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# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

## BOARD OF SELECTMEN

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

**Board of Selectmen  
Meeting Minutes  
December 12, 2016  
Wayland Town Building, Selectmen's Meeting Room  
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

**A1. Call to Order by Chair** Chair C. Karlson called the 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 that the meeting will likely be broadcast and videotaped for later broadcast by WayCAM.

J. Nolan paid tribute to DPW Director Stephen "Stubby" Kadlik who just passed away. He asked for a moment of silence. L. Anderson announced that she will be attending a hearing on civil service at the State House with J. Senchyshyn and Police Chief R. Irving.

New Conservation Administrator Linda Hanson introduced herself to the Board.

**A2. Public Comment** G. Dresens, 155 Main Street, followed up with the Board from last week's meeting. She wanted to make sure the Board is doing everything it can regarding the 150 Main Street appeal.

N. Leifer, East Plain Street, told the Board that she wrote a letter to the Building Commissioner. She read aloud the scenic road bylaw to the Board and asked them to pay close attention to bylaw violations.

C. Karlson noted that she has met with Town Counsel about this situation and has asked what authority they have with Boards that are not directly under their jurisdiction.

**A3. Liquor Licenses: Vote to Approve Change of Manager** The Board met with the new Coach Grill manager, Joseph Battafarano, and the new Bertucci's manager, Randy Melnick to discuss their Change of Manager applications.

**Coach Grill** L. Anderson moved, seconded by J. Nolan, to approve the Change of Manager application for Joseph Battafarano at the Coach Grill at 55 Boston Post Road. YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

**Bertucci's** M. Antes moved, seconded by J. Nolan to approve the Change of Manager application for Randy Melnick at Bertucci's Italian Restaurant at 14 Elissa Avenue. YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

**A4. Discussion with Financial Advisor Clark Rowell about February Borrowing and Ratings Outlook**  
C. Karlson introduced C. Rowell, the Town's Financial Advisor. C. Rowell stated that the town is anticipating borrowing \$14.2 M. He said Mainstone will be financed over 30 years with a sale date set for March 6, 2017. C. Rowell said that he is concerned about Wayland's rating and there is a reasonable chance the town will be downgraded. He said that Moody's will be concerned that reserves are below 20% of revenues. They will be looking for an indication that Wayland will reduce use of free cash for operating expenses. L. Jurist asked

what it would cost the town to be downgraded. C. Rowell said it's not a dramatic amount in cost if downgraded; however, being rated as a Aaa is something very special in the market.

**A5. FY16 Audit: Meet with Scott McIntyre, Melanson and Heath, Chris Cullen, Audit Committee member, and Finance Director B. Keveny** C. Karlson noted that Wayland won a 2015 Financial Reporting award from GFOA (Government Finance Officers Association). She thanked the Town's Finance Director, Brian Keveny, for the excellent work on the CAFR (Comprehensive Annual Financial Report). S. McIntyre stated that the audit schedule went very well in 2016. The records were all in good working order. He said all financial statements are in compliance. He stated that the Middlesex Retirement contribution net pension liability increased and it is widely expected to fluctuate. S. McIntyre also discussed the short-term perspective outlook, total revenues, and total expenditures. He stated that there is a letter with recommendations, including improving automation in the Tax Collector's office and implementation of the Municipal Modernization Act changes.

**A6. Meet with Wastewater Management District Commission to Discuss Payment in Lieu of Betterment Agreement for Wastewater Capacity at 5 Concord Road** Wastewater Management District Commission member Sam Potter stated that he has been in touch with the Conservation Commission and that they are ready to execute the agreement with Wayland Commons and take the land (Lot 8) for conservation purposes. S. Potter said that they are ready but wanted to make sure the Board was ready to take on the wastewater capacity. The Board gave S. Potter and the WMDC assurance that they support it and will work to get it done. They also said they will put together a written document regarding the purchase of wastewater capacity and the details as approved by 2016 Annual Town Meeting.

**A7. FY18 Budgets under Selectmen, Refer to Finance Committee** The Board stated that the approach tonight would be to discuss funding the budget, new positions, and refer budgets under the Board of Selectmen to the Finance Committee. B. Keveny discussed new hires, step increases, COLA's, and payroll. B. Keveny passed out a free cash schedule to the Board detailing what free cash would look like over a 5-year period. He stated that the Finance Committee approach is to try to come up with a use of free cash that satisfies the community but also a number that Moody's is happy with. He stated that these are competing forces but will hopefully make everyone somewhat happy. The Board stated they support the approach presented by B. Keveny. L. Anderson asked about the Fire Dept. needing more personnel and possibly paying for it from the ambulance fund. She asked B. Keveny if that was possible. He said it is possible, but he would have to talk to Chief D. Houghton about some details to know for sure. He said he recommends it initially if it's financially supportable in the future. L. Jurist stated that we can't ignore public safety requests just to save money. L. Anderson noted that the Board has heard requests from Police Chief R. Irving for many years asking for an additional officer. C. Karlson suggested adding one new position for the Fire Department so the town can get data and see if it's helping. C. Karlson said she's not sure she would support any of the new positions, except for the extra hours for the Conservation Administrative Assistant. The Board agreed that they support the extra 6 hours for the administrative assistant in the Conservation office. The Board agreed they would like to hear from the Personnel Board on the Fire and Police positions before recommending anything to FinCom.

**A8. Review Town Administrator Goals for 2017** N. Balmer listed several goals she has for 2017. The goals relate to Rivers Edge, a management program for affordable housing, implementing the Collins Center report, community compact grants, and improving town building workflow. She said she is open to suggestions concerning communications and Town Center. J. Nolan stated that social media has to be a priority. N. Balmer agreed and said it hasn't been a priority and she would like to see a consultant brought in. The Board agreed to set aside \$15,000 for a social media consultant.

**A9. Review Potential Annual Town Meeting Articles** C. Karlson expressed concern that many article forms get turned in that are not completely filled out. She said it would be very helpful to have it mandatory that forms are completely filled out. She said that if you have a standard article that has already been done, there is no need to recreate a form. She stated that now is the time to send out instructions to departments and chairs on how to fill out the form. M. Antes discussed the possibility of having another Petitioner's Article authorizing the Board to request legislation to allow permanent resident aliens in Wayland to vote. The Board agreed to support it again but only if there was room for it. They suggested M. Antes prepare the article just in case. C. Karlson discussed the email from G. Harris letting the Board know of his interest in bringing forth an article clarifying language on Attendance and Participation of Nonresident Town Officials at Annual Town Meeting and he wanted to see if the Board had any interest in the article. The Board stated that they would like to see what the Moderator has to say about it first.

**A10. Minutes: Review and Vote to Approve Minutes of November 21, 2016** M. Antes moved, seconded by L. Anderson, to approve the minutes of November 21, 2016 as amended. YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

**A11. Review and Approve Consent Calendar (See Separate Sheet)** J. Nolan moved, seconded by M. Antes, to approve the consent calendar with an amendment to remove Item 3. YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

**A12. Review Correspondence (See Separate Index Sheet)** The Board reviewed the week's correspondence. N. Balmer said the Police Chief has responded to the resident in Item 1 (Intersection of Parkland Drive and Grace Road), and she has asked that the BOPW respond to the resident as well. Included in correspondence was a complimentary letter to the Wayland Police Department on their Citizen's Academy from a participant. The Board announced they did not get the Mainstone grant.

**A13. Report of the Town Administrator** N. Balmer said she is focusing on the Community Compact grants and the Collins Center suggestions over the next six months. She said the draft economic impact analysis related to Rivers Edge just came in so the Board will see that in early January. A letter of support for the Islamic Center was read aloud. M. Antes suggested putting Children's Way sign on top of the Veterans Memorial sign. She said there is a health insurance transition update from J. Senchyshyn in the packets. The Board supported adding maintaining the town clock.

**A14. Selectmen's Reports and Concerns** M. Antes said she would like to start holding listening sessions in January and February to find the best way to communicate with residents. The Board agreed that early in the year is a good time to start them. C. Karlson asked if N. Balmer followed up with Scott Walters about possible childcare for Annual Town Meeting. She said she has not, but will follow up. The Board agreed that writing an article to explain why the tax rate is going up is a good idea.

**A15. Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any** The Chair said, "I know of none."

**A16. 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 10:10 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 December 12, 2016**

1. Spreadsheet, Wayland Budget Draft FY 2018
2. Amended Memorandum of 12/12/16 from Beth Klein, Town Clerk, re: Offices to be Elected at the 2017 Annual Town Election
3. Independent Auditors' Report, 12/12/16, from Melanson Heath to Board of Selectmen

**Items Included as Part of Agenda Packet for Discussion During the December 12, 2016 Board of Selectmen's Meeting**

1. Application for a Change of Manager from BBRG TR, LLC dba Coach Grill, Received November 28, 2016
2. Application for a Change of Manager from Bertucci's Restaurant Corporation, Received November 30, 2016
3. Town of Wayland Financing Schedule, Proposed Bond Issue (Revised, December 5, 2016) with Debt Service Schedule and Preliminary Official Statement
4. Memorandum of 12/9/16 to Board of Selectmen re: FY16 Audit and FY15 Management Letter
5. Memorandum of 12/12/16 from Nan Balmer, Town Administrator, to Board of Selectmen, re: Payment in Lieu of Betterment (PILOB) To Wastewater Management District Commission for 5 Concord Road (Library)
6. FY18 Budgets under the Board of Selectmen
7. Memorandum of 12/12/16 from Nan Balmer, Town Administrator, to Board of Selectmen, re: Goals 2016-2017
8. Potential Articles as of December 12, 2016, for the 2017 Annual Town Meeting
9. Draft Minutes of November 21, 2016
10. Report of the Town Administrator, December 9, 2016