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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

June 19, 2017

6:45 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 6:45 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.

D. Levine said he went to the State House today where Wayland received a \$250,000 grant for being a Green Community. C. Karlson said the grant will be used for many things including electric cars, charging stations, lighting upgrades, and general community touch ups.

A2. Public Comment There was no public comment.

A3. Appoint Member to Coordinate Town Administrator Evaluation Process C. Karlson moved, seconded by L. Jurist, that L. Anderson coordinate the evaluation process. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

L. Anderson said she will have an evaluation form at the July 10th meeting. N. Balmer noted that she checked with Town Counsel and there is no waiver required to have her evaluation in open session. C. Karlson made a note of a mistake in the second sentence in the second paragraph where there could be a misunderstanding of the protocol.

A4. Appoint Member to Draft Annual Report C. Karlson volunteered to draft the Board's report.

A5. Minutes: Review and Vote to Approve Minutes of June 5, 2017 M. Antes moved, seconded by L. Jurist to approve the minutes of June 5, 2017, as amended. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A6. Vote to Approve and Release Executive Session Minutes of March 27, 2017, and March 31, 2017, and Vote to Approve and Hold Executive Session Minutes of April 24, 2017, and May 1, 2017 L. Jurist moved, seconded by D. Levine to approve and release the executive session minutes of March 27, 2017, and March 31, 2017, as amended. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0. C. Karlson moved, seconded by M. Antes, to approve and hold the executive session minutes of April 24, 2017, and May 1, 2017, as amended. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A7. Consent Calendar: Review and Vote to Approve (See Separate Sheet) M. Antes moved, seconded by L. Jurist, to approve the Consent Calendar. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A14. Review Correspondence (See Separate Index Sheet) The Board reviewed the week's correspondence. The Board agreed it was sad to see the resignation of J. Heller from the River's Edge Advisory Committee and the notice of intent of retirement from Assistant Town Administrator/Human Resources Director John Senchyshyn. The Board noted that some of the committees have caught up on minutes, which is good. N. Balmer said that the town will need to go ahead and appoint a Cable Advisory Committee.

A15. Report of the Town Administrator

1. **Correspondence** N. Balmer stated that there will be an extension of the date for execution of a final Land Development Agreement with Wood Partners until June 26, with the possibility to extend an additional time. She said she met with WayCAM's Executive Director and it's now time to appoint the Cable Advisory Committee. During their meeting, they came up with a draft position and a path for WayCAM to follow to begin discussion about improvements to the building. She said she will revisit the old charge and see if it's adequate today. She also said she needs to consider how the attorney fees will be paid.
2. **Emergency Management Initiative: Drone** N. Balmer said the Fire Chief would like to consider getting a drone using Emergency Management funds to be used for searches, brush fires, and pre-planning responses. She said drones can be somewhat controversial and State legislators are looking into rules and regulations. D. Levine said he attended the Emergency Planning Committee meeting for this discussion and it was very robust. He thought it would be helpful to have the Fire Chief come in when the Board takes up the issue.
3. **Renewal of ClearGov Contract** N. Balmer stated that the contract for ClearGov will end in August 2017 and the Town will need to decide on renewal. N. Balmer said the business model of ClearGov is based on Department of Revenue (DOR) data and the most recent DOR data available is from 2015, which reduces its usefulness. C. Karlson said it can also be used as a budget data tool and it can be quite informative if fully populated. She said the Town was hoping it would help answer resident's questions and help them compare Wayland to other communities. N. Balmer said she will refer this on to the Finance Committee and see what they would like to do.
4. **Request from Wayland Real Asset Planning (WRAP) Committee for Legal Assistance Regarding Town Property** N. Balmer said she will forward the Wayland Real Asset Planning (WRAP) Committee's request to Town Counsel for their opinion on usefulness and a cost estimate and then come back to the Board of Selectmen.
5. **Communications Plan** N. Balmer said she's spoken with David Porter, who has prepared a survey for department heads to complete about communications within the Town. They will be meeting next week on June 28 at 1:30 p.m. to discuss the survey. She said she hopes a member of the Board can make it.
6. **Revised Meeting Schedule** N. Balmer referred the Board to the slightly revised meeting schedule.

A13. Vote to Approve Annual Town Meeting Date The Board discussed at length the pros and cons of all the options. L. Anderson said the last Annual Town Meeting was around seven hours, which was the one of the shortest meetings the town has had in a while. If the meeting lasts three weeknights, that will be around ten hours to be scheduled. Some of the scheduling conflicts are due to the AP exams,

school sports, April vacation, and school concerts and events. L. Anderson said she slightly prefers option 2 but could go with any options. C. Karlson said she has a slight preference for option 2, although it does interfere with the school concert. L. Jurist said he prefers option 1 since it doesn't conflict with the school concert.

M. Antes moved, seconded by L. Jurist, to hold the Town Election on March 27, 2018, and the Annual Town Meeting starting on April 2, 2018. C. Karlson asked if a weekend option was discussed at the last meeting, or if the Board could possibly work with option 3. L. Jurist said there really is no good option. D. Levine said it's a drawback for him to have an election so early. D. Levine asked what the major issue would be of having it after spring break. C. Karlson said sometimes it's hard to motivate people to come out so late in the spring but it has been done before and it is possible. Roll call vote: YEA: L. Anderson, M. Antes, L. Jurist. NAY: C. Karlson, D. Levine. ABSENT: none. ABSTAIN: none. Adopted 3-2

L. Anderson said it's still early and it is possible to come back to this if needed.

A8. Enter into Executive Session Pursuant to Massachusetts General Laws Chapter 30 A, Section 21 (a) (6) to Consider the Purchase, Taking, Lease or Value of Real Property in Regard to the Rivers Edge Project at 484-490 Boston Post Road; and Pursuant to Massachusetts General Laws Chapter 30A, Section 21 (a)(3) a Joint Discussion of Strategy with the Personnel Board 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, Litigating or Bargaining Position of the Town At 7:30 p.m.,

L. Anderson moved, seconded by C. Karlson, to enter into executive session pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(6) to consider the purchase, taking, lease or value of real property in regard to the Rivers Edge Project at 484-490 Boston Post Road; and pursuant to Massachusetts General Laws Chapter 30A, Section 21 (a)(3), a joint discussion of strategy with the Personnel Board with respect to and in preparation for collective bargaining with Police, Fire, AFSCME 1, AFSCME 2, Library, and Teamsters unions, representing town employees. 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. Roll call vote: YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0. Chair L. Anderson invites attendance by Town Administrator Nan Balmer, Assistant Town Administrator/Human Resources Director John Senchyshyn via remote participation, Town Engineer Paul Brinkman, and Personnel Board Members Deborah Sue Cohen, Jessica Green, Miranda Jones, Maryanne Peabody and Philip Schneider.

The Board returned to open session at 7:33 p.m. L. Anderson moved, seconded by M. Antes, the same motion to enter into executive session but amended it to also include attendance by Anderson & Kreiger Attorney David L. Wiener and River's Edge Advisory Committee member Rebecca Stanizzi. Roll call vote: YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

The Board returned to open session at 8:32 p.m.

A9. Update with Information Technology Director Jorge Pazos IT Director J. Pazos came before the Board to give an update on the items addressed in the RSM report that he and his department have been working on over the last 8 months. He discussed patch management, firewalls, VMware Environment and VDI, server infrastructure, network infrastructure, the town website, document management system, financial systems improvements, and payment processing procedures.

C. Karlson asked J. Pazos if the document management system will allow better information sharing among staff. J. Pazos said it can be used to improve workflow and to share documents. L. Anderson said there has been tremendous progress in the IT department within the last year. J. Pazos said the Town is doing much better with privacy, but it's a process. He said the Town had to address more of the foundational issues first. M. Antes asked about the process of the website upgrade. J. Pazos said the first meeting is Wednesday, so he will know more information then. He said he has gone through the process of upgrading a website before. He said the new VTH platform allows for more users so multiple people in departments will be able to upload information and update their department web pages.

A10. Interview Candidates for Appointment and Reappointment to the Finance Committee, Conservation Commission, and Zoning Board of Appeals

1. The Board was joined by Joanne Barnett and John Sullivan to be interviewed for reappointment to the Conservation Commission. J. Barnett and J. Sullivan both discussed their backgrounds and why they are interested in continuing to serve on the Conservation Commission. J. Barnett said she has learned a lot from her time on the Commission and feels she has brought positivity; she described some of the projects she has worked on. C. Karlson asked J. Sullivan what the Commission needs in the third empty spot. He said it would be nice to have someone who could bring technical skills to the commission. L. Anderson reminded everyone that they are not appointing anyone tonight, they are only interviewing and will appoint at the next meeting.
2. The Board was joined by Steve Correia and Bill Steinberg to be interviewed for appointment to the Finance Committee, and by George Uveges and David Watkins to be interviewed for reappointment to the Finance Committee. S. Correia, B. Steinberg, G. Uveges, and D. Watkins all briefly described their backgrounds and interest in serving and continuing to serve on the Finance Committee.

C. Karlson asked G. Uveges what he's learned throughout the last year on the Finance Committee. He said he's learned a lot about how things come together and how departments work, how costs run, and how revenue flows. B. Steinberg said he could bring more history to the committee at this point in time, since all the members are fairly new. S. Correia also said he would share his history and experience with the Finance Committee and Board of Selectmen and feels he has a lot to bring to the table.

D. Levine asked the candidates how they balance future capital projects while holding the highest bond rating. D. Watkins said those decisions are mutually exclusive, and each should be looked at as a guiding principle. G. Uveges said it's the job of the Finance Committee to look at projects and help boards and committees manage the time and potential cost of them, and if it's possible to even afford them. He said those are the tough decisions. L. Anderson asked current Finance Committee Chair D. Watkins what he thinks the benefit would be of having more experience on the Committee. D. Watkins said he feels the Finance Committee would benefit greatly from new members with experience.

3. Aida Gennis was not available to be interviewed for reappointment to the Zoning Board of Appeals and will be re-scheduled.
4. The Board was joined by Shaunt Sarian to be interviewed for reappointment to the Zoning Board of Appeals as an Associate Member. S. Sarian briefly described his work on the Board and said he really enjoys it. He said he's been an Associate Member since 2002, and he brings his positive attitude and willingness to help his Wayland neighbors to the Zoning Board of Appeals.

A11. Interviews and Potential Vote to Appoint to Boards and Committees The Board was joined by Dr. Kaat Vander Straeten to interview for appointment to the Energy and Climate Committee as a non-voting Associate Member. K. Vander Straeten reviewed her background and interest in serving on the committee, as well as the extensive work she's already done with the committee. Chair Anne Harris also came before the Board and voiced her support of K. Vander Straeten's appointment. C. Karlson said she likes how the Committee uses associate member positions to bring in expertise, and she's very supportive of the appointment of K. Vander Straeten. M. Antes moved, seconded by D. Levine, to appoint K. Vander Straeten to the Energy and Climate Committee as a non-voting Associate Member. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A12. Meet with Fire Chief to Discuss and Vote to Approve Ambulance Fees Fire Chief David Houghton discussed with the Board his recent discovery that the department has been incorrectly billing ambulance fees for years. He explained the advantages of switching to a flat fee-based system, which should result in fewer questions and an increased revenue stream. The Board inquired about the current ambulance fee bill at the State level. He said it currently looks favorable that the bill will pass at the state level and encouraged the Board to reach out to Legislators to voice their support of the bill.

L. Jurist moved, seconded by D. Levine, to accept the proposed ambulance fee structure changes as presented by Chief Houghton tonight. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A16. Selectmen's Reports and Concerns M. Antes asked if there have been any updates about Sherman's Bridge. D. Levine said he discussed this with M. Lowery, and it's a perennial issue with an ongoing need for repairs. He said he needs to reach out to the DPW for more information. L. Anderson said she attended the MetroWest Regional Collaborative meeting, and the big takeaway message from the legislative update was that the state budget is potentially facing big cuts due to low revenues. She said they also discussed the ongoing marijuana bill debate at the State House.

A17. Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any
The Chair said, "I know of none."

A18. Adjourn There being no further business before the Board, C. Karlson moved, seconded by D. Levine to adjourn the meeting of the Board of Selectmen at 10:05 p.m. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, 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 June 19, 2017

1. Handout, Recommendations and Roadmap for Fiscal Year 2016 from RSM US LLP

Items Included as Part of Agenda Packet for Discussion During the June 19, 2017 Board of Selectmen's Meeting

1. Draft Town Administrator Evaluation: Background Information and Process, September 2016-August 2017, and Opinion on Process, 6/6/17, from Town Counsel Carolyn Murray
2. Draft Minutes of June 5, 2017
3. Draft Executive Session Minutes of March 27, 2017, and March 31, 2017
4. Information Technology Department Update, June 5, 2017

5. Memorandum, 6/16/17, re: Annual Reappointments and Appointments to Conservation Commission, Finance Committee, and Zoning Board of Appeals, and Résumés of Steve Correia and Bill Steinberg, Candidate for Finance Committee
6. Memorandum, 6/16/17, re: Appointment as a Non-Voting Associate Member of the Energy and Climate Committee
7. Memorandum of 6/13/17 from Fire Chief David Houghton to Board of Selectmen re: Ambulance Fee Structure
8. Memorandum of 6/5/17 from Nan Balmer, Town Administrator, to Board of Selectmen, re: Discussion on Spring 2018 Annual Town Meeting Date, and Email from Clergy Association regarding Religious Dates of Note
9. Report of the Town Administrator for the Week Ending June 16, 2017