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TOWN OF WAYLAND

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BOARD OF SELECTMEN
MARY M. ANTES
ANTHONY V. BOSCHETTO
EDWARD J. COLLINS
CHERRY C. KARLSON
JOSEPH F. NOLAN

Board of Selectmen Meeting Minutes July 21, 2014

Attendance: Mary M. Antes, Tony V. Boschetto (arrived 5:53 p.m.), Edward J. Collins, Cherry C. Karlson, Joseph F. Nolan

Also Present: Acting Town Administrator/Human Resources Director John Senchyshyn, Executive Assistant MaryAnn DiNapoli

A1. Call to Order by Chair Chair J. Nolan called the open meeting of the Board of Selectmen to order at 5:43 p.m. in the Selectmen's Meeting Room of the Wayland Town Building and noted the meeting will likely be broadcast and videotaped for later broadcast by WayCAM. He reviewed the agenda for the public.

A7. Review and Approve Consent Calendar (See Separate Sheet) E. Collins moved, seconded by M. Antes, to approve the revised consent calendar. YEA: M. Antes, E. Collins, C. Karlson, J. Nolan. NAY: none. ABSENT: T. Boschetto. ABSTAIN: none. Adopted 4-0.

A2. Presentation by Town Administration Selection Committee Members of the Town Administrator Selection Committee (Beth Butler, David Hill, Chris Brown, Phil Schneider, and Randall Moore) appeared before the Board to recommend the two final candidates for Town Administrator, Nan Balmer and Joseph Domelowicz. The Board thanked the committee for its hard work and efforts. J. Senchyshyn reviewed the day's events; he said the candidates met the department heads and then toured the town. Alan Gould, Municipal Resources Inc., reviewed the process that brought the current candidates forward.

A3. Interview Nan Balmer for Position of Town Administrator Nan Balmer appeared before the Board to interview for the position of Town Administrator. She reviewed her background; she currently works as Assistant Town Administrator in Eastham, Massachusetts, and has worked in human services and elderly and victim witness programs. E. Collins asked about her interest in Wayland. N. Balmer said it is a beautiful community with advanced thinking, and cited electronic voting, the unique approach to OPEB, and the involvement of its citizens. E. Collins asked what she would bring to Wayland, and N. Balmer described her background in economic development and community management. M. Antes asked about her strengths and weaknesses. N. Balmer said her expertise is in finance, budgeting, and internal controls; she said a good administrator relies on staff and professional development training in areas where she is less proficient. M. Antes asked for her vision of Wayland in five years and her commitment to the town. N. Balmer said she didn't expect to form a vision until she has met the staff and the residents. She said she has the time to make a full commitment to the town. C. Karlson asked about the process of budget preparation in Harwich, which N. Balmer explained. C. Karlson asked how she would manage staff that reported to elected boards. N. Balmer said she would work informally, using communication and respect, and noted that she enjoys a dynamic and creative process. T. Boschetto asked if different budget processes produce different results. N. Balmer said every town is unique; she said a strong manager keeps a tighter budget, and noted the importance of details such as timecards and sick leave. T. Boschetto asked her opinion of the town hiring senior staff before she is involved. She said if the town has a successful process, it is best to follow it. T. Boschetto asked how she would work with strong citizens. N. Balmer said the role of the Town Administrator is to provide the facts to the Board; she said you can't filter the facts to please people, and you must analyze the

impact honestly. C. Karlson asked if she would provide her opinions to the Board; she said yes, although political opinions are not appropriate. T. Boschetto asked how she would oversee projects. She said follow the law, and meet the timelines and budgets. T. Boschetto asked how to find quality in staff and service. N. Balmer said she believes in metrics, as well as training in customer service, ethics, public records and open meeting law. J. Nolan asked about her management style and her ability to balance the tax impact and services. She said as a manager, she believes in collaboration and strength, and that government services should be accurately priced so residents can make informed choices. E. Collins asked how she deals with controversy. N. Balmer said she gives people her time and sticks to the facts. T. Boschetto asked about the ramifications of living in the town where you work. She said it is difficult on children, but there is no drawback for her now. M. Antes asked what she liked best and least about her job. She said she liked the dynamics of working in a group to come to a decision, and she disliked dealing with troubled employees. She said she is procurement certified and has participated in labor negotiations and classification studies. She asked the Board members to describe their goals for the Town Administrator. E. Collins said he is looking for competence, openness, and fair-mindedness. M. Antes said her priority is affordable housing, and more professional management. J. Nolan said political healing, and maintaining what is best about Wayland, such as schools, conservation land, safe streets, and well maintained roads. C. Karlson said organizational skills are necessary to address outstanding issues such as Town Center, the new DPW building, the municipal pad, and oversight and support of the town staff. T. Boschetto asked for inclusiveness and collaboration with citizens, who want to help and know that the process is understandable and fair. He asked that she bring discipline to town services and control to the tax rates.

A4. Interview Joseph Domelowicz for Position of Town Administrator Joseph Domelowicz appeared before the Board to interview for the position of Town Administrator. He is the current Assistant Town Manager in Winthrop. J. Nolan asked about his interest in Wayland. J. Domelowicz said he likes close knit communities and families, and wants to help build something. He said he did not feel he had a chance to advance in Winthrop, as the town already has a good town manager. T. Boschetto asked about managing effectively with several lines of authority. J. Domelowicz said you need to have good staff and build relationships; he said you must be a facilitator, be honest and straight forward, and disagree without being disagreeable. He said he currently meets every week with department heads. T. Boschetto asked about his volunteer work as a resident of Swampscott. J. Domelowicz said it reminds him people are passionate about their community, and you have to have the same passion. T. Boschetto asked about ongoing projects in Winthrop. J. Domelowicz described his work on the Green Communities designation, the ferry service to Boston, and the creation of a Farmer's Market to revitalize the downtown area. T. Boschetto asked if a long-term analysis was done to determine the value of subsidized ferry service. J. Domelowicz said yes; it did not support itself as a commuter tool but had value in business development. C. Karlson questioned his involvement with the budget process. J. Domelowicz said he was involved, but it was not his strength, and he would rely on the finance staff. T. Boschetto asked him to identify his strengths. J. Domelowicz said he is very good at organization, communication, and bringing people together. C. Karlson asked how he would deal with the difficult organizational structure in Wayland, and how much direction he received from the Winthrop Town Administrator. J. Domelowicz said he works well collaboratively, and would keep communication open. He said the Town Administrator in Winthrop gave him the freedom to manage his own projects. M. Antes asked how his experience has prepared him for this job. He said he is a consensus builder. E. Collins asked about his regionalization efforts, and J. Domelowicz described his work with the MAPC (Metropolitan Area Planning Council). He discussed the unsustainability of certain models, such as police departments, noting that regions can be defined in different ways, depending on function, and it's important to move forward comfortably. E. Collins asked how he deals with controversy. J. Domelowicz said that if you believe something needs to happen, and the Board supports you, you keep working at it. J. Nolan asked about his commitment to Wayland. J. Domelowicz said his goal is to be a long-term Town

Administrator. He said he will have an open door policy, involve himself in the community, and rely on the expertise of department heads. J. Nolan asked how he will handle the balance between the tax burden and the protection of services. J. Domelowicz said revenue could be increased by grants and efficiencies; he said cost avoidance is also important. J. Nolan asked about OPEB; J. Domelowicz noted it as example of addressing cost avoidance. T. Boschetto asked, in regard to his analysis of the needs of community and intrinsic value, how he would insure a prudent budget. J. Domelowicz said he would question automatic increases in budgets, and dig deeper to ascertain the correct funding levels. T. Boschetto asked for more information about his work at the MAPC. J. Domelowicz described his work on creating a model for public health delivery, which is now being used as a tool in a study to regionalize public health. T. Boschetto asked if he would scale back his public commitments in Swampscott; J. Domelowicz said yes. J. Domelowicz asked the Board what they are looking for in a Town Administrator. E. Collins said someone who knows the process of municipal government and the law, as well as someone who will work respectfully with everyone. M. Antes said someone with professional experience, as the town has been without a Town Administrator for almost a year. J. Nolan said a new leader who can provide some healing and is willing to be vested in the town for a long time. C. Karlson said her short-term goals are the oversight of town meeting, and the restoration of support and encouragement to the staff. J. Domelowicz described a similar experience with the Winthrop library, where there had been no director and morale was low; he said he was able to restore their confidence and put together a plan for a replacement. He said he enjoys listening and finding solutions.

A5. Discussion of Candidates for Position of Town Administrator Position and Potential Vote to Appoint The Board discussed the candidates. T. Boschetto said he was impressed by J. Domelowicz's detailed experience with town projects, as well as his work with regionalization and collaboration. He said he felt he could bring long-term leadership and vision to the town, and his lack of management experience could be offset by the support of strong department heads. C. Karlson agreed, but felt N. Balmer had more direct experience with town processes. J. Nolan said N. Balmer seemed better prepared for management, but J. Domelowicz might be a better communicator and a better fit for the long term. M. Antes said N. Balmer had more direct experience. E. Collins said he is impressed by N. Balmer's experience. C. Karlson asked for confirmation that J. Domelowicz's title in Winthrop is Assistant Town Manager, and A. Gould confirmed that. The Board opened the meeting to public comment. There was no public comment. The Town Administrator Search Committee declined further comment. T. Boschetto said that while he would prefer to vote for J. Domelowicz, he felt the vote should be unanimous; J. Nolan agreed. M. Antes moved, seconded by C. Karlson, to authorize Municipal Resources Inc. to make a conditional offer to Nan Balmer for the position of Town Administrator. YEA: M. Antes, T. Boschetto, E. Collins, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0. The Board thanked the Town Administrator Search Committee and Municipal Resources Inc. for their guidance in the process.

A8. Enter Executive Session with the Wastewater Management District Commission to Discuss Strategy with Respect to Pending Litigation Regarding the Case Of Twenty Wayland, LLC and the Town of Wayland and the Wastewater Management District Commission, and Potential Litigation by a Group of Wastewater Management District Users, as Threatened by their Lawyer At 9:00 p.m., J. Nolan moved, seconded by E. Collins, to enter into executive session pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3) with the Wastewater Management District Commission to discuss strategy with respect to pending litigation regarding the case of Twenty Wayland, LLC and the Town of Wayland and the Wastewater Management District Commission, and potential litigation by a group of Wastewater Management district users, as threatened by their lawyer. The Chair declares that a public discussion of strategy with respect to pending litigation regarding the case of Twenty Wayland, LLC and the Town of Wayland and the Wastewater Management District Commission, and potential litigation by a group of Wastewater Management district users, as threatened by their lawyer, will have a detrimental effect on the

bargaining or litigating position of the Town. Roll call vote: YEA: M. Antes, T. Boschetto, E. Collins, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0. Chair J. Nolan invites attendance by members of the Wastewater Management District Commission (Fred Knight, Sam Potter, and Rick Greene), Acting Town Administrator John Senchyshyn, Town Counsel Mark Lanza, Administrative Assistant Cindy Cincotta, and Executive Assistant MaryAnn DiNapoli. The Board will reconvene in open session in approximately one hour for the sole purpose of adjourning.

The Board returned to open session at 10:55 p.m.

A6. Public Comment There was no public comment.

A8. Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any
J. Nolan said, "I know of none."

A9. Adjourn There being no further business before the Board, E. Collins moved, seconded by C. Karlson, to adjourn the meeting of the Board of Selectmen at 10:57 p.m. YEA: M. Antes, T. Boschetto, E. Collins, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

Items Distributed for Information and Use by the Board of Selectmen at the June 9, 2014, Meeting

1. Revised Consent Calendar

Items Included as Part of Agenda Packet for Discussion During the June 9, 2014 Board of Selectmen's Meeting

1. Résumé and Essay Responses of Candidate for Town Administrator Nan Balmer
2. Résumé and Essay Responses of Candidate for Town Administrator Joseph Domelowicz