

TOWN OF WAYLAND

Massachusetts

TOWN MANAGER

Michael McCall
Town Building
41 Cochituate Road
Wayland, Massachusetts 01778
www.wayland.ma.us



SELECT BOARD

Anne Brensley
Thomas J. Fay
Adam G. Gutbezah
Carol B. Martin
William D. Whitney

Meeting Minutes
Select Board Meeting
Monday, April 8, 2024 at 7:00 p.m.
Wayland Town Building, Council on Aging Room / Hybrid
41 Cochituate Road, Wayland, MA 01778

Present: Thomas J. Fay, Carol B. Martin and William D. Whitney.

Present, participated remotely: Anne Brensley and Adam G. Gutbezah.

Personnel present: Town Manager Michael McCall

A1. Call to Order, Review Agenda for Public: At 7:02 p.m. Chair W. Whitney called the meeting of the Select Board to order when a quorum was present. He announced each member by full name and that A. Brensley and A. Gutbezah would participate remotely. He announced that pursuant to Chapter 2 of the Public Acts of 2023 the meeting would be conducted in-person and via remote means and that the public could also participate remotely via teleconference. W. Whitney announced that the meeting may be live-broadcast and/or recorded for re-broadcast. W. Whitney reviewed the agenda.

A2. Announcements and Public Comment: W. Whitney thanked Town staff and C. Martin on behalf of the Board for preparing the Annual Town Meeting warrant. C. Martin announced that the Town Meeting Warrant Hearing would be held on May 6, the Annual Town Election on May 7 and Annual Town Meeting on May 13 and May 14.

Rebecca Stanizzi, Winthrop Road, speaking as the lead petitioner of Article KK provided the Board with a written petition of 93 Wayland supporters titled "Home for Arts Wayland" and emphasized that there was significant support for the initiative. R. Stanizzi also announced that there would be several public forums available to inform voters including: a meeting with the Planning Board on April 9 and April 23 (and/or April 24) at a location to be determined as well as the League of Women Voters article forum and the warrant hearing on May 6.

Gretchen Dresens, Main Street, joined via teleconference and noted that the Chair of the EDC had posted "Self-storage/Arts Wayland proposed @ 193 Commonwealth (Citizens petition article)" on the EDC agenda. She added that it was misleading and inaccurate to link Article KK to the self-storage/Arts Wayland proposal. G. Dresens stated that the Chair of the EDC was misusing her position by acting as an agent of the developer and urged the Board to intervene.

A3. Massachusetts Bay Transportation Authority (MBTA) Communities Multi-Family Zoning

Proposed Bylaw: Discussion of public forum on April 24, 2024: W. Whitney announced that the Planning Board requested that the Board jointly host a public forum on Wednesday, April 24, 2024 at 7:00 p.m. in the Town Building Large Hearing Room to discuss the proposed Multi-Family Zoning Districts that will be considered at Annual Town Meeting. The Board agreed.

A4. Fiscal Year 2023 Audit Management Letter: Meet with Finance Director Brian Keveny, Audit Committee Chair Samantha Shullo and Alina Korsak, representative from Marcum LLP; receive and discuss the management letter and management's response: Auditor Alina Korsak of Marcum LLP joined via video-teleconference and presented a slide deck that provided an overview of the FY 2023 audit, the Annual Comprehensive Financial Report (ACFR) and the Management Letter. A. Korsak reviewed prior year and current year recommendations:

Prior year recommendations:

1. Re-establish Timely Cash Reconciliations (Material Weakness)
2. Ensure Compliance with Uniform Guidance
3. Reconcile Guaranteed Deposits Account to Detailed List

Current year recommendations:

1. Re-establish Timely Cash Reconciliations
2. Reconcile Guaranteed Deposits Account to Detailed List
3. Prepare for Governmental Accounting Standards Board 101

Finance Director, Brian Keveny joined the meeting in person and commended the Treasurer for improving the timeliness of cash reconciliations so it was no longer considered a material weakness. B. Keveny reported that the Conservation Department and the Health Department were able to make good progress on reconciliation of guaranteed deposits and the Building Department and Planning Department have new staff assigned to support similar efforts. B. Keveny also explained the Governmental Accounting Standard Board (GASB) Statement Number 101 regarding “compensated absences.” B. Keveny confirmed the Town would establish new accounting and financial reporting practices for FY 2025 to better measure and recognize liabilities related to compensated absences in the financial statements.

Chair of the Audit Committee Samantha Shullo joined the meeting and further described the details in the Annual Report from the Audit Committee regarding the FY 2023 Audit Cycle. B. Keveny stressed the importance of new growth, controlling free cash and described the struggle to bring the General Fund balance up from 15.2% to 20% as was preferred by Moody’s. The Board discussed the presentation.

A5. Town of Wayland Social Media and Communication Strategy – Invite attendance by Jailyn Bratica, Executive Assistant to Town Manager & Kelsi Power-Spirlet, Management Analyst: Jailyn Bratica, Executive Assistant to the Town Manager joined the meeting in person and Kelsi Power-Spirlet, Management Analyst joined the meeting via teleconference. J. Bratica described the goals and initiatives of the new Social Media and Communication Strategy. J. Bratica also reviewed the Town’s existing strategies. The Board and M. McCall commended J. Bratica and K. Power-Spirelet for their work.

A6. WayCam Discussion and potential vote to release one-quarter worth of funds from Verizon & Comcast Contracts: M. McCall provided background for the request to release the funds.

T. Fay moved to vote to release one-quarter of the funds from Verizon & Comcast Contracts to support WayCAM operations. M. McCall noted that it would only be from Verizon contracts. T. Fay withdrew the motion. T. Fay moved, seconded by C. Martin, to vote to release one-quarter of the funds from Verizon contracts to support WayCAM operations. Roll Call Vote: YEA: A. Brensley, T. Fay, A. Gutbezahl, C. Martin and W. Whitney. NAY: None. ABSENT: None. ABSTAIN: None. Approved. 5-0-0.

A7. Town Manager’s Report:

- a) **Establishment of Long-Term Capital Planning Group:** M. McCall announced that he had a plan to establish a Long-Term Capital Planning Group comprised of staff, members of boards and committees and community members. T. Fay expressed support for the working group and noted there was an article to establish a Capital Planning Committee back in 2008 which failed at Annual Town Meeting.
- b) **Upcoming Events**
 - **Evening with Chris Herren:** M. McCall reported that the Health Department and Wayland High School would host Chris Herren, a former professional basketball player for a community conversation about addiction and recovery on Tuesday, April 9, 2024 at 7:00 p.m. at WHS.
 - **Opioid Settlement Funds Public Input Session:** M. McCall announced that the Town was seeking community input for the use of funds received from the Statewide Opioid Settlements with pharmaceutical manufacturers and pharmacies. A public input session will be held on Wednesday, April 10, 2024 at 5:00 p.m. in the Large Hearing Room.
- c) **Recap since last meeting:** M. McCall reported Sherman’s Bridge demolition gift fund had been established and was receiving contributions and a warrant article would be considered to appropriate

additional Community Preservation Act funds. M. McCall reminded the public that there was still a vacancy on the Board of Registrars. M. McCall reported that he would hold an office hour on April 22, 2024. M. McCall reviewed correspondence with state legislators for state earmarks.

A8. Consent Calendar: a) Review and vote to approve listed items b) Discuss, consider, and potentially act on items removed from Consent, if any:

1. Vote the question of signing the 2024 Annual Town Meeting (ATM) Warrant.
2. Vote the question of authorizing William Whitney, Select Board Chair to sign all Massachusetts Bay Transportation Authority (MBTA) Compliance Application documents.
3. Vote the question of approving the appointment of 2024-2025 Election Workers provided by Town Clerk Trudy Reid. Name: Linda Furlong and Vivian Myers-Marowitz.
4. Vote the question of approving Town Manager, Michael McCall, as signatory for approving the contract for Happy Hollow Elementary School and Claypit Hill Elementary School Walk-In & Refrigeration Site Prep Project, from Kneeland Construction Corporation (of Medford, MA), in the amount of \$168,500.

T. Fay moved, seconded by C. Martin, to adopt the Consent Calendar as amended. Roll Call Vote: YEA: A. Brensley, T. Fay, A. Gutbezahl, C. Martin and W. Whitney. NAY: None. ABSENT: None. ABSTAIN: None. Approved. 5-0-0.

A9. Minutes: a) Review and approve the minutes of April 1, 2024, if available: No minutes were available.

A10. Review Correspondence: The Board reviewed the correspondence.

A11. Select Board Members' reports and concerns: A. Brensley reminded the Board of the Town-SPIRIT program (Site Problem Identification and Resolution of Issues Together) workshop in collaboration with the Human Rights, Diversity, Equity and Inclusion Committee (HRDEIC) on Sunday, April 28, 2024 from 1:00 p.m. to 7:00 p.m. at WHS. A. Brensley acknowledged that Article KK was contentious and that boards and committees should do the work to get the matter ready for ATM so voters can decide. T. Fay requested the Board consult with Town Counsel on 212 Cochituate Road to determine next steps. T. Fay noted that a resident requested a dog park. T. Fay noted that the Historic Commission and the Wayland Cultural Council were considering historical and artistic placards along the rail trail. T. Fay updated the Board on the Route 20 South Landfill Visioning Committee which would begin working with Weston & Sampson to draw up some conceptual ideas to consider. He also commended the DPW for assisting to clear the property. C. Martin commended the Board of Public Works for cleaning up 195 Main Street property. C. Martin commended K. Power-Spirlet on the warrant and asked M. McCall when it would be ready for the Board to sign. M. McCall answered that it would be available the next day. C. Martin commended M. McCall on the establishment of the Long-Term Capital Planning working group. W. Whitney acknowledged that many residents were interested in Article KK and the onus of the late amendments were not solely the responsibility of the Planning Board.

A12. Topics not reasonably anticipated by the Chair 48 hours in advance, if any: There were none.

A13. Adjourn: At 8:37 p.m., T. Fay moved, seconded by C. Martin, to adjourn the meeting. Roll Call Vote: YEA: A. Brensley, T. Fay, A. Gutbezahl, C. Martin and W. Whitney. NAY: None. ABSENT: None. ABSTAIN: None. Approved. 5-0-0.

Items included in the packet for the Select Board Meeting of April 8, 2024:

1. Management Letter for the Year Ended June 30, 2023 from Marcum LLP
2. Slide Deck: Town of Wayland, Massachusetts Presentation of "Financial Statement Audit Results June 30, 2023" Presented by: Alina Korsak, CPA Partner, Marcum LLC. Dated April 8, 2024
3. Town of Wayland, Social Media & Communication Strategy, presented by Jaily Bratica and Kelsi Power-Spirlet, April 8, 2024
4. Agreement between the Town of Wayland, Massachusetts and Wayland Community Access and Media, Inc., dated March 21, 2011.

Items distributed for information and use by the Board during the meeting of April 8, 2024 otherwise not included in the packet (Handouts):

1. Written Public Comment: Petition Article KK support status 04 09 24 addresses added.PDF, from iPetitions “Home for Arts Wayland” with 93 signatures of Wayland residents, presented by R. Stanizzi, lead petitioner of Article KK.

Correspondence from:

1. Gretchen Dresens, to Select Board dated March 29, 2024 re: Concerns about revised Article KK.
2. Gretchen Dresens, to Select Board dated March, 29, 2024 re: Concerns about revised Article KK.
3. Michael Morris, to Select Board dated April 1, 2024 re: Do Not Sponsor Article KK.
4. Quentin Nowland, to Select Board dated April 1, 2024 re: Article KK – clarification and request to not include revised article in the warrant.
5. Sheila Carel, to Select Board dated April, 1, 2024 re: Concerns about Process and revised version of Article KK.
6. Sandra Dassoni, to Select Board dated April 1, 2024 re: 193 Commonwealth Road – Meeting – Monday April 1st at p.m. – Zoning Update Article KK.
7. Gretchen Dresens, to Select Board dated April 1, 2024 re: Dresens 4/1 Public Comment
8. Jack Dunk, to Select Board dated April 2, 2024 re: I would like the Town of Wayland to stop renewing Comcast/Xfinity and Verizon FiOS Licenses.
9. Jack Dunk, to Select Board dated April 2, 2024 re: I would like the Town of Wayland to stop renewing Comcast/Xfinity and Verizon FiOS Licenses.
10. John O'Neill, to Select Board dated April 3, 2024 re: Loker Field.
11. John O'Neill, to Select Board dated April 4, 2024 re: Loker Field