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TOWN OF WAYLAND

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WAYLAND, MASSACHUSETTS 01778

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

Board of Selectmen Meeting Minutes November 16, 2015

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

Also Present: Town Administrator Nan Balmer

A1. Open Meeting and Enter into Executive Session Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3) to Discuss Strategy with Respect To Healthcare in regard to the AFSCME Clerical Union, the AFSCME Professional Union, the Teamsters, the Library Association, the Police Union, the Fire Union, the Wayland Teachers Association, the Wayland Educational Secretarial Association, the School Custodians Union, and the Food Service Association

At 6:30 p.m., C. Karlson moved, seconded by M. Antes, that the Board of Selectmen enter into executive session pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3) to discuss strategy with respect to healthcare in regard to the AFSCME Clerical Union, the AFSCME Professional Union, the Teamsters, the Library Association, the Police Union, the Fire Union, the Wayland Teachers Association, the Wayland Educational Secretarial Association, the School Custodians Union, and the Food Service Association, because a public discussion of the matter may have a detrimental effect on the bargaining or negotiating position of the Town. Roll call vote: YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 4-0. Chair C. Karlson invites attendance by Town Administrator Nan Balmer, Assistant Town Administrator/Human Resources Director John Senchyshyn, School Committee Chair Ellen Grieco, Personnel Board Chair Jessica Green, Finance Committee Chair Nancy Funkhouser, and Executive Assistant MaryAnn DiNapoli. The Board will reconvene in open session in approximately thirty minutes.

The Board returned to open session at 6:58 p.m.

A2. 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. M. Antes said the first duplex built by Habitat for Humanity will be dedicated on December 5. L. Anderson commended the Wayland Police Department for receiving state certification from the Massachusetts Police Accreditation Commission on November 5. C. Karlson noted that the water ban was lifted today.

A3. Public Comment Steven Glovsky, 36 Shaw Drive, requested that the Board consider whether the town is best served by the current Town Counsel.

A13. 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: none. ABSTAIN: none. Adopted 4-0.

A14. Review Correspondence (See Separate Index Sheet) The Board reviewed the week's correspondence. In regard to the issue of maintaining common driveways, N. Balmer advised that the issue

came to light during an insurance dispute, at which time the Board of Public Works reviewed its policies and notified the affected homeowners that the town will no longer plow common driveways. The Board discussed the appropriateness of the action and the legal definition of common driveways versus rights-of-way. The Board requested documentation from the Board of Public Works for further review.

A4. Public Hearing regarding a Petition from Nstar Electric Company dba Eversource Energy for the Purpose of Obtaining a Grant of Locations to Install Approximately Forty-Five (45) Feet of Conduit in Shaw Drive C. Karlson opened the public hearing at 7:19 p.m. regarding the petition from Nstar Electric Company dba Eversource Energy for the purpose of obtaining a grant of locations to install approximately forty-five (45) feet of conduit in Shaw Drive. The Board was joined by Christine Cosby of Eversource, who explained the need to obtain approval from the Board to access public property to bring electricity to new construction on Shaw Drive. Steven Glovsky, 36 Shaw Drive, said he was opposed to putting a conduit under Shaw Drive, as the construction will create a divot in the road. He said Fox Meadow Lane and Shaw Drive need to be repaved, and the cost should be charged to Eversource. C. Cosby said the roadway would not be disturbed, as the conduit is drilled below ground. J. Nolan suggested that S. Glovsky refer his concerns to the Board of Public Works. He also asked if there was a precedent for a utility to make a donation to the town for further work; C. Cosby said no. C. Karlson closed the hearing at 7:28 p.m.

J. Nolan moved, seconded by M. Antes, to approve the petition from Nstar Electric Company dba Eversource Energy for the purpose of obtaining a grant of locations to install approximately forty-five (45) feet of conduit in Shaw Drive. YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 4-0.

J. Nolan asked C. Cosby to provide the Board with a count of double poles, and he noted a streetlight outage.

A5. Joint Meeting with the Planning Board to Interview and Potential Appointment as an Associate Member of the Planning Board for a Term to Expire Upon the April 2016 Annual Town Election The Board was joined by members of the Planning Board (Andrew Reck, Kevin Murphy, Colleen Sheehan, Daniel Hill, Ira Montague) to interview Paul Morenberg, Nicole Riley and Jennifer Steel for the position of associate member of the Planning Board. Applicants discussed their backgrounds and their interest in serving in the position. K. Murphy moved, seconded by D. Hill, to appoint Nicole Riley as an Associate Member of the Planning Board for a term to expire upon the April 2016 Annual Town Election. YEA: A. Reck, K. Murphy, C. Sheehan, D. Hill, I. Montague. NAY: none. ABSTAIN: none. Adopted 5-0. M. Antes moved, seconded by J. Nolan, to appoint Nicole Riley as an Associate Member of the Planning Board for a term to expire upon the April 2016 Annual Town Election. YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSTAIN: none. Adopted 4-0.

A10. Review of New Positions Proposed to the Personnel Board for Departments under the Board of Selectmen for FY17 The Board was joined by John Senchyshyn, Human Resources Director/Assistant Town Administration, to discuss potential new positions. He said the Personnel Board is reviewing the requests and will submit its recommendations to the Finance Committee. Requested new positions include a Business Systems Administrator, an Executive IT Director, one new Police Officer, one part-time clerical staff for the Board of Health and the Town Clerk, and several requests from the DPW, including two maintenance workers. He noted that the Recreation Commission wants to replace the Program Administrator with two full-time positions, but needs to find funding for the second position. He said that in total, there are nine new requests and five reclassifications. The Board discussed procedures, and agreed to review the information and make its recommendation to the Finance Committee.

A7. Discussion and Potential Appointment of Board of Selectmen Representative to the River's Edge Advisory Committee for a Term to Expire upon the Final Disposition of Said Land by Sale, Lease or Otherwise, and Vote to Rescind Appointment of Mary Antes The Board was joined by Michael Ellenbogen to interview for the River's Edge Advisory Committee. M. Antes moved, seconded by J. Nolan, to rescind the vote of October 26, 2015, to appoint Mary Antes to the River's Edge Advisory Committee as the representative of the Board of Selectmen for a term to expire upon the final disposition of said land by sale, lease or otherwise. YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSTAIN: none. Adopted 4-0. M. Ellenbogen reviewed his background and his interest in serving on the committee. J. Nolan moved, seconded by L. Anderson, to appoint Michael Ellenbogen to the River's Edge Advisory Committee as the representative of the Board of Selectmen for a term to expire upon the final disposition of said land by sale, lease or otherwise. YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSTAIN: none. Adopted 4-0.

A6. Discussion and Potential Vote on Priorities for Wayland Real Asset Planning (WRAP) Committee The Board reviewed the discussion points prepared by the Wayland Real Asset Planning (WRAP) Committee for property under the control of the Board. J. Nolan noted the deferred maintenance of the town building, and said an upgrade is needed soon. C. Karlson asked about the need for storage and meeting space. M. Antes noted the need for parking, and the potential ability to rent space to people who want to have a community event. In regard to the scattered parcels of town-owned land, C. Karlson suggested that the Board review its policy and consider four points: the Board's willingness to sell the land, the ability to combine parcels to provide community space, the potential for municipal use, and whether the land is conducive to affordable housing.

A8. Town Meeting Follow-up The Board reviewed a chart prepared by the Town Administrator regarding Special Town Meeting follow-up. N. Balmer reviewed discussions with the Superintendent of Schools regarding IT services, and the decision to hire a permanent Executive IT Director, an interim manager, or a consultant. C. Karlson asked that she prepare a recommendation for the Board. The Board agreed that the discussion regarding the municipal parcel and the library project will continue, and C. Karlson suggested that the Permanent Municipal Building Committee get involved. The Board requested that the chart be kept updated.

A9. Presentation of FY17 Operating Budgets under the Board of Selectmen The Board reviewed the FY17 operating budgets under its jurisdiction. N. Balmer said the Finance Director will appear before the Board on December 15 to review the full budget. She noted the biggest budget variance was in the IT department. J. Nolan asked for a comparison of the current budget to the previous year's budget, with a description of any variances. C. Karlson requested an overview of the increases that exceed the Finance Committee guidelines, with an explanation, such as contractual obligations or salary increases. She also noted that if increases are necessary, then corresponding budget cuts should be suggested. C. Karlson asked for a worksheet on healthcare costs and utilities, and a packet of quarterly reports. M. Antes asked whether the work previously done by the Beautification Committee would be done by the additional DPW personnel. The Board asked the Town Administrator to provide her recommendations to the Board.

A11. Vote FY17 Capital Project Recommendations The Board reviewed the FY17 capital project recommendations, and a draft memorandum to the Finance Committee prepared by the Town Administrator. J. Nolan questioned the cost of demolition of the former DPW garage. The Board discussed the estimated cost of the Council on Aging/Community Center building, and M. Antes asked that estimates also be prepared for different scenarios, including the potential addition of an arts center or a recreation facility.

C. Karlson noted that a decision is needed from the Wayland Real Asset Planning (WRAP) Committee, and the project may not be ready by Annual Town Meeting. The Board noted the prioritization of the requested fire vehicles. J. Nolan moved, seconded by L. Anderson, to approve the FY17 capital projects as presented with two amendments: that the Council on Aging/Community Center be noted as under consideration, and that the cost of the demolition of the old DPW building be examined further. YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSTAIN: none. Adopted 4-0.

A12. Discuss Evaluation with Town Administrator The Board reviewed the Town Administrator evaluation. M. Antes said she was pleased that the Board seemed unanimous in its evaluations. She said she is very pleased with her work, noting it would be helpful if she provided more recommendations; for example, in the case of the Minuteman issue. L. Anderson praised her willingness to bring departments together, and her rapport with residents. She thanked her for the implementation of electronic packets, and also requested that she provide more recommendations, such as in the budget process. J. Nolan said she is professional and communicates well with the residents. He noted that he expects the Town Administrator to be able to provide advice. C. Karlson thanked her for her work, and noted the progress being made in several issues. She expressed concern about the workload, and asked that more projects be brought to closure. The Board suggested better communication with local media. N. Balmer thanked the Board, the residents of Wayland, and the staff.

A15. Report of the Town Administrator N. Balmer said the holiday lighting is being put up at the Public Safety Building, and she updated the Board on the special legislation for a town center liquor license.

A16. Selectmen's Reports and Concerns L. Anderson provided an update on the issue of the Minuteman Regional School. She said that Selectmen and representatives from the Minuteman regional towns met recently and expressed displeasure with the proposed district wide vote. She described an alternative process for returning to the revised agreement, with changes, that can be put before town meetings, which would allow communities to withdraw before incurring debt for the new construction. She said she will work with N. Balmer and Special Counsel to put together a plan moving forward. C. Karlson said the review of executive session minutes will be on the November 30 agenda, and the auditors will appear before the Board in December.

A17. Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any
The Chair said, "I know of none."

A18. 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 10:32 p.m. YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSTAIN: none. Adopted 4-0.

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of November 16, 2015

1. Résumés of Nicole Riley and Jennifer Steel
2. Final Town Administrator Evaluation, September 2014-September 2015

Items Included as Part of Agenda Packet for Discussion During the November 16, 2015 Board of Selectmen's Meeting

1. Memorandum of 11/16/15 from Nan Balmer, Town Administrator, to Board of Selectmen
re: Order for Location of Conduit, 41 Shaw Drive, and Backup Material
2. Memorandum of 11/13/15 from Office of the Town Administrator to Board of Selectmen
re: Appointment to Vacant Position as Associate to the Planning Board and Letters of Interest from Jennifer Steel, Nicole Riley, and Paul Morenberg
3. Discussion Points and Municipal Land Data Base provided by Gretchen Schuler, Wayland Real Asset Planning (WRAP) Committee
4. Memorandum of 11/13/15 from Office of the Town Administrator to Board of Selectmen
re: Appointment to River's Edge Advisory Committee and Letter of Interest from Mike Ellenbogen
5. Chart of 2015 Special Town Meeting Article and Suggested Board of Selectmen/Town Administrator Next Steps prepared by Nan Balmer, Town Administrator
6. Memorandum of 11/16/15 from Nan Balmer, Town Administrator, to Board of Selectmen
re: Preliminary Submission of FY17 Operating Budget Under Chapter 19-4 of Town Code/FY17 Budget Process
7. Memorandum of 11/16/15 from Nan Balmer, Town Administrator, to Board of Selectmen
re: FY17 Personnel Requests
8. Memorandum of 11/16/15 from Nan Balmer, Town Administrator, to Board of Selectmen
re: FY17 Capital Projects, and Memorandum of 11/16/15 from Nan Balmer, Town Administrator, to Finance Committee re: FY17 Capital Projects
9. Town Administrator's Report for the Week Ending November 13, 2015