



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 August 24, 2015

Attendance: Lea T. Anderson, Mary M. Antes, Cherry C. Karlson, Joseph F. Nolan

Absent: Tony V. Boschetto

Also Present: Town Administrator Nan Balmer

A1. Call to Order by Chair Chair C. Karlson 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.

A2. Public Comment Molly Upton, 23B Bayfield Road, said she would like to see the Board work with the Finance Committee to develop a five-year goal for operating budgets, so that it can be referenced while negotiating contracts. She also suggested a discussion between the Board and the Finance Committee on creating clear budget guidelines.

A9. Review and Approve Consent Calendar (See Separate Sheet) M. Antes moved, seconded by L. Anderson, to approve the consent calendar. YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: T. Boschetto. ABSTAIN: none. Adopted 4-0.

A10. Review Correspondence (See Separate Index Sheet) The Board reviewed the week's correspondence. C. Karlson noted the email from the Town Planner advising that the Town Center project was sold to Zurich Assets Management. M. Antes highlighted the issue of wastewater capacity for the library in Board of Library Trustees minutes. L. Anderson noted the letter from the Massachusetts School Building Authority announcing the approval for Minuteman to proceed to schematic design for the new high school; she said she would address the issue later in the evening.

A11. Report of the Town Administrator N. Balmer updated the Board on the town's new contract with an on-call engineering firm, and the results of the soil testing at the municipal pad.

A3. Petitioners' Workshop for Special Town Meeting Chair C. Karlson opened the Petitioners' Workshop at 7:15 p.m. The Board was joined by Town Counsel Mark Lanza. C. Karlson reviewed the purpose of the workshop and noted the documents that were available on the website. M. Lanza said he is available to assist petitioners. M. Antes said that petitioners to Special Town Meeting must have one hundred signatures to submit an article. M. Upton asked how petitioners can get access to Town Counsel; C. Karlson said a request should be made to the Town Administrator. Linda Segal, 9 Aqueduct Road, asked how soon the public will see the articles being put in the warrant; C. Karlson said they are in process and will be posted on the website after the warrant closing date. The workshop was closed at 7:22 p.m.

A4. Meet with Representatives of the Finance Committee to Discuss Special Town Meeting Articles for: 1) Current Year Transfer; and 2) Use of Free Cash to Fund FY16 Budget; Finance Update and Presentation of Fund Balance Policy and Financial Policies The Board was joined by Nancy Funkhouser, Chair of the Finance Committee, and Brian Keveny, Finance Director. B. Keveny reviewed the

current year transfer article for inclusion in the Special Town Meeting. He noted that the transfers are funded by water revenues. The Board considered other potential transfer needs, including funding for solar resiliency and IT. N. Funkhouser said the Finance Committee voted unanimously to support the article.

B. Keveny reviewed the article to return free cash to the FY16 budget. He said that free cash is currently estimated at \$6.8 million, which had originally been estimated at \$5.2 million at the Annual Town Meeting. He reviewed the factors that led to the increase in free cash, including escalated turnbacks and a reduction in the overlay account. He said the Finance Committee agreed to request the use of an additional \$2 million in free cash to balance the Fiscal 2016 budget, which is approximately 6.5% of the FY16 budget. The Board asked about the effect of swings in the tax rate; B. Keveny said the goal is to stabilize the budgets and adopt a five-year model without large variations. The Board discussed co-sponsoring the article. C. Karlson said there should be clear communication with the public that there may not be additional funds to contribute to future budgets, which could lead to future tax rate increases. J. Nolan said the Board should err on the side of returning funds to the taxpayers when it can. It was the sense of the Board to support the free cash article.

B. Keveny discussed the fund balance policy which was approved by the Finance Committee and was requested by the town's auditors. He reviewed the undesignated fund balances and the financial policies related to year-end reductions through encumbrances and town meeting actions. N. Funkhouser said the Finance Committee is documenting its procedures. B. Keveny said he is still working with the Board of Public Works and the Wastewater Management District Commission regarding the certified retained earnings of the enterprise funds. He said the water fund works very well, and is well-controlled. He said the Wastewater Management District Commission is leaning towards certified retained earnings of 10% of next year's revenue. Members reviewed the timeline for the audit. B. Keveny said the Finance Committee voted the Free Cash Policy at 5% to 10%, noting Wayland had additional stabilization funds, and that Moody's was comfortable with that range. C. Karlson asked about unbudgeted revenues in the general fund revenue report, including bond premiums. B. Keveny said these funds are not in the tax recap. M. Antes asked the Finance Director to assess the impact on the revenue received from the state-owned land at the MWRA aqueducts, if the town is given access. The Board thanked B. Keveny and the Finance Committee for its work.

A11. Report of the Town Administrator N. Balmer noted the revised Special Town Meeting schedule. She said the Board of Public Works has asked the police to post signs and enhance oversight on Stonebridge Road; M. Antes noted there is also a dangerous intersection at Oak Hill and Stonebridge Roads. N. Balmer said she met with the Department of Revenue regarding the school revolving funds, and the School Committee will have an article for Special Town Meeting to bring to the Board at its next meeting. In regard to the request from Fred Knight about the purchase of excess wastewater capacity for the library, she said Public Buildings Director Ben Keefe is analyzing the request and will provide a recommendation.

A5. Meet with Representatives of the Council on Aging/Community Center Advisory Committee to Discuss and Potential Vote to Submit Special Town Meeting Article to Acquire Municipal Parcel
The Board was joined by Council on Aging/Community Center Advisory Committee members Bill Sterling, Steve Correia, and Mark Foreman, Town Counsel Mark Lanza, and Public Buildings Director Ben Keefe. B. Sterling reviewed the progress on Phase I of the committee charge, saying the committee was pursuing the activities necessary to make the decision to acquire the parcel. C. Karlson said the Wayland Real Assets Planning Committee met last week and may use the alternative site analysis. S. Correia said the environmental analysis confirmed that the site could be used for most municipal purposes. J. Nolan said there is an existing deed restriction called "Activities and Use Limitation (AUL)," and asked whether the

restriction would be lifted; B. Keefe said he will meet with Raytheon to address it. The Board considered sponsorship of the article. C. Karlson said the Board needs a commitment from Raytheon to lift the deed restriction, and a structural assessment of the building, before Special Town Meeting. She said article comments can be changed through September 28.

S. Correia said that archeological studies will also be done. M. Antes said she sees no downside to acquiring the parcel. The Board discussed the timing of the article. B. Sterling said the committee would like to bring the article to Special Town Meeting now, as costs may increase by several percentage points in the coming year. S. Correia said there could be a change in the commitment due to the sale of the Town Center to a new owner, and M. Foreman noted the purchase will take time. Linda Segal, 9 Aqueduct Road, asked that the parcel be cleaned so that the public can gain easier access.

J. Nolan moved, seconded M. Antes, to accept for inclusion in the 2015 Special Town Meeting warrant the article, "Acquire Municipal Parcel in Town Center." YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: T. Boschetto. ABSTAIN: none. Adopted 4-0.

C. Karlson said that M. Antes is the Board liaison to the article. B. Sterling asked for the Board's support in organizing a "Pop Up Park" to let the public know about the parcel, and the Board agreed that the event should go forward.

A6. Meet with Representatives of the Energy Initiatives Advisory Committee to Discuss and Vote to Request Current Year Transfer to Appropriate Matching Funds for Solar Resiliency Grant and Discuss Structured Tax Agreement for Solar Project The Board was joined by John Harper and Ellen Tohn of the Energy Initiatives Advisory Committee. E. Tohn reviewed the matching funds requirement of the solar resiliency grant, a maximum of \$29,000, for a solar powered generator for the emergency shelter at the Middle School. E. Tohn said the Energy Initiatives Advisory Committee voted unanimously to support the request to authorize the procurement of equipment and to appropriate the funds. She noted that the Department of Energy Resources has not yet determined whether it is necessary, but said she would like construction to begin quickly. C. Karlson said it is still possible the funding could be included in the current year transfer article. M. Antes moved, seconded by L. Anderson, to accept for inclusion in the 2015 Special Town Meeting warrant the article, "Authorize Procurement and Appropriate Funds for Energy Resiliency Project at the Middle School." YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: T. Boschetto. ABSTAIN: none. Adopted 4-0. C. Karlson said she would like to set up a conference call with the Department of Revenue, the Energy Initiatives Advisory Committee and the Board of Assessors to discuss the structured tax agreement.

A7. Meet with Community Preservation Committee Chair to Discuss Special Town Meeting Articles to Adopt Resolution regarding Change in Materials used for Rail Trail Project, and Fund Preparation of Open Space and Recreation Plan; Update on Prior Year Projects The Board was joined by Gretchen Schuler, Chair of the Community Preservation Committee. She said she expects the committee will meet this week to submit a resolution to change the materials to be used for the Rail Trail, in light of the contribution of Eversource for a hard surface for the project. She said a second article will be submitted for funding in preparation for an Open Space and Recreation Plan, which is necessary for any state grants. G. Schuler noted a request for additional funding for a fire suppression system for Cochituate Village, which was withdrawn and will be re-submitted as a capital funding request to Annual Town Meeting. M. Antes said the cost of waiting until the 2016 Annual Town Meeting will be approximately \$25,000; however, the delay will provide an opportunity for the Municipal Affordable Housing Trust Fund Board and the Housing Authority

to consider contributions and allow the project for all of the common areas to go forward. G. Schuler reported on prior year projects, including 246 Stonebridge Road, the land management plan, the housing trust funds transfer, and Stone's Bridge.

A8. Meet with Town Moderator to Discuss November 2015 Special Town Meeting The Board was joined by Town Moderator Dennis Berry, who reviewed the logistics for the November Special Town Meeting. In regard to handset management, he said he agrees with the Electronic Voting Implementation Committee that education will solve the problem. The Board discussed the use of slides on an overhead screen during Special Town Meeting. D. Berry said he would like to have all the amendments and motions on the screen. David Bernstein, a member of the Electronic Voting Implementation Committee, said staff will be necessary to coordinate the information for the screens. D. Berry said he would be willing to create the guidelines. He asked to have the motions prepared in time for his Moderators Forum on October 28. The Board discussed methods for controlling the time of the meeting.

A12. Selectmen's Reports and Concerns J. Nolan reported on a meeting of a working group consisting of the Recreation Commission, the Finance Director, and the Town Administrator regarding the issue of the revolving fund. M. Antes said there would be a League of Women Voters forum on the Town Center, with a tentative date of October 20. L. Anderson noted her disappointment in the violation of the liquor license by Bertucci's. She reported on a meeting in Sudbury set up by Representative Carmen Gentile on August 14 about the Minuteman High School project, and said there are concerns about the funding model in which member towns are subsidizing non-member towns. She said Minuteman is likely to call for a district-wide special election, held the same time in all towns, after its meeting on September 8. She noted the weeds coming through the brick pavers at the sidewalks along Routes 20 and 27. C. Karlson said the family at Mainstone, who is considering allowing the town the possible acquisition of their land as early as the 2016 Annual Town Meeting, has invited the Board of Selectmen to walk the land. She reviewed upcoming agendas.

A13. Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any
The Chair said, "I know of none."

A14. Adjourn There being no further business before the Board, J. Nolan moved, seconded by L. Anderson, to adjourn the meeting of the Board of Selectmen at 10:02 p.m. YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: T. Boschetto. ABSTAIN: none. Adopted 4-0.

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of August 24, 2015

1. Email of 8/24/15 from Ben Keefe, Director of Public Buildings, to Nan Balmer, Town Administrator, and Library Planning Committee Members, re: Annual Town Meeting Article on Wastewater for Library
2. Suggested Meeting Schedule through Remainder of 2015 prepared by Town Administrator

Items Included as Part of Agenda Packet for Discussion During the August 24, 2015 Board of Selectmen's Meeting

1. Background Information on Petitioners Workshop, August 24, 2015
2. Memorandum of 8/24/15 from Nan Balmer, Town Administrator, to Board of Selectmen, re: Finance Committee Special Town Meeting Article, Finance Update, Fund Balance and Draft Financial Policies with Background Information

3. Memorandum of 8/24/15 from Nan Balmer, Town Administrator, to Board of Selectmen, re: Special Town Meeting Article to Acquire Municipal Parcel, Proposed Article, Draft Comments, and Council on Aging/Community Center Advisory Committee Charge
4. Memorandum of 8/24/15 from Nan Balmer, Town Administrator, to Board of Selectmen, re: Special Town Meeting Article, Solar Project Structured Tax Agreement, Proposed Article, Board of Assessors Minutes June 1 and June 15, 2015
5. Memorandum of 8/24/15 from Nan Balmer, Town Administrator, to Board of Selectmen, re: Special Town Meeting Articles, Community Preservation Committee
6. Memorandum of 8/24/15 from Dennis Berry, Town Moderator, to Board of Selectmen, re: Discussion Items for Meeting on August 24, 2015
7. Town Administrator's Report for the Week Ending August 21, 2015