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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 December 15, 2014

Attendance: Mary M. Antes, Tony V. Boschetto, Edward J. Collins, 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 7:04 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. Public Comment Ellen Tohn, 5 Fields Lane, asked the Board to consider the construction of a facility for Wayland community boating on the river as part of the larger project at the town center. Heidi Seaborg, 26 Alpine Road, and member of the Wayland Children and Parents Association, expressed support for a multi-purpose community center, and distributed to the Board the responses she received from a survey to that effect. Scott Walters, 100 Draper Road, also encouraged the Board to approve a multi-purpose community center. He said he is a member of Wayland Dads, and would use the space to meet with other parents. Cliff Lewis, 33 Claypit Hill Road, and Chair of the OPEB Advisory Committee, requested that the Board approve an RFQ for Special Legal Counsel for a legal opinion regarding the advisability of establishing a trust for the OPEB funds. Duane Galbi, 190 Stonebridge Road, asked for the date of the petitioners' workshop. J. Nolan said January 5, 2015.

A3. Potential Vote to Accept Conservation Restriction Donated by John and Mary Beard to SVT (Sudbury Valley Trustees) and the Town of Wayland - Vote to be Contingent Upon Conservation Commission Vote to Accept Conservation Restriction Brian Monahan, Conservation Administrator, appeared before the Board to review 10.62 acres of land being donated near Hazelbrook Road. He said it has twenty-five miles of trails, will allow public access, has been fully vetted, and is being offered at no charge to the town. The Board thanked John and Mary Beard for their generosity. C. Karlson moved, seconded by M. Antes, to accept the conservation restriction being donated by the Beards to Sudbury Valley Trustees and the Town of Wayland contingent upon the Conservation Commission vote to accept the conservation restriction. YEA: M. Antes, T. Boschetto, E. Collins, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A4. Potential Vote to Approve Conservation Commission's Acceptance of Sage Hill's Open Space Parcel of Land- Vote to be Contingent Upon Conservation Commission Vote to Accept Land N. Balmer advised the Board that Town Counsel is working with Sage Hill Development in regard to their offer of open space land, and due to a failure to come to terms on the issue of easements, this agenda item will be rescheduled for a later date.

A5. Potential Vote to Approve Change of Manager Application for China Rose LLC, 15 East Plain Street, and Potential Vote to Renew Liquor License and Common Victuallers License for 2015 Ming Mei, owner of China Rose LLC, appeared before the Board to introduce Bei Huan Deng as the new manager. He confirmed that he is TIPS certified and will work full-time. T. Boschetto moved, seconded by E. Collins, to approve the Change of Manager application for the China Rose LLC, 15 East Plain Street, and the renewal

of the liquor license and common victuallers license for 2015. YEA: M. Antes, T. Boschetto, E. Collins, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A6. Review and Potential Vote on Request of the Permanent Municipal Building Committee to Amend its Charge Joe Lewin and Doug Goddard of the Permanent Municipal Building Committee appeared before the Board to discuss their request to amend the charge of the committee. J. Lewin said the committee provides technical advice, but does not want to provide advocacy. They discussed issues such as limiting their responsibility to capital projects and not maintenance, establishing a \$1.5 million threshold, and being provided with decision-making authority. D. Goddard said the new charge would not change its role as much as it would formalize it. J. Nolan asked that the proposed charge be simplified and presented in a standard format, and brought before the Board again for approval. The Board thanked them for their work.

A7. Receive Council on Aging/Community Center Advisory Committee's Preliminary Report The Board was joined by committee members Bill Sterling, Ken Isaacson, Jean Milburn, and Frank Kraisin to review the committee's preliminary report. B. Sterling discussed the setback requirements according to the Conservation Commission, and its impact on the proposed facility. He said the site is appropriate for a senior center/recreation center, and that the committee strongly recommends that the town proceed with further study. Participants discussed the size of the facility, the ability to provide expansion capacity, display space for the Historical Commission, classroom space, and the potential for a Veterans office. The Board asked about the proposed cost; B. Sterling said he was recommending funding through the design phase. S. Correia said the facility should be available to the entire community, and F. Kraisin said the need for recreation space is well documented. K. Isaacson noted the limitations of the proposed structure, and suggested that an assessment be made of other town resources. The Board asked the committee to come up with a dollar amount for town meeting, and come back with a detailed design at a later time. They also recommended that the committee consider the management of shared space, and the cost of staffing. M. Antes noted that Ellen Tohn, at public comment, had requested a boat house, and B. Sterling said the structure was included on the map. J. Nolan said the Board of Library Trustees supports this effort and is looking into other options for its own expansion. C. Karlson asked the committee to prepare an article for Annual Town Meeting, and request an extension of its charge.

A8. Joint Meeting on FY14 Audit with Audit Committee The Board was joined by Audit Committee members Chris Riley, Chris Cullen, Gordon Cliff, Auditor Scott McIntyre, and Finance Director Brian Keveny. C. Cullen said the committee has received the town response to the management letter. S. McIntyre reviewed the audit process. He discussed formalizing a fund balance policy, improving automation in the finance offices, ensuring the proper allocation of expenditures, improving the accounting for absences, and improving compliance with the Town's cash management practices and investment policy. He noted that these were recommendations, and that no deficiencies were found in the audit. He reviewed for the Board the new GASB 68 regulations coming from the state. E. Collins asked the Audit Committee if they had any dispute with the findings; C. Cullen said no. S. McIntyre reviewed the financial report; he said it went very well, and he received the full cooperation of the town. G. Cliff commented on the town's outstanding commitments. S. McIntyre acknowledged outstanding legal issues and said there is sufficient and appropriate disclosure. G. Cliff asked if the report reflects the investments recommended by the OPEB Advisory Committee; S. McIntyre said yes. T. Boschetto noted the substantial free cash balance. The Board thanked the committee and the auditor for their work.

A9. FY16 Budget Review: New Personnel, Health Insurance Assistant Town Administrator/Human Resources Director John Senchyshyn reviewed staffing requests. He said there are four positions being requested: a part-time project coordinator for the Council on Aging, a part-time Department Assistant for

the Town Clerk, a part-time Communication Specialist for the Library and a full-time Land Manager for Conservation. He said the Personnel Board recommended in favor of the Council on Aging position, and requested more preparation for the remaining three requests. Conservation has subsequently requested a part-time land manager. In regard to the Town Clerk position, the Personnel Board suggested using temporary help until the new Town Clerk is comfortable. T. Boschetto asked for a value statement on the land management job. M. Antes noted the town manages 1,000 acres of land with one administrator and one part-time assistant. J. Senchyshyn reviewed health insurance issues. He said the goal is to reduce the turnback on the health insurance budget; and secondly, to improve reporting in order to provide factual information upon request. He presented a spreadsheet that lists the increases in health costs and retiree plans. C. Karlson asked for comments on the format so it could be used as a template moving forward. The Board discussed the proper allocation of funds to meet the costs.

A10. Review and Approve Consent Calendar (See Separate Sheet) N. Balmer noted the two requests for Special Counsel, and the changes to the conditions on the Auto Dealers Class II licenses. J. Nolan asked for further information regarding the scope of the proposed RFPs for Special Counsel. E. Collins said that, in regard to the request of the Planning Board to appoint Kopelman & Paige as Special Counsel, he would ask that the Planning Board add a condition that the Board of Selectmen be kept informed as to proposed Zoning Bylaw amendments. M. Antes moved, seconded by E. Collins, to approve the revised consent calendar with a correction to a typographical error, J.M. McKays to become J.J. McKays, and that the Planning Board add a condition to the RFP for Special Counsel that the Board of Selectmen be kept informed as to proposed Zoning Bylaw amendments. YEA: M. Antes, T. Boschetto, E. Collins, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A11. Review Correspondence (See Separate Index Sheet) The Board reviewed the week's correspondence.

A16. Report of the Town Administrator N. Balmer advised the Board that the Building Commissioner has requested a waiver of the fee for current used car dealers to apply for a zoning application; the Board approved the waiver. She reviewed upcoming agenda items. E. Collins reported on a meeting with Town Moderator Dennis Berry regarding the proposed Moderator's Forum. He said budget articles and ceremonial articles will not be addressed, attendance is voluntary, and his goal is improved preparation for the Annual Town Meeting. He said D. Berry will appear before the Board on January 5. The Board agreed to post the timeline for Annual Town Meeting to the town website. N. Balmer reported on a meeting earlier in the day with the Chief of Police and residents of Glezen Lane.

A13. Selectmen's Reports and Concerns M. Antes reported on the School Committee's forum on the Open Meeting Law. C. Karlson said the Council on Aging/Community Center Advisory Committee will be contacting Facilities Director Ben Keefe for assistance. She asked the Board to consider addressing the ability of petitioners to change the language of their articles for town meeting as late as the printing of warrant; she suggested that the bylaw be revised.

A14. Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any J. Nolan said, "I know of none."

A15. 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 10:42 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 Meeting of December 15, 2014

1. Revised Consent Calendar for December 15, 2014
2. Handout at Public Comment, December 15, 2014, Responses from Survey of Wayland Parents regarding Council on Aging/Community Center
3. Site Plan, Wayland Town Center and Wayland Community Center
4. Draft Annual Financial Statements for the Year Ended June 30, 2014

Items Included as Part of Agenda Packet for Discussion During the December 15, 2014 Board of Selectmen's Meeting

1. Memorandum of 12/11/14 from Brian J. Monahan, Conservation Administrator, to Board of Selectmen, re: Beard Conservation Restriction – 22 Hazelbrook Lane
2. Memorandum of 12/11/14 from Brian J. Monahan, Conservation Administrator, to Board of Selectmen, re: Sage Hill Land
3. Change of Manager Application, 12/11/14, from China Rose LLC, and Memorandum of 12/10/14 from Police Chief Robert Irving re: Manager Change
4. Memorandum of 12/1/14 from Permanent Municipal Building Committee re: Proposed Revised Charge for the Permanent Municipal Building Committee
5. Letter of 12/15/14 from Nan Balmer, Town Administrator, to Melanson and Heath, re: Management Letter for the Year Ended June 30, 2014
6. Memorandum of 12/15/14 from John Senchyshyn, Asst Town Administrator/HR Director, re: FY16 Staffing Requests
7. FY15 Monthly Health Insurance Cost Reconciliation and Unclassified Budget – Insurance 32B
8. Report of the Town Administrator for the Week Ending December 12, 2014