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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

July 10, 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 (entered 7:28), Douglas A. Levine (entered 7:05)

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 stated the last summer concert sponsored by the Council on Aging is Thursday night. L. Anderson said there will be a discussion with MassHousing Partnership featuring a 40B consultant tomorrow, July 11 at 7:30 p.m.

A2. Public Comment Richard Turner, Public Ceremonies Committee Chair, announced that there are now signs indicating the town's Purple Heart Community designation installed at the town's borders. He stated the signs and hardware were paid for by the Public Ceremony Committee.

John Peres, 106 Main Street, stated his displeasure of selecting Miriam Andrews for the open seat for the Wayland Housing Committee and asked the Board not to appoint her.

D. Levine entered the meeting at 7:05 p.m..

Anette Lewis, 33 Claypit Road, stated there is a candidate for the Finance Committee whose wife is a member of the School Committee, which she feels is a conflict of interest and the Board should be careful in making their selection.

A3. Review and Distribute Town Administrator Evaluation Form

L. Anderson said she got the evaluation format from the ICMA. She said she wanted fellow Board members to keep in mind that N. Balmer has a huge job and for them to attempt to identify the progress being made towards her goals, as opposed to measuring if the goals have been completely met. N. Balmer offered to write a status update of her current goals. L. Anderson proposed that the Board work on the revised form individually for the next two weeks and hand in a hard copy at the July 24th meeting. She said she will take those forms and consolidate them and bring results to the meeting two weeks after that.

A4. Meet with Finance Director on Change to Outsourced Payroll Processing

Finance Director B. Keveny discussed outsourcing payroll, the RFP process and researching other municipalities who have switched to outsourcing payroll. He briefly described how they presently process payroll with a 28-hour position and many complexities. He said payroll is the largest expense in the town

and it will be a big and much-needed change to outsource payroll. Other towns who he contacted said it was the best decision they ever made. B. Keveny said Harper's Payroll processes payroll for 150 communities in the state, has a great reputation for their customer service, and can provide disaster recovery. He said the next step in transitioning would be to discuss feasibility with Harper's Payroll and then have N. Balmer award a contract to them with an estimated date of transition of October 1, 2017.

D. Levine asked B. Keveny what he liked about Harper's Payroll Services more than the other companies. B. Keveny responded that he has heard positive reviews about their customer service. C. Karlson said her feeling is that this will help with some of the payroll issues listed in the Collins Center report.

L. Jurist entered the meeting.

A5. Drone Discussion

Fire Chief D. Houghton, Police Chief R. Irving and LEPC Chair D. Leard came before the Board to discuss the purchase of a drone to assist with emergency management. Chief Houghton said they have done extensive research and reviews of the operations of drones and he feels it would be a great tool to use during daytime and nighttime searches. He said almost every year they have someone lost along the river. Instead of putting people's lives at risk for the search, a drone is much more useful. He said it's also useful for providing overhead photographs of scenes and incidents. The proposed drone has technology allowing use at night or when conditions would not allow a normal lens to get the needed image. He said it will cost about \$14,000, which will be paid from Emergency Management funds over a two-year period.

Chief Houghton said the drone will be in the custody and care of the Fire Department and strict usage policies will be developed. He stressed the importance of educating the public of what it will be used for. At the recent LEPC meeting, several departments said a drone would be helpful as well.

A6. Review Special Town Meeting Articles:

- **Circuit Breaker – Director of Assessing** N. Balmer stated that Director of Assessing Ellen Brideau is asking the Board of Selectmen to sponsor an article amending section 19-8 of the Code to modify the deadline for filing applications for the local Circuit Breaker program to be co-terminus with all exemption program filing deadlines. C. Karlson said this has been a thorn in the Assessing operation's side and it will really help their workload. C. Karlson said she's happy to work with E. Brideau on the article submission.
- **Marijuana Moratorium – Youth Advisory Director** Sarah Greenaway, chair of Youth Advisory Committee, Jason Verhoosky and Lynn Dowd of Youth and Family Services met with the Board. C. Karlson said the messaging for the last Article at Town Meeting was confusing. She said that if this goes forward for Special Town Meeting the town needs to be very clear on what we're asking of voters and provide residents relevant information. J. Verhoosky agreed and said the last article wasn't very clear and could have been misunderstood. He said the extra time has given them an opportunity to pause and look more into what's in the town's best interest. He also provided information on what other municipalities have done throughout the state, from moratoriums to bans. C. Karlson said that the Board of Selectmen will be tough on completeness of articles this year so she reminded everyone to make sure they hand in well prepared articles.

A7. Interview and Potential Vote to Appoint and Reappoint to Boards and Committees

C. Karlson moved, seconded by D. Levine, to reappoint Shaunt Sarian, effective immediately, as an Associate Member to the Zoning Board of Appeals for a three-year term to expire on June 30, 2020.

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 D. Levine to reappoint Aida Gennis to the Zoning Board of Appeals, effective immediately, for a three-year term to expire on June 30, 2020. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0. C. Karlson noted that while the Board has a policy to allow for interviews of ZBA candidates, A. Gennis is well-known to the Board and was not available to appear.

M. Antes moved, seconded by D. Levine to reappoint Joanne Barnett and John Sullivan, effective immediately, to the Conservation Commission for three-year terms to expire on June 30, 2020. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

M. Antes moved, seconded by C. Karlson, to reappoint Maryanne Peabody to the Personnel Board, effective immediately, for a five-year term to expire on June 30, 2022. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0. C. Karlson noted that while the Board has a policy to allow for interviews of Personnel Board candidates, M. Peabody is well-known to the Board.

The Board was joined by Kamal Namou and Andy Oppenheim to be interviewed for appointment to the Economic Development Committee. K. Namou and A. Oppenheim discussed their backgrounds and why they are interested in serving. Both K. Namou and A. Oppenheim listed the Town Center as an area of interest to them. The Board members asked K. Namou and A. Oppenheim some questions about the role of the Economic Development Committee and relevant issues. L. Anderson said the Board will make the appointments at the next meeting.

C. Karlson moved, seconded by M. Antes, to reappoint Seth Roman to the Economic Development Committee, effective immediately, for a three-year term to expire on June 30, 2020. 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 D. Levine, to appoint Kamal Namou to the Economic Development Committee, effective immediately, for a three-year term to expire on June 30, 2020. For discussion, she asked A. Oppenheim to wait for the other position to be advertised and to be appointed at the next meeting. L. Jurist suggested that they wait until the next meeting to vote for both appointments. The Board agreed.

C. Karlson withdrew her motion.

The Board was joined by Jay Sherry to be interviewed for appointment to the Finance Committee. He described his background and interest in serving on the Finance Committee. He said he would be open to either the 1-year term or 3-year term appointment, upon hearing about the learning curve from Chair D. Watkins. D. Levine asked J. Sherry about his opinion on Wayland's Triple A bond status. He asked if there would be any tradeoffs if the town was downgraded? J. Sherry said he believes the people in town like being in the small group of first rate financial municipalities, which gives the Board of Selectmen and Finance Committee a tool to separate and prioritize capital projects. L. Anderson thanked J. Sherry for coming in and applying.

The Board then deliberated on the open positions for the Finance Committee. L. Anderson announced that Bruce Smith submitted his resume and a letter of interest, but she was not able to reach him before tonight's

meeting. She noted that he is also under consideration. She said she is hoping the applicants not selected will apply to other boards and committees that need qualified people, like Wastewater and the Audit Committee.

C. Karlson said given the makeup of the Finance Committee, she thinks that they should reappoint incumbents Chair D. Watkins and G. Uveges. L. Jurist said that he doesn't think G. Uveges should automatically be reelected just because he was already on the Finance Committee. L. Jurist voiced his support for J. Sherry's candidacy. D. Levine agreed. L. Anderson stated she has worked with G. Uveges and he's well qualified and would bring experience and consistency to the Finance Committee, which is something the Chair has stated is needed.

The Board decided to reappoint Chair D. Watkins.

C. Karlson moved, seconded by D. Levine, to reappoint David Watkins to the Finance Committee effective immediately, for three-year terms to expire on June 30, 2020. 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 D. Levine to appoint Steve Correia, effective immediately, to the Finance Committee for a three-year term to expire on June 30, 2020. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

The Board discussed the issue of conflict of interest that was brought up during public comment. C. Karlson noted that there were other reasons the person on the Finance Committee stepped down at that time, not just because his spouse was on the School Committee, as was mentioned in public comment.

L. Jurist moved, seconded by D. Levine, to appoint William Steinberg to the Finance Committee, effective immediately, to fill a term that will expire on June 30, 2018. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

L. Jurist moved, seconded by D. Levine to appoint Jay Sherry to the Finance Committee effectively immediately, to fill a term that will expire on June 30, 2020. YEA: L. Jurist, D. Levine. NAY: L. Anderson, M. Antes, C. Karlson. ABSENT: none. ABSTAIN: none. Motion did not pass, vote 2-3..

M. Antes moved, seconded by D. Levine to appoint George Uveges to the Finance Committee effectively immediately, to fill a term that will expire on June 30, 2020. YEA: L. Anderson, M. Antes, C. Karlson, D. Levine. NAY: L. Jurist ABSENT: none. ABSTAIN: none. Adopted 4-1.

A8. Joint Meeting with the Wayland Housing Authority to Interview and Potential Vote to Appoint to the Wayland Housing Authority to Fill a Term to Expire Upon the 2018 Annual Town Election Susan Weinstein attended, however, the Wayland Housing Authority did not have a quorum and the agenda item was postponed until the next meeting. Miriam Andrews discussed her background and her experience and why she's interested in being on Wayland's Housing Authority. As a tenant, she thinks she can bring a lot to the Authority. The Board asked her if she wanted to respond about the public comment about her being bossy. She said she follows her heart and tries to do her best.

A9. Consideration of Board and Committee Vacancies and Potential Vote for all Remaining Reappointments L. Jurist moved, seconded by D. Levine to approve the following list of reappointments to the designated terms. The Board thanked all the volunteers for their service to the Town. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

<u>Name</u>	<u>Appointing Authority</u>	<u>Board/Committee</u>	<u>Term</u>
Carolyn Bargoot	Selectmen	Audit Committee (representing Finance Committee)	three
John Sullivan	Selectmen	Community Preservation Committee (representing Conservation Commission)	three
Maureen Cavanaugh	Selectmen	Community Preservation Committee	three
Nelson H. Goldin	Selectmen	Constable	three
Evelyn Ekmejian	Selectmen	Council on Aging	three
Carol Glick	Selectmen	Council on Aging	three
Ellen Scult	Selectmen	Council on Aging	three
Brenda Stevens Ross	Selectmen	Cultural Council	three
Jonathan Saxton	Selectmen	Cultural Council	three
Tom Sciacca	Selectmen	Energy Initiatives Advisory Committee	three
Ellen Tohn	Selectmen	Energy Initiatives Advisory Committee	three
Alice Boelter	Selectmen	Historic District Commission	three
Gretchen Schuler	Selectmen	Historic District Commission	three
Christine DiBona	Selectmen	Housing Partnership (representing School Committee)	three
Kathleen Boundy	Selectmen	Housing Partnership	three
Rachel Bratt	Selectmen	Housing Partnership	three
Mary Antes	Selectmen	Housing Partnership	three
Mary Antes	Selectmen	Metrowest Regional Collaborative Comm	one
Mary Antes	Selectmen	Municipal Affordable Housing Trust Fund Board	two
Bob Duffy	Selectmen	Municipal Affordable Housing Trust Fund Board (representing Planning Board)	two
Susan Weinstein	Selectmen	Municipal Affordable Housing Trust Fund Board (representing Housing Authority)	two
Michael Gitten	Selectmen	Permanent Municipal Building Committee	two
James Riley	Selectmen	Permanent Municipal Building Committee	two
Joan Bradford	Selectmen	Senior Tax Relief Committee (representing Council on Aging)	three
Charles (Toni) Moores	Selectmen	Surface Water Quality Committee	three
Michael Lowery	Selectmen	Surface Water Quality Committee	three
Sarah Greenaway	Selectmen	Youth Advisory Committee	two

A10. Discuss Implementation of Plastic Bag Bylaw with Paul Dale

N. Balmer said she wants direction from the Board on how to proceed. P. Dale said he's willing to help but uncomfortable directing the activity because he's not familiar with how the town operates. C. Karlson said they need to decide if they want N. Balmer to go forward with this and how much work it would be for staff. N. Balmer said she will start a project plan for it, send a letter to businesses and handle the administrative work. N. Balmer asked P. Dale to summarize his ideas in an email and send it to her.

A12. Minutes: Review and Vote to Approve Minutes of June 19, 2017 M. Antes moved, seconded by L. Jurist to approve the minutes of June 19, 2017, as amended. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A13. Consent Calendar: Review and Vote to Approve (See Separate Sheet) C. Karlson moved, seconded by L. Jurist, to approve the Consent Calendar except for Item 6. In discussion C. Karlson said the Board would like more information about Item 6. 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 noted it was sad to see the resignation of Jerry Heller from the Rivers Edge Advisory Committee and Anne Heller from the Library Trustees. C. Karlson said she loved the sense of community in the letter from Wayland Dads.

A15. Report of the Town Administrator N. Balmer noted that the Attorney General found a procedural problem with regard to ATM Article 14 on the limited Site Plan Review. She said the defect will be fixed by notices issued by the Town Clerk.

1. **Communications Plan** N. Balmer said D. Porter has met with department heads as a group and is now meeting with individuals. He is expected to present the communication project in early September. N. Balmer said the Land Use Permit Integration project is ongoing and a workshop will be conducted next week by the IT Business Systems Analyst to move the project from a conceptual stage to a customized plan for the town. She said the timeline is to have the project funded at Annual Town Meeting, with it starting in FY19. She said they are considering cross training Building Department staff to help provide direction to residents and applicants who come in with questions and need guidance. She thanked Fire Chief D. Houghton for his help with this project.
2. **Housing Consultant Options** N. Balmer said it was determined that the Wayland Housing Authority is not in a position to offer a full scope of housing support to the Town Administrator/Board of Selectmen. She said they are reviewing what level of support the Regional Housing Service Office can offer. M. Antes requested that someone with more Wayland affordable housing experience be included in the process.
3. **40B Update** A community training session for Boards and Committees will be conducted by Joe Peznola on July 11 at 7:30pm in the Large Hearing Room at the Town Building. Town Counsel will also be in attendance. N. Balmer said on June 21 the Town Planner with the assistance of Town Counsel wrote a letter to the DHDC about the inventory of affordable units and it looks as though we may have some basis of a Safe Harbor of 1-year, without considering Rivers Edge units. She said the time table is incredibly tight to get an answer from DHDC.
4. **Mass Works Grant Application** N. Balmer said the Town Planner intends to apply for a Mass Works Grant and she has asked him to work with Wastewater and the DPW Director. She said he must have approval from the Board of Public Works, the Planning Board, Wastewater Management District, and the Board of Selectmen.
5. **ICMA TV Proposal** N. Balmer thought it was an interesting proposal and wanted to see what the Board thought of it. The Board said that although they are honored Wayland was picked as one of eight communities by ICMA, they do not feel it would be useful for Wayland now. N. Balmer said work on the new website will begin in September.
6. **Mainstone Farm; Construction of Greenhouses** N. Balmer said the Conservation Commission approved the construction of two greenhouses on Mainstone property.

N. Balmer also added that the Town Engineer met with the Sudbury Water District Director about advancing the Inter-Municipal Agreement for Rivers Edge. N. Balmer said she will update the Board on the Police Chief hiring process at the next meeting since it's not on the agenda, but included some information in the packet.

A16. Selectmen's Reports and Concerns There are none.

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, D. Levine moved, seconded by L. Jurist to adjourn the meeting of the Board of Selectmen at 9:58 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 July 10, 2017

1. Photos of Purple Heart signs, provided by Richard Turner.

Items Included as Part of Agenda Packet for Discussion During the July 10, 2017 Board of Selectmen's Meeting

1. Wayland Town Administrator Evaluation Form, DRAFT, July 10, 2017
2. Memorandum of 7/7/17 from Brian Keveny, Finance Director, to Board of Selectmen, re: Change to Outsourced Payroll Processing
3. Memorandum of 6/13/17 from Fire Chief David Houghton to the Board of Selectmen, re: Drone
4. Memorandum of 7/6/17 from Ellen Brideau, Director of Assessing, to Board of Selectmen re: Special Town Meeting Article, Circuit Breaker Match Filing Deadline
5. Memorandum of 7/7/17 to Board of Selectmen re: Annual Reappointments and Appointments to the Economic Development Committee, Finance Committee, Zoning Board of Appeals, Conservation Commission, and Personnel Board, with Résumés of Kamal Namou, Andy Oppenheim, Jay Sherry, and Bruce Smith
6. Memorandum of 7/7/17 to Board of Selectmen re: Appointment to the Housing Authority
7. Memorandum of 7/7/17 to Board of Selectmen re: Consideration of Board and Committee Vacancies and Potential Vote for All Remaining Reappointments
8. Draft Plastic Bag Bylaw Letter as Edited by Selectman Mary Antes and Petitioner Paul Dale
9. Draft Minutes of June 19, 2017
10. Report of the Town Administrator for the Week Ending June 30, 2017