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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  
DOUGLAS A. LEVINE

### Board of Selectmen

#### Meeting Minutes

April 18, 2017

7:00 p.m.

Wayland Town Building, Selectmen's Meeting Room  
41 Cochituate Road, Wayland

**Attendance:** Lea T. Anderson, Mary M. Antes, Louis M. Jurist, Cherry C. Karlson, Douglas A. Levine

**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.

C. Karlson welcomed new Selectmen Douglas A. Levine. L. Anderson announced that there will be aerial pesticide application spraying during the period of April 19-27.

**A2. Public Comment** There was no public comment.

**A3. Organization of the Board: Vote for Officers; Discuss Portfolio Assignments** M. Antes moved, seconded by L. Jurist, that L. Anderson be elected the Chair of the Board of Selectmen. YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

New Chair L. Anderson then asked the Board about nominating the Vice Chair. M. Antes moved, seconded by D. Levine, that C. Karlson be nominated as Vice Chair for the Board of the Selectmen. YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0

The Board then discussed the reorganization of the portfolio assignments to balance responsibilities and workload. The Board discussed each portfolio listing and asked N. Balmer to bring an updated list to the next meeting for a vote.

**A4. Interviews and Potential Vote to Appoint to Boards and Committees** The Board was joined by Caitlin Ahern to interview for appointment as an Alternate to the Historic District Commission. C. Ahern reviewed her background and interest in serving on the commission. M. Antes moved, seconded by L. Jurist, to appoint Caitlin Ahern as an Alternate to the Historic District Commission, effective immediately, for a term to expire on June 30, 2019. YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

**A5. Update with Treasurer; Discuss Tax Title Collections and Policy; Review Borrowing Results**

Z. Pierce stated that the town did very well with the recent bond borrowing. She said there was an award of bonds to Eastern Bank with a premium of \$545,128.85. She stated that Moody's will be reviewing the town's financial situation in six months and it will be important for the town to follow up with all of the things we said we would do.

Z. Pierce explained that with tax title collections, the first year is a public process but after that if the account remains delinquent, there is no public process, the taxes due just keep rolling in. She said what has happened is that some properties have stopped paying taxes all together. Z. Pierce said that she has gotten aggressive going after properties for not paying over the last year, which has resulted in collection of over \$1,135,000 in delinquent taxes and interest which impacts free cash. She said what has been difficult is there are certain properties in town that are undesirable land that have not paid taxes for quite some time, some since the 1980's. She said the town has not foreclosed on these properties and she is looking for a policy on what the town should do with these properties. She said the town will never get the taxes owed for these properties, but if the town forecloses on them, the town is responsible for the properties. One property in particular has been deemed undesirable by the town planner and conservation and would have no use for the town.

L. Jurist said he's not sure why the town would want to take responsibility of the land other than to clean up the tax role. L. Anderson asked Z. Pierce what other towns do with properties like this. Z. Pierce said other towns usually don't let properties go this long without paying taxes so she doesn't know. She said she will dig deeper for best practices for situations like this. C. Karlson asked Z. Pierce for a recommendation for a policy. N. Balmer said that they will come back before the Board with a policy and or best practices.

Z. Pierce briefly discussed the town's OPEB funds. She said the town is a little below investment return targets, but right now the whole market is, and looking at other funds, March was a great month.

Z. Pierce stated that the town has thirty years of excise bills on the General Ledger. She said the state provides a process for Collectors to deem these bills uncollectable, but the town has never utilized the process. She said J. Senchyshyn, E. Brideau, and the Board of Assessors are working together to review best practices to find a solution that is acceptable to the Board of Assessors.

**A6. Annual Town Meeting Follow-up** The Board was joined by Town Clerk Beth Klein, Town Moderator Dennis Berry, and Chair of the Electronic Voting Implementation Subcommittee David Bernstein to discuss the Annual Town Meeting (ATM).

N. Balmer stated that her recommendations include adopting a FY19 capital and operating budget process, adopting a FY19 article submission review and approval process, and having the Town Planner and Planning Board follow legal processes for zoning by-law and street acceptance.

D. Berry said he thinks the meeting went very well. He said he would like to have only one set of changes to the motions given to him after the pre-meeting, since there was some confusion at the ATM as to what version of a motion he had and what format it was given to him in.

D. Bernstein discussed some statistics related to the Annual Town Meeting and compared it to Town Meetings in the past. He highlighted that this meeting was very efficient and one of the quickest meetings in history. He stated that the next thing to focus on is to work on the errata. N. Balmer said she would like to work with the Finance Committee Chair to create a process leading up to the deadline of the submission of articles. C. Karlson stated that having a new Town Counsel also added to the errata this year as we became used to new language.

B. Klein said she would appreciate knowing she's receiving the most up-to-date motions before the meeting. She would also like people to put their amendments in writing.

D. Berry said he was disappointed in attendance and would like to see it increase. L. Anderson asked if babysitting went well and if it improved attendance. D. Berry said according to facilities, thirty families participated. D. Bernstein said that if the town wants more people to attend, it needs to be aggressive and have a strong marketing campaign. M. Antes asked D. Bernstein if he would do an article with some of the statistics that he presented at the meeting tonight.

**A7. Meet with Energy Initiatives Advisory Committee**

Ellen Tohn, Kaat Vander Staeten and John Harper came before the Board with some updates. E. Tohn said the online sites reporting on the municipal solar systems are up and running and there should be an article in the Crier soon, and signage went up today. She said streetlights are moving forward and will all be LEDs. She said they hope to hear soon about the grant award which will help set the timeline for installation. She stated that they applied along with Sudbury and Lincoln to be a solarized community, but no official word yet on the winners, although they will be announced at a ceremony tomorrow and they are invited.

E. Tohn said the committee would like to change its name and charge. The Board agreed and asked them to think about their mission statement and Committee size. E. Tohn then asked for some financial resources. She also asked if the Committee could join the Mass Climate Action Network so they could be more connected to other communities, resources and information. E. Tohn said she will contact Wellesley to see their relationship with Mass Climate Action Network and if it conflicts with any state level lobbying.

**A8. Discuss Request to Finance Committee to Fund Shortfall in Library Drainage Project**

N. Balmer said that the numbers provided to the Board in the packet might go up after B. Doucette audits it. She said invoices for work done in December and invoiced in January have not been paid. N. Balmer said there has been some confusion with rail trail funds as well. C. Karlson asked N. Balmer to think about the presentation of the numbers for next time. N. Balmer said the presentation will look different next time and tonight's is not adequate. She said there are two things the town can do at this point. It can request a reserve fund transfer, or the Board may ask the Finance Committee to transfer from remaining funds at the end of the year, within the last two months of the year or within first fifteen days of the year.

**A9. Review Schedule of Meetings** L. Anderson asked board members to let her know if they are taking any vacation. She said the Board usually only meets twice a month in the summer.

**A10. Minutes: Review and Vote to Approve Minutes of March 20, 2017, March 27, 2017, March 31, 2017, April 2, 2017, and April 3, 2017**

L. Jurist moved, seconded by M. Antes, to approve the minutes of March 20, 2017, March 27, 2017, March 31, 2017, April 2, 2017, and April 3, 2017, as amended. YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson. NAY: none. ABSENT: none. ABSTAIN: D. Levine. Adopted 4-0-1.

**A11. Review and Approve Consent Calendar (See Separate Sheet)** M. Antes moved, seconded by C. Karlson, to approve the consent calendar. YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

**A12. Review Correspondence (See Separate Index Sheet)** The Board reviewed the week's correspondence. The Board discussed how they handle correspondence. N. Balmer said they need a more systematic process.

**A13. Report of the Town Administrator** N. Balmer said the Rail Trail project is underway again and started on April 12. She said the Mainstone closing took place April 12. She asked the Board for input about

the Community Compact agreement included in board packet from the Collins Center. She said she is hoping the Board can vote next week. C. Karlson asked N. Balmer to clarify the scope of service section, specifically personnel management. N. Balmer said that she can rewrite it if the Board wants. C. Karlson said the language is fine as is.

N. Balmer discussed the two agreements with the Wastewater Management District Commission (WWMDC). The Board asked N. Balmer to get some clarifications from the WWMDC. She stated that the next steps would be for the Board to vote on the agreement between the Board and WWMDC. She said Wayland Meadows has paid all outstanding taxes and fees and will make final review of the agreement this week. The WWMDC Chair asks to be scheduled for a vote on the document April 24.

N. Balmer discussed the state of the town's legal bills, which she thinks the final FY17 overrun is around \$35,595. N. Balmer asked the board what their thoughts are on funding the overrun from other sources such as the CPA, Town Center Gift Account and Library Planning and Design fund. The Board agreed N. Balmer should go to the various Boards to look for funds but C. Karlson asked for her to keep track of legal costs coming specifically from the operating budget.

She said that Planning is looking into the number of units which would define a safe harbor and would give some relief for new 40B comprehensive permit applications. She said next week someone will come to talk about the Town Building Lobby from the American Legion. N. Balmer stated that an upgrade to the town website would cost approximately \$5,800 this year and \$3,000 for the next two years following. She said that the town is starting to work on stormwater and it will hopefully fall under will new Town Engineer's job description.

**A14. Selectmen's Reports and Concerns** M. Antes stated that the Metropolitan Area Planning Council elections are coming up on May 25. M. Antes discussed the meeting she attended at the boat ramp and she also discussed the Youth Advisory Council Committee meeting she attended. She said they discussed interest in bringing the Marijuana Article back to Fall Town Meeting. C. Karlson said that someone asked why the names on the March ballot are not always alphabetical. She also asked N. Balmer for an update on Eversource double poles and noted that the Electronic Voting Implementation Committee should update their charge online. L. Anderson stated that she attended the Local Emergency Planning Committee meeting and it was very informative.

**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, M. Antes moved, seconded by L. Jurist, to adjourn the meeting of the Board of Selectmen at 9:58 p.m. YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

**Items Distributed for Information and Use by the Board of Selectmen at the Meeting of April 18, 2017**

1. Letter of 3/29/17 from Keystone Development Corporation to Nan Balmer, Town Administrator, re: 104 Plain Road Conservation Cluster
2. Town of Wayland State Retirees Benefits Trust Fund from the Pension Reserves Investment Management Board
3. Handouts from Treasurer/Collector, Tax-Title/Deferral Collections as of April 18, 2017, with Historical Summary, and General Obligation Municipal Purpose Loan of 2017 Bonds

**Items Included as Part of Agenda Packet for Discussion During the April 18, 2017 Board of Selectmen's Meeting**

1. Board of Selectmen Policy on Officers and Meetings, and Portfolio Assignments
2. Letter of Interest and Résumé of Caitlin Ahern for Appointment to Historic District Commission
3. Memorandum of 4/18/17 from Zoe Pierce, Treasurer/Collector, to Board of Selectmen re:  
Treasurer's Presentation
4. List of Actions to be Taken After 2017 Annual Town Meeting
5. Email of 3/26/17 from Energy Initiatives Advisory Committee re: Requests for Board of Selectmen
6. Memorandum of 4/18/17 from Nan Balmer, Town Administrator, to Board of Selectmen, re:  
Request to Finance Committee to Fund Shortfall for Library Drainage Project
7. Proposed Board of Selectmen Meeting Dates to August 7, 2017
8. Draft Meeting Minutes, Board of Selectmen, March 20, 2017, March 27, 2017, March 31, 2017, April 2, 2017, and April 3, 2017
9. Report of the Town Administrator for the Week Ending April 14, 2017