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TOWN OF WAYLAND

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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

May 1, 2017

7:00 p.m.

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

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

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 and in Preparation for Collective Bargaining with Police, Fire, AFSCME 1, AFSCME 2, Library, Teamsters, Representing Town Employees, Because a Public Discussion of these Matters may have a Detrimental Effect on the Negotiating or Bargaining Position of the Town At 7:00 p.m., L. Anderson 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 and in preparation for collective bargaining with Police, Fire, AFSCME 1, AFSCME 2, Library, and Teamster Unions. The Chair declared that a public discussion of this matter may have a detrimental effect on the bargaining or negotiating position of the Town. Roll call vote: YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0. Chair L. Anderson invites attendance by Town Administrator Nan Balmer and Assistant Town Administrator/Human Resources Director John Senchyshyn.

The Board returned to open session at 7:28 p.m.

A2. Call to Order by Chair Chair L. Anderson called the meeting of the Board of Selectmen to order at 7:28 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.

M. Antes announced that the Historic Commission is looking for volunteers for the rail trail spring brush clearing and turntable excavation this weekend. She also mentioned that Wayland Reads events are continuing. L. Anderson stated that the DPW will hold an open house on Saturday, May 20, in celebration of public works month.

A3. Public Comment L. Segal, Aqueduct Rd, stated her concern about the missing committees in the Annual Town Report. She said as a citizen she would appreciate seeing an official report including the financial status of those committees, especially since some of them receive significant funding.

A4. Meet with Representatives of WayCAM Annual Meeting to Receive Annual Report; Discuss Cable Contract Negotiations Jim Mullane and Jonathan Ward came before the board and discussed the upcoming cable contract negotiations with Comcast and Verizon. J. Mullane stated that the Cable Advisory Board should be created by the Board of Selectmen again once Comcast sends its letter. He said that HD channels are very important for the future and is hoping to propose that in negotiations. He went over plans for a new studio, stating that the new space would give them an opportunity for a live audience, a screening room, meetings, and a better editing room. He also talked about adding a full-time employee. L. Anderson thanked J. Mullane, J. Ward, and WayCAM for all their hard work. J. Mullane discussed HD prospects and how the town will be HD ready, although he said it might be a fight during negotiations. J. Ward said as a

Board they have discussed this and think J. Mullane has been thorough. He said the Board is a proponent of going HD as well. N. Balmer asked to meet with J. Mullane to discuss procedures and process for the potential building project. J. Mullane stated that many viewers watch programs online now and from smart phones. Membership was 30 in 2015 and 33 in 2016.

A5. Discuss and Vote to Approve Draft Governance Guideline for Boards and Committees Appointed by Board of Selectmen

N. Balmer said she has reworked the purpose and made some with changes with staff, including the Town Clerk who made changes to sections on swearing in and resignations. C. Karlson asked N. Balmer and Board members to think about how the document fits with the Board's policies. She said she is hesitant about the amount of work that might be ahead of the town to update this document annually. N. Balmer said it's a judgement call throughout and she intended to try and find balance and overlap with policies. L. Jurist said he thinks updating it is manageable. D. Levine said the absence policy jumped out at him, and overall thought the document was very informative. The Board discussed other questions and concerns and agreed to review a revised draft.

A6. Discuss Special Town Meeting Date, Schedule and Potential Articles

N. Balmer stated that the Finance Committee hasn't had a chance to discuss this schedule yet. She said the Board has time to look at it and adjust it. M. Antes said it's best for organizations to know as soon as possible the date for Annual Town Meeting as well. N. Balmer said she will work on that as soon as possible, citing that the town released the date in May last year.

A7. Review Committee Appointment Process N. Balmer went over the current Committee Appointment Process. L. Jurist asked if everyone automatically gets reappointed when their term is up. He brought up the controversy last year. He said postings should be made public for all positions that are open, not just vacancies. The Board agreed to change the wording in the letter stating that committee members need to apply if they are interested in serving again so the seats would really be open to everyone. The Board also asked N. Balmer to update the online list since there are Boards/Committees that have disbanded.

A8. Discuss Volunteer Recognition and Open Meeting Law Information Meeting The Board discussed having a volunteer recognition event in July and an Open Meeting Law Information meeting in October.

A9. Review and Vote to Approve Liaison Assignments and Liaison Policy The Board reviewed the clean version of the Liaison Assignments and policy. Rivers Edge Advisory Committee went to C. Karlson. The Board decided to keep the Wayland Real Asset Planning (WRAP) Committee listed. L. Jurist said he liked the Liaison policy. C. Karlson suggested deleting paragraph 5 and replacing it with a sentence that says it will be reassigned with the reorganization of the Board or the Chair's discretion. N. Balmer said she would ask each committee to send their Board liaison all agendas and minutes by email.

M. Antes moved, seconded by L. Jurist to approve the Board of Selectmen's Liaison Assignments of April 2017- April 2018 and the accompanying Liaison Policy. YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A10. Minutes: Review and Vote to Approve Minutes of April 18, 2017 M. Antes moved, seconded by C. Karlson, to approve the minutes of April 18, 2017, as amended. YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A11. Review and Approve Consent Calendar (See Separate Sheet) D. Levine asked Board members if the letter to the Massachusetts Department of Transportation regarding resurfacing of Route 20 should be stronger. L. Jurist asked if there is someone else the letter should be sent to that might help move along the process. L. Jurist and M. Antes both suggested sending a letter to state representatives. N. Balmer said she will see what the Police Chief thinks about a new letter that is worded more strongly towards action. C. Karlson stated that E. Doucette's memo to the Finance Committee should be consistent with N. Balmer's memo. She also said the memo doesn't answer what the change order was for, so it might get delayed again by the Finance Committee. L. Anderson asked the Board what their opinion was of the memo.

C. Karlson moved, seconded by M. Antes, to approve items 1, 2, 3, 6, 7, 8, and 9 on the Consent Calendar. Second by M. Antes. YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

C. Karlson moved, seconded by L. Jurist to authorize the Town Administrator with the assistance of the Chair to amend the letter to the Finance Committee as discussed to authorize the Request to Fund the Additional Costs of the Library Drainage Project Through an End-of-Year or Reserve Fund Transfer. YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

The Board decided to not take any action on item 4 yet.

A12. Review Correspondence (See Separate Index Sheet) The Board reviewed the week's correspondence. C. Karlson mentioned the resignations of Jennifer Steel and Gordon Cliff.

A13. Report of the Town Administrator

1. Notes on Correspondence

N. Balmer noted that item number 2 from the Building Commissioner will require the advice of Town Counsel prior to the Board discussing the issue as the law is evolving.

2. Police Chief Recruitment

N. Balmer stated that she was just informed before the meeting that the Board should not consider the letter in the packet from the Police union as they might have additional input. She recommended waiting until the next meeting to discuss this topic.

3. FY19 Budget Process/Finance Committee Meeting Night

N. Balmer stated that as its first task The Collins Center will advise the Town on the FY19 Budget Process. She said she would like agreement with the Finance Committee, staff and the Board of Selectmen as there is generally some confusion about the process. She said she will ask the Finance Committee if they will meet with her; she needs to know what's going on and needs to be able to work with them. The Board discussed the possibility of meeting another night of the week. L. Anderson said the Town Code mentions the Board should only meet on Mondays. N. Balmer said she requested that the Finance Director start sending her a summary of the Finance Committee meetings. The Board discussed ways to try to have both the Board of Selectmen and the Finance Committee meet more during the budget process.

4. Potential Subjects for Opt-In Newsletter

N. Balmer asked the Board what kind of subjects they would like for the newsletter. The Board discussed some of their ideas. The Board said they would like it to be truly informational and meaningful. M. Antes brought up the idea of a quarterly forum and having one of the topics be about stormwater.

A14. Selectmen's Reports and Concerns C. Karlson stated that she received a list of questions from The Buzz for the Open Meeting Law program, and she will go over with them with N. Balmer or L. Anderson. She said the program may happen before the Board meets again. L. Anderson reminded the Board that she and M. Antes will be appearing on The Buzz this Wednesday talking about the Listening Sessions.

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. Enter into Executive Session Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3) to Discuss Whether the Town should Pursue Legal Proceedings with Respect to the Town's Agreement with Twenty Wayland, LLC, relative to Property and Development located off 400-440 Boston Post Road At 9:16 p.m., L. Anderson moved, seconded by C. Karlson, that the Board of Selectmen enter into executive session pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3) to discuss whether the town should pursue legal proceedings with respect to the town's agreement with Twenty Wayland, LLC, relative to property and development located off 400-440 Boston Post Road. The Chair declared that a public discussion of these matters may have a detrimental effect on the litigating, bargaining or negotiating position of the Town. YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0. Chair L. Anderson invites attendance by Town Administrator Nan Balmer.

The Board returned to open session at 9:43 p.m.

A17. Adjourn There being no further business before the Board, C. Karlson moved, seconded by M. Antes, to adjourn the meeting of the Board of Selectmen at 9:43 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 May 1, 2017

1. Email of 4/5/17 from Linda Segal to the Office of the Town Administrator re: 2016 Annual Reports

Items Included as Part of Agenda Packet for Discussion During the May 1, 2017 Board of Selectmen's Meeting

1. WayCAM Annual Reports for 2016 and 2017
2. Cable Advisory Committee Mission Statement
3. WayCAM Powerpoint, 2020 License Negotiation, Capital Needs
4. Memorandum of Agreement, Town of Wayland and WayCAM, March 21, 2011-January 22, 2023
5. Memorandum of 5/1/17 from Nan Balmer, Town Administrator, to Board of Selectmen, re: Governance Guidelines
6. Memorandum of 5/1/17 from Nan Balmer, Town Administrator, to Board of Selectmen, re: Special Town Meeting Date
7. Memorandum of 4/26/17 to Board of Selectmen re: Annual Reappointments
8. Memorandum of 5/1/17 from Nan Balmer, Town Administrator, to Board of Selectmen, re: Volunteer Recognition, Open Meeting Law Training
9. Draft Liaison Assignments for Board of Selectmen
10. Draft Minutes of April 17, 2017
11. Report of the Town Administrator for the Week Ending April 28, 2017