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TOWN OF WAYLAND

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BOARD OF SELECTMEN

LEA T. ANDERSON
MARY M. ANTES
LOUIS M. JURIST
CHERRY C. KARLSON
JOSEPH F. NOLAN

Board of Selectmen

Meeting Minutes

October 24, 2016

Wayland Town Building, Senior Center

41 Cochituate Road, Wayland

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

Also Present: Town Administrator Nan Balmer, Human Resources Assistant Katelyn O'Brien

A1. Open Meeting and Enter into Executive Session Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3) to Discuss Civil Service with Respect to the Police Union; and Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(7), to Review and Consider for Approval and Release the Following Executive Session Minutes, Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3) to Discuss Strategy with Respect To Health Insurance with the Police, Fire, AFSCME 1, AFSCME 2, Library, Teamsters, Custodians, WTA, WESA and Food Service Unions; and to Discuss Strategy with Respect to Negotiations with the Police Union Regarding Withdrawing From Civil Service; and Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(6) to Consider the Purchase, Exchange, Taking, Lease or Value of Real Property in Regard to the Municipal Parcel at the Town Center Project: APPROVE October 5, 2016, and APPROVE WITH REDACTIONS: September 26, 2016, and October 17, 2016

At 6:30 p.m., C. Karlson opened the meeting of the Board of Selectmen in the Senior Center of the Wayland Town Building and noted the meeting will likely be broadcast and videotaped for later broadcast by WayCAM. C. Karlson moved, seconded by M. Antes, to enter into executive session pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3) to discuss civil service with respect to the Police Union; and pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(7), to review and consider for approval and release the following executive session minutes, pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3) to discuss strategy with respect to health insurance with the Police, Fire, AFSCME 1, AFSCME 2, Library, Teamsters, Custodians, WTA, WESA and Food Service Unions; and to discuss strategy with respect to negotiations with the Police Union regarding withdrawing From Civil Service; and pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(6) to consider the purchase, exchange, taking, lease or value of real property in regard to the municipal parcel at the town center project: APPROVE October 5, 2016, and APPROVE WITH REDACTIONS: September 26, 2016, and October 17, 2016; and pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(2) to conduct strategy with non-union personnel, contract negotiations with the Town Administrator. The Chair declares that a public discussion of these matters may have a detrimental effect on the bargaining, negotiating or litigating position of the town. Roll call vote: YEA: L. Anderson, M. Antes, L. Jurist, 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, Human Resources Assistant Katelyn O'Brien, and Lieutenant Patrick Swanick. The Board will reconvene in open session in approximately thirty minutes.

The Board returned to open session at 7:02 p.m.

A2. Call to Order by Chair Chair C. Karlson reopened the open session of the Board of Selectmen at 7:02 p.m. in the Senior Center of the Wayland Town Building.

M. Antes announced that WayCam is having an open house. M. Antes also stated that early voting is happening now and is operating during normal business hours plus one Saturday. C. Karlson stated that the warrants have arrived for Special Town Meeting. L. Anderson stated that Wednesday is the final day for the flu clinic.

A3. Public Comment Gordon Cliff, Highfields Road, discussed his letter to the Board regarding the River's Edge project that urges them not to enter into agreement to sell the land. He stated that he believes the income is going to be lower and the one time costs are going to be a lot higher. He said the Board would be on very dangerous legal ground to sell the property under the Annual Meeting vote in 2014. He stated that the benefits of the real estate project may not outweigh the costs.

A4. Housing: Hear Report of Housing Consultant Karen Sunnarborg on Organization of Wayland Housing Programs and Initiatives Housing Consultant Karen Sunnarborg addressed the Board and discussed her housing report. The report looks at the town's organizational structure for housing and has two components: the role of the various entities in town that have some role in affordable housing and recommendations for tweaking the existing structure to promote a more proactive agenda for housing. K. Sunnarborg found that Wayland has inclination towards collaboration and consensus building. She discussed recommendations to the Board to clarify responsibilities, for example determining who is accountable when issues come up, and also recommended that everything be put in writing to clarify accountability. The Board thanked K. Sunnarborg for her work and received the report for future consideration and action.

A5. Legislative Update: Meet with Senator Richard Ross, Representative Carmine Gentile, and Representative Alice Peisch

Wayland's legislative delegation joined the meeting and each gave a brief update. Rep. Carmine Gentile discussed local aid and Chapter 70 increases, the earmark for Mainstone Farm and testing water quality on the river. C. Karlson stated that if there is anything the Board can do to help to let her know. Rep Alice Peisch is reviewing state revenues in light of the Governor's discussion of budget reductions.. She stated that they passed legislation concerning the structure of OPEB and once the town reaches a decision on whether to adopt the new legislation to let her know. J Nolan asked about other changes from the Municipal Modernization Act. A. Peisch said there are many changes for assessors and other internal functions such as the ability to expend insurance proceeds without town meeting authority. A. Peisch will send the Board information on the new changes. Sen. Richard Ross discussed local infrastructure, public safety, education, and art programs. He also discussed the Veterans Home Act. R. Ross stated that the Public Records law got a much needed amendment and he hopes it will find a balance for both transparency and government efficiency. J Nolan brought up the local issue of gas infrastructure leaking and asked the Senator and Representatives for help. J. Nolan also brought up the issue of toll equity. He stated that now the structures are down there is no reason other than political, for the burden not to be more spread out. He stated that constituents would appreciate that. A. Peisch stated that taking down the toll booths is a step in that direction and it will take a tremendous effort. The Board asked why Route 20 in Weston is being paved but Wayland has been bumped to next year. C. Gentile told the Board that Wayland is on the list and will be addressed soon. C. Karlson stated that Wayland is underway identifying public records officers but it would be helpful if there was some guidance from the legislature or the MMA on the new Public Records Law.

A6. River's Edge: Discuss Next Steps on River's Edge Project The Board stated that they need to decide how to communicate with the recommended developer and discuss pre-contract matters. N. Balmer stated she is in communication with Wood Partners and they are looking into framing the next steps and appointing an agent for the project. N. Balmer said they asked to discuss a timetable. N Balmer suggests going forward with legal counsel. She received a proposal from Anderson & Kreiger and they would provide service for a

fixed fee. N. Balmer suggested looking for a planning consultant if the Board wishes to update the economic analysis. She stated that Superintendent P. Stein provided a report about the bus parking. Board of Public Works Chair C. Brown provided a detailed report on the lay down area. N. Balmer stated that the transfer station road work is a project the town is required to do separate from River's Edge. She stated that staff are currently doing a cost breakdown of the water line that would have to be constructed. C. Karlson asked N. Balmer if the consultant she contacted would be available to do this work immediately. N. Balmer said yes. L. Jurist and J. Nolan expressed concern about the costs and proposed rents. L. Jurist would like to look into it more. The Board agreed that they trust the work the River's Edge Advisory Committee has done for over two years and would like them to come back to ask them what went into their recommendations. J. Nolan stated he is disappointed a member of the Finance Committee is making a statement so early in the process. The Board stated they would like to go forward with an economic analysis.

A7. Special Town Meeting: Review Articles N. Balmer stated that there was one RFP response for peroprites in the Zone 1 area (8 Glezen Lane) and she sent it off to the Board of Public Works Chair.

A8. FY18 Budget: Review Town Administrator's Recommended FY18 Capital Program and Five-Year Capital Funding Plan N. Balmer discussed her recommended FY18 Capital Program and Five Year Capital Funding Plan. She stated that she and B. Keveny met with the town's financial advisor. N. Balmer stated that the town shouldn't use one time money to balance the budget. B. Keveny stated that the new advisor stressed the issue of the town's use of free cash, Moody's rating and how Moody determines the town's rate. There is some concern that the Town's bond rating may be reduced. B. Keveny stated that the financial advisor addressed these issues with the Finance Committee and offered some solutions, including limiting the use of free cash to balance the budget. B. Keveny stated that the goal is to listen to what Moody's and Unibank are telling the town and how the town can change financial practices. B. Keveny suggested assigning funding sources to different budget items. The town has the ability to raise taxes, which is good because it will allow the town to stop using free cash to balance the budget. B. Keveny stated that although this approach is different from what the town has traditionally done, it's time to take a different approach. B. Keveny stated that they need to work on a way to communicate these financial changes for Town Meeting.

A9. Special Town Meeting Warrant: Vote to Sign M. Antes moved, seconded by L. Anderson, to sign the warrant for Special Town Meeting on Tuesday, November 15, 2016. YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A10. Town Administrator Review: Deliver Final Evaluation Document to Town Administrator The Board delivered the final evaluation with each member making comments. L. Jurist asked N. Balmer if they should address organizational structure. N. Balmer stated that the town has already started it in a way, with the Collins Center study. She said when the Board is ready they can consider a charter commission. L. Jurist asked how the MOU with Recreation, DPW, and Schools is working out. N. Balmer said it has reduced the chaos and staff has appreciated it. L. Jurist also said that he would appreciate guidance from her when it comes to which correspondence the Board should prioritize for the upcoming meeting. N. Balmer said she will work on it but it's difficult for her as well. M. Antes has been impressed with N. Balmer's ability to take on huge projects and her financial expertise. J. Nolan said there was a learning curve and he thinks she's doing great. He said he appreciates her ability to look at the town code and apply it. J. Nolan asked her if she's comfortable with the new IT systems? N. Balmer said she is but it takes time. L. Anderson stated that N. Balmer has paid attention to the basics of good government. She has pulled together teams to address complicated issues like the budget and the IT problem. C. Karlson stated that N. Balmer has a strong work ethic and has learned to work in the existing structure this year. C. Karlson said she would like to see some

projects closed out, like Twenty Wayland. C. Karlson stated that N. Balmer has the right to respond to her evaluation. N. Balmer said her response will be in a form of setting goals for next year.

A11. Minutes: Review and Vote to Approve Minutes of October 5, 2016, and Vote to Approve and Release Executive Session Minutes of October 5, 2016; and Review and Vote to Approve and Release with Redactions the Executive Session Minutes of September 26, 2016, and October 17, 2016

L. Jurist moved, seconded by L. Anderson, to approve the minutes of October 5, 2016 as amended YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

L. Anderson moved, seconded by J. Nolan, to release the executive session minutes of October 5, 2016 as amended. YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0. M. Antes moved, seconded by L. Anderson, to release with redactions the executive session minutes of September 26, 2016, and October 17, 2016. YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A12. Review and Approve Consent Calendar (See Separate Sheet) M. Antes moved, seconded by L. Jurist, to approve the consent calendar. YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A13. Review Correspondence (See Separate Index Sheet) The Board reviewed the week's correspondence. The Board discussed emails from Molly Upton, Kathleen Watson and the public comment from Gordon Cliff all related to River's Edge. The Board suggested that N. Balmer keep a list of questions and/or concerns that residents make regarding the project. The Board discussed the email from F. Knight about the wastewater spill and how well the staff responded to it. F. Knight would like to discuss future plans on how to respond to emergencies. The Board also mentioned the email sent by Linda Segal about the next Raytheon PIP meeting.

A14. Report of the Town Administrator N. Balmer discussed the updated governance handbook that included edits in the board packet. L. Anderson stated that it was excellent. C. Karlson said she wants to run it by town counsel. C. Karlson suggested that the Board look at it and send comments to N. Balmer.

A15. Selectmen's Reports and Concerns C. Karlson said that N. Balmer and J. Senchyshyn are working on how minutes will be handled going forward with K. O'Brien's departure. N. Balmer has no updates on new hires.

A16. Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any The Chair said, "I know of none." C. Karlson stated that the Board may meet Nov 28 only to receive the Collins Center report.

A17. Enter into Executive Session Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(2) to Conduct Strategy with Non-Union Personnel, Contract Negotiations with the Town Administrator At 10:02 p.m., C. Karlson stated that the Board did not close its earlier executive session. C. Karlson moved, seconded by M. Antes, to re-enter into executive session under the same motion as earlier in the meeting. The Chair declares that a public discussion of this matter may have a detrimental effect on the bargaining or negotiating position of the town. J. Nolan clarified that this would be the same executive session as earlier in the evening with one set of minutes. Roll call vote: YEA: L. Anderson, M. Antes,

L. Jurist, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0. The Board will reconvene in open session only to adjourn.

The Board returned to open session at 10:23 p.m.

A18. Adjourn There being no further business before the Board, L. Anderson moved, seconded by J. Nolan, to adjourn the meeting of the Board of Selectmen at 10:24 p.m. YEA: L. Anderson, M. Antes, L. Jurist, 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 October 24, 2016

1. Press Release, 10/24/16, from MassDOT re: Massachusetts to Activate All Electronic Tolling October 28, Toll plaza Demolitions will Begin this Weekend

Items Included as Part of Agenda Packet for Discussion During the October 24, 2016 Board of Selectmen's Meeting

1. Town of Wayland Housing Organizational Structure, October 3, 2016, Karen Sunnarborg Consulting
2. Memorandum of 10/24/16 from Nan Balmer, Town Administrator, to Board of Selectmen re: Rivers Edge: Update
3. Memorandum of 10/24/16 from Nan Balmer, Town Administrator, to Board of Selectmen, re: Town Administrator's Preliminary Recommendation on FY18 Capital Budget Program and Finance Director's Model for Capital Funding: FY 18 – FY 25
4. Town Administrator Evaluation, October 2016
5. Draft Minutes of October 5, 2016
6. Report of the Town Administrator, October 21, 2016