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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 September 29, 2014

Attendance: Mary M. Antes, Tony V. Boschetto, Edward J. Collins (arrived 6:56 p.m.), Cherry C. Karlson, Joseph F. Nolan

Also Present: Town Administrator Nan Balmer, 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 6:45 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.

A2. Enter into Executive Session Pursuant to MGL Chapter 30A, Section 21a (3), Collective Bargaining Strategy Pertaining to Contract Negotiations with the Library Union and the Teamsters
At 6:52 p.m., J. Nolan moved, seconded by M. Antes, to enter into executive session pursuant to Massachusetts General Laws Chapter 30A, Section 21a(3), to discuss collective bargaining strategy pertaining to contract negotiations with the Library Union and the Teamsters. The Chair declares that a public discussion of collective bargaining strategy pertaining to contract negotiations with the Library Union and the Teamsters will have a detrimental effect on the bargaining or litigating position of the Town. Roll call vote: YEA: M. Antes, T. Boschetto, C. Karlson, J. Nolan. NAY: none. ABSENT: E. Collins. ABSTAIN: none. Adopted 4-0. Chair J. Nolan invites attendance by Town Administrator Nan Balmer, Assistant Town Administrator/HR Director John Senchyshyn, and Executive Assistant MaryAnn DiNapoli. The Board will reconvene in open session in approximately fifteen minutes.

The Board returned to open session at 7:03 p.m.

C. Karlson moved, seconded by M. Antes, to approve the Memorandum of Agreement with the Library Staff Association dated September 4, 2014. YEA: M. Antes, T. Boschetto, E. Collins, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A3. Public Comment John Dyer, 230 Concord Road, provided the Board with his concept for a traffic plan for the intersection of East Plain Street, School Street, and Commonwealth Road. Patricia Abramson, 5 Goodman Lane, requested a Special Town Meeting to increase the amount of free cash to the budget and lower the tax rate. Molly Upton, 23B Bayfield Road, said the Board of Assessors is going to vote tonight on returning a portion of the overlay. Richard Turner, 7 Nob Hill Road, thanked the DPW for cleaning up the Loker Memorial that was damaged, and asked that the town consider installing a guard rail in the future. Don Bustin, 48 Peck Avenue, asked about the possibility of increasing the role of the Audit Committee. Linda Segal, 9 Aqueduct Road, urged the Board to choose the April 28, 2015, date for the 2015 Annual Town Meeting in order to provide for thorough preparation.

A4. Review and Potential Approval of the Conservation Commission's Acceptance of a Gift of a Trail Easement from Brendon Properties River Trail LLC Brian Monahan, Conservation Administrator, said the Conservation Commission asked for an easement from the Brendon Properties to provide a trail; he said they are still working with Twenty Wayland to extend the trail and provide public access. E. Collins moved, seconded by M. Antes, to approve the Conservation Commission's acceptance of a gift of a trail easement

from Brendon Properties River Trail, LLC. YEA: M. Antes, T. Boschetto, E. Collins, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A5. Discussion with Chris Cullen, Chair, Audit Committee, regarding Proposed Addition to the Audit Committee Charge Chris Cullen, Chair, Audit Committee, appeared before the Board to present a proposed expansion of the scope of the charge of the Audit Committee. He said the committee would like to codify the ability of outside requests to be brought before them. C. Karlson asked if a staff person would be used as a primary contact. Gordon Cliff, member of the Audit Committee, said the background of the request was the job done for the School Committee. He said it was odd that the role of the committee ended after the report was done. M. Antes asked if they could foresee having a relationship with wastewater or the water department. C. Cullen said he was not sure how that would relate to the Board of Selectmen. He said the Audit Committee should listen to residents and bring concerns to the Board. The Board reviewed the language of the recommended changes, and discussed whether the Audit Committee was an oversight committee or a working committee. C. Karlson said the committee should make recommendations to the Board, and staff should do the research. T. Boschetto said the committee is objective and provides oversight. J. Nolan suggested that the Town Administrator review and prepare a charge with more specifics for a Board vote.

A6. Discussion with Finance Committee Chair Tom Greenaway and Finance Director Brian Keveny regarding Level of Free Cash Tom Greenaway, Chair, Finance Committee, and Finance Director Brian Keveny appeared before the Board to discuss the level of free cash. B. Keveny distributed a chart of free cash over the past 14 years. T. Greenaway said it is difficult to forecast free cash, and the town typically looks for five to ten percent of budget. He noted the drivers behind the free cash figure, including timing differences and insurance expenses, and said he would like a more stable budget in the future with the opportunity to return funds to the general budget. T. Boschetto suggested tightening the budget to reduce the turnbacks, and B. Keveny said there will be a formal review with department heads to address the issue. J. Nolan said Wayland's free cash is ahead of many peer towns due to its conservative financial practices. T. Greenaway said the free cash is at 8.8%, which is the high side of the normal range. He said the town needs to outline its financial policies for the long run, and cautioned that the town avoid an atmosphere of spending to budget. J. Nolan noted the lag in labor contracts. T. Boschetto asked if the utility costs have been reconciled in order to determine the rate of savings. T. Greenaway said they are waiting for the new Facilities Director to provide clarification. J. Nolan said the Board does not favor a Special Town Meeting. T. Greenaway advised the Board that, assuming level services, there will be a need to raise tax revenue again. T. Boschetto summarized the need for more accurate financial forecasts, and a tighter budget process to minimize the impact on taxpayers.

A7. Review and Discussion with Finance Director and Treasurer/Collector regarding Monthly Cash Reconciliation Discrepancies and Corrective Measures The Board was joined by Paul Keating, Treasurer/Collector, and Brian Keveny, Finance Director. J. Nolan said it was brought to the Board's attention that there were cash reconciliation discrepancies. N. Balmer distributed an amended letter from the auditor, noting the cash book in the Treasurer's office does not reconcile with Munis. Participants discussed corrective measures, including using Quickbooks or Excel to ensure the numbers are calculated correctly in the future. B. Keveny said he is carrying a \$34,000 error through the fiscal year, and if it stays the same he will make a correcting entry. C. Karlson asked if this was a standard practice; B. Keveny said yes, because a thorough investigation would cost more than the variance. B. Keveny and P. Keating said they were comfortable with the process going forward.

A8. Status Update of Capital Budgets for Board under the Jurisdiction of the Board of Selectmen; No Vote Required The Board reviewed three significant capital budgets: Fire, IT and Facilities. Fire Chief Vincent Smith presented his budget to the Board. He described the need for breathing tanks and the standard replacement of the duty officer's vehicle. J. Senchyshyn reviewed the IT budget. He noted the upgrade of the town/school data center, and \$104,000 for working with consultants to upgrade the servers. He also described the virtualization upgrades for the public safety building and the library, which have been consolidated into the IT budget, a document management program, a utility billing software, and a tax billing software. He said the wiring and the wifi at the library will be updated in the FY2017 budget, and network upgrades in the town building are scheduled for FY2019. C. Karlson requested that project descriptions provide sufficient information. Mike Lowery, Chair, Board of Public Works, asked that utility billing programs be vetted by the Board that will be the customer. M. Antes requested a town-wide website calendar. C. Karlson asked that the capital projects be prioritized. J. Senchyshyn also noted other projects, such as town building repairs if it is decided to move forward, the funds for a Council on Aging/Community Center facility, and the library rotunda window, oil tank, and a potential 32,000 new square foot facility in FY2018. He said repairs are needed for the wastewater system at the public safety building and the garage at the transfer station, and Financial Analyst Beth Doucette was researching whether it is best to lease or buy vehicles. C. Karlson said the town needs to be smart about spending money on repairs, and noted the Finance Committee attempt to provide long range planning.

A9. Review and Potential Vote on the Traffic Mitigation Proposals from TEC Engineering and the Board of Public Works re: Commonwealth Road at East Plain Street and School Street The Board was joined by Police Chief Robert Irving to review the three options for traffic mitigation at Commonwealth Road, East Plain Street and School Street. T. Boschetto said Option Three was the best long range solution, and suggested the Board move in that direction. Mike Lowery, Chair, Board of Public Works, said the Board of Public Works wants to confirm that Option One works first. J. Nolan said the town needs to assess the impact of park land and land with historic significance, go to town meeting to get design funds of approximately \$500,000, and appeal to the state for the TIP funding. R. Irving said if Option One improves safety without negatively impacting traffic, then the town can move forward. T. Boschetto expressed concern about the accuracy of the data. George Bernard, 103 East Plain Street, commended the Board for its action, and said he had a friend killed on School Street in the 1980's. Participants noted possible difficulties for trucks and school buses. C. Karlson moved, seconded by E. Collins, to accept the recommendation of the Police Chief and the Board of Public Works that the Town try Option One for up to two months, with two weeks of prior notification and outreach, message boards, and that it be run long enough to get an accurate reading and authorization to end the trial, but end it if there are chaotic traffic issues. YEA: M. Antes, E. Collins, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: T. Boschetto. Adopted 4-0-1. J. Dyer said he is representing the Historical Commission in its opposition to any change in the configuration of the heater piece. C. Karlson moved, seconded by M. Antes, to authorize the Board of Public Works to develop an action plan for Option Three. YEA: M. Antes, T. Boschetto, E. Collins, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A10. Review Possible 2015 Annual Town Meeting Calendars and Potential Vote to Set Date of 2015 Annual Town Meeting N. Balmer provided the Board with a timeline for either an April 9 or an April 30 start date for the 2015 Annual Town Meeting date. N. Balmer said the Finance Committee would defer to the Board of Selectmen. E. Collins noted the memo of L. Segal, and said there is more likelihood of greater attendance later in the season. C. Karlson said that more residents will be involved in sports events later in the season. M. Antes said if the meeting does not conclude before April 9, the continuation will be delayed until after vacation. J. Nolan suggested that the Finance Committee dates be added and the discussion be continued to a later meeting.

A11. Review and Approve Board of Selectmen Meeting Schedule N. Balmer presented a schedule of future Board meeting, and the Board accepted the schedule as presented.

A12. Review and Potential Vote to Approve the Spending of Funds Allocated for the River's Edge Project as Voted at the 2012 Annual Town Meeting for a Proposed Water/Wastewater Study and for Wetlands/Buffer Zone Determination (ANRAD) The Board was joined by Rebecca Stanizzi, Chair of the Economic Development Committee, to review the spending of funds allocated for the River's Edge project. R. Stanizzi said the funding was approved by both the Economic Development Committee and the Board of Selectmen. She reviewed the details of the expenditures. Mike Lowery, Chair, Board of Public Works, said \$3,300 is not enough to determine how to get water to the site, as the entire network must be considered. R. Stanizzi said it just a starting point to determine feasibility. E. Collins expressed concern about the need for a curb cut; R. Stanizzi said the current curb cut will not change, but the width of the curb and turning radius is in question. M Antes moved, seconded by C. Karlson, to authorize the Town Administrator to execute contracts with Tata and Howard for \$3,300 for a water/wastewater study, and for \$13,300 for ANRAD (Wetlands and Buffer Zone Delineation) for the River's Edge Project. E. Collins requested that the motion be revised to delete all the words after "and," or that each question in the motion be voted separately. M Antes moved, seconded by C. Karlson, to authorize the Town Administrator to execute contracts with Tata and Howard for \$3,300. YEA: M. Antes, T. Boschetto, E. Collins, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0. M Antes moved, seconded by C. Karlson, to authorize the Town Administrator to execute contracts for \$13,300 for ANRAD (Wetlands and Buffer Zone Delineation) for the River's Edge Project. YEA: M. Antes, T. Boschetto, C. Karlson, J. Nolan. NAY: E. Collins. ABSENT: none. ABSTAIN: none. Adopted 4-1.

A13. Update on RFP for Special Counsel for River's Edge Project and Discussion on Evaluation and Recommendation of Bids to the Board of Selectmen Nan Balmer said the town issued an RFP for Special Counsel for the River's Edge project, and the Board needs to authorize a selection committee. E. Collins moved, seconded by M. Antes, to appoint the River's Edge Advisory Committee to review the nine responses to the RFP for Special Counsel for the River's Edge project, and to make a recommendation to the Town Administrator to bring before the Board of Selectmen for approval. YEA: M. Antes, T. Boschetto, E. Collins, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0. R. Stanizzi asked if a subcommittee could be created to do the interviews; the Board agreed it is within the purview of the motion.

A14. Review and Approve Consent Calendar (See Separate Sheet) M. Antes moved, seconded by T. Boschetto, to approve the consent calendar. YEA: M. Antes, T. Boschetto, E. Collins, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0. T. Boschetto reminded the Board that he would like to review the one day liquor license policy of the Board.

A15. Review Correspondence (See Separate Index Sheet) The Board reviewed the week's correspondence.

A16. Report of the Town Administrator N. Balmer announced that the new Recreation Director, Jessica Brodie, had started work. She said the Finance Committee adopted budget guidelines, and Treasurer/Collector Paul Keating is suggesting selling tax liens, which he will present at a future meeting. She reviewed the outstanding executive session minutes, and said that while the Board is not in violation of the Open Meeting Law, the best practice is to review and approve the minutes, and then released them when the matter is concluded. The Board discussed the best way to approve minutes from a previous board. N. Balmer announced the flu clinics and the Fire Department open house. T. Boschetto said he is encouraged by

improvements in budgets and turnbacks. J. Nolan announced that the Board of Assessors had voted to release \$150,000 from the overlay surplus.

A17. Selectmen's Reports and Concerns E. Collins asked that the issue of putting CPA (Community Preservation Act) funds into the housing trust be put on an upcoming agenda. C. Karlson reported on a meeting with the Board of Assessors last week, and they requested to be on the next agenda to talk about tax bills and the tax recap process. She said the River's Edge Advisory Committee will meet tomorrow for the first time, and the Energy Initiatives Advisory Committee has asked to be on the agenda to discuss upgrades to the town building. She thanked N. Balmer for her participation in the School Committee planning forum last week. E. Collins said the Superintendent of Schools announced that WaylandCares has received a five-year grant of \$125,000 per year, and he asked if the funds that were voted by the town will be offset by those funds.

A18. Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any
J. Nolan said, "I know of none."

A19. Adjourn There being no further business before the Board, E. Collins moved, seconded by M. Antes, to adjourn the meeting of the Board of Selectmen at 10:40 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 September 29, 2014, Meeting

1. Concept for a traffic plan for the intersection of East Plain Street, School Street, and Commonwealth Road presented by John Dyer
2. Handout of Public Comment by Patricia Abramson, 5 Goodman Lane, requesting a Special Town Meeting to increase the amount of free cash to the budget and lowering the tax rate
3. Chart of Free Cash distributed by Brian Keveny, Finance Director
4. Draft Version of Capital Budget
5. Draft Timelines for Proposed Annual Town Meeting on either April 9, 2015, or April 30, 2015

Items Included as Part of Agenda Packet for Discussion During the September 29, 2014 Board of Selectmen's Meeting

1. Draft of Proposed Change to the Charge of the Audit Committee
2. Memorandum from Brian Keveny, Finance Director, to Board of Selectmen, re: Free Cash
3. Memorandum from Paul Keating, Treasurer/Collector, to Board of Selectmen, re: Cash Reconciliation
4. Memorandum from Nan Balmer, 9/26/14, to Board of Selectmen, re: CIP Requests from Departments Under the Jurisdiction of the Board of Selectmen
5. Memorandum from Police Chief Robert Irving to Board of Selectmen re: TEC Report regarding East Plain Street/School Street/Commonwealth Avenue
6. Draft Calendars for the 2015 Annual Town Meeting
7. Memorandum of 9/26/14 from Nan Balmer to Board of Selectmen re: River's Edge
8. Grant of Easement, Conservation Commission's Acceptance of a Gift from Brendon Properties River Trail LLC