



NAN BALMER
TOWN ADMINISTRATOR
TEL. (508) 358-7755
www.wayland.ma.us

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 9, 2018

5:30 p.m.

Wayland Town Building
Selectmen's Meeting Room
41 Cochituate Road, Wayland

Attendance: Lea T. Anderson, Mary M. Antes, Cherry C. Karlson, Douglas A. Levine, Louis M. Jurist

Also Present: Bernie Lynch and Sharon Flaherty, Community Paradigm Associates

A1. Call to Order by Chair L. Anderson called the meeting of the Board of Selectmen to order at 5:30 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 M. Antes announced that the next COA sponsored concert is Thursday night. There was no Public Comment.

A3. Consent Calendar: Review and vote to approve

1. Vote the question of approving and signing expense warrants
2. Vote the question of approving the invoice for KP Law, dated June 15, 2018, Invoice No. 116620, for legal services rendered through May 31, 2018: \$10,649.94
3. Vote the question of approving the invoice for KP Law, dated June 15, 2018, Invoice No. 116559, for legal services rendered through May 31, 2018: \$612.1
4. Vote the question of approving the invoice for KP Law dated June 30, 2018, Invoice No. 116808, for legal services rendered through June 30, 2018: \$8,836.23.
5. Vote the question of approving the invoice for Valerio, Dominello & Hillman, LLC, dated June 5, 2018, Invoice No. 2, for legal services rendered through May 31, 2018: \$ 6,802.36.
6. Vote the question of approving the invoice for Valerio, Dominello & Hillman, LLC, dated June 19, 2018, Invoice No. 3, for legal services rendered through June 19, 2018: \$13,505.61.
7. Vote to authorize the Chair to review and approve for release previously approved Executive Session minutes, or parts thereof for the dates of May 18, 2015; February 1, 2016; July 13, 2016; July 25, 2016; August 3, 2016; November 21, 2016; March 13, 2017; and July 24, 2017
8. Vote the question of approving the request for exemption as required by MGL 268A Section 20 (b) for School Department employees Jeff Brewington, Jr., Sean Chase, Dennis Doherty, and Scott Parseghian to work as non-union/seasonal employees with the Recreation Department.
9. Vote to approve the request for the treasurer for a line item transfer in the amount of \$24,000 from the FY 2018 Treasurer's Expense Budget to the FY 2018 Debt Service Account.

M. Antes noted that items 5 and 6 might include a duplicate payment of legal bills. The Board discussed items 5 and 6 and whether legal expenses were restated in item 6. C. Karlson suggested an amendment to number seven on the Consent Calendar. The following language was added in addition to those dates any other executive session minutes related to completed legal matters.

C. Karlson moved, seconded by L. Jurist, to approve items 1, 2, 3, 4, 6, 7 as amended, 8, and 9 on the Consent Calendar. C. Karlson noted that the write-up on item 9 was thorough. YEA: L. Anderson, M. Antes, D. Levine, C. Karlson, L. Jurist. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A4. Town Administrator search: Interviews with finalists as follows:

Bernie Lynch spoke to the revised questions and assignments and noted that the questions should be conversation starters in order to have a dialogue with the candidates. The questions were distributed to the Board at each place. M. Antes noted that she had received feedback on one of the candidates from someone who lives in the same town and also that one of the candidates was a finalist in Weston.

- **5:45 pm - Louise Miller** Louise Miller appeared before the Board to interview for the potential appointment as Town Administrator. L. Miller discussed her background and qualifications and what drew her to applying for the position. The Board asked her a prepared set of questions about finance, capital budgeting, communication, economic development, work style, and the possible structural change with the proposed special act in Wayland. L. Miller responded to each question and at times the Board asked follow-up questions. L. Miller asked the Board what its primary goal is for the new Town Administrator in the first year. C. Karlson said she would like the Board to refocus and let the professionals do their job. L. Anderson stated another goal is to make it easier to do business with the town.
- **6:45pm - Andrew Scribner-MacLean** Andrew Scribner-MacLean appeared before the Board to interview for the potential appointment as Town Administrator. He discussed his background in public administration in the higher education and municipal government sectors and how it would answer Wayland's needs. He discussed his experience in dealing with similar issues to those Wayland faces today. The Board asked him a set of prepared questions about finance, capital budgeting, communication, economic development, work style, and the possible structure change in Wayland. A. Scribner-MacLean asked the Board where it wants to go with the possible Town Administrator/Town Manager change and what the dilemma is in moving forward. L. Anderson explained the Board's concern about the sustainability of the large number of boards and volunteers involved in town government, and that the Board would like to make better use of the town's professional staff.
- **7:45 pm - Graham Waters** Graham Waters appeared before the Board to interview for the potential appointment as Town Administrator. He discussed his background in municipal government in Maryland and Rhode Island and how his past experiences would help him deal with the issues Wayland is facing. The Board asked him a set of prepared questions about finance, capital budgeting, communication, economic development, work style, and the possible charter change in Wayland. G. Waters asked the Board a few questions, including the status and process of the Special Act and the future of goal setting for the Board.

The Board took a brief recess at 8:53 p.m. and reconvened at 9:00 p.m.

A5. Deliberation and possible vote to select a Town Administrator L. Anderson thanked all of the members of the Screening Committee, some of whom were in attendance. L. Anderson asked each Board member to comment on each candidate.

D. Levine stated L. Miller is an "out of the box" candidate, but is very smart, and he feels very strongly that she could succeed in the job. He stated A. Scribner-MacLean offers a lot of relevant experience and seems very reflective and visionary while G. Waters is unique and even though he is coming from two different states, thinks he will easily adapt.

L. Jurist said he thinks L. Miller can bring her experience and ideas in working in different towns to Wayland. A. Scribner-MacLean has a lot of good experience and ideas. L. Jurist said G. Waters might find it difficult with this position in Wayland being his first job in Massachusetts but thinks he will be good at relationship building.

C. Karlson liked how L. Miller answered the questions about management and her ideas around communication. She also liked her approach and enthusiasm about the potential Special Act. She liked A. Scribner-MacLean's communication suggestions with the Board and internally with the staff. She also liked his word choice around goals and vision. She noted that G. Waters was the only candidate that mentioned participating in the Board's goal setting. C. Karlson stated she liked how he would conduct outreach and the research he did about Wayland.

M. Antes noted L. Miller's strength in budgeting and felt her answers were stronger in person than on the application. She stated she thinks A. Scribner-MacLean would do a good job in Wayland. She found G. Water's answers vague.

L. Anderson stated she liked the fact L. Miller has experience working in a town that is similar to Wayland and that she has been an elected volunteer. She thought A. Scribner-MacLean was articulate but didn't get a sense of his management style. She stated G. Waters seemed to value good relationships and has a good financial background.

C. Karlson reviewed the community profile. D. Levine said he doesn't think the town can lose because all three candidates are qualified. However, he thinks L. Miller is ahead of the other candidates and thinks her skills and experience check off all of the boxes in the checklist of what Wayland needs. M. Antes said she thinks A. Scribner-MacLean could do the job well, but she has no problem going with L. Miller. L. Jurist said he liked G. Waters, but he would have to grow on the job. He said he thinks L. Miller can do an excellent job. C. Karlson said she supports L. Miller because she has the most multifaceted understanding of all the changes Wayland needs to make. L. Anderson said L. Miller has useful experience and sees her best relating to committees and employees. The Board agreed that L. Miller rose to the top based on tonight's interviews. L. Jurist asked B. Lynch his experience in hiring candidates without direct Town Administrator experience. B. Lynch explained that the depth of L. Miller's experience makes him comfortable with her ability and experience to step into the position.

D. Levine moved, seconded by C. Karlson, to nominate Louise Miller for appointment as Town Administrator and authorize the Chair to work with Community Paradigm Associates and town counsel to negotiate a contract. C. Karlson noted that the Board had three very good candidates from which to choose. YEA: L. Anderson, M. Antes, D. Levine, C. Karlson, L. Jurist NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0. B. Lynch will let the candidates know the outcome. The Board thanked Community Paradigm for its assistance.

A6. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any:
None.

A8. Adjourn D. Levine moved, seconded by L. Jurist, to adjourn the meeting at 9:43 p.m. YEA: L. Anderson, M. Antes, D. Levine, C. Karlson, 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 July 9, 2018.

1. Questions for Town Administrator candidates with Board assignments

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

1. Community Paradigm Associates, LLC packet with resumes, writing samples and references for each Town Administrator finalist