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TOWN OF WAYLAND

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BOARD OF SELECTMEN

LEA T. ANDERSON
MARY M. ANTES
THOMAS J. FAY
CHERRY C. KARLSON
DOUGLAS A. LEVINE

Board of Selectmen

Meeting Minutes

June 21, 2019

8:00 a.m.

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

Attendance: Lea T. Anderson, Mary M. Antes, Thomas J. Fay, Cherry C. Karlson, Douglas A. Levine
(joined the meeting remotely at 8:18 a.m. by phone)

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

A1. Call to Order by Chair C. Karlson called the meeting of the Board of Selectmen to order at 8:00 a.m. in the Selectmen's Meeting Room in the Wayland Town Building when a quorum was present, noted that the meeting would not be broadcast and videotaped for later broadcast by WayCAM, and reviewed the agenda for the public.

A2. Announcements and Public Comment C. Karlson announced that D. Levine will call in to participate remotely as he could not physically attend the meeting this morning. Additionally, a quorum was present, including the chair, all votes will be taken by roll call, and she will make certain that all present can hear his call. M. Antes reported that RiverFest 2019 will be held this weekend with three events on Saturday and one event on Sunday.

Mike Lowery, 120 Lakeshore Drive, speaking for himself, asked the Board to avoid discrepancies between the Town Manager Special Act and Chapter 151.2.2 of Town Code. He expressed concern about appointment of subordinate employees, Department Heads losing authority to appoint employees and that this would likely be opposed at Town Meeting.

Alice Boelter, Lake Shore Drive, commented that Mike Lowery's view was appropriate. She expressed concern that the meeting was being held at an inconvenient time for citizens to participate and that the Board should communicate with the public. (C. Karlson responded that as discussed at the last BoS meeting, the reason for today's meeting is to facilitate an earlier release of a draft act to the public to begin gathering input from the community.) A. Boelter expressed concern about bringing an article to Special Town Meeting in the fall because many people will be out of town in November and the proposed workload for the Town Manager.

Sarah Hubbell, 12 Winthrop Road, speaking on behalf of the Library Trustees, expressed concern that Section 3.1.f. of the draft act sets up a dual reporting structure for the Library Director and requested that an organization chart on the new reporting structure be provided. S. Hubbell also asked for assurance relative to Section 3.1.i. that the Board of Library Trustees (BoLT) will maintain authority over programs and expressed concern about coordinating programs with other departments.

At 8:18 a.m., Doug Levine joined the meeting by phone.

A3. Town Manager Special Act: review latest draft, vote to distribute document, discuss next steps

L. Anderson led the Board through the latest draft. She summarized changes since the last review including the name change from Town Manager Special Act to Select Board/Town Manager Act and Town Counsel's suggestion to move Section 5 Renaming of Select Board to the beginning, because all references in the document use the new name. Minor suggestions on spacing were made.

The Board discussed continuing concerns of the BoLT relative to the Town Manager being responsible for management. T. Fay said that he understood the BoLT's perspective, but feels comfortable that the language "as provided in state law" protects the Library. L. Anderson said that the buck stops at the Town Administrator's desk today for many financial, administrative and operational issues regarding contracts, collective bargaining, legal, budgeting, and more. She suggested that a slide defining "being responsible for" might be helpful. M. Antes suggested adding the words "in compliance with any applicable provision of a collective bargaining agreement" in Section 3.3.b to be consistent with Section 3.3.a. L. Miller reminded the Board that today, union department heads may not hire, fire, etc. employees that are in the same union. She suggested including an organization chart that shows which department heads are in a union and which are not. M. Lowery suggested using the word "oversight".

C. Karlson read aloud the draft cover letter to Board, Committee, Commission Chairs and Department Heads. The Board agreed to provide the cover letter and a link to the draft Select Board/Town Manager Act to the local press. L. Anderson reviewed the webpage that is currently on the Town's website and suggested changing the title of the document to match the current draft. M. Antes agreed to look for information on the 1989 Charter Commission work. D. Levine suggested meeting with the new reporter at the Crier to talk about an article. The Board agreed to discuss scheduling meetings with committees and the community at its next meeting.

L. Anderson moved, seconded by M. Antes that the Board of Selectmen issue the cover letter and draft Select Board/Town Manager Act of June 21, 2019 to Board, Committee, and Commission Chairs and Department Heads, post the documents on the Town's website, and send same to local press outlets. Roll call vote: YEA: L. Anderson, M. Antes, C. Karlson, D. Levine, T. Fay. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A4. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any There were none.

A5. Adjourn T. Fay moved, seconded by L. Anderson to adjourn the meeting at 8:57 a.m. Roll call vote: YEA: L. Anderson, M. Antes, C. Karlson, D. Levine, T. Fay. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of June 21, 2019

1. Draft memo to Board, Committee, and Commission Chairs and Department Heads regarding distribution of the Select Board/Town Manager Act dated June 21, 2019
2. Webpage screen shot of Town Manager Special Act information from the Town's website

Items Included as Part of Agenda Packet for Discussion During the June 21, 2019 Board of Selectmen's Meeting

1. Draft 6/19/19 Select Board/Town Manager Act