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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

April 9, 2018

5:30pm

Selectmen's Meeting Room
41 Cochituate Road, Wayland

Attendance: Lea T. Anderson, Mary M. Antes, Louis M. Jurist, Cherry C. Karlson, Douglas A. Levine.
(arrived at 5:34pm)

Also Present: Assistant Town Administrator E. Doucette.

A1.Call to Order by Chair L. Anderson called the meeting of the Board of Selectmen to order at 5:30pm 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. She reviewed the evening's agenda.

A2. Announcements and Public Comment M. Antes announced that the Sudbury-Wayland-Lincoln Domestic Violence Roundtable's rescheduled White Ribbon Day Program will be held at the Public Safety Building tomorrow at 3pm.

There was no Public Comment.

A3. Town Administrator Search: Meet with Bernie Lynch of Community Paradigm Associates Bernie Lynch and Sharon Flaherty of Community Paradigm Associates came before the Board and described the Town Administrator hiring process. B. Lynch stated it's a tough market right now with the trend of Town Managers and Town Administrators retiring and few young professionals entering the field. At this time, there are about 15-18 Manager positions open in the state. Community Paradigm will advertise and receive applications (generally about 1/2 of the candidates who apply are qualified), then narrow the candidate pool and bring forward qualified candidates to the Committee. He said they try to keep the pool of candidates broad. The Screening Committee determines which candidates to interview and identifies finalists for the BoS to interview. B. Lynch distributed a document titled Projected Time-Line outlining the process, steps and target dates. Steps include talking to the stakeholders, board members, department heads and holding a community forum. He said he has several candidates that could be available to serve as interim TAs, if necessary. B. Lynch and the board discussed the uniqueness of Wayland's situation and what makes it different from other communities. B. Lynch pointed out similarities Wayland has to other towns and cities with which he has successfully worked. The Board agreed to form a Screening Committee and decide on a date for a community forum

A4. Flexible Spending Accounts: Review and approve plan to outsource the administration of employee flexible spending accounts: E. Doucette stated the Town presently manages this function in-house and would like to outsource it to a service. She reported that most municipalities outsource the accounts to better comply with HIPAA in maintaining employee confidentiality. She expects to save staff time and to see increased use of the benefit when a firm takes over; timing for conversion would be mid-year in about October. She has received price quotes from several firms with the cost range shown in the write-up in the packet. M. Antes asked for an update on outsourcing payroll. E. Doucette said the decision was made not to outsource payroll at this time and Tyler Technologies is conducting an investment assessment. The

Board agreed by consensus to approve the plan to outsource administration of employee flexible spending accounts.

A5. Minutes: Vote to approve March 26, 2018 C. Karlson reported that draft minutes were received and will be ready for vote at the next meeting. D. Porter stated he would compile the minutes from the three meetings held before Town Meeting sessions.

A6. 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, D. Levine, C. Karlson, L. Jurist. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A7. Review Correspondence: (See Separate Index Sheet) D. Levine stated he would look into to whom the legal letter should be referred (item #5). C. Karlson said she would like to call attention to the note from Planning Board Chair D. Hill about Ch. 40B compliance, and she's glad he's bring it forward again. E. Doucette said staff would have to look into that. L. Anderson noted there were nice letters to the Police Department included in the monthly report.

A8. Selectmen's Reports and Concerns D. Levine discussed the Route 27/30 intersection issue and said he received correspondence from a resident who used to work for Verizon. Paul Rufo, Old Tavern Road, came before the Board to describe his views of the situation and what has caused the delays. At the same meeting with Rep. Gentile, D. Levine talked to MassDOT about utilizing property in Sudbury to park the school busses. D. Levine mentioned it to the School Committee chair. M. Antes said the MAPC Annual Meeting is on May 25th. They are looking for nominations for officers and for the executive committee. L. Anderson noted that the Board of Selectmen's policy states the first meeting after Annual Town Meeting should be a reorganization meeting, but instead that will take place on April 23.

A9. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any
None.

A10. Adjourn D. Levine moved, seconded by L. Jurist, to adjourn the meeting at 6:33 pm. YEA: L. Anderson, M. Antes, D. Levine, L. Jurist, C. Karlson. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of April 9, 2018.

1. Town Manager Recruitment Project Time-Line, provided by Bernie Lynch of Community Paradigm.

Items Included as Part of Agenda Packet for Discussion During the April 9, 2018 Board of Selectmen's Meeting

1. Contract between the Town of Wayland and Community Paradigm Associates, LLC for private consultant services for the recruitment and selection of the Town Administrator of Wayland.
2. Memorandum from Beth Doucette, Interim Assistant Town Administrator, to the Board of Selectmen, re: Flexible spending accounts