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# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

## BOARD OF SELECTMEN

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

**Board of Selectmen  
Meeting Minutes  
November 21, 2019  
7:00 p.m.  
Wayland Town Building  
COA Meeting Room  
41 Cochituate Road, Wayland**

**Attendance:** Lea T. Anderson, Cherry C. Karlson, Thomas J. Fay  
**Absent:** Mary M. Antes (joined the audience at 8:20 p.m.), Douglas A. Levine  
**Also Present:** Town Counsel Carolyn Murray

**A1. Call to Order by Chair C. Karlson** called the meeting of the Board of Selectmen to order at 7:03 p.m. in the Council on Aging Meeting Room in the Wayland Town Building when a quorum was present, noted that the meeting was being broadcast and videotaped for later broadcast by WayCAM, and reviewed the agenda for the public. She noted that there would be no public comment until after the presentation.

**A2. Community Forum: Select Board/Town Manager Special Act** L. Anderson and C. Karlson delivered the updated [PowerPoint presentation](#) (available on the Town's website) summarizing the SB/TM Special Act and changes made based on feedback over the past five months. C. Karlson opened up the floor to questions and comments.

John Schuler, Old Conn. Path, asked if the Town's linear reporting structure changes with the passage of this act, will there be a need for a new level of staff and bureaucracy? C. Karlson responded that this act does not in itself require more staff but allows repositioning of staff. L. Anderson said that even if the act does not pass, the Town is understaffed.

Gretchen Schuler, Old Conn. Path, asked if the role of the Finance Committee changes. C. Karlson responded that it does not.

Molly Upton, Bayfield Road, asked if department structures get moved around, do committees change also? C. Karlson responded that there is no change in the act regarding committee structure or appointment. M. Upton said that sections 1.6 and 3.3.c. are concerning.

Mike Lowery, Lake Shore Drive, asked if it is possible to remove Section 7, Conflict with Other Acts or Town Code. T. Fay responded that this section is a healthy inclusion to avoid possible impasse. Town Counsel explained that this is a standard provision.

C. Murray reported that sections 1.6 regarding appointment to committees and 3.3.c. regarding appointment of employees are also standard provisions.

Anette Lewis, Claypit Hill Road, recommended that section 3.3.c. should not include the appointment of officers, but should refer only to staff.

Margo Melnicove, Lake Shore Drive, asked why not just follow Chapter 60; why change at all. C. Karlson responded that if we stay with current code, there is no ability to restructure. M. Melnicove asked about repetitive work. C. Karlson gave an example of the Oxbow field project that is delayed due to problems at the finished field caused by lack of coordination of multiple committees and departments. The contractor now has a single staff contact, the Recreation Director, to work through the required remediation.

A. Lewis said that she is in favor of a Town Manager, but wants it accomplished in a comprehensive manner. The act should start at the beginning and work its way to the end, in a logical sequence. She expressed concern about one person being able to do it all. C. Karlson explained that the TM is “responsible” for seeing that work is done but does not do all the work.

M. Melnicove expressed appreciation for what the Board is trying to do, but wants details of the organizational structure now. C. Karlson explained that there are union issues requiring bargaining in good faith for changes to unionized positions.

C. Karlson next led a walk-through of the draft act. Community members raised the following points:

Section 1: need to understand policy making process; why is the name Select Board (C. Murray explained that the state has shown preference for Select Board over Board of Selectmen.); wording in 1.4 and 1.5 needs work; focus on long term planning; in 1.7 why isn't there one legal counsel for the entire town including schools; does 1.8 need updating regarding possible emergencies (cyber, terror, etc.)

Section 2: check 2.1 for consistency with section 4; should 2.2 be in job description rather than the Act; section 2.3 is too broad

Section 3: does 3.1.d. apply to schools; how does TM rein in Town Meeting votes; 3.1.f. why are Police and Fire called out; 3.1.g. needs editing; 3.1.i. how does priority setting happen (example WRAP Report); 3.1.j. consolidate some of this with schools; 3.1.k. change “provide” to “be responsible for”; 3.2.a. concern about TM being CFO and checks and balances; 3.2.b. questions about capital budget formation; is it a five-year plan or a budget; who sets the guideline; 3.2.f. grants should have a floor, as well as a ceiling; 3.3.b. TM should ratify hiring decisions of department heads; 3.3.f. thirty days is too long to wait to appoint an interim dept. head; 3.3.h. change “may” to “shall” regarding incorporating input on evaluations; 3.3.i. does confidential staff mean non-union; 3.5.a. check whether repealing the TA act is what we want to do; 3.5.b. should this section mention appointing the current TA at all; 3.5.c. will this section cause confusion

Section 5: understand absent vs. vacant and 14 day time period; extension of 2 months may be too short and may be the limit

Section 6: does this section work with code

T. Fay thanked the attendees for their thoughtful comments and suggestions.

**A3. Adjourn** L. Anderson moved, seconded by T. Fay, to adjourn the meeting at 9:45 p.m. YEA: L. Anderson, T. Fay, C. Karlson. NAY: none. ABSENT: M. Antes, D. Levine. ABSTAIN: none. Adopted 3-0.

### **Items Distributed for Information and Use by the Board of Selectmen at the Meeting of November 21, 2019.**

1. Draft Select Board/Town Manager Act (11/21/19)
2. Community Forum PowerPoint presentation (11/21/19)

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

None