



TOWN OF WAYLAND

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BOARD OF SELECTMEN

LEA T. ANDERSON
MARY M. ANTES
LOUIS M. JURIST
CHERRY C. KARLSON
DOUGLAS A. LEVINE

**Board of Selectmen
Meeting Minutes
January 14, 2019
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 (7:08 pm)

Also Present: Town Administrator Louise Miller

A1. Call to Order by Chair L. Anderson called the meeting of the Board of Selectmen to order at 7:00 p.m. in the Selectmen's Meeting Room in the Wayland Town Building when a quorum was present, noted that the meeting will likely be broadcast and videotaped for later broadcast by WayCAM, and reviewed the agenda for the public.

A2. Announcement and Public Comment The MMA Annual Meeting will be this Friday and Saturday. Stan Robinson, 9 Wheelock Road, wrote a letter to the Crier and followed up by asking why the Town found it appropriate to send the Police Chief to Israel for anti-terrorism training. L. Jurist requested that that public comment not include political statements. S. Robinson plans to stay to listen to the Police Chief's presentation later in the meeting.

A3. Review/Interview Committee Applicants

- **Interviews with ZBA applicants Bob Farrington and Evans Huber** Bob Farrington and Evans Huber came before the Board and briefly discussed their backgrounds and interest in serving on the ZBA. Both applicants expressed the need to give back to a community that has done so much for each of them and their families.

D. Levine entered the meeting at 7:08pm.

C. Karlson asked if they either would come upon any situations where they would have to recuse themselves due to conflicts with private practice. E. Huber said that is extremely unlikely and B. Farrington noted he is retired. M. Antes asked the applicants about any time constraints they would have. The Board supports both candidacies and noted that there is one associate position open now and a second is anticipated. They decided to wait a few weeks for both associate openings to be available before appointing any candidates.

- **Interview with Sr. Tax Relief Committee applicant Markey Burke** Markey Burke, Squirrel Hill Road, came before the Board and discussed her background and interest in serving on the Sr. Tax Relief Committee. C. Karlson moved, seconded by D. Levine, to appoint Markey Burke to the Sr. Tax Relief Committee with a term beginning immediately and ending on June 30, 2020. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.
- **Interview with Cultural Council applicant Louise Reck** Louise Reck came before the Board and discussed her background and interest in serving on the Cultural Council. M. Antes encouraged more artwork on the Town Building's bulletin boards. She also noted the Arts Wayland's gallery and the possibility of place making in the future. C. Karlson moved, seconded by M. Antes, to appoint

Louise Reck to the Cultural Council effective immediately with a term to end June 30, 2021. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A4. Presentation by Police Chief: Recent Anti-terrorism Workshop in Israel Stan Robinson, 9 Wheelock Road, placed a private recorder on the Board's table. L. Miller briefly discussed how this training opportunity came about. Police Chief Swanick came before the Board and stated that this trip was sponsored and paid for by the Anti-Defamation League (ADL). He said he used a mix of personal and work training days. Chief Swanick discussed his trip's itinerary and briefly went over some of the security challenges Israel faces. He also discussed some of the advanced technology the country is using to prevent terrorist attacks. Some of the takeaways he said will apply to Wayland included prevention, community policing, and security.

A5. Vote to approve award of \$480,000 bond anticipatory note to TD Bank NA at a rate of 2.54%, zero premium The Town went out to bid to fund the River's Edge asbestos clean-up of \$424,000 plus fees for the LSP for a total of \$480,000. Three bids were received. This bond will be paid in the next fiscal year, and we anticipate full payment when the River's Edge transaction closes. Zoe Pierce, acting Treasurer, and Beth Klein, Town Clerk, were in attendance. C. Karlson moved, seconded by D. Levine, that the Board of Selectmen vote that the sale of the \$480,000 bond anticipation note dated January 23, 2019 (otherwise called "the note") to TD BANK NA at the price of \$480,000 is hereby approved and confirmed. The note shall be payable on July 23, 2019 and shall bear interest at the rate of 2.54%. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0. The Board signed in front of the Town Clerk.

A6. 2019 Annual Town Meeting Article Review: Vote to submit all Board of Selectmen proposed articles; including: C. Karlson reviewed each of the Board's proposed article submissions. A packet of the proposed submissions was distributed.

- **Recognize Citizens and Employees for Particular Service to the Town** At first pass from the Town Clerk there do not seem to be any eligible nominees this year, but the list still needs to be examined by the TA's office.
- **Pay Previous Fiscal Year Unpaid Bills** There have been a series of small invoices submitted by the School Committee, and there may be one more from the Town side.
- **Current Year Transfers** There are none known at this time.
- **OPEB Funding** As the Board discussed at its last meeting, this article is being submitted with a Town contribution c) of \$500,000. The Finance Director is still calculating the contributions from the b) revolving/enterprise funds and a) parity payments.
- **Personnel Bylaws and Wage & Classification Plan** This will likely be sponsored by the Personnel Board, but the BoS will submit anyway. This article assigns increases to the non-union personnel. There is no appropriation under this article.
- **Compensation for Town Clerk** The suggestion is to apply the same percentage increase that all other Department Heads are recommended to receive (2.25%).
- **FY 2020 Omnibus Budget** This article will be submitted by the Finance Committee.
- **Fiscal Year 2020 Revolving Fund Expenditure Limits** This article is required to set the limits for these revolving funds. The Finance Director is working with Recreation and BoPW to finalize a few amounts, as noted in the write-up.
- **Choose Town Officers** The list of appointments is the same as last year, but the TA's office should reach out to ascertain willingness and ability to serve again.
- **Hear Reports** The submission includes the standard reports, but this could be updated prior to publication.
- **Sell or Trade Vehicles and Equipment** The TAs office is working on this list.
- **Rescind Authorized But Unissued Debt** The Finance Director is working with our financial advisor to determine if there is any debt to be rescinded.

D. Levine distributed and discussed an additional article proposed by the EDC that would fund a study of the Town Building for the potential future uses of the building. The article would have to be sponsored by the BoS as EDC is advisory to the Board. Bill Steinberg, EDC, was in attendance and participated in the discussion. A discussion ensued about the future of the Town Building, how this request fits with other capital planning needs and the components of the request. FinCom is not recommending any capital

projects related to Town Building in the FY20 capital budget. L. Anderson said she has mixed feelings about this article. L. Miller asked who would direct the study and be responsible for expenditures. Sarkis Sarkisian, Town Planner, suggested looking at this as just a study to gather information, not a final decision. L. Miller suggested that if this is going forward that it include a needs assessment for each department. D. Levine will work to improve the submission on the correct form to have ready for the Chair's signature tomorrow.

D. Levine moved, seconded by L. Jurist, to submit the Article we are discussing entitled Provide Funds for the Study of the Long Term Viability of the Current Town Building versus its Use for Other Purposes sponsored by the Board of Selectmen with an estimated cost of \$30,000. YEA: M. Antes, L. Jurist, D. Levine. NAY: L. Anderson, C. Karlson. ABSENT: none. ABSTAIN: none. Adopted 3-2.

Sarkis Sarkisian, Town Planner, reported that the Attorney General approved all the fall Town Meeting articles including those related to marijuana. Therefore, the Planning Board voted to submit an article to amend the marijuana district to be only a medical marijuana district. If the ballot question to ban recreational marijuana passes, the article will be addressed at ATM. If the ballot question fails, this article will be passed over. The Planning Board will hold the required hearings and provide a report for Town Meeting. S. Sarkisian provided a copy of the article for the record.

C. Karlson moved, seconded by D. Levine, to submit the articles as listed on the agenda except for the one on the Fiscal Year 2020 Omnibus Budget. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0. L. Anderson will sign and submit the eleven articles in the morning.

A7. Town Administrator's Report

1. **Correspondence** A letter in the packet from FinCom recommends a debt exclusion for a number of items in the capital budget and says they will present that request to the Board on February 4. The Finance Director is preparing a number of debt funding scenarios for discussion with the Board on January 28.
2. **Water Enterprise Fund Update** The Board of Public Works approved a budget for FY2020 and looked five years out for a Capital Plan and revised certain assumptions regarding revenue and capital. L. Miller distributed two documents to Board members showing the DPW 5-year capital plan and the Water Enterprise Fund budget plan through 2023. She briefly discussed this budget and the process with the BoPW. The BoPW is recommending the AMI water meter system be funded with cash. L. Miller addressed Mike Lowery, chair of BoPW, (in attendance) on the topic of additional funding for water main projects. M. Lowery discussed the desired level of retained earnings.
3. **Fire Chief Search** Fire Chief Dave Houghton is retiring June 30, 2019. L. Miller will be putting together a plan for the search process for a new chief in the next few weeks. Senior manager openings now include a Treasurer, an HR director and a Fire Chief.
4. **OML and FOIA Policies** L. Miller distributed and discussed the timesheet for employees to use when they are working on public records requests. Since Wayland's population is below 20,000, the Town can charge for requests. The TA's office is also responding to a records request about how much has been spent on legal fees responding to open meeting law violations.
5. **After School Program/School Bus Parking** L. Miller discussed this last minute issue that the School has brought to the Town. The School has asked the Town to accommodate an afterschool program. A discussion ensued about how this problem came about. L. Miller said they would have to move fairly quickly on this.

MassDOT said they are not ready to move off the Sudbury site, but they would license part of the site for the Town's use to park buses. There will be a site visit in the next few weeks.

A8. Minutes: Review and vote to approve regular session minutes of December 17, 2018 M. Antes moved, seconded by D. Levine, to approve the regular session minutes of December 17, 2018, as amended. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A9. Consent Calendar: Review and vote to approve (see separate sheet)

1. **Vote the question of approving and signing the weekly payroll and expense warrants**

2. **Vote the question of appointing the Town Administrator and the Assistant Treasurer to open and maintain financial accounts for the Town of Wayland, effective as of January 3, 2019.**
3. **Vote the question of approving the placement of two (2) temporary sandwich board signs at 1.) Old Connecticut Path and Routes 126 and 27 and 2.) Cochituate Fire Station at the Corner of East Plain Street from January 27, 2019 thru February 3, 2019, promoting the Wayland Public Schools Foundation Spelling Bee.**

M. Antes moved, seconded by D. Levine, to approve the Consent Calendar, as amended. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A10. Correspondence Review No discussion.

A11. Selectmen's reports and concerns D. Levine said the Planning Board discussed possible legal fees in regard to the defense of an appeal for the Cascade Project. If the ZBA decision is appealed, there will be legal costs to the Town in the next several months. L. Miller confirmed that she responded to the online survey on Wild and Scenic Rivers. M. Antes and L. Anderson attended the MetroWest Regional Collaborate breakfast. M. Antes discussed some of the issues that were brought up at the meeting. Tuesday night Jan. 22 is the Board of Selectmen's goal setting retreat.

A12. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any: L. Anderson noted the topics that were discussed tonight that were not reasonably anticipated:

1. Consent Calendar addition to vote the question of approving the placement of two (2) temporary sandwich board signs at 1.) Old Connecticut Path and Routes 126 and 27 and 2.) Cochituate Fire Station at the Corner of East Plain Street from January 27, 2019 thru February 3, 2019, promoting the Wayland Public Schools Foundation Spelling Bee.
2. ATM Article Discussion: Distribution and discussion of draft Board of Selectmen proposed article: Provide Funds for Study of the Long-term Viability of the Current Town Building vs. Its Use for Other Purposes.
3. TA's report: After School Program needs
4. TA's report: School Bus Parking update

A13. Adjourn L. Jurist moved, seconded by D. Levine, to adjourn the meeting at 9:14 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 January 14, 2019.

1. Drafts of Board of Selectmen sponsored articles: Recognize Citizens and Employees for Particular Service to the Town; Pay Previous Fiscal Years Unpaid Bills; Current Year Transfers; OPEB Funding; Personnel Bylaws and Wage & Classification Plan; Compensation for the Town Clerk; Fiscal Year 2020 Revolving Fund Expenditure Limits; Choose Town Officers; Hear Reports; Sell or Trade Vehicles and Equipment; Rescind Authorized But Unissued Debt
2. Draft of Article sponsored by the Board of Selectmen, Provide Funds for a Study of the Long Term Viability of the Current Town Building vs. Its Use for Other Purposes, from D. Levine
3. Draft of Planning Board article Medical Marijuana Overlay District – Amend Article 26, from S. Sarkisian
4. DPW 5-Year Capital Plan and DPW Water Enterprise Fund budget plan through 2023, distributed by L. Miller
5. Draft of Public Records Request/FOIA Timesheet
6. National Grid "How to Know if You Have a Gas Leak" postcard (for C. Karlson)
7. Correspondence from Louise Miller, Town Administrator, to Board of Selectmen, dated January 14, 2019 re: questions in preparation for January 22, 2019 Board Retreat discussion

Items Included as Part of Agenda Packet for Discussion During the January 14, 2019 Board of Selectmen's

1. Correspondence from Wayland resident Bob Farrington, to Louise Miller, Town Administrator, dated December 14, 2018, re: interest in serving on the Zoning Board of Appeals

2. Correspondence and CV from Wayland resident Evans Huber, to Lea Anderson, Chair, Board of Selectmen, dated January 7, 2019, re: interest in serving on the Zoning Board of Appeals
3. Correspondence from Wayland resident Markey Burke, to Teri Hegarty, Executive Assistant, dated January 2, 2019, re: interest in serving on the Sr. Tax Relief Committee
4. Correspondence from Wayland resident Louise Rack, to Teri Hegarty, Executive Assistant, dated January 5, 2019, re: interest in serving on the Wayland Cultural Council
5. Draft of December 17, 2018 Board of Selectmen minutes