



NAN BALMER  
TOWN ADMINISTRATOR  
TEL. (508) 358-7755  
www.wayland.ma.us

# 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

May 15, 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. Call to Order by Chair** Chair L. Anderson 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.

M. Antes announced that the Police Association is hosting a breakfast for seniors this Saturday to talk about scams and identity theft. L. Anderson reminded everyone that on Saturday, May 20<sup>th</sup>, the DPW will have an open house from 8:00 a.m. to 11:00 a.m. She said it will be a good opportunity for people to come down and hear about current initiatives and projects as well as take a tour of the DPW and Water facilities.

**A2. Public Comment** A. Landry, 85 Old Connecticut Path, discussed the work of the National Center for Race Amity. She discussed the bill that declared the second Sunday in June to be Race Amity Day in the Commonwealth of Massachusetts and encouraged Wayland to celebrate that day.

M. Lowery, Lakeshore Drive, urged the Board of Selectmen to support the School Committee's request to issue an RFP to find parking for the school buses. He expressed his concerns about the project as a member of the Dudley Pond Association and as a Water Commissioner on the Board of Public Works Commission.

**A3. 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 7:14 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 7:28 p.m.

**A4. Discuss and Vote to Adopt Governance Guidelines** N. Balmer read aloud the content changes made to the Governance Guidelines from the last meeting, along with some format changes. M. Antes asked some questions about the guidelines and changes. N. Balmer said she will check up on her comments and bring answers to the Board at the next meeting. C. Karlson asked what process the Board

will follow to distribute the guidelines when they are adopted. N. Balmer said she can come back with a recommendation about how best to use and distribute the guidelines at the next meeting.

**A5. Discuss and Comment on Wayland Real Asset Planning (WRAP) Committee Report**

C. Karlson stated that the WRAP Committee has a forum on Wednesday night to present its final draft report and get feedback from the community. Gretchen Schuler, member of WRAP, joined the board. She briefly described how the forum will be conducted and noted that they have received comments from the Planning Board, Conservation Commission, and a few individuals. She said some of the comments will be integrated into the report but every comment will be available to the public. The Board went over the report and asked questions about certain sections. Some of the Board members stated that they are planning on attending the forum. L. Anderson suggested that if Board members have any additional ideas or information about the report or the forum to send that information to N. Balmer.

**A6. Discuss School Bus Parking with Chair of School Committee and Vote to Authorize Issuance of RFP**

Ellen Grieco, Chair of the School Committee, came before the Board to discuss the school bus parking issue and RFP. N. Balmer stated she asked Town Counsel for a legal opinion on behalf of the School Committee, and Town Counsel stated that the School should not authorize the RFP. E. Grieco stated that she is here now on behalf of the School Committee to ask the Board of Selectmen to vote to authorize issuance of the RFP and to do the procurement for the school bus parking. E. Grieco said commercial entities that have parking available close to Wayland are the types of RFP respondents they are expecting, and they are looking for a cheaper solution. She also noted that any site within Wayland will have capital costs.

C. Karlson moved, seconded by L. Jurist, that the Board of Selectmen authorize the School Committee to issue the RFP for a leased space to park and store school buses and manage the procurement process on its behalf, and report back with a recommendation subject to the Board's approval. The lease will be executed by the Board of Selectmen, and the RFP will clearly state that any lease by the Town will be subject to appropriation and approval by Town Meeting. YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

**A7. Discuss and Vote to Adopt Revisions to Board Policy on Appointments to Town Boards and Committees**

L. Anderson said she sat down with M. DiNapoli and went over suggested changes. The Board agreed that the revised policy picked up all the points from the last meeting and now makes it clear that reappointment is not guaranteed.

L. Jurist moved, seconded by C. Karlson, to accept the Appointments to Town Boards and Committees Policy Statements. YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

**A8. Update on Police Chief Recruitment Process and Provide Direction**

J. Senchyshyn, Assistant Town Administrator and Human Resources Director, referenced his memo sent to the Board regarding the Police Chief recruitment. He stated that a process similar to the Fire Chief recruitment could be done for the Police Chief recruitment. He also brought up the option of hiring a consultant, which would be an additional cost of around \$12,000-\$15,000. J. Senchyshyn seeks direction from the Board with this process so he knows how to word the job advertisement. D. Levine said he feels strongly about having a search for internal and external candidates. L. Jurist asked how other towns the size of Wayland handles searches like this. J. Senchyshyn said they do it all different ways. C. Karlson said she was comfortable with approach in the April 24<sup>th</sup> memo, with joint internal and external searches. M. Antes stated that

a wider search makes the internal candidacy stronger. C. Karlson said she agreed as well. The Board decided to go with the process discussed in the April 24<sup>th</sup> memo.

**A9. Reallocation of Land Use Staff** J. Senchyshyn and N. Balmer discussed their plan for the reassignment of the Town Surveyor to work at the DPW Building and report to the DPW Director with the new Town Engineer. N. Balmer said this set up is common in municipalities. She said they are also working on a transfer of the GIS Coordinator to the IT Department. She stated that they hope to have this plan functional by mid-summer and the DPW Director is working to get the space set up for the Surveyor.

**A10. Vote to Set Special Town Meeting Date; Discuss Schedule**

The Board discussed the new version of the Special Town Meeting schedule provided by the Chair of the Finance Committee, which has the warrant opening and closing a week earlier, with an earlier Finance Committee hearing and a change in telling petitioners that all articles should come in with comments completed. L. Jurist stated that he thinks it's not fair to have the warrant close so early in August. J. Senchyshyn said the early closing date for the warrant will also have an effect on collective bargaining. He said Town Counsel has said the article to fund collective bargaining agreements can be done two ways, and he explained both ways. The Board discussed possible solutions to the schedule. N. Balmer stated that there needs to be careful supervision of future Planning Board Articles. C. Karlson suggested N. Balmer send the message through a department head meeting that there can't be any placeholder articles.

L. Jurist moved, seconded by C. Karlson, to set Tuesday November 14, 2017, as the first day of Special Town Meeting. L. Jurist amended that the first day is November 14 and the second day would be the 15<sup>th</sup> if needed, seconded by C. Karlson. YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

N. Balmer said she will summarize this discussion about scheduling and bring it forward to the Finance Committee.

**A11. Minutes: Review and Vote to Approve Minutes of April 24, 2017, and May 1, 2017** M. Antes moved, seconded by D. Levine, to approve the minutes of April 24, 2017, and May 1, 2017, as amended. YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

**A12. Review and Approve Consent Calendar (See Separate Sheet)** L. Jurist 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.

**A13. Review Correspondence (See Separate Index Sheet)** The Board reviewed the week's correspondence. C. Karlson recognized board and committee members who have resigned and thanked them for their service. The Board recognized the letter from Public Ceremony Committee Chair Richard Turner regarding the Memorial Day Ceremony and Parade. L. Anderson said she is planning on attending. C. Karlson said the Board of Assessors have already taken their first step to fill a vacancy on their Board. L. Anderson noted that the Fire Department's monthly report was fantastic. The Board asked if the state's Open Meeting Law presentation that was sent to committee chairs can be put up on the website.

#### **A14. Report of the Town Administrator**

##### **1. FY17 Legal Bills Update**

N. Balmer reported that there has been some success with identifying other sources of funding for the legal bills. She said there will be a follow-up request to the Finance Committee for a Reserve Fund Transfer or line item transfer after the staff determines which boards and committees are willing to fund excess costs. She said she expects the over-run to be about \$44,000 and that it will be reduced to about \$25,000 after board and committee contributions. She said the town will review for FY18 when it is appropriate to request that boards and committees fund unanticipated legal costs throughout year.

##### **2. FY17/FY18: Additional Costs**

N. Balmer went over new a table provided in the packet that summarized some FY17 unplanned costs the Board of Selectmen and/or Finance Committee will be asked to consider at a future date. She briefly went over each item. C. Karlson brought up a concern that doing it this way wouldn't allow town meeting to decide if the town needs these things. C. Karlson stated that the town very well might need these things, she just wants to make sure residents get a say in these big decisions. N. Balmer noted the point and said that is something they can talk about. She stated this is a way to get everyone on board about what's coming up in the future regarding costs.

**3. Housing Consultant** N. Balmer stated that 25 volunteers from numerous boards and committees met and provided input on the Board of Selectmen's CPA funded project to hire a Housing Consultant. She said the next step is for the Housing Authority staff, as one alternative, to work with her to determine if all the priority work can be under the WHA. N. Balmer said she is requesting to put together a work group with a representative from the Housing Partnership, Affordable Housing Trust and Board of Selectmen to work with her to review alternative ways to get this done so when it comes back to the Board, they have a recommendation ready to go. L. Anderson said that seems like a good idea.

##### **4. Finance Committee: Requests from Town Administrator**

N. Balmer said the Community Compact Project will discuss financial policies tomorrow with the Steering Committee, the Chair of the Finance Committee and Chair of the Board of Selectmen. She said there are key policies that they need to adopt.

The Board discussed the schedule with the Finance Committee members who were present (G. Uveges, C. Martin). C. Karlson discussed a solution for the schedule for the Special Town Meeting in which there would be seven weeks between when the Special Town Meeting Warrant closes and it goes to print.

**A15. Selectmen's Reports and Concerns** D. Levine said he worked with Police Chief Irving to strengthen the language in the letter to the State about paving Route 20. He said they listed the DPW Director as the contact and hopes to send it off soon. C. Karlson said the Rivers Edge Land Development Agreement continues to be discussed; there will likely be another extension, but they are working hard. She said she received a suggestion from a committee chair that the Open Meeting Law training contain specifics on drafting agendas. The Board said that was a very useful suggestion. C. Karlson mentioned that the Race Amity Day information in Public Comment reminded her of the Tolerance Pledge that M. Antes brought to the Board's attention and suggested there might be a way to bring these two topics together. M. Antes agreed. C. Karlson also pointed out that there is no Board liaison for health care. M. Antes said that Youth Services asked if the Board of Selectmen would be interested in a special election related to marijuana in the fall. She said the Town Clerk said it would cost about \$10,000. The Board said they do not have an interest now for a special election in the fall for marijuana.

**A16. Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any**

N Balmer said she received an email over the weekend from J. Harper, Energy and Climate Committee, relative to Eversource proposing consolidating electricity rate classes which would greatly impact solar rates. Letters are due before the next Board meeting on June 5<sup>th</sup>. The Board agreed that N. Balmer should sign on to the letter.

**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 9:34 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 15, 2017**

1. Draft Meeting Schedule for Board of Selectmen, April 18-August 7, 2017
2. Memorandum of 5/8/17 from Susan Botta, School Business Administrator, to School Committee, re: Bus Parking Update
3. Email of 5/11/17 from Nan Balmer, Town Administrator to Finance Committee re: Comments on Finance Committee Agenda
4. Email of 5/15/17 from Michael Lowery to Board of Selectmen re: Comments on Use 47D-058C (Land North of Middle School Driveway) for School Bus Parking
5. Wayland Town Crier, June 9, 2011, "Residents Hope for Racial Harmony"

**Items Included as Part of Agenda Packet for Discussion During the May 15, 2017 Board of Selectmen's Meeting**

1. Memorandum of 5/15/17 from Nan Balmer, Town Administrator, to Board of Selectmen, re: Police Chief Recruitment and Reallocation of Land Use Staff
2. Memorandum of 5/15/17 from Nan Balmer, Town Administrator, to Board of Selectmen, re: Special Town Meeting Date
3. Memorandum of 4/28/17 from Ellen Grieco, Chair, School Committee, to Board of Selectmen, re: RFP for Lease of Land for School Bus Parking
4. Town of Wayland Governance Guidelines
5. Redlined Draft Board Policy on Appointments to Town Boards and Committees
6. Draft Minutes of April 24, 2017, and May 1, 2017
7. Report of the Town Administrator for the Week Ending May 12, 2017