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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

February 12, 2018

7:00pm

Selectmen's Meeting Room
41 Cochituate Road, Wayland

Attendance: Lea T. Anderson, Cherry C. Karlson, Mary M. Antes, Louis M. Jurist, Douglas A. Levine
(7:03pm)

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.

L. Anderson said the School Committee will hold a budget hearing tomorrow night. There will be an FY20 Omnibus Budget presentation by the Finance Committee on Feb. 15 at 6:30pm. Sen. Edward Markey will hold a town hall meeting in Framingham on Feb 18.

L. Anderson read aloud the Board's official statement regarding the Twenty Wayland settlement. The statement and settlement documents will be posted online.

A2. Public Comment M. Lowery, Lakeshore Dr., distributed a document regarding his concerns that the Library project is not ready for Town Meeting. He listed all of his reasons.

J. Ling, 274 Concord Rd., wrote a letter for the Board that she said better explains the Petitioners' Article related to 5 Concord Road.

S. Klitgord, 274 Concord Rd., said he's surprised the town is going to spend such a large amount of money without more details of the Library project being known.

A3. Swearing-in of Ryan Cheney as a Firefighter-EMT Ryan Cheney was sworn in as a Wayland Firefighter-EMT by Town Clerk B. Klein. The Board congratulated him.

A4. Town Meeting Costs and Building Repairs: Meet with Ben Keefe B. Keefe said he is still working on costs for town meeting, so all numbers are estimates. The current estimated cost is \$145,300, which is for the two venues and two-way audio communications. For one venue it would be \$130,320. There's a \$15,000 difference going from one venue to two venues. This is a significant cost reduction from previous estimates. The Board decided to plan for two venues, but strive to use one.

B. Keefe discussed the Town Building floor repair and said it was rescheduled for April vacation. MHA expects repairs to take a week or less. For Town Meeting articles, B. Keefe noted there have been questions of the readiness of projects for Town Meeting, and he thinks they are ready to go. In response to a concern raised during Public Comment, he said there is a detailed budget for the Library plan and he believes its on

the Library's website. C. Karlson said she's concerned when the warrant goes to print that residents won't have all the information on the field projects, and she is also concerned about some of the siting issues.

A5. Petitioners' Articles: Meet with lead sponsors

1. **Charles D'Ambrosio – Article OO: Limit the Size of Oxbow Meadows Athletic Field; and Article PP: Construct Access Road to Oxbow Meadows Athletic Field**

This item was tabled until another meeting.

A6. FY19 Budget Discussion and Direction to Town Administrator In response to the Finance Committee's memo to the Board asking to find additional FY19 budget reductions, N. Balmer said she has found some possible reductions. Some of the items include further reductions in health insurance projections and the reduction of seasonal and contractor expenses in Conservation since the Finance Committee agreed to fund the tractor. The Board agreed with these reductions.

A8. Annual Town Meeting Articles: Discussion and vote The Board was joined by Beth Doucette, Financial Analyst, Arthur Unobsky, School Superintendent, and Leisha Simon, School IT Director to discuss Article S on IT. With the departure of the IT Director, N. Balmer asked a consultant to look at the IT Article project. E. Doucette said she talked to the consultant and the School IT Director and has come up with a plan and approach to allow the town to maintain the integrity of the project, keep other projects going and contain costs while meeting any time critical needs. N. Balmer said E. Doucette will be involved more than usual. L. Simon from the School will oversee the Middle School cabling project, which needs to be completed prior to installation of the Middle School phone system. This would allow flexibility in scheduling and procurement and allow the new IT Director time to review the effort. N. Balmer said there was a good staff effort stepping up and taking on this project.

A7. Debt Exclusion: Vote form of Proposition 2 ½ debt exclusion questions and placement on March 27, 2018 election ballot and submit written notice to the Town Clerk The Board discussed the capital projects suggested for debt exclusion. L. Anderson said the forum for the Library was very informative. Some of the Selectmen stated they participated in a tour of Fire Station #2. The Board discussed the articles regarding the fields. C. Karlson said her concern is that there isn't enough information to put in the Warrant. She said she would like the High School athletic facilities and the Loker field to be further along and have a map in the Warrant so residents can see where the projects will actually be sited. L. Jurist said the High School field articles are different from other new field projects that have been delayed because the site is already being used by the Town for recreation. Jeanne Downs, vice chair of the School Committee, said the School Committee knows they will fit but there hasn't been a final word regarding if the turf field will fit outside the riverfront and wetlands.

L. Anderson said she feels there are still questions and that the Town is racing through the process. She asked if another 6 months of waiting would help to better inform people. She said she's supportive of the projects. J. Downs said Weston and Sampson are aiming to have all the details before Town Meeting, but she will check with them. C. Karlson said she doesn't think Loker is ready to go forward right now and outlined her concerns. She asked if the board can put something on the debt exclusion but not vote for it at this Town Meeting? L. Anderson said that may be possible based on counsel's feedback, but the DOR gets the final decision. L. Jurist said it would greatly affect the Town's athletics if there wasn't a turf field at Loker. It would cost around \$20,000 for field rental per season not including transportation.

N. Balmer reminded the Board that it takes a 2/3 majority to place a question on the ballot. L. Jurist is against Option A which bundles all the debt questions. C. Karlson agreed. D. Levine said he was leaning towards Option C in formatting the debt exclusion question. L. Anderson said she is for option C. M. Antes said she leans towards the B option, but would be comfortable with C. L. Jurist said he likes option B, but would be fine with option C. C. Karlson said she is leaning towards option C.

M. Antes moved, seconded by D. Levine, to approve three debt exclusion questions as presented in Option C in the February 12, 2018 memorandum from Nan Balmer, Town Administrator, to the Board of Selectmen – Question 1 to exclude debt for a new Library, Question 2 to exclude debt for renovations to the Town Building and Fire Station No. 2, and Question 3 to exclude debt for athletic fields at Wayland High School and the Loker Conservation and Recreation Area – subject to the approval of Bond Counsel as to final form. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A8. Annual Town Meeting Articles: Discussion and vote, continued The Board continued its discussion of articles for Town Meeting. Using the Article List in the packet, the Board reviewed each article and took the following votes.

C. Karlson moved, seconded by M. Antes, that the Board of Selectmen insert and recommend for approval Articles A Recognize Citizens, C Current Year Transfers, D OPEB, I Accept Gifts of Land at Town Center, and K Choose Town Officers. YEA: L. Anderson, M. Antes, C. Karlson, D. Levine, L. Jurist. NAY: none. ABSENT: ABSTAIN: none. Adopted 5-0.

C. Karlson moved, seconded by D. Levine, that the Board of Selectmen withdraw Article L Sell/Trade Vehicles from consideration. YEA: L. Anderson, M. Antes, C. Karlson, D. Levine, L. Jurist. NAY: none. ABSENT: none ABSTAIN: none. Adopted 5-0.

C. Karlson moved, seconded by M. Antes, that the Board of Selectmen insert Article G FY2019 Omnibus Budget. YEA: L. Anderson, M. Antes, C. Karlson, D. Levine, L. Jurist. NAY: none. ABSENT: none ABSTAIN: none. Adopted 5-0.

C. Karlson moved, seconded by D. Levine, that the Board of Selectmen insert and vote to support Articles M Revolving Fund Limits, N Close Beach Revolving Fund, and U Water Meters. YEA: L. Anderson, M. Antes, C. Karlson, D. Levine, L. Jurist. NAY: none. ABSENT: none ABSTAIN: none. Adopted 5-0.

C. Karlson moved, seconded by D. Levine, that the Board of Selectmen insert Articles V Limited Site Plan Review and W Off Street Parking. YEA: L. Anderson, M. Antes, C. Karlson, D. Levine, L. Jurist. NAY: none. ABSENT: none ABSTAIN: none. Adopted 5-0.

C. Karlson moved, seconded by M. Antes, that the Board of Selectmen recommend approval of Articles P Community Center, Q Town Building Renovations, and R Fire Station 2 Renovations. YEA: L. Anderson, M. Antes, C. Karlson, D. Levine, L. Jurist. NAY: none. ABSENT: none ABSTAIN: none. Adopted 5-0.

C. Karlson moved, seconded by D. Levine, that the Board of Selectmen insert and recommend approval for Articles BB CPA Historic Preservation, CC CPA Uncommitted WHS, and DD CPA Uncommitted Recreation Projects. YEA: L. Anderson, M. Antes, C. Karlson, D. Levine, L. Jurist. NAY: none. ABSENT: none ABSTAIN: none. Adopted 5-0.

C. Karlson moved, seconded by D. Levine, that the Board of Selectmen withdraw Article GG Accept Land at Plain Road. YEA: L. Anderson, M. Antes, C. Karlson, D. Levine, L. Jurist. NAY: none. ABSENT: none ABSTAIN: none. Adopted 5-0.

D. Levine moved, seconded by M. Antes, that the Board of Selectmen vote to support Article X Library. In discussion each Board members discussed his/her position on the Library project. YEA: L. Anderson, M. Antes, C. Karlson, D. Levine, L. Jurist. NAY: none. ABSENT: none ABSTAIN: none. Adopted 5-0.

L. Jurist moved, seconded by D. Levine, that the Board of Selectmen vote to support and approve Articles Y HS Stadium and NN HS Tennis/Softball, as revised. YEA: L. Anderson, M. Antes, D. Levine, L. Jurist. NAY: none. ABSENT: none ABSTAIN: C. Karlson. Adopted 4-0-1.

C. Karlson moved, seconded by L. Jurist, that the Board of Selectmen insert Article II Saturday Treated as Holiday. YEA: L. Anderson, M. Antes, C. Karlson, D, Levine, L. Jurist. NAY: none. ABSENT: none ABSTAIN: none. Adopted 5-0.

L. Jurist moved, seconded by D. Levine, that the Board of Selectmen insert and support Article JJ Resolution on Electronic Voting. YEA: L. Anderson, M. Antes, C. Karlson, D, Levine, L. Jurist. NAY: none. ABSENT: none ABSTAIN: none. Adopted 5-0.

C. Karlson moved, seconded by D. Levine, that the Board of Selectmen support Article LL Renovation of 5 Concord Road. YEA: None NAY: L. Anderson, M. Antes, C. Karlson, D, Levine, L. Jurist ABSENT: none ABSTAIN: none. Motion fails: 0-5.

The Board noted that all articles had been inserted into the Warrant and that it can take a position on the remaining articles at a later date.

A9. Ordering of Annual Town Meeting Articles: Discussion and vote The Board discussed the various scenarios that could happen over multiple nights of a well attended town meeting with potentially lengthy article discussions.

C. Karlson moved, seconded by M. Antes, that the Board of Selectmen approve the order of articles as presented in the packet with the understanding that two of them have been pulled. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist. NAY: D. Levine ABSENT: none ABSTAIN: none. Adopted 4-1.

A10. Town Office Organization: Discuss Town Administrator's recommendations N. Balmer announced that she will not seek an extension of her contract beyond September 8th. She views this as an opportunity given the organization structural changes being discussed with the Collins Center and the other staffing changes within the office. She mentioned some firms that could assist in the search for a new Town Administrator, and noted that the meeting with Collins Center's Michael Ward on March 6 is a good opportunity to start the process. She reminded the Board that the search for an HR Director was unsuccessful and we are now advertising for an Assistant Town Administrator with a HR component. This position will be on a higher level and serve as Deputy Town Administrator. N. Balmer suggested going forward appointing E. Doucette as Acting Asst. Town Administrator/Procurement Officer and said that role could evolve to Chief Administrative Officer in the future. The town is also advertising for the Executive Assistant position and IT Director. She stated that D. Porter is interested in HR work and will help in that area. N. Balmer asked if the Board is interested in issuing an RFP to hire a search firm now. The Board agreed. N. Balmer mentioned that the Board may want to make use of an Interim TA while it works towards organizational changes.

A11. Town Administrator's Report

- 1 Correspondence** Eversource pole hearings are coming up and will be scheduled based on advertising requirements.
- 2 Department Heads' Roundtable: Recommend Selectmen's Priorities** N. Balmer asked Dept. Heads what they would like to tell the Board of Selectmen. It was a good brainstorming session with some suggestions including listening to the Collins Center Report, current budgeting and capital planning does not work well, hire an implementation manager for automating the permitting process, complete the document management project, decentralize the procurement process, update the external phone message system and purchase new chairs for the Board of Selectmen's meeting room.
- 3 School Bus parking** Alternatives for school bus parking are now available with more information available later.

A10. Minutes: Vote to approve minutes of January 22, 2018 and January 29, 2018 M. Antes moved, seconded by C. Karlson, to approve the minutes of January 22, 2018 and January 29, 2018, as amended. YEA:

L. Anderson, M. Antes, C. Karlson, D, Levine, L. Jurist. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A13. Consent Calendar: Review and vote to approve (See Separate Sheet) M. Antes moved, seconded by C. Karlson, to approve the Consent Calendar. YEA: L. Anderson, M. Antes, C. Karlson, D, Levine, L. Jurist. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A14. Review Correspondence: (See Separate Index Sheet) C. Karlson noted item 8, R. Turner's generous contribution in memory of Woody Baston. There were many emails on the bundling of debt exclusion questions.

A15. Selectmen's Reports and Concerns M. Antes said the Housing Trust would like to meet with the Board of Selectmen and Planning Board to talk about and get approval for future construction of housing units on Hammond Road. C. Karlson said the Board of Selectmen needs to focus on capital planning for the next meeting with the Collins Center.

A16. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any None.

A17. Adjourn L. Jurist moved, seconded by C. Karlson, to adjourn the meeting at 10:25pm. YEA: L. Anderson, M. Antes, C. Karlson, D, Levine, L. Jurist. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of February 12, 2018.

1. Memorandum from David Porter, dated February 12, re: MetroWest Town Hall hosted by Senator Edward Markey
2. Email from Margarita Cardenas, received February 9, re: March 27 ballot
3. Email from Marlowe Miller, received February 9, re: Unbundle the debt exclusion, please
4. Email from Mike Lowery, received February 10, re: Unbundling of ballot questions
5. Public Comment submitted by Mike Lowery on February 12, re: Is the Library Project "Ready for Town Meeting?" with attached warrant article from the Town of Weston November 28, 2017 Special Town Meeting
6. Email from Jenifer Apazidis, received February 11, re: Upcoming ballot
7. Memorandum from Judy Ling, petitioner, dated February 12, re: Warrant Article – Appropriate \$175k to Design Renovations of the Existing Library Building at 5 Concord Road for Continued Library Use Instead of Building a New Library
8. Memorandum from Nan Balmer, dated February 12, re: FY19 Budget: Recommended Adjustments
9. Memorandum from Nan Balmer, dated February 12, re: 2018 Debt Exclusion Questions
10. Draft Town Meeting Warrant Articles – C: Current Year Transfers, D: OPEB Funding, I: Accept Gifts of Land at Town Center
11. Board of Selectmen Meeting Calendar through Annual Town Meeting

Items Included as Part of Agenda Packet for Discussion During the February 12, 2018 Board of Selectmen's Meeting

1. Article OO: Limit the Size of Oxbow Meadows Athletic Field (as submitted 1/16/18)
2. Article PP: Construct Access Road to Oxbow Meadows Athletic Field (as submitted 1/16/18)
3. Memorandum from Nan Balmer, dated February 12, re: 2/12/18 Meeting Notes
4. Article List for 2018 Annual Town Meeting (current as of 2/9/18) with attached articles: A, C, L, M, N, BB, CC, and II
5. Email from Cherry Karlson, dated February 8, re: ATM article order – for packet with attached charts of Proposed Article Order and Timing
6. Town Administrator's Report for the Week Ending February 9, 2018

7. Email from Dave Watkins, Chair of the Finance Committee, dated February 7, re: Note from the Wayland Finance Committee
8. Memorandum from Elizabeth Doucette, Finance Administrator, dated February 12, re: School Bus Parking Lease Status
9. Draft Minutes of the Board of Selectmen Meetings for January 22, 2018 and January 29, 2018