



NAN BALMER
TOWN ADMINISTRATOR
TEL. (508) 358-7755
www.wayland.ma.us

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN
LEA T. ANDERSON
MARY M. ANTES
ANTHONY V. BOSCHETTO
CHERRY C. KARLSON
JOSEPH F. NOLAN

Board of Selectmen Meeting Minutes July 13, 2015

Attendance: Lea T. Anderson, Mary M. Antes, Tony V. Boschetto, Cherry C. Karlson, Joseph F. Nolan
Also Present: Town Administrator Nan Balmer, Executive Assistant MaryAnn DiNapoli (left at 7:00 p.m.)

A1. Enter into Executive Session Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(6), to Discuss the Disposition of the Wayland/Sudbury Septage Facility; and Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3), to Discuss Strategy with Respect to a Pending Action regarding the Glezen Lane Judgment; and to Review and Consider for Approval the Minutes of May 18, 2015, and June 24, 2015, Relative to Said Subjects: Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3), a Discussion of Potential Litigation regarding Affordable Housing Restrictions; and a Discussion of Strategy with Respect to Pending Actions regarding Ide, et al, v. Zoning Board of Appeals et al, Frishman V. Lanza, et al, Carvalho's v. Town, Boelter, et al v. Board of Selectmen, Moss, et al v. Lingleys and Town, Dresens, et al v. Planning Board, et al, Nelson v. Conservation Commission, Bernstein, et al v. Planning Board, et al, and Appellate Tax Board Cases filed by the Wayland Town Center LLC and West Beit Olam Jewish Cemetery Corporation; and a Discussion of Collective Bargaining Strategy Pertaining to Contract Negotiations with the Police Union, the Fire Union, and the AFSCME Clerical Union, and Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(6), a Discussion of the Exchange, Lease or Value of Real Estate in regard to the Municipal Parcel at Town Center At 6:30 p.m., C. Karlson moved, seconded by M. Antes, to enter into executive session pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(6), to discuss the disposition of the Wayland/Sudbury Septage Facility; and pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3), to discuss strategy with respect to a pending action regarding the Glezen Lane judgment. The review and consideration for approval of the minutes of May 18, 2015, and June 24, 2015, was cancelled and will be rescheduled for the meeting of July 27. The Chair declares that a public discussion of pending and potential litigation and collective bargaining will have a detrimental effect on the bargaining or litigating position of the Town. Roll call vote: YEA: L. Anderson, M. Antes, T. Boschetto, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0. Chair C. Karlson invites attendance by Town Administrator Nan Balmer, Assistant Town Administrator/Human Resources Director John Senchyshyn, Town Counsel Mark Lanza, Board of Public Works Chair Chris Brown, Planning Board Chair Colleen Sheehan, and Executive Assistant MaryAnn DiNapoli. The Board will reconvene in open session in approximately thirty minutes.

The Board returned to open session at 7:10 p.m.

A2. Call to Order by Chair Chair C. Karlson called the open meeting of the Board of Selectmen to order at 7:11 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.

A4. Swearing In of Two New Police Officers The Board was joined by Police Chief Robert Irving and Assistant Town Clerk Diane Gorham to swear in new Police Officers Justin Kazan and Colin Fitzpatrick.

A2. Call to Order by Chair Chair C. Karlson reviewed the agenda for the public. M. Antes said the last concert in the Council on Aging Summer Outdoor Concert Series will held on Thursday, July 16, at the Town Building, and the first concert on the Town Green will be held on Wednesday, July 15.

A3. Public Comment Arlene Schuler, 9 King Street, said the 150 Main Street LLC has applied for a building permit at the former Finnerty's site, despite not meeting Condition 30 imposed by the Planning Board. She said she expects that 150 Main Street LLC will file a lawsuit against the town when the building permit is denied, and she requested that the Town engage Special Counsel to defend the case. Alice Boelter, 106 Lakeshore Drive, asked the Board to meet with the School Committee to request action on the problems facing the schools. She said the Town is exposing itself to lawsuits and hurting the children and parents. Aida Gennis, 22 Wayland Hills Road, and Chair of the Board of Library Trustees, advised the Board that the Library Planning Committee has been meeting to draft a placeholder article for the 2015 Special Town Meeting for funds to develop the necessary work for a grant application. She said the State legislature in August authorized a new round of library construction grants that will cover 45% of construction costs, and the committee needs funds for site assessment and schematic designs. She said the Letter of Intent is due October 2016, and the final application due in the Spring of 2017. J. Nolan noted that if this opportunity is missed, there may not be another round of grants for several years.

A5. Meet with Police Chief Robert Irving on Traffic Issues and Vote to Approve New Stop Signs at Grace and Maguire Roads and at Caulfield and Brooks Road; Update on Stonebridge Road Speed Limit Concerns The Board was joined by Police Chief Robert Irving to discuss traffic issues. R. Irving said the residents of Stonebridge Road are going to the Board of Public Works to pursue traffic calming efforts. He suggested that solar powered flashing speed limit signs and speed bumps are a possibility. In regard to Pelham Island Road, he said the lower speed zone had been approved and he was awaiting confirmation. M. Antes asked why the Pelham Island Road speed limit was reduced but not the Stonebridge Road speed limit; R. Irving said the state relies on current average speeds, and Stonebridge Road did not qualify. He said that grant funding has been received from the state high crash curve program for Rice Road near Turkey Hill Road; the state will provide the materials and the installation will be done by the Board of Public Works. He said a temporary repair is being done on the railings on the Old Sudbury Road bridge. Finally, he said he is working on a letter for Board signature requesting paving on Old Sudbury Road.

J. Nolan recused himself from the discussion regarding Maguire Road and left the room.

R. Irving noted neighborhood concerns about the designation of the right of way at the intersection of Grace and Maguire Roads. He also reviewed the need for stop signs and a "No Outlet" sign at Caulfield Road and Brooks Road. T. Boschetto suggested that stop signs be evaluated on a town-wide basis. R. Irving said he will review more locations. T. Boschetto moved, seconded by M. Antes, to approve two stop signs on Grace Road at Maguire Road, a stop sign on Brooks Road at Caulfield Road, a "No Outlet" sign on Caulfield Road at Brooks Road, and a stop sign on Caulfield Road at School Street. YEA: L. Anderson, M. Antes, T. Boschetto, C. Karlson, J. Nolan. NAY: none. ABSENT: J. Nolan. ABSTAIN: none. Adopted 4-0.

J. Nolan returned to the meeting.

A6. Discuss and Vote to Approve Indirect Costs Allocation Agreement with Schools John Senchyshyn, Assistant Town Administrator/Human Resources Director, reviewed the Indirect Costs Allocation Agreement and revisions with the Board. He said the revised version reflects retirement costs, approved by both school and town. T. Boschetto said he would like to see more accurate reporting, more consistent reporting, and a clarification of what costs are being reported. M. Antes moved, seconded by

L. Anderson, to authorize the Chair of the Board of Selectmen to sign the revised End of Year Pupil and Financial Report (EOYR) Agreement with the Wayland School Department. YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: T. Boschetto. Adopted 4-0-1.

A7. Report from IT Consultant Elizabeth Doucette, Financial Analyst, and Mike McCann, Advent Consulting LLC, appeared before the Board to provide an update on the town's IT system and security status. E. Doucette said the town did an assessment of its short-term needs, and has contracted for web-based security training. She said the town has now engaged a consultant, McGladrey LLP, for an IT master plan and a budget for Finance Committee consideration. C. Karlson asked if the project was within budget; E. Doucette said yes.

M. McCann said Wayland's IT infrastructure is comparable to most small IT shops. He reviewed the protocol for Windows and application patch status, including ongoing maintenance which he noted was difficult to maintain with current staffing. He said he also provided technical support to IT staff on performance issues. The easiest tasks have been resolved, and now the larger priorities will be reviewed and recommendations will be presented by McGladrey. He said that from the items initially identified, 80% of the work has been completed. He provided recommendations, including a new firewall for perimeter security, patch management software, software upgrades, back-up software to make disaster recovery easier, and finally, a performance upgrade in the network that is close to home. In regard to staffing, he said the current configuration includes a large organization with a lot of end users. He recommended an IT Director focused on town departments, and an infrastructure administration like that of the Facilities Department to cover the entire infrastructure for school and town. In addition, he recommended user support technicians to support end users on the town staff.

T. Boschetto asked who would be responsible for managing security updates. M. McCann said one individual should have dedicated responsibility. C. Karlson said the issue of storage was the crux of the town meeting funding discussion, and asked if that was a different solution. M. McCann said storage needs to be expanded more easily than in the original proposal. J. Nolan asked if the same operational efficiency can be achieved without local storage. M. McCann said outsourcing the back-office support for approximately 150 desktops would cost roughly \$350,000 for three years; alternatively, it would cost approximately \$100,000 to keep support in-house, and the costs will decline over time. He said storage alternatives will be addressed by McGladrey in long-range plan. Of the recommendations, he said the first priority of a new firewall should be complete by the end of August 2015, and the updated licenses should be done immediately. The remaining recommendations should be implemented by the end of the calendar year. J. Nolan asked about the importance of training. M. McCann said it is helpful, and noted the work of the Treasurer/Collector to increase security in banking practices. J. Nolan asked if the financial resources were available; N. Balmer said the budget request is before the Finance Committee for approval at Special Town Meeting.

A8. Committee Vacancy Interviews and Potential Vote to Appoint Kate Finlayson appeared before the Board to interview for appointment as an Alternate to Historic District Commission. She reviewed her background and interest in the position. L. Anderson moved, seconded by M. Antes, to appoint Kate Finlayson as an Alternate to the Historic District Commission for a term to expire on June 30, 2018. YEA: L. Anderson, M. Antes, T. Boschetto, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

James E. Riley appeared before the Board to interview for appointment to the Permanent Municipal Building Committee; he reviewed his background and experience. M. Antes moved, seconded by T. Boschetto, to appoint James E. Riley to the Permanent Municipal Building Committee for a term to expire on June 30,

2017. YEA: L. Anderson, M. Antes, T. Boschetto, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0. J. Nolan moved, seconded by L. Anderson, to reappoint Douglas Goddard, Brian Chase, and Eric Sheffels to the Permanent Municipal Building Committee for terms to expire on June 30, 2016. YEA: L. Anderson, M. Antes, T. Boschetto, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

Barbara Howell, Sean Fair, and Robert Goldsmith appeared before the Board to interview for appointment to the Conservation Commission. Applicants reviewed their backgrounds and interest in serving. The Board discussed the need for experience, and reviewed recent actions of the commission. T. Boschetto moved, seconded by J. Nolan, to reappoint Barbara Howell to the Conservation Commission for a term to expire on June 30, 2018, and to reappoint Robert Goldsmith to the Conservation Commission for a one-year term to expire June 30, 2016. YEA: T. Boschetto. NAY: L. Anderson, M. Antes, C. Karlson, J. Nolan. ABSENT: none. ABSTAIN: none. Motion fails, 1-4-0. J. Nolan moved, seconded by L. Anderson, to reappoint Barbara Howell to the Conservation Commission for a three-year term to expire on June 30, 2018. YEA: L. Anderson, M. Antes, T. Boschetto, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0. J. Nolan moved, seconded by L. Anderson, to appoint Sean Fair to the Conservation Commission for a three-year term to expire on June 30, 2018. YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: T. Boschetto. Adopted 4-0-1.

A10. Update on Wayland Arts Fair and Potential Vote to Approve Event Parking at the Town Building Nasser (K) Khadjenoori appeared before the Board to discuss the Wayland Arts Fair scheduled for September 19, 2015, at the Wayland Town Building. N. Balmer said the use of the Town Building parking lot had been fully vetted by the Recreation Commission and created no conflict. The Board discussed the potential use of satellite parking, and the impact on church parking should the need arise to move to the rain date of Sunday, September 20. L. Anderson moved, seconded by M. Antes, to approve the use of the Wayland Town Building parking lot for the Arts Fair conducted by Arts Wayland on Saturday, September 19, 2015 (with a rain date of September 20). YEA: L. Anderson, M. Antes, T. Boschetto, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A9. Vote to Reappoint to the Municipal Affordable Housing Trust Fund Board for Terms to Expire on June 30, 2017 J. Nolan moved, seconded by L. Anderson, to reappoint Mary M. Antes, representing the Board of Selectmen, Kevin Murphy, representing the Planning Board, and Susan Weinstein, representing the Housing Authority, to the Municipal Affordable Housing Trust Fund Board for two-year terms to expire on June 30, 2017. YEA: L. Anderson, M. Antes, T. Boschetto, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A11. Vote to Confirm Acceptance of Gift of Sage Hill Conservation Land and Adopt Confirmatory Order of Taking M. Antes moved, seconded by J. Nolan, to approve the Conservation Commission's acceptance of land in the Sage Hill subdivision, sign the deed, and adopt and sign the Confirmatory Order of Taking. YEA: L. Anderson, M. Antes, T. Boschetto, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A12. Discuss and Vote to Approve Revised Special Town Meeting Date and Schedule The Board reviewed potential dates for the 2015 Special Town Meeting, noting the school preferences and the schedule of the Town Moderator. J. Nolan moved, seconded by M. Antes, to set the date of Special Town Meeting for Monday, November 9, 2015, and Tuesday, November 10, 2015, with the warrant to be scheduled to open from August 25 to September 2, 2015. YEA: L. Anderson, M. Antes, T. Boschetto, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0. The Board requested that a timeline be posted on the town website.

A13. Board Policy Review and Approval The Board agreed to hold the approval of the policy, “Board Description, Guiding Principles, and Code of Conduct,” until the next meeting for further review. Board members reviewed and suggested edits to the policy, “Management of the Legal Affairs of the Town,” noting that they were waiting for advice of Counsel before proceeding. M. Antes moved, seconded by J. Nolan, to approve the Board policy, “Board Procedures: Officers and Meetings.” YEA: L. Anderson, M. Antes, T. Boschetto, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A14. Review and Approve Consent Calendar (See Separate Sheet) M. Antes moved, seconded by T. Boschetto, to approve the consent calendar. YEA: L. Anderson, M. Antes, T. Boschetto C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A15. Review Correspondence (See Separate Index Sheet) The Board reviewed the week’s correspondence. C. Karlson noted the first line of the Board of Assessors memo regarding the Solar PILOT is incorrect.

A16. Report of the Town Administrator N. Balmer reviewed upcoming meeting dates, the application to the MWRA to complete the Wayland portion of the walking/biking trail, the withdrawal of funding from the Sherman’s Bridge project, and the Finance Committee approval of the Fund Balance Policy for the General Fund to maintain free cash. She noted that the Board may want to consider the Recreation and School revolving funds for Special Town Meeting. She reported on the Treasurer/Consultant Exit Report, and the designation of the Finance Director and Town Administrator as Trustees of the OPEB Fund, noting that the town will advertise for a consulting firm. She reviewed the reconfiguration of office space in the town building.

A17. Selectmen’s Reports and Concerns M. Antes asked that the revision of portfolio assignments to eliminate shared portfolios be addressed at the next meeting, and she announced the Council on Aging/Community Center Advisory Committee site visit at the municipal parcel on July 16, 2015, at 6:30 p.m. J. Nolan requested that the Finance Committee come before the Board to review any budget revisions for Special Town Meeting. L. Anderson reviewed her communication with a member of the Energy Initiatives Advisory Committee regarding dealing with neighborhood concerns around the high school during construction. C. Karlson suggested scheduling an update on the solar project at a future meeting. She noted mistakes in the electronic packets, and asked the Board to consider adding a response to public comment to future agendas.

A18. Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any The Chair said, “I know of none.”

A19. Adjourn There being no further business before the Board, J. Nolan moved, seconded by M. Antes, to adjourn the meeting of the Board of Selectmen at 10:55 p.m. YEA: L. Anderson, M. Antes, T. Boschetto, 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 July 13, 2015

1. Memorandum of 6/11/15 from Robert Irving, Chief of Police, to Nan Balmer, Town Administrator, re: Traffic Control Recommendations
2. Draft Timeline for Potential Special Town Meeting Dates
3. Map of Sage Hill Open Space Parcel from 2015 Annual Town Meeting Warrant

Items Included as Part of Agenda Packet for Discussion During the July 13, 2015 Board of Selectmen's Meeting

1. Memorandum of 6/11/15 from Police Chief Robert Irving to Nan Balmer, Town Administrator, re: Traffic Control Recommendations
2. Memorandum of 7/13/15 John Senchyshyn, Asst Town Administrator/HR Director, to Board of Selectmen, re: School/Town End of Year Pupil and Financial Report Agreement
3. Memorandum of 7/9/15 from Elizabeth Doucette, Financial Analyst, to Nan Balmer, Town Administrator, re: IT Report
4. Memorandum of 7/13/15 from Nan Balmer, Town Administrator, to Board of Selectmen, re: Committee Interviews and Appointments
5. Memorandum of 7/13/15 from Nan Balmer, Town Administrator, to Board of Selectmen, re: Request for Parking at Town Building for Wayland Arts Fair
6. Memorandum of 7/13/15 from Nan Balmer, Town Administrator, to Board of Selectmen, re: Sage Hill, Quitclaim Deed, Order of Taking, Release of Easement
7. Memorandum of 7/13/15 from Nan Balmer, Town Administrator, to Board of Selectmen, re: Fall Special Town Meeting Date, Schedule and Proposed Articles
8. Memorandum of 7/13/15 from Nan Balmer, Town Administrator, to Board of Selectmen, re: Board Policy Review and Adoption, "Board Description, Guiding Principles and Code of Conduct," "Board Procedures: Officers and Meetings," and Draft Policy, "Management of the Legal Affairs of the Town"