen noted that it was the sellers wish to demolish the building and the demolition was funded.

T. Fay moved, seconded by D. Watkins, to approve and sign the real estate closing documents specific to the purchase and sale agreement of 27 Sherman's Bridge Road, as presented in the packet. Vote: YEA: T. Fay, A. Gutbezah, C. Karlson, C. Martin, D. Watkins. NAY: None. ABSENT: None. ABSTAIN: None. Adopted 5-0.

A4. American Rescue Plan Act (ARPA): discussion and approval of funds for emergency MWRA connection: American Rescue Plan Act (ARPA) Sub-Committee member, C. Martin provided an update and reviewed a \$1.2 million dollar request for an emergency connection to Massachusetts Water Resources Authority (MWRA) near the Hultman Aqueduct. S. Crane recommended approval of \$1.4 million for the connection and engineering. The Board discussed the request.

T. Fay moved, seconded by C. Martin, to approve \$1.4 million of American Rescue Plan Act (ARPA) funds for emergency connection and engineering to Massachusetts Water Resources Authority (MWRA). Vote: YEA: T. Fay, A. Gutbezah, C. Karlson, C. Martin, D. Watkins. NAY: None. ABSENT: None. ABSTAIN: None. Adopted 5-0.

A5. Affordable Housing Discussion: status of potential locations; Housing Production Plan follow up items; Housing group charges and reporting structures; next steps: S. Crane introduced Town Planner Robert Hummel who joined the meeting via teleconference. C. Karlson reported there had been a recently completed affordable housing unit on West Plain Street soon to be included on the Subsidized Housing Inventory (SHI), and another that would potentially be completed on Hammond Road. The Board discussed affordable housing strategies, and reviewed seven other potential sites for affordable housing development at Launcher Way, Traditions, St. Ann's, Cascade, School Street, Mill Creek's interest in a Boston Post Road property and at 212 Cochituate. C. Karlson summarized that the Board was committed to affordable housing, acknowledged the Safe Harbor expiration in May 2023, and sought guidance from the Town Planner on strategy. R. Hummel left the meeting.

S. Crane announced the start of the new Land Use Coordinator, Aneeri Patel.

A6: Town Manager Recruitment: a. Update on process b. Review and approve brochure c. Screening Committee create charge d. Job Description e. Clarification of Board member contact with consultant:

A6.a. Update on process: Michael Jaillet of GovHR USA joined the meeting via teleconference and reviewed the materials related to the Town Manager search with the Board, J. Bugbee and S. Crane. J. reported that the Screening Committee appointees were in the process of being sworn in.

A6.b. Review and approve brochure: The Board suggested revisions to the position announcement, recruitment brochure with M. Jaillet. The Board agreed to allow A. Gutbezahl to work with M. Jaillet on the suggested revisions.

A6.c. Screening Committee create charge: The Board reviewed and revised the draft charge for the Screening Committee with M. Jaillet.

T. Fay moved, seconded by C. Martin, that the Board approve the proposed charge of the Screening Committee, as revised. Vote: YEA: T. Fay, A. Gutbezahl, C. Karlson, C. Martin, D. Watkins. NAY: None. ABSENT: None. ABSTAIN: None. Adopted 5-0.

A6.d. Job Description: The Board, S. Crane, J. Bugbee and M. Jaillet discussed the need to develop a job description for the Town Manager role since the adoption of the Select Board-Town Manager Act.

A6.e. Clarification of Board member contact with consultant: D. Watkins sought clarification on how the Board would communicate with the consultant, GovHR USA, to move the process along quickly and efficiently. C. Karlson noted that all contact thus far had been through J. Bugbee. M. Jaillet left the meeting.

A7. Open Meeting Law - request for documents: request for regular and executive session minutes by resident George Harris; discussion and next steps: The Board reviewed the Open Meeting Law request for documents submitted by G. Harrass. C. Karlson reported that G. Harris had agreed to an extension to provide the documents due to known staff shortages and other anticipated administrative delays.

A8. Acting Town Manager position: discussion of succession planning including potential approval of current Assistant Town Manager John Bugbee as Acting Town Manager beginning on or about November 1, 2022; authorization for additional contractual management assistance; next steps: The Board acknowledged S. Crane's resignation and discussed a succession plan. S. Crane recommended the appointment of J. Bugbee to serve as Acting Town Manager with support from M. Jaillet. The Board discussed the distribution of responsibilities in the interim, including procurement and budgeting. Board members expressed concern with the length of the search timeline, the job market and the Board finding consensus to appoint a new Town Manager.

T. Fay moved, seconded by C. Martin, to approve the appointment of John Bugbee as Acting Town Manager effective November 1, 2022. Roll Call Vote: YEA: T. Fay, A. Gutbezahl, C. Karlson, C. Martin, D. Watkins. NAY: None. ABSENT: None. ABSTAIN: None. Adopted 5-0.

A9. Acting Town Manger Update:

A9.a. Glezen Lane Traffic studies and sidewalk installation cost estimates: S. Crane reported that the Town was working with K. Dandrade, PE, PTOE, the traffic engineer from TEC, Inc. to determine the scope of a traffic study.

A9.b. Loker Field Update: S. Crane reported that the Town was working with the MassDEP, the contractor and engineers to develop a soil management plan after PFAS was detected in the soil. S. Crane noted one proposed solution may be to move the soil to another site that is in need of soil to maintain the landfill cap, another option would be to revise the site plan to retain the soil on site.

A9.c. Snake Brook Dam comfort letter: S. Crane reported receipt of a non-compliance letter related to the Snake Brook Dam, and reviewed the response letter from Conservation Administrator, L. Hansen.

A9.d. All In Energy letter: S. Crane reported that a letter will be sent to all Wayland households regarding the energy options, as presented by E. Tohn in public comment.

A9.e. Safety Committee meeting: S. Crane reported that he recently assembled a Safety Committee comprised of Town personnel to review safety issues and implement the Massachusetts Interlocal Insurance Association (MIIA) rewards program.

S. Crane reported that a Wayland Police officer was attacked by a dog during a call at a residence and fired his weapon at the dog. S. Crane noted there would be a press release related to the incident.

A10. Minutes: a. Review and approve the minutes of September 12, 2022 and September 19, 2022: The Board took no action on the minutes of September 19, 2022.

T. Fay moved, seconded by A. Gutbezah, to approve the regular session minutes of September 12, 2022, as amended. Vote: YEA: T. Fay, A. Gutbezah, C. Karlson, C. Martin, D. Watkins. NAY: None. ABSENT: None. ABSTAIN: None. Adopted 5-0.

A11. Consent:

1. Vote the question of approving Task Order #4 Amendment #2 to complete the design and bid documents for the project. This is an amendment to the original Task Order for the Council on Aging/Community Center building. The new total Task Order agreement is not to exceed \$767,555.00 for the work done.
2. Vote the question of approving a request for Sandwich Boards by the Creative Arts Parent Council (CAPA) at Wayland High School to promote its Fall Bottle & Can Drive during the dates of October 15, 2022- October 22, 2022. The locations requested for signs are at Old Connecticut Path & Cochituate Road (Five Paths), Fire State #2 in Cochituate, Town Center (corner of Route 20 & Route 27), and Route 20/Old Connecticut Path by the Coach Grill.
3. Vote the question of confirming the appointments of Trudy Reid as Town Clerk and Brian Keveny as Finance Director pursuant to the Town Manager Act Section 7 (e) (iii) and (iv).
4. Vote the question of approving a one-day beer and wine liquor license to Edward Hebert for an event (K'night at the Races) at Saint Ann's Church Hall, 134 Cochituate Road, Wayland MA 01778 on October 15, 2022 from 5:00 p.m. to 11:00 p.m.
5. Vote the question to approve the revised increase in the Early Voting hours on Monday, October 24, 2022 as requested by the Town Clerk.

A. Gutbezah moved, seconded by C. Martin, to approve the Consent Calendar. Vote: YEA: T. Fay, A. Gutbezah, C. Karlson, C. Martin, D. Watkins. NAY: None. ABSENT: None. ABSTAIN: None. Adopted 5-0.

A12. Review Correspondence: T. Fay acknowledged W. Whitney's email correspondence to J. Bugbee correcting the record from the previous meeting, and noted that he had not served on the previous Town Administrator Screening Committee. C. Martin acknowledged correspondence from the Board of Public Works (BoPW) regarding vacancies on the BoPW. C. Martin volunteered to represent the Board at the "Shine a Light" event.

A13. Select Board's Reports and Concerns: D. Watkins reminded the Board that feedback about the Remote Participation home-rule petition was needed before the next meeting. C. Karlson noted that the remote participation matter would be on the next meeting agenda. A. Gutbezahl announced again that there was a plan for a consumer-friendly electricity program called "Wayland Electricity Choice". A. Gutbezahl added that the ECC will make a presentation about the program to seek input from residents and businesses on October 17, 2022 at 7:00 p.m. via Zoom. A. Gutbezahl added that the Aggregation Plan and related documents will be available for review and comments until November 17, 2022 on Town website. C. Martin requested the Board have a quarterly review of its progress on the Board's goals.

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

A15. Executive Session:

I. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (7) to review and consider for potential release the following executive session minutes related to discussing strategy with respect to collective bargaining with:

- Local 690 Wayland-1 American Federation of State, County and Municipal Employees (AFSCME 690 Wayland-1)
- Local 690 Wayland-2 American Federation of State, County and Municipal Employees (AFSCME Local 690 Wayland-2)

March 15, 2021, June 14, 2021, July 26, 2021, September 2, 2021, October 4, 2021, November 22, 2021, December 13, 2021, December 20, 2021, January 3, 2022, January 10, 2022, January 18, 2022, January 24, 2022, March 14, 2022, and March 21, 2022, and;

II. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (7) to review and consider for potential release the August 29, 2022 executive session minutes related to reviewing the minutes of David Bernstein v. Planning Board of Wayland et al. and with respect to litigation Duane Galbi v. Wayland Zoning Board of Appeals and CELLCO Partnership d/b/a Verizon Wireless:

At 10:04 p.m., Chair C. Karlson moved, seconded by D. Watkins, that the Select Board enter into Executive Session pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (7) to review and consider for potential release the following executive session minutes related to discussing strategy with respect to collective bargaining with: • Local 690 Wayland-1 American Federation of State, County and Municipal Employees (AFSCME 690 Wayland-1) • Local 690 Wayland-2 American Federation of State, County and Municipal Employees (AFSCME Local 690 Wayland-2): March 15, 2021, June 14, 2021, July 26, 2021, September 2, 2021, October 4, 2021, November 22, 2021, December 13, 2021, December 20, 2021, January 3, 2022, January 10, 2022, January 18, 2022, January 24, 2022, March 14, 2022, and March 21, 2022, and; pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (7) to review and consider for potential release the August 29, 2022 executive session minutes related to reviewing the minutes of *David Bernstein v. Planning Board of Wayland et al.* and with respect to litigation *Duane Galbi v. Wayland Zoning Board of Appeals and CELLCO Partnership d/b/a Verizon Wireless.*

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

Chair, C. Karlson invited attendance by Acting Town Manager S. Crane and Assistant Town Manager, J. Bugbee. C. Karlson announced that the Board would adjourn from the executive session and not return to open session.

A16. Adjourn: At 10:04 p.m., the Board entered into Executive session. At 10:34 p.m., the Board adjourned from Executive Session.

Items included in the packet and updated during the Select Board Meeting of October 3, 2022:

1. Memorandum: To: S. Crane, Acting Town Manager; Select Board From: L. Hansen, Conservation Administrator Re: 27 Sherman Bridge Road Purchase & Sale Agreement Dated: September 26, 2022
2. Purchase and Sale Agreement: Seller: W. & K. Dunlay, Successor Co-Trustees of the 27 Sherman Bridge Road Realty Trust and Town of Wayland with attachment A.
3. Email Correspondence: From: Lewis, Clifford To: Select Board Cc: Holder, T; Crane, S.; Keveny, B. Subject: Request for Engineering Funds for Emergency MWRA Connection to the Hultman Aqueduct Attachments: Hultman Connection Engineering Funds Request Rev 4 9-20-2022.doc, dated: September 26, 2022
4. Memorandum: To: Select Board From: Board of Public Works Cc: T. Holder, DPW Director, S. Crane, B. Keveny, Re: Engineering for Hultman Emergency MWRA Water Connection. Dated September 20, 2022.
5. Memorandum To: Select Board From: T. Fay and C. Martin Re: Report of American Recovery Plan Act (ARPA) Select Board Subcommittee Dated September 14, 2022
6. Table: ARPA Funds Draft Recommendation \$4.1M, dated 09/19/2022
7. Town of Wayland Housing Production Plan 2022-2027 Prepared for the Town of Wayland by Barrett Planning Group LLC.
8. GovHR USA Town Manager Search materials: Draft Text for Town Manager Recruitment Brochure
9. Draft: Town Manager Screening Committee Charge, dated September 30, 2022
10. Email Correspondence: From: Karlson, C. To: George Harris Cc: Crane, S.; Costello, C. Subject: Re: Request for Meeting Minutes; Dated: Wednesday, September 28, 2022
11. Resignation Letter: From: S. Crane To: C. Karlson dated September 29, 2022, effective October 31, 2022.
12. Certificate of non-compliance and Dam Safety Order: From: D. Rice Commissioner, Department of Conservation & Recreation (dcr) Re: Snake Brook Dam, with attachments; dated September 1, 2022
13. Memorandum: To: Wayland homeowners or renters From: S. Crane Re: "Wayland Saves Energy" partnership with All In Energy.
14. Draft: Meeting Minutes of Select Board meeting of 09/12/2022

**Items Distributed For Information and Use By the Board during the Meeting of October 3, 2022
Otherwise Not Included In The Packet (Handouts):**

1. There were none.

Correspondence:

1. Correspondence from J. Steel, Planning Board Re: "Safe Harbor" under Chapter 40B, dated September 18, 2022
2. Correspondence from B. O'Herlihy Re: Community Housing Summit Follow up, dated September 21, 2022
3. Correspondence from Cliff Lewis re: DPW vacancies, dated September 26, 2022.
4. Correspondence from Cliff Lewis re: funds requested for emergency connection to MWRA water at the Hultman Aqueduct, dated September 26, 2022
5. Correspondence from D. Pferrer re: removing lines on Oxbow Road, dated September 26, 2022
6. Correspondence from the Rev. Dr. S. May Re: an invitation to join the annual Shine a Light on Domestic Violence Vigil, dated September 28, 2022.
7. Correspondence from W. Whitney Re: Town Manager Screening Committee, dated September 28, 2022