



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 October 26, 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 7:00 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. L. Anderson reminded residents of the ongoing flu clinics, and said she will speak at a meeting of Selectmen from the Minuteman School District in Weston on October 28. C. Karlson noted the Moderator's Forum on October 28.

**A2. Public Comment** Rachel Bratt, 26 Charena Road and Chair, Wayland Housing Partnership, distributed a memo urging the Board to add an addendum to the River's Edge RFP to conform with a statement in the Wayland housing production plan that fifty percent of housing built on town-owned land should be affordable to those with incomes at fifty percent of the area median income (rather than twenty-five percent affordable for those at eighty percent of the area median income), and to inform developers of the new Wayland housing production plan. She said the Housing Partnership did not vote that she represent them in this matter. Town Planner Sarkis Sarkisian said the new housing production plan has not yet been approved. Mark Hayes, 1 Sylvan Way, expressed concern that the computer security of the town has not been properly addressed. Linda Segal, 9 Aqueduct Road, said she received, through a public records request, a sampling proposal by LSP Ben Gould dated August 31 regarding the municipal parcel. She noted the proposal was not in the Selectmen's packet, and it recommended a sampling plan over more land. She also said that the environmental issues at the municipal parcel are not comparable to previous town land purchases.

**A3. Meet with Andrew Gallinaro, Senior Vice President, Director of Asset Management for National Development for the Town Center Project** The Board was joined by Andrew Gallinaro, Senior Vice President, and Scott Turner, Property Manager, for National Development. A. Gallinaro said they are a local firm based in Newton, and they manage mixed-use developments within the 495 belt. He said they manage the business property, not the housing, with the exception of the apartments above the storefronts. The Board discussed the occupancy rates and the foot traffic. M Antes asked about concerts on the green, and C. Karlson asked about the potential for an ice skating rink. A. Gallinaro said he would be happy to support community functions. J. Nolan noted the development of the municipal pad would increase the traffic to the retail center.

**A4. Presentation and Recommendations Regarding Information Technology Analysis by Craig Finley, McGladrey Associates, with Representatives of the Finance Committee and the Personnel Board** Craig Finley of McGladrey Associates, now known as RSM, appeared before the Board to discuss information technology. He reviewed strategy, organization and applications, and a roadmap for development. He discussed meeting with the staff and looking at the current policies and procedures; he said the current model in Wayland does not provide the necessary support. He said the shared service environment between the town and the schools has stressed the current staff; that Munis is not being used to capacity, and that the help desk tool has limited use. In regard to infrastructure, he noted end of life

equipment and unsupported operating systems. In regard to risks and controls, he said there is a need to document policies and procedures and assign responsibilities. He said Wayland allocated 1.3% of revenue to IT, and the industry average is 3.6%. He advised proceeding in three phases: address immediate existing technology needs, then enhance strategy and support, and thirdly, leverage technology as a strategic enabler. The Board discussed state grants, outsourcing a firewall management service, determining storage needs, migrating the email platform, and educating the staff about risk. He said having an Executive IT Director is key, and should be addressed at the April Annual Town Meeting. Long-term goals include document management, patch management, upgraded network equipment, improved management of Munis, and an actively updated town website.

C. Karlson asked about school services, the comparison to peer towns, and the need to mitigate risks on a faster timetable. C. Finley said the focus of the study was town services, although the school is involved in the Munis discussion. He said most towns allocate approximately 2% of revenue to IT, and he cited Foxborough and North Andover as having successfully integrated the school and town IT functions. He emphasized the importance of assigning an Executive IT Director to guide the project in a timely manner. J. Nolan noted the key issue is security, and asked what could be done in the near term. C. Finley said awareness, training, and having a key staff member to take responsibility is most important. L. Anderson said residents are questioning the order of events, and asked if patch management should be a priority. C. Finley said the funding for the software, as well as additional staff to manage it correctly, needs to be approved at town meeting. Nancy Funkhouser, Chair, Finance Committee, said if any modifications to the current year transfer were being considered for Special Town Meeting, it should be done quickly. Gordon Cliff, 2 Highfields Road, asked for more peer town examples. C. Finley cited Hanson/Whitman, Plymouth, Abington and Weston. Mark Hayes, 1 Sylvan Way, said the town should move forward quickly with a new hire or outsource the job if necessary. Leisha Simon, IT Director, agreed that the town needed more staff for a consolidated effort. Rajiv Shridhar, 17 Snakebrook Road, discussed patch management in regard to security, and suggested that the review extend to the schools. The Board thanked everyone for their work on this project.

**A6. Energy Initiatives Advisory Committee Update** The Board was joined by Ben Keefe, Facilities Director, and Ellen Tohn, Energy Initiatives Advisory Committee, to provide an update on the solar project. He said Ameresco has offered two construction schedule options, and recommended Option Two, noting that although it will postpone the project until the summer of 2016, it is more economical and will not interfere with the school schedule. He also advised the Board that the net metering allocation caps have been assigned for the high school, the middle school, and the DPW building. It was the sense of the Board to confirm the choice of Option Two.

**A5. FY17 Capital** The Board was joined by Financial Analyst Beth Doucette and IT Director Leisha Simon to discuss the IT capital requests, including firewall upgrades, patch management, and Munis upgrades. C. Karlson asked if patch management could be done sooner by outsourcing. E. Doucette said staffing is essential for implementation and support. The Board discussed whether it was advisable to expand the current year transfer request. L. Simon said from a security standpoint, it would be advisable, but from a staffing standpoint, it would be very difficult. L. Anderson suggested putting the patch management in place with a consultant to oversee it, and C. Karlson asked B. Doucette to get an estimate of the cost. It was the sense of the Board to proceed with the development of a job description for an Executive IT Director. Nancy Funkhouser, Chair, Finance Committee, asked the Board to prepare a budget request for Special Town Meeting as soon as possible; J. Nolan said the Board will need to justify the increase from the printed warrant. In regard to the long-term plans, L. Simon discussed the need to replace end of life equipment, the High School core network, and secure storage capacity.

The Board was joined by Fire Chief David Houghton. He said he considers both the ladder truck and the rescue pump truck to be essential. In regard to the former DPW building, he advised the Board that Massachusetts passed new fire prevention codes in January, which will increase the cost of securing and monitoring the vacant building. He said that without heat, the roof is subject to collapse under the snow, and he advised the Board that it may not be in the best interest of the town to delay the demolition. C. Karlson asked for an actual cost of demolition without site cleanup or removal of the slab.

It was the sense of the Board to support the JCC repeaters, the ladder truck and rescue pump truck for the Fire Department, the SAN, and the transfer station improvements. C. Karlson said she would prefer to wait until after Special Town Meeting to vote on the Library windows or the Council on Aging facility. The Board asked N. Balmer to prepare a memo to the Finance Committee for review at a future meeting.

**A7. Continued Discussion of Combined Draft of Town Administrator Evaluation** C. Karlson distributed a revised draft of the Town Administrator evaluation, and noted that the individual Board comments are in the packet. She said she will have a final version after Special Town Meeting.

**A8. Review and Approve Consent Calendar (See Separate Sheet)** J. Nolan moved, seconded by M. Antes, to approve the consent calendar with edits to the minutes. YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: T. Boschetto. ABSTAIN: none. Adopted 4-0.

**A9. Review Correspondence (See Separate Index Sheet)** The Board reviewed the week's correspondence. L. Anderson noted Lexington's 3-2 vote not to approve Wayland's request to withdraw from Minuteman.

**A10. Report of the Town Administrator** N. Balmer said she has requested a legal opinion from environmental counsel on the advisability of going forward as a lease, purchase, or eminent domain taking of the municipal parcel in regard to mitigating the risk when acquiring contaminated property. In regard to OPEB, she said the town is preparing an application to join PRIT. She reminded the Board of the Mainstone Farm tour on October 28, and noted the request from the Public Ceremonies Committee to attend the Veterans' Day services on November 11.

**A11. Selectmen's Reports and Concerns** M. Antes reported on a Habitat for Humanity meeting with town staff to talk to families about town services. J. Nolan suggested that the town consider improving the ability to accept credit cards when updating IT, and he asked that the interface with staff in the building department be improved. L. Anderson reported on the meeting in Weston on October 21 regarding Minuteman. J. Nolan said he will attend the Department of Transportation conference on October 28. C. Karlson reported on the League of Women Voters forum on Town Center on October 20, and the Council on Aging/Community Center Advisory Committee forum on October 22 regarding the environmental issues at the municipal pad. She asked that the Board consider removing the discussion of environmental issues from executive session. She reminded Board members to complete the Conflict of Interest test, and said the Board discussion about Town Counsel policy will be scheduled after Special Town Meeting.

**A12. Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any** The Chair said, "I know of none."

**A13. Adjourn** There being no further business before the Board, M. Antes moved, seconded by J. Nolan, to adjourn the meeting of the Board of Selectmen at 10:07 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 October 26, 2015**

1. Letter from Richard Turner, Chair, Public Ceremonies Committee, to Board of Selectmen, re: Wayland Veterans Day Events
2. Memorandum of 10/21/2015 from Mary Hays to Board of Selectmen re: One Key Computer Security Problem that Puts Wayland at Risk, and SANS Top 20 Critical Security Controls
3. Promotional Literature, National Development
4. Thing from Rachel Bratt

**Items Included as Part of Agenda Packet for Discussion During the October 26, 2015 Board of Selectmen's Meeting**

1. Memorandum of 10/26/15 from John Senchyshyn, Assistant Town Administrator/HR Director, to Board of Selectmen, re: Meeting with Representatives from the Town Center Management Group
2. Memorandum of 10/26/15 from John Senchyshyn, Assistant Town Administrator/HR Director, to Board of Selectmen, re: Presentation of Information Technology from McGladrey Associates and Final Report
3. Memorandum of 10/26/15 from John Senchyshyn, Assistant Town Administrator/HR Director, to Board of Selectmen, re: Presentation, Discussion and Review of FY17 Capital Requests under the Jurisdiction of the Board of Selectmen, and Memorandum of 10/19/15 from Nan Balmer, Town Administrator to Board of Selectmen re: FY 17 Capital Project
4. Memorandum of 10/22/15 from Ben Keefe, Facilities Director, to Board of Selectmen, re: Solar Project Update
5. Memorandum of 10/26/15 from John Senchyshyn, Assistant Town Administrator/HR Director, to Board of Selectmen, re: Town Administrator Evaluation