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TOWN OF WAYLAND

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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

January 16, 2018

7:00pm

Selectmen's Meeting Room
41 Cochituate Road, Wayland

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

Absent: Douglas A. Levine

Also Present: Town Administrator Nan Balmer

A1. Call to Order by Chair Chair L. Anderson called the meeting of the Board of Selectmen to order at 7:00p.m. in the Selectmen's Meeting Room of the Wayland Town Building and noted that the meeting will likely be broadcast and videotaped for later broadcast by WayCAM.

M. Antes announced that the Lunar New Year celebration is this Saturday, 2-5:00pm, at the High School.

A2. Public Comment None.

A3. Meet with representatives of Regional Housing Services Office and Housing Authority; Vote to enter into inter-municipal agreement Elizabeth Rust and Liz Valente from the Regional Housing Services Office came before the Board. E. Rust went over the RHSO work plan presentation discussing their programs and trainings, and demonstrated features of the website. She explained the zero-based budget process, including the FY18 RHSO Budget which includes potential services to Wayland in FY18 and FY19. An Intermunicipal Agreement would be required annually and there are regular meetings for the Towns involved. L. Jurist asked who is doing these housing functions now. N. Balmer said sometimes Town Counsel and Town staff, but most of the time they don't get done. N. Balmer reviewed the contract amounts and the approximately \$5000 shortfall; she is hopeful the Town could absorb the expense without going to Town Meeting for a reserve fund transfer. Brian Boggia, Executive Director of Wayland Housing Authority, stated he believes it's a good idea to formalize the relationship with the Town and with RHSO.

C. Karlson moved, seconded by M. Antes, to vote to enter into an agreement with the town of Concord to join the Regional Housing Services Office with the towns of Acton, Bedford, Burlington, Concord, Lexington, Sudbury, and Weston; approval is subject to approval by the Concord Board of Selectmen. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist. NAY: none. ABSENT: D. Levine. ABSTAIN: none. Adopted 4-0.

A4. Appointment: Interview and potential vote to appoint Ryan Scott to the Economic Development Committee. Ryan Scott came before the Board and described his interest in joining the Economic Development Committee (EDC). He has attended EDC meetings and discussed his experiences and skills that he would bring to the committee. He works in digital marketing and has had a long career in technology and marketing.

M. Antes moved, seconded by C. Karlson, to vote to appoint Ryan Scott to the Economic

Development Committee effect immediately for a term to expire on June 30, 2018. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist. NAY: none. ABSENT: D. Levine. ABSTAIN: none. Adopted 4-0.

A5. FY19 Operating Budget: Discuss request from the Finance Committee to reduce departmental budgets In a letter to the Town Administrator and School Superintendent, the Finance Committee has requested that the FY19 budget be reduced by \$901,329 and to submit the adjustments by Jan. 22. N. Balmer recommends asking for an extension to Tuesday, Jan. 30. She discussed areas for the potential budget cuts, including health insurance and school bus parking, as well as the potential for increased revenues in Local Receipts. L. Anderson said the Finance Committee has put a lot of thought into all the budget pieces including maintaining the Aaa bond rating, and thinks their 3.5% overall increase sounds like a reasonable number. L. Jurist stated he does not want to cut the FTE's for Public Safety. N. Balmer said the extra tax collection efforts last fiscal year may save the Town's Aaa bond rating. The Board reviewed the FTE requests in the FY19 budget. C. Karlson stated she's concerned with how the Unclassified: Reserved for Salary Settlement line item is being allocated. She stated that the Board's discussion should be communicated to FinCom, and that the Town Administrator and Superintendent should have a strong message to FinCom.

A6. FY18 Legal Budget: Plan for expenses in excess of budget Financial Analyst E. Doucette came before the Board to discuss the FY18 Legal Budget. She stated Town projects are requiring more money for legal services because of unanticipated cases, lengthy union contract negotiations, and other issues continuing beyond expected completion dates. She recommends requesting a reserve fund transfer or a current year transfer to meet the approximately \$75,000 shortfall through the end of this fiscal year. She recommends requesting that the Finance Committee provide \$75,000 in a reserve fund transfer at their next meeting. L. Anderson stated the biggest unanticipated legal bills are coming from 40b projects. The Board agreed they have an obligation to pay their bills. C. Karlson said she's willing to read a draft memo.

A7. Debt Exclusion: Review Board of Selectmen letter, review letters received from other committees, and discuss inclusion of CoA/CC design funding request. C. Karlson stated that if the Board is going to have a debt exclusion, they should also ask for information on the impact the CoA/CC design request in addition to the other projects identified. L. Anderson stated she's looking forward to receiving a report from the Finance Committee about the benefits and impacts of a debt exclusion.

A8. Annual Town Meeting Articles: Receive list of Annual Town Meeting articles There were 42 articles submitted. The Board discussed assignments and agreed on the following:

L. Anderson: Articles A, B, C, F, G, J, K, FF, HH, II, JJ, OO, PP
C. Karlson : Articles D, H, I, O, S, T, LL, MM
M. Antes: Articles E, P, AA, BB, DD, EE, GG
L. Jurist: Articles L, M, N, Y, Z, CC, NN
D. Levine: Articles Q, R, U, V, W, X, KK

A9. Town Administrator's Report

1. **Correspondence** None.
2. **Update on Oxbow Meadows** There will be a second conference call with Town Counsel, BoS Chair, and the Recreation Director and a Rec Commissioner. Many things are in process now; the heart of the discussion will be the willingness of the Town to support an access road. The Recreation Commission will perform a survey to continue its application for a permit from the Conservation Commission, which is requesting fewer trees be removed for the project.
3. **Street light budget** It was noted there was a FY19 budget change reducing the savings on street light costs because of project timing (partial year savings).

A10. Minutes: Vote to approve minutes of January 8, 2016 No minutes available.

A11. Consent Calendar: Review and vote to approve (See Separate Sheet)

M. Antes moved, seconded by C. Karlson, to approve the Consent Calendar. In discussion, the Board reviewed item 3 requesting placement of signs by a non-Wayland organization. The Board received a written statement from Mike Lowery, Lakeshore Drive, on the topic. L. Anderson stated that many Wayland families might benefit from the Camp Fair. C. Karlson said she agrees with M. Lowery on this issue and if the outside organization went through Recreation or one of the Wayland PTOs, this would have been an easier decision. It was decided to allow the signs to remain in place on this occasion, and that in the future, any organization that is not a Wayland organization must submit its requests through a specific Wayland department/group. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist. NAY: none. ABSENT: D. Levine. ABSTAIN: none. Adopted 4-0.

A12. Review Correspondence: (See Separate Index Sheet) The Board noted newly sworn in Sergeant C. Custodie received a Commendation. L. Jurist asked for information on the format of past debt exclusion votes. N. Balmer stated that item #15 from the MAPC was sent to department heads.

A13. Selectmen's Reports and Concerns M. Antes stated that with the upcoming Town Meeting articles and ballot questions some people have been asking for clarification of the rules on lobbying and advocating. She said it would be nice to have some clarification for staff, boards and committees. N. Balmer stated that KP Law wrote a legal opinion on the topic last year, and she will look into it. L. Anderson reported that last Thursday she went to the State House with S. Sarkisian, Larry Kiernan from the Rail Trail Committee, and Jack Carr from the Surface Water Quality Committee, to receive a Department of Conservation and Recreation certificate recognizing the grants Wayland has received.

A14. Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any
The Chair said, "I know of none."

A15. Enter into Executive Session pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3), to discuss whether the Town should pursue legal proceedings with respect to the Town's agreement with Twenty Wayland, LLC, relative to property and development located off 400-440 Boston Post Road; and pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(2), Section 21(a)(3), Section 21(a)(6), Section 21(a)(7) to review and consider for approval and potential release of the Executive Session minutes of November 20, 2017 and December 4, 2017 because a public discussion of these matters may have a detrimental effect on the litigating, negotiating or bargaining position of the Town At 8:46 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 whether the Town should pursue legal proceedings with respect to the Town's agreement with Twenty Wayland, LLC, relative to property and development located off 400-440 Boston Post Road; and pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(2), Section 21(a)(3), Section 21(a)(6), Section 21(a)(7) to review and consider for approval and potential release of the executive session minutes of November 20, 2017 and December 4, 2017. 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: Nan Balmer, Town Administrator and David Porter, Executive Assistant. The Board will return to open session in approximately 20 minutes solely for purpose of voting on executive session minutes and adjourning.

The Board returned to open session at 9:10pm.

A16. Executive Session Minutes: Vote to approve and potentially release with redactions the Executive Session minutes of November 20, 2017 and December 4, 2017 The Board took no action at this time.

A17. Adjourn There being no further business before the Board, L. Jurist moved, seconded by C. Karlson, to adjourn the meeting of the Board of Selectmen at 9:11 p.m. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist. NAY: none. ABSENT: D. Levine. ABSTAIN: none. Adopted 4-0.

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of January 16, 2018

1. Public comment submitted by Mike Lowery, re: limiting temporary signs to Wayland organizations
2. Draft letter from L. Anderson to David Watkins, Chair of the Finance Committee, re: written recommendation of the Finance Committee on the Board's proposed Proposition 2 112 ballot question
3. Board of Selectmen policy on Proposition 2 1/2 ballot questions
4. Letter from the School Committee to the Board of Selectmen, dated January 16, 2018, re:
5. request for debt exclusion question for WHS athletic field capital projects
6. Town Meeting article: High School Stadium Complex Renovation
7. Town Meeting article: High School Tennis Courts I Softball Field Reconstruction
8. Letter from the Recreation Commission to the Board of Selectmen, dated January 16,
9. 2018, re: Request for debt exclusion ballot question through Prop 2 1/2
10. Town Meeting article: Construction of Synthetic Turf Field at Loker Conservation &
11. Recreation Area
12. Letter from the Board of Library Trustees to the Board of Selectmen, dated January 12, 2018, re: request for a debt exclusion question on the March 27, 2018 ballot
13. Town Meeting article: Appropriate Funds to Construct New Library Building

Items Included as Part of Agenda Packet for Discussion During the January 16, 2018 Board of Selectmen's Meeting

1. Memorandum from Nan Balmer, re: Housing Support and Organization
2. PowerPoint slide presentation from the Regional Housing Services Office
3. Memorandum from Elizabeth Rust, RHSO Administrator, re: RHSO Proposal for Wayland
4. Agreement between Towns of Wayland and Concord for Wayland to join the RHSO
5. Email from Ryan Scott, dated December 18, 2018, re: Application to join Wayland EDC,
6. with attached resume
7. Memorandum from Nan Balmer, re: Request for Budget Adjustments from Finance
8. Committee
9. Memorandum from Finance Committee to Nan Balmer and Arthur Unobskey, dated
10. January 11, 2018, re: Budget Guideline Adjustments
11. Finance Committee: Town/School Division of Unclassified Expenses, January 11, 2018
12. Memorandum from Elizabeth Doucette, Financial Administrator, re: Status of FY18 Legal
13. Budget
14. Memorandum from David Porter, Executive Assistant, re: Debt Exclusion Letters
15. Draft letter from L. Anderson to David Watkins, Chair of the Finance Committee, re: Proposition 2 112 Ballot Question
16. Memorandum from David Porter, Executive Assistant, re: Annual Town Meeting Articles 13. Town Administrator's Report for the week ending January 12, 2018