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BOARD OF SELECTMEN
ANTHONY V. BOSCHETTO
EDWARD J. COLLINS
STEVEN J. CORREIA
JOSEPH F. NOLAN

Board of Selectmen Meeting Minutes November 18, 2013

Attendance: Tony V. Boschetto, Edward J. Collins, Steven J. Correia, Joseph F. Nolan

Also Present: Acting Town Administrator John Senchyshyn, Executive Assistant MaryAnn DiNapoli

A1. Call to Order by Chair and Enter into Executive Session to Discuss Collective Bargaining Strategy Pertaining to Contract Negotiations with all Wayland School Unions; to Discuss Contract Negotiations with Non-union Personnel Vice Chair T. Boschetto called the meeting of the Board of Selectmen to order at 6:35 p.m. in the Selectmen's Meeting Room. At 6:35 p.m., S. Correia moved, seconded by E. Collins, to go into executive session pursuant to Massachusetts General Laws Chapter 30A, Section 21 (a) (2) to discuss strategy with respect to negotiations with non-union personnel, and pursuant to Massachusetts General Laws Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to collective bargaining with the Wayland School Unions, WTA, WESA, and Custodians. YEA: T. Boschetto, E. Collins, S. Correia, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 4-0. The Board invited to join the Board in its executive session regarding strategy with non-union personnel, and the Board invited Acting Town Administrator John Senchyshyn, Executive Assistant MaryAnn DiNapoli, Assistant School Superintendent Brad Crozier, and School Committee members Donna Bouchard and Ellen Grieco to join the Board in its executive session regarding collective bargaining strategy. The Board will reconvene in open session in approximately 30 minutes.

The Board returned to open session at 7:02 p.m.

A2. Announcements; Review Agenda for the Public Vice Chair T. Boschetto reviewed the agenda for the public and announced that the meeting will likely be broadcast and videotaped for later broadcast by WayCAM.

A3. Meeting with Finance Director and School Representative(s) to Discuss MUNIS Security Protocols Finance Director Brian Keveny, School Committee member Donna Bouchard, and Director of Technology Leisha Simon joined the Board to discuss MUNIS security protocols. B. Keveny advised the Board that all employees have changed their login codes and will be prompted to do so again every six months. He said old accounts have been deactivated, and the general super-user passwords have been changed; he said the positions in the school department were redefined at the same time. He said he is comfortable that the system is protected. The Board discussed protocol for former employees and new hires. J. Senchyshyn said he has discussed creating a risk policy with the Audit Committee, and the MUNIS protocols could fit that policy. E. Collins asked if there was a tracing policy; L. Simon said yes, an audit trail can be done of an individual or an account. The participants discussed vendor maintenance and deficit spending controls.

A4. Public Comment Dennis Berry, 15 George Street, and Town Moderator, asked the Board if they had any questions or concerns about the upcoming Special Town Meeting. He said he will implement an abbreviated procedure for Article 3, "Set Aside Community Preservation Funds for Administrative

Expenses,” and the use of audiovisual equipment will be tried for the first time. He noted that no extra time will be allotted for audiovisual presentations.

A5. Joint Meeting with the Personnel Board to hear the Presentation and Interview MMA Consulting for their Proposal for Town Administrator Search The Board was joined by the Personnel Board to interview the consultants for the Town Administrator Search.

Mark Morse, MMA Consulting, provided background on his company and an overview of its services. He described the process of defining key qualities, finding candidates, and vetting and interviewing. E. Collins asked which part of the evaluation process is most helpful, and mentioned public forums. M. Morse said public forums have mixed results, and recommended that one would be sufficient. S. Correia asked if there was a relationship between the hiring process and the size of community. M. Morse said the more important factor is the compensation, as the time commitment is approximately the same. T. Boschetto asked if there is a difference between a town manager and administrator. M. Morse there is an overlap of skills, and the trend is toward stronger administrators. T. Boschetto asked how MMA Consulting would expand the pool of candidates. M. Morse said if the town agrees to take the risk, the search could be expanded to business professionals who have served the town in a volunteer capacity, as well as military personnel. He discussed the difficulty in Massachusetts of fitting private sector managers into the municipal retirement system. N. McCarthy asked him to elaborate on the preliminary work. M. Morse said he would meet with department directors, board members, former board members, and the Town Moderator, as well as gather factual information about the background and finances of the town. N. Willard asked if a credit check is done on the candidates; M. Morse said yes. J. Green asked about the use of a program planning exercise. M. Morse explained that the applicants are asked to make a hypothetical decision and write a memorandum explaining their thought process. P. Schneider asked if it would be valuable to interview the former Town Administrator; M. Morse said no. J. Nolan asked if Wayland could expect to get good candidates, and if anything could be done to bolster the town's position. M. Morse said that despite the recent events, Wayland is a top end town with a strong financial position, a good location, and a good school system. E. Collins asked if screening committees are useful. M. Morse said yes, they have time to review resumes and ask questions. He said it should be a reasonable size and include people who are active in local government. M. Peabody asked if MMA Consulting will conduct another search if the finalist leaves within the first year; M. Morse said yes, they will conduct another search for expenses only. N. McCarthy asked if they provide transition planning for the new Town Administrator, and M. Morse said yes, but it would be as a separate contract.

A6. Joint Meeting with the Personnel Board to Hear the Presentation and Interview Municipal Resources for Their Proposal for Town Administrator Search Alan Gould, Vice President and Chief Operating Officer of Municipal Resources, provided background on his company and an overview of its services. He said it is a full service public management firm, and reviewed the placements that they had made in Massachusetts. M. Peabody asked about their outreach program, and whether they target women and minorities. A. Gould said they work with the ICMA and state associations from all of New England. J. Green asked how they would gather information. A. Gould said they would speak to town leaders, hold one or two public forums, conduct online surveys, and gather background data on the town. E. Collins asked about the results to be gained from a survey; A. Gould said it empowers the community to feel good about the process. P. Schneider asked if he would interview the former Town Administrator; A. Gould said it could be helpful, depending on the circumstances. J. Nolan asked if there was a standard search committee structure. A. Gould said a search committee typically includes members of the Personnel Board, a representative of the business community, the school superintendent, and one or two residents at large.

He suggested that the process begin by having each member of the Board recommend two members. He noted that Wayland is a very marketable community. J. Nolan asked how public input could be gathered constructively. A. Gould said his company would keep the politics of the process under control. S. Correia asked how staff would be involved. A. Gould said he would talk to several employees, including the Fire and Police Chiefs, and the DPW Director. He said they can also survey the employees. M. Peabody asked about the role of the search committee. A. Gould said he would involve them from the beginning, by getting the information he needs, creating the recruitment document, and sending them the responses while his office does the background checks. J. Green asked if a Selection Committee would interview candidates. A. Gould said the town can have any committees they choose do the interviews; he the Municipal Resources team will also have an interview committee. J. Nolan asked about credentials and whether life experience is considered. A. Gould said they rely heavily on equivalent experience so qualified people are not screened out, and he cited the hiring of the Ashland Town Manager from a military background. T. Boschetto asked how they find unique candidates. A. Gould said most express interest in the position and send a résumé; it is their job to carefully consider every candidate.

A7. Discuss Interviews with Consultants and Potentially Select Consultant for Town Administrator Search The Personnel Board joined the Board to discuss the candidates. N. McCarthy noted that Municipal Resources offered a warranty, had an interesting screening and interviewing process, and worked in twenty states. She said they seemed open to community involvement. P. Schneider said he would accept either one. J. Green said she favored Municipal Resources. J. Nolan said Municipal Resources provided him with the most confidence. S. Correia said that MMA Consulting had more experience in Massachusetts and more experience with town administrators and managers. T. Boschetto said he was encouraged by the foresight of Municipal Resources in encouraging applicants from other backgrounds. E. Collins said he favored the Collins Center. The Board asked the Personnel Board to check the references on the candidates and report back to the Board. N. McCarthy suggested that the Board of Selectmen begin to formulate its ideas for a search committee.

A8. Vote Board of Selectmen Positions on Warrant Articles J Nolan moved, seconded by E. Collins, to recommend to Town Meeting the approval of Article 1, "Review Sources of Funding for the Fiscal Year 2014 Operating Budget." YEA: T. Boschetto, E. Collins, S. Correia, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 4-0. The Board discussed the accuracy of the costs associated with the construction of the DPW facility, including the methane mitigation, the water line, and how any potential unallocated funds will be used. J. Nolan discussed the traffic study and the history of the project. S. Correia noted that there is a request for \$2.5 million in capital improvements to the current site if the new DPW project is not approved. E. Collins expressed his concern about the access road, although he said he favors the article. He said he was given assurances that access would be from Route 20, and he expected an amendment to the article will be offered at Town Meeting to access the facility from Route 20. J. Nolan moved, seconded by S. Correia, to recommend to Town Meeting, along with the Permanent Municipal Building Committee and the Board of Public Works, the approval of Article 2, "Department of Public Works Facility Construction Funding." YEA: T. Boschetto, E. Collins, S. Correia, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 4-0. S. Correia moved, seconded by J. Nolan, to recommend to Town Meeting the approval of Article 3, "Set Aside Community Preservation Funds for Administrative Expenses." YEA: T. Boschetto, E. Collins, S. Correia, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 4-0. The Board discussed the conservation restriction at Lincoln Road. T. Boschetto questioned the speed of the process, and whether all possible options had been considered. S. Correia said the Community Preservation Committee had identified the property as worthy of purchase, and the timing is contingent upon the decision of the owner. S. Correia moved, seconded by J. Nolan, to recommend to Town

Meeting the approval of Article 4, "Appropriate Funds to Purchase Conservation Restriction on Lincoln Road Land." YEA: E. Collins, S. Correia, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: T. Boschetto. Adopted 3-0-1.

A9. Review of Capital Requests for Town Departments The Board reviewed capital requests, and considered how to move forward. E. Collins expressed concern about the request from the water fund for \$2.655 million dollars for items including meter replacements, water meter radio, and billing software, and requested that the water department meet with the Board to provide further information. T. Boschetto said he was glad to see the process working; he said he would like to see certainty in the future as to the extent and duration of every capital project. S. Correia described how the Finance Committee handles the budget process. The Board agreed to let the Finance Committee review the budgets and then schedule the departments to come before the Board for review.

A10. Discussion of Response to Sudbury Board of Selectmen's Letter Regarding River Road Access to the DPW Facility The Board reviewed a draft response to the Sudbury Board of Selectmen letter regarding River Road access to the proposed DPW facility. E. Collins suggested that language be included to assure the Sudbury Board that the town has not foreclosed on the possibility of a Route 20 access to the facility. J. Nolan discussed scheduling a meeting with the Sudbury Board of Selectmen after the first of the year. J. Nolan moved, seconded by E. Collins, to instruct John Senchyshyn to prepare the letter as presented, with the edit of E. Collins, for signature by the Vice Chair of the Board. YEA: T. Boschetto, E. Collins, S. Correia, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 4-0.

A11. Review of George Harris Letter Dated November 7, 2013 The Board reviewed the letter received from George Harris regarding an open meeting violation during an October 16, 2013, meeting of three town boards. J. Senchyshyn said he spoke with G. Harris, and he understands the Board is aware of the issue and had made an attempt to correct it. E. Collins noted that the executive session was not posted; J. Senchyshyn said that according to Special Counsel Robert Ritchie, it is not necessary to list an executive session on the agenda in order to hold one. T. Boschetto said the points made by G. Harris were well taken, and asked that the issues raised in the letter be distributed to staff and board members. J. Nolan asked J. Senchyshyn to contact G. Harris to convey the Board's appreciation in bringing this to their attention.

A12. Review and Approve Consent Calendar (See Separate Sheet) J. Nolan moved, seconded by S. Correia, to approve the consent calendar. YEA: T. Boschetto, E. Collins, S. Correia, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 4-0.

A13. Review Correspondence (See Separate Index Sheet) The Board confirmed that they are unable to comment on the petition received from the residents of Glezen Lane regarding traffic due to legal issues. J. Senchyshyn provided background to the letter from Bob Olshansky regarding Tripolis leaching structures; he said that B. Olshansky requested time on the Board agenda. J. Nolan stated that the Board does not have standing, and Olshansky should be referred to the Zoning Board of Appeals. E. Collins congratulated Building Commissioner Jay Abelli on his commendation for building code effectiveness, and he said the fire department statistics continue to be impressive. In regard to invoicing procedures, T. Boschetto said he supports the Finance Director in promoting responsible policies.

A14. Report of the Acting Town Administrator J. Senchyshyn reviewed the upcoming Board schedule and agenda items. While not all members had seen the lights, the members who had agreed that the streetlights installed for the NSTAR pilot project were acceptable. E. Collins discussed the issues confronting

the Wayland Cares Review Committee, and asked that the Board continue its charge so a final report can be voted and submitted. J. Nolan moved, seconded by E. Collins, to extend the charge of the Wayland Cares Review Committee to January 1, 2014. YEA: T. Boschetto, E. Collins, S. Correia, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 4-0.

A15. Selectmen's Reports and Concerns E. Collins asked to be named as the liaison to the Board of Health in light of Doug Leard's resignation from the Board. The Board agreed to review the entire portfolio at a later date and distribute all the assignments to current members. S. Correia said his request that the Electronic Voting Implementation Subcommittee review its charge was misunderstood and for that he apologized. J. Nolan noted that they are a Town Moderator's committee, and the Board can only make suggestions. T. Boschetto said the OPEB Advisory Committee would like to make a presentation to the Board, and he asked Board members to review the information he provided regarding the Natick 360 all-boards conference.

A16. Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any
T. Boschetto said, "I know of none."

A17. Adjourn There being no further business before the Board, J. Nolan moved, seconded by E. Collins, to adjourn the meeting of the Board of Selectmen at 10:33 p.m. YEA: T. Boschetto, E. Collins, S. Correia, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 4-0.

Items Included as Part of Agenda Packet for Discussion During the November 18, 2013 Board of Selectmen's Meeting

1. FY2015 Town Capital Requests Summary
2. Proposed DPW Facility: Updated Traffic Study, Updated Cost Estimate, and Revised Map for Warrant Article
3. Consultant Proposals to Assist with Town Administrator Recruitment, MMA Consulting and Municipal Resources
4. Letter, 11/7/13, from George Harris re: Open Meeting Law Violations
5. Backup Information on Streetlight Pilot Program
6. First Annual Natick 360 All-Boards Conference Information Packet, November 2, 2013

Items Distributed for Information and Use by the Board of Selectmen at the November 18, 2013, Meeting

1. Letter of 11/18/13 from John Moynihan, Public Buildings Director, to Elisa Scola, Historical Commission, re: Weekly Job Meetings, River Road Site
2. Draft Letter of 11/18/13 from Board of Selectmen to Sudbury Board of Selectmen re: River Road Access to Proposed DPW Facility
3. Powerpoint Presentation, Department of Public Works Facility Construction Funding, for Presentation at the November 20, 2013, Special Town Meeting