



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
March 4, 2019
7:00 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

Absent: Louis M. Jurist

Also Present: Town Administrator Louise Miller, Assistant Town Administrator Beth Doucette

A1. Call to Order by Chair L. Anderson called the meeting of the Board of Selectmen to order at 7:00 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 Wayland's first Citizens Academy will start March 21st with four sessions this spring and four in the fall. More information about the Academy is available on the Town's website. Nominations are being accepted for the 11th Annual River Steward Awards. Nomination forms and information are available online at www.lwvcc.org or see M. Antes.

Sally Cartwright, Library Trustee and on behalf of the Wayland Reads Committee, stated the Library program had chosen the book "Live from Cairo" by Ian Bassingthwaite. Programs will be held throughout March. She distributed program guides and Wayland Reads buttons to the Board.

Cliff Lewis, Claypit Hill Road, asked if he should hold his comments on the OPEB article until the Board reached that discussion. The Chair agreed to include him in the later discussion.

Anette Lewis, Claypit Hill Rd., urged the Board not to proceed with the Article E to fund a Town Building Study. She referenced the work completed by the former WRAP Committee.

Kim Steere, Green Way, voiced her concern with the Town Manager Special Act and its potential authority over Library programming and collections if it is enacted.

A3. Swearing in of Firefighters:

- **John Bonalewicz- New Firefighter Paramedic**
- **Gregory Halfpenny – Promoted to Captain**
- **Dean Casali – Promoted to Lieutenant**

Fire Chief Dave Houghton came before the Board and thanked them for rescheduling this event. Town Clerk Beth Klein swore in each Firefighter, and the Board congratulated each after his badge was pinned on.

A5. 2019 Annual Town Meeting:

Discuss all articles and possible vote to insert/support all articles The Board used the listing of articles as a guide to discuss and vote the following articles. Some were taken out of order to accommodate interested attendees.

- **Article A:** L. Anderson explained that this article might be updated right up to ATM, but the intent will not change. C. Karlson moved, seconded by M. Antes, that the Board of Selectmen insert and support *Article A Recognize Citizens and Employees for Particular Service to the Town*. YEA: L. Anderson, M. Antes, C. Karlson, D. Levine. NAY: none. ABSENT: L. Jurist. ABSTAIN: none. Adopted 4-0.
- **Article H:** C. Karlson reported that all nominated officers have agreed to serve if voted. She suggested that the Selectmen be appointed Trustees of the Allen Fund. C. Karlson moved, seconded by M. Antes, that the Board of Selectmen insert and support *Article H Choose Town Officers*. YEA: L. Anderson, M. Antes, C. Karlson, D. Levine. NAY: none. ABSENT: L. Jurist. ABSTAIN: none. Adopted 4-0.
- **Article M:** C. Karlson moved, seconded by M. Antes that the Board of Selectmen insert and support *Article M Personnel By-laws and Wage Classification Plan*. YEA: L. Anderson, M. Antes, C. Karlson, D. Levine. NAY: none. ABSENT: L. Jurist. ABSTAIN: none. Adopted 4-0.
- **Article U:** The Board asked L. Miller and D. Levine questions about the readiness of this project. The financial concerns on funding from Water reserves have been addressed. D. Levine moved, seconded by M. Antes, that the Board of Selectmen support and insert *Article U Automatic Water Meter Reading*. YEA: L. Anderson, M. Antes, C. Karlson, D. Levine. NAY: none. ABSENT: L. Jurist. ABSTAIN: none. Adopted 4-0.
- **Article D:** C. Karlson and L. Miller gave an update on the OPEB article focusing on the removal of the language requesting a parity payment from The Children's Way and School Food Services to the General Fund. L. Miller had discussed the funding issue with town counsel. A discussion then ensued between C. Karlson and Cliff Lewis, chair of the former OPEB Advisory Committee, regarding the necessity of funding OPEB, the components of the article, and Children's Way ability to pay.

C. Karlson's suggested the Board follow Town Counsel's advice to remove the parity payment and, to provide clarity for the public, stated that the article as presented allows for the continuation of funding OPEB at amounts very similar to past years. She acknowledged there may be discussion on Town Meeting floor.

C. Karlson moved, seconded by M. Antes, that the Board of Selectmen support and insert *Article D OPEB Funding*. YEA: L. Anderson, M. Antes, C. Karlson, D. Levine. NAY: none. ABSENT: L. Jurist. ABSTAIN: none. Adopted 4-0.

C. Lewis made a formal request to see Town Counsel's written opinion. L. Miller said she will share it when it is received.

- **Article E:** D. Levine discussed the article. Bill Steinberg, member of the Economic Development Committee, came before the Board and discussed a different route to finding key information about the Town Building without an article. The Board agreed to consider this alternative route focusing on understanding the legal constraints on the property, working with the capital planning efforts of the Town Administrator and Finance Director, and working with the Town Planner on potential future use ideas.

D. Levine moved, seconded by C. Karlson, that the Board of Selectmen insert *Article E Provide Funds for a Study of a Long-Term Viability of the Current Town Building vs. It's Use for Other Purposes* into the Warrant. YEA: none. NAY: L. Anderson, M. Antes, C. Karlson, D. Levine. ABSENT: L. Jurist. ABSTAIN: none. Not Adopted 0-4.

- **Article GG:** C. Karlson stated she hasn't heard from the lead petitioner about attending a BoS meeting. She will contact him again to see if he can attend on March 11. Tom Grassio, former resident and member of the Wayland Rod and Gun Club spoke against the article.
- **Article C:** L. Miller confirmed that the draft write-up in the packet includes all of the transfers, and she doesn't expect any changes to the dollar amounts. C. Karlson agreed to become the assignee on this article and will review the updated language with L. Miller and FinCom. C. Karlson moved, seconded by D. Levine, that the Board of Selectmen support and insert *Article C Current Year Transfers*. YEA: L. Anderson, M. Antes, C. Karlson, D. Levine. NAY: none. ABSENT: L. Jurist. ABSTAIN: none. Adopted 4-0.

- **Article Y:** M. Antes moved, seconded by C. Karlson, that the Board of Selectmen support and insert *Article Y CPA Historic Preservation Projects to Restore Fence at First Parish Church, Preserve Arched Window at Cochituate Village Apartments and Restore Stone's Bridge*. YEA: L. Anderson, M. Antes, C. Karlson, D. Levine. NAY: none. ABSENT: L. Jurist. ABSTAIN: none. Adopted 4-0.
- **Article Z:** The text of the article includes "...but not for membership fees..." which effectively eliminates a continued contract with Regional Housing Services Office (RHSO). The Board recognizes that some members of the affordable housing groups are not pleased with the service from RHSO. B. Doucette reminded the Board that this is a consultant for the TA's office and the Board, and she discussed how the office uses RHSO. L. Miller and B. Doucette stated a preference for removing the language but noted that they need the funding for FY20 consulting services. C. Karlson moved, seconded by M. Antes, that the Board of Selectmen insert *Article Z CPA Funding for Housing* and support with the understanding that the Board will ask for that language to be removed from the article. YEA: L. Anderson, M. Antes, C. Karlson, D. Levine. NAY: none. ABSENT: L. Jurist. ABSTAIN: none. Adopted 4-0. C. Karlson will plan to attend the CPC hearing on March 13th to present the Board's request.
- **Article EE:** C. Karlson moved, seconded by D. Levine, that the Board of Selectmen support *Article EE Resolution to Create a Committee to Organize a Wayland Music Festival*. YEA: L. Anderson, M. Antes, C. Karlson, D. Levine. NAY: none. ABSENT: L. Jurist. ABSTAIN: none. Adopted 4-0.

Discuss and vote possible article order The Board discussed the draft order of the articles as shown in the packet and decided to vote to order the 28 remaining articles. C. Karlson moved, seconded by D. Levine, that the Board of Selectmen order the articles as shown in the draft order in the Board's packet. YEA: L. Anderson, M. Antes, C. Karlson, D. Levine. NAY: none. ABSENT: L. Jurist. ABSTAIN: none. Adopted 4-0. C. Karlson said she would update the list and send it to the Board and the Town Administrator's office.

A4. FY20 Budget Update

- **Operating**
- **Capital**

L. Anderson explained that she and L. Miller sent a memo (in packet) to the Finance Committee chair and vice chair last Thursday to report that the health insurance cost estimates were spot on and, with additional updates to the proposed budget, the net savings to the estimated budget are \$182,305. They requested that consideration be given to including certain items originally excluded from the budget (in order to meet Guideline): one additional firefighter and staffing in the Town Administrator's office (two interns, part-time administrative position for all Town offices). The Finance Committee will discuss the memo at its meeting on March 11. Its presentation of the draft budget is scheduled for this Thursday, March 7. There was no update on the capital budget.

A6. Ballot Questions

- **Proposition 2 ½ Debt Exclusions – possible vote on ballot questions**
- **Marijuana Prohibition – possible vote on ballot question**

L. Anderson stated that the Board will need to vote on the exact language of the ballot questions at the next meeting and reminded the Board that last year it published an article explaining the debt exclusion. She agreed to revise the article for this year.

A7. Town Administrator's Report

1. **Loker Kitchen** The kitchen is now complete and operational.
2. **River's Edge Land Disposition Agreement (LDA) amendment** L. Miller signed a one-week extension and is still in negotiations on the final terms regarding the wastewater plant regulations and potential waivers. The deadline is Thursday.
3. **40 B Safe Harbor Opportunity** The Town received a letter from RHSO stating that under the law, it can use the permitted Cascade development project in order to gain Safe Harbor for a period of one year.

A12. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any:

L. Anderson noted that two topics had come up since the agenda was put together:

- C. Karlson explained the request to authorize L. Miller to sign documents related to School MSBA projects. Last week, the Board authorized L. Miller to sign MSBA documents related to the Loker roof. C. Karlson moved, seconded by M. Antes, to authorize the Town Administrator to sign on

behalf of the Board any amendments to the project funding agreement to the Town of Wayland and the Massachusetts School Building Authority for the following projects: The Loker Elementary School accelerated repair of windows and doors and the Claypit Hill School accelerated repair of windows and doors. YEA: L. Anderson, M. Antes, C. Karlson, D. Levine. NAY: none. ABSENT: L. Jurist. ABSTAIN: none. Adopted 4-0.

- L. Miller discussed the request for a reserve fund transfer to support the Transfer Station. She attended the Finance Committee meeting this evening and noted that FinCom voted to approve the \$100,000 transfer to the DPW budget to cover Transfer Station expenses for the remainder of this year. The Transfer Station revolving fund is in a deficit. This weekend, L. Miller created and distributed to the Board a report with supporting text and charts, discussion of the issues that caused the deficit at the Transfer station, and suggestions for additional research. She will share her financial projections with the Finance Committee.

A8. Minutes: none No minutes were ready for review at this meeting.

A12. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any: (continued) L. Miller mentioned that there was a third topic not reasonably anticipated at the time the agenda was posted.

- An Open Meeting Law complaint was received today, March 4th. The Board briefly discussed the new complaint regarding the meeting on February 4th, 2019 and the wording for going into executive session on the PEC (Public Employee Committee) negotiations. The Board noted that it has previous complaints on the same issue that are pending with the Attorney General. L. Anderson will respond.

A9. Consent Calendar: Review and vote to approve (see separate sheet)

1. Vote the question of approving and signing the weekly payroll and expense warrants

M. Antes moved, seconded by D. Levine, to approve the Consent Calendar. YEA: L. Anderson, M. Antes, C. Karlson, D. Levine. NAY: none. ABSENT: L. Jurist. ABSTAIN: none. Adopted 4-0.

A10. Correspondence Review L. Anderson and M. Antes both noted that the Management Letter response to the Audit was very good. C. Karlson mentioned the OPEB letter from the School Committee.

A11. Selectmen's reports and concerns M. Antes stated the first session of the Citizens Academy is an overview with the Selectmen, Town Clerk, and the IT department on March 21. L. Miller reported that they are working on a PowerPoint presentation and organizing a tour of the building.

A13. Adjourn D. Levine moved, seconded by M. Antes, to adjourn the meeting at 9:12p.m. YEA: L. Anderson, M. Antes, C. Karlson, D. Levine. NAY: none. ABSENT: L. Jurist. ABSTAIN: none. Adopted 4-0.

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of March 4, 2019.

1. Article Listing for Annual Town Meeting, April 29, 2019
2. Article D: OPEB Funding
3. Article E: Provide Funds for a Study of the Long-term Viability of the Current Town Building vs. Its Use for Other Purposes
4. Article G: Fiscal Year 2020 Revolving Fund Expenditure Limits
5. Article M: Personnel Bylaws and Wage & Classification Plan
6. Article Q: Loker Turf Field Construction
7. Article R: High School Athletic Complex Renovation
8. Article AA: Rehabilitate Trailhead and Construct Limited Parking at Loker Conservation and Recreation Area
9. Article HH: build a Grass Athletic Field on Loker Recreation and Conservation Area Property
10. Open Meeting Law Complaint from resident George Harris dated March 4, 2019
11. Wayland Reads 2019 brochure and FRONTLINE Egypt in Crisis flyer
12. Email from L. Miller to Board, dated March 3, 2019 with attachment titled, Transfer Station Revolving Fund Request for Revolving Fund Request for Reserve Fund Transfer, Status of Revolving Fund Finances and Next Steps

13. Email from L. Miller to Board, dated March 3, 2019 with attachment titled, Reserve Fund Transfer Request

Items Included as Part of Agenda Packet for Discussion During the March 4, 2019 Board of Selectmen's Meeting

1. Correspondence from Louise Miller, Town Administrator and Lea Anderson, Chair, Board of Selectmen, to Carol Martin, Chair, Finance Committee and Steve Correia, Vice Chair, Finance Committee, dated February 27, 2019, re: Operating Budget Request
2. Annual Town Meeting Article Listing
3. Proposed 2019 Annual Town Meeting Article Order
4. Drafts of Annual Town Meeting Articles: Article B: Pay Previous Fiscal Year Unpaid Bills; Article C: Current Year Transfers; Article D: OPEB Funding; Article G: Fiscal Year 2020 Revolving Fund Expenditure Limits; Article H: Choose Town Officers (with Correspondence from Michael Patterson, Chairman, Trustees of the Allen Fund, to Wayland Board of Selectmen; dated November 28, 2017, re: Recommended Discontinuance of the Allen Fund); Article I: Hear Reports; Article U: Automatic Water Meter Reading; Article W: Community Preservation Fund General Budget – Set Asides and Transfers; Article Z: CPA Funding for Housing; Article BB: Partial Funding for Construction of Part 2 of the Wayland High School Master Athletic Plan; Article EE: Resolution to Create a Committee to Organize A Wayland Music Festival; Article GG: Limit Carrying of Weapons in Town Buildings and to Town Events
5. Correspondence from Liz Rust, Regional Housing Services Office, to Beth Doucette, Asst. Town Administrator and Sarkis Sarkisian, Town Planner; dated January 24, 2019, re: Wayland Safe Harbor Opportunity