



TOWN OF WAYLAND

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BOARD OF SELECTMEN

JOHN BLADON
STEVEN J. CORREIA
THOMAS J. FAY
JOSEPH F. NOLAN
SUSAN W. POPE

Board of Selectmen Meeting Minutes December 5, 2011

Attendance: John Bladon, Steven Correia, Thomas Fay, Joseph Nolan, Susan Pope

Also Present: Town Administrator Fred Turkington

Chair T. Fay called the meeting of the Board of Selectmen to order at 7:00 p.m. in the Selectmen's Meeting Room and reviewed the agenda for the viewing public. F. Turkington announced that the tax classification public hearing would be held on Monday, December 12, and would be followed by a public review of the tax recapitulation sheet. J. Nolan announced his intention to seek the 13th Middlesex House seat in 2012.

Public Comment Kent George, 15 Indian Dawn, encouraged the Board to consider creation of an audit committee. Susan Wagner, 201 Oxbow Road, asked the Board to expedite the clean-up and repair of a house on Sherman's Bridge Road. F. Turkington explained that probate issues had to be resolved before transfer of the property and repairs could be undertaken. Kim Cook, 12 Ellie Lane, requested the Board consider starting Annual Town Meeting on Sunday, April 29, to boost attendance and to provide at least three quarters of financial data to residents in making budget decisions.

A3. Presentation by Melanson & Heath regarding the Independent Audit and Letter to Management for Fiscal Year ending June 30, 2011 Scott McIntyre, Melanson & Heath, presented the financial statements and reviewed the recommendations to management. He stated that the accounting records were consistent with activity and generally accepted accounting practices. He noted that more than \$2M of \$3.3M positive revenue variance was due to one-time receipts. Melanson & Heath took notice in footnote #15 of the Special Town Meeting vote on November 17 to use an additional \$4M in free cash. He commented that the rate of ten-year retirement of debt is a bit low at 56%, but is likely due to the recent 25 year issues for high school representing significant portion of the outstanding debt. F. Turkington reviewed the response of management to the recommendations.

A8. Consider and Approve Consent Calendar S. Pope moved, seconded by J. Bladon, to approve the consent calendar. YEA: J. Bladon, S. Correia, T. Fay, J. Nolan, S. Pope. NAY: none. ABSTAIN: none. Adopted 5-0.

A6. Discussion on Extent of Electronic Voting for 2012 Annual Town Meeting David Bernstein, Chair, Electronic Voting Advisory Committee 2.0, was present and explained that he believed that \$30,000 was appropriated for electronic voting, and that until the bids were received, he had no expectation that every vote at Annual Town Meeting would be by electronic voting. He said he would have no problem with "ceremonial" votes occurring as voice votes.

A4. Discussion with Library Trustees and Council on Aging Chairs regarding Peer Review of Feasibility Study for Shared Space on Municipal Parcel at Town Center Aida Gennis, chair of Library Board of Trustees, and Betsy Soule, chair of Council on Aging, were joined by Bill Sterling from the Council on Aging feasibility committee and Julie Secord, co-director of Council on Aging. A. Gennis and B. Soule

expressed concern that Graham Meas, architect for the feasibility study, placed too much emphasis on focus groups, left out or included material not favored by the Council on Aging, and hadn't been able to generate schematic layouts that demonstrated feasibility of presumed shared space. It was the consensus of the Board to proceed with engaging a firm with the remaining \$15,800 appropriation to (1) confirm space needs and planned shared spaces, (2) produce preferred schematic layout for program, shared space, and design, and (3) determine whether site constraints allow for an effective design, identifying modifications to site boundaries and zoning necessary to meet program and spacing objectives.

A5. Discussion with Representatives of Russell's Garden Center Relative to Frequency of One-day Liquor Licenses for Farm Stands and Protective Measures Taken at Events to Assure Compliance with Liquor Laws Peg Mallet, Marketing Director for Russell's Garden Center, and Kip Kumler from Turtle Creek Winery of Lincoln, were present. They explained that winter and summer farmer's markets occurred 26 or 27 weeks of the year, with only two Saturdays featuring more than two wineries. It was explained that all servers or supervisors were TIPS-certified. S. Correia moved, seconded by S. Pope, to approve wine sampling and the sale of bottled wine (to be consumed off site only) at the Russell's Wayland Winter Farmer's Market event from January 7 through March 10, 2012, on Saturdays from 10:00 a.m. to 2:00 p.m. YEA: J. Bladon, S. Correia, T. Fay, J. Nolan, S. Pope. NAY: none. ABSTAIN: none. Adopted 5-0.

A7. Update by Economic Development Committee regarding Proposal for Housing Project on Town-owned Land Adjacent to the Transfer Station Rebecca Stanizzi and Sam Potter updated the Board on conversations with the Finance Committee and the Board of Public Works. It was explained that they would proceed with developing an article for Annual Town Meeting to appropriate sufficient funds to perform due diligence and prepare the proposal for a future town meeting vote to sell to a developer for a housing development. The Board of Public Works has given conditional approval to declaring property surplus, subject to zoning and siting of the DPW facility at 66 River Road parcel. A zoning article will be proposed for the Annual Town Meeting. F. Turkington suggested a meeting with Sudbury staff before the Annual Town Meeting Warrant deadline.

A9. Review Correspondence Members noted the concerns of residents over recurring electric outages. It was agreed to have F. Turkington report on a meeting with NSTAR in Sudbury on December 15 before determining the Board response on tree-cutting and other reliance issues with NSTAR.

A10. Report of the Town Administrator F. Turkington reviewed December 12 meeting topics; discussed audit process and findings; and announced the appointment of Vincent Smith as Fire Chief, subject to Board ratification on December 12.

A11. Selectmen's Reports and Concerns S. Correia and J. Bladon updated the Board on plans to retain a consultant to develop sample financial reports, with the intent to modify the product to meet Finance Committee budget process needs and others for posting on the website to provide some analysis of finances. J. Nolan asked about a request to extend hours on New Year's Eve from Dudley Chateau. F. Turkington advised that the question would be placed on December 12th agenda for a vote by the Board. J. Bladon reported that the Operational Review Committee is on schedule to complete work by December 22. S. Pope congratulated staff on the positive audit findings and stated she was opposed to starting Annual Town Meeting after school vacation week. S. Correia suggested the Board consider an all-committee semi-annual forum to discuss pending projects to improve communications. He suggested board chairs consider taping segments for WayCAM (1-3 minutes) to promote interest and update on committee activities. He asked to have the topic of senior property tax relief on a future agenda and mentioned material provided to

F. Turkington for review. He asked F. Turkington to look into two parcels behind the depot as potential parking areas. T. Fay stated he would look into the possibility of establishing an audit committee and review various structures, charges and appointing authority. He asked F. Turkington to keep the Board apprised of the schedule for work at Town Center and consider adding milestone dates in permits and licenses to the project schedule provided by Twenty Wayland. He asked for an update by the 375th Anniversary Committee in January.

A12. Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any

T. Fay said there were no additional topics.

A13. Adjourn There being no further business before the Board, J. Bladon moved, seconded by S. Pope, to adjourn the meeting of the Board of Selectmen at 10:12 p.m. YEA: J. Bladon, S. Correia, T. Fay, J. Nolan, S. Pope. NAY: none. ABSTAIN: none. Adopted 5-0.

Items Distributed For Use by the Board of Selectmen at the December 5, 2011 Meeting

1. None