



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
September 17, 2018
6:45 p.m.
Wayland Town Building
Senior Center
41 Cochituate Road, Wayland**

Attendance: Lea T. Anderson, Mary M. Antes, Louis M. Jurist, Cherry C. Karlson, Douglas A. Levine (6:58 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 6:45 p.m. in the Senior Center 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 Storm Water management forum was held last week and will be aired on WayCam. L. Anderson announced that the new Town Administrator Louise Miller is present for her first Board meeting, and the Board welcomed her. L. Anderson reviewed the hours for upcoming flu clinics in October.

There was no Public Comment.

A3. Executive Session: Enter into Executive Session Pursuant to Massachusetts General Laws Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to collective bargaining and impact bargaining with Wayland Police Officers Union and International Association of Firefighters, Local 1978 and, Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 a (2), (3) and (6) to review and approve the executive session minutes of August 27 2018. APPROVE AND HOLD: Executive Session minutes of August 27, 2018 At 6:50 pm, L. Anderson moved, seconded by M. Antes, that the Board of Selectmen enter into Executive Session Pursuant to Massachusetts General Laws Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to collective bargaining and impact bargaining with Wayland Police Officers Union and International Association of Firefighters, Local 1978 and, Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 a (2), (3) and (6) to review and approve the executive session minutes of August 27 2018. APPROVE AND HOLD: Executive Session minutes of August 27, 2018.

The Chair declares that a public discussion of these matters may have a detrimental effect on the litigating, negotiating or bargaining position of the Town. Roll call vote: YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson. NAY: none. ABSENT: D. Levine. ABSTAIN: none. Adopted 4-0. The Chair invites attendance by: Louise Miller, Town Administrator, Elizabeth Doucette, Assistant Town Administrator, Phil Schneider, Personnel Board member, Attorney Carolyn Murray, KP Law, Maryanne Peabody, Personnel Board member, Patrick Swanick, Chief of Police, and Dave Houghton, Chief of Fire Department. The Board will meet in the Planning Board office and reconvene in the Senior Center in approximately 40 minutes for the purpose of conducting the regular agenda.

D. Levine joined the Board during Executive Session. The Board reconvened in open session at 7:28 pm.

A4. Fiscal 2020 Financial Summit: Presentation by Finance Director and School Business Manager

Finance Director Brian Keveny and School Business Manager Susan Bottan went through the Fiscal 2020 Financial Summit presentation. They acknowledged assistance from staff and boards and presented the slides on General Fund Financial Indicators, Revenue and Expense Trends, Fiscal 2018 Results, School Department, and Fiscal 2020 Recommendation/5 Year Forecast. Copies of the presentation were available for the public, and the presentation was posted online on the previous Friday. B. Keveny and S. Bottan presented each slide and then took questions:

- Carole Plumb, Bald Rock Rd., asked what level services means and how comfortable the Town was with it. B. Keveny explained that it means budgeting for the same services with updated expenses.
- C. Plumb asked if the pension benefits listed include retiree medical costs. B. Keveny said it doesn't and he explained the Middlesex Pension assessment process.
- Steve Correia, Glezen Lane and member of FinCom, asked if vocational training charges will increase with the new Minuteman building. B. Keveny stated he has included a projection for it to increase with the new building. S. Bottan said the allocation will be approximately \$13,000 for FY19 but going forward the amount is unknown.
- Dave Watkins, Forty Acres Drive and member of FinCom, asked if the projected numbers for the fund balance allocation are increasing with the percentage growth of the General Fund budget. B. Keveny said the fund balance should go up gradually, and the Town should see a moderate increase over time if the budget is done right – with revenues greater than expenses and stabilization funds funded by taxation.
- Louise Miller suggested that fund balance should be viewed as two parts – those funds held in stabilization funds for particular uses and those funds held in Undesignated Fund Balance. It is easier to manage the stabilization fund balances to a goal.
- D. Watkins asked if the payroll expenses include the entire payroll or just FTEs. B. Keveny said it includes General Fund payroll/personnel except temporary employees, such as people working at the beach and transfer station.
- Carol Martin, Lake Road and member of FinCom, asked when an override would be needed next? B. Keveny referred to slide 60 explaining the unused levy capacity. He said with the projections no operational override is predicted before FY2030 based on this presentation.
- C. Plumb asked how long it takes to recalculate costs if information changes. B. Keveny explained that it is easy to accomplish using the model developed with FinCom last year.

L. Anderson thanked the Finance Committee and School Committee for attending.

A5. Special Town Meeting: Discuss STM and potential vote on articles C. Karlson reported that the COA decided to pull Article E (Circuit Breaker Match Program: Adopt State Language) and come back with it at another time when all the consequences for taxpayers are understood. Board members discussed progress with their assigned articles. C. Karlson noted the STM schedule shows the PMBC should provide the Board a report with the status of the projects. L. Anderson said the Board should be able to start voting on articles at the next meeting.

A6. Annual Report: Review and discuss draft of Board of Selectmen's submission L. Jurist provided a status update on his progress with the Annual Report. He will send a draft to D. Levine and the Board can review it at the next meeting.

A7. Warrant: Review and vote to sign the Warrant pertaining to Massachusetts General Laws, Chapter 94G, Section 3, allowing a town, through adoption of a bylaw, to prohibit all or certain types of adult use (recreational) marijuana establishments from operating in the town.

L. Jurist asked the Board to clarify that the ban wouldn't include medical marijuana. The Board discussed several ways to communicate to residents about the upcoming ballot question to limit commercialization of recreational marijuana.

C. Karlson moved, seconded by M. Antes, that the Board sign the Warrant pertaining to the Oct. 2 election. YEA: L. Anderson, M. Antes, D. Levine, C. Karlson, L. Jurist. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A8. Cable Discussion: Renegotiations update D. Levine discussed the status of the future Cable Advisory Committee and the process that lies ahead. He will work to update the charge for Board review and vote at an upcoming meeting.

A9. Town Administrator's Report L. Miller announced that the Fire Department received a grant for \$160,000 for the replacement of self-contained breathing apparatuses.

1. Correspondence None discussed.

A10. Minutes: Review and vote to approve regular session minutes of August 27, 2018 C. Karlson moved, seconded by D. Levine, to approve the minutes of August 27, 2018, as written. YEA: L. Anderson, M. Antes, D. Levine, C. Karlson, L. Jurist. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A11. 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 approving the invoice #117381 from KP Law dated August 24, 2018 re: professional services through July 31, 2018 in the amount of \$1,365.65.
3. Vote the question of approving the invoice # 117512 from KP Law dated August 31, 2018 re: professional services through July 31, 2018 in the amount of \$20,533.68
4. Vote the question of approving the Promise to Nicholas Foundation to host the John Tanner Pumpkin Shuffle 5K Run/Walk in Wayland on Saturday, October 13, 2018. The race will start and finish behind Russell's Garden Center and the race route will follow along Pelham Island Road. Vote the question of approving the placement of 4 sandwich boards for The Rotary Club of Weston and Wayland's Annual Antique and Classic Car Show scheduled for September 29, 2018 to be placed below the permanent signs at Station Two in Cochituate, Old Connecticut Path and Cochituate Road (Five Paths), Route 20/Old Connecticut Path by the Coach Grill and Town Center (corner of Routes 20 and 27) for the September 23 thru September 30, 2018 time period.
5. Vote question of appointing election officers for the period from September 1, 2018 thru August 31, 2019.

M. Antes moved, seconded by D. Levine, 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.

A12. Correspondence Review C. Karlson asked what was required going forward of the Board regarding item 1, the RHSO proposal. Beth Doucette explained that it would be on a future agenda. M. Antes discussed item 4, an Anti-Racism Organizing event in October and item 9, an upcoming October event celebrating conservation efforts. M. Antes requested attendance by Board members at the event.

A13. Selectmen's reports and concerns C. Karlson reported that the BoPW and Waste Water Management District Commission are continuing the discussion about moving waste water operations to the BoPW. There will be a discussion at the next BoPW meeting on Tuesday, Sept 25. L. Anderson announced that she was invited with B. Keveny to appear on The Buzz on Sept. 26 to talk about the FY2020 Budget process. C. Karlson reminded the Board and L. Miller of the process required by code where the Town Administrator works with the Finance Director and FinCom to issue a budget guideline.

A14. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any:
None.

A12. Adjourn D. Levine moved, seconded by L. Jurist, to adjourn the meeting at 9:07 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 September 17, 2018.

1. Massachusetts Municipal Directory 2018 - 2019

Items Included as Part of Agenda Packet for Discussion During the September 17, 2018 Board of Selectmen's Meeting

1. Fiscal 2020 Financial Summit Information (also available online).
2. Article listing for November 13, 2018 Special Town Meeting

3. Warrant pertaining to Massachusetts General Laws, Chapter 94G, Section 3, allowing a town, through adoption of a bylaw, to prohibit all or certain types of adult use (recreational) marijuana establishments from operating in the town.
4. Cable Advisory Committee Mission Statement
5. Board of Selectmen Meeting Minutes (draft) for August 27, 2018