



NAN BALMER
TOWN ADMINISTRATOR
TEL. (508) 358-7755
www.wayland.ma.us

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN
LEA T. ANDERSON
MARY M. ANTES
CHERRY C. KARLSON
JOSEPH F. NOLAN

Board of Selectmen Meeting Minutes January 4, 2016

Attendance: Lea T. Anderson, Mary M. Antes, Cherry C. Karlson, Joseph F. Nolan
Also Present: Town Administrator Nan Balmer

A1. Call to Order by Chair Chair C. Karlson called the open meeting of the Board of Selectmen to order at 7:00 p.m. in the Selectmen's Meeting Room of the Wayland Town Building and noted the meeting will likely be broadcast and videotaped for later broadcast by WayCAM. M. Antes said the Police Chief will be making a presentation at the Wayland Library on Tuesday, January 5, on the changes in policing over the last 100 years.

A2. Public Comment Mike Lowery, 120 Lakeshore Drive, expressed concern regarding the proposed zoning article for Annual Town Meeting, "Floor Area Ratio," noting that the bylaw would apply only to lots 10,000 square feet or less. He said the bylaw would burden families that could not expand their homes, lower market values, and make septic upgrades untenable. He urged the Board to consider the impact on homes in the Dudley Pond area. C. Karlson said the Planning Board articles have not yet been voted for inclusion.

A9. Review and Approve Consent Calendar (See Separate Sheet) M. Antes moved, seconded by J. Nolan, to approve the consent calendar with the exception of item 2, which is mistakenly addressed to Sterling Architects instead of the Town of Wayland and will be corrected. YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 4-0.

A10. Review Correspondence (See Separate Index Sheet) The Board reviewed the week's correspondence. C. Karlson noted that the Town Counsel had provided his qualifications for addressing zoning issues. M. Antes thanked the Board of Health for its presentation at the December League of Women Voters meeting. The Board discussed the potential need to accept a state law in regard to maintaining road conditions on private ways open to the public, and asked the Town Administrator to follow up. J. Nolan said the 495 Partnership is looking for municipal officials to serve on the 495/MetroWest Partnership Board.

A3. Annual Town Meeting Petitioners' Workshop C. Karlson opened the Annual Town Meeting Petitioners' Workshop at 7:16 p.m. The Board was joined by Town Counsel Mark Lanza. C. Karlson advised residents that there are online documents available to petitioners. Duane Galbi, 190 Stonebridge Road, asked for a copy of the revised Board policy regarding access to Town Counsel. Ellen Tohn, 5 Fields Lane, asked when articles had to be submitted; C. Karlson said Friday, January 15, 2016, by 4:30 p.m., and she reviewed the access to Town Counsel which is available to petitioners. Linda Segal, 9 Aqueduct Road, noted the date of Annual Town Meeting was incorrect in the tax bill insert. She asked if a petitioner can consult with Town Counsel before submitting an article; C. Karlson said yes. D. Galbi asked for clarification of the purpose of the petitioners' workshop; he said he would like to engage in a discussion of ideas with Town Counsel. C. Karlson said he should discuss his ideas in the workshop, and the Town Administrator would determine if further consultation with Town Counsel is warranted. D. Galbi said he never received a satisfactory response from the town regarding posted speed limits on Stonebridge Road, and that the state has not yet defined its interpretation of "densely settled." The Board advised him to continue to work

through the process in place. D. Galbi asked if there was a procedure for a resident to put a question on the ballot. M. Lanza said no; in order to do so, the town would need to either revise the Town Charter, or petition the state legislature to allow for the procedure. C. Karlson closed the Annual Town Meeting Petitioners' Workshop at 7:44 p.m.

A4. West Suburban Health Group: Discuss and Vote to Authorize Action by Human Resources Director on Proposed Bylaw Change The Board was joined by John Senchyshyn, Assistant Town Administrator/Human Resources Director, to review draft amendments to the West Suburban Health Group Enabling Act. He said the changes were brought about because four towns withdrew from the group, causing a financial shortfall. He said the changes include an amendment to the withdrawal process and the ability to hold a withdrawing member responsible for a portion of their run-out claims. J. Senchyshyn said he supports the changes to the agreement. He reviewed the votes of the other member towns, noting that a two-thirds vote is necessary to accept the proposed amendments. M. Antes moved, seconded by L. Anderson, to authorize John Senchyshyn to vote in favor of the proposed amendments to the West Suburban Health Group Agreement for joint negotiations and purchase of health and life coverages. YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 4-0.

A5. FY17 Budget The Board discussed the two IT positions in the FY17 budget. J. Senchyshyn said the town is moving forward with the hiring of an IT Director. However, he said the Personnel Board felt that the funding for the second position of Business Systems Administrator should be put into salary reserve for hire later in the year and after the IT Director is hired. C. Karlson asked whether the IT Director position will be an in-house position or a consultant. J. Senchyshyn said a decision will be made after the candidates are interviewed. C. Karlson asked if money in the salary line item can be used for a consultant. J. Senchyshyn said no, but he expects to have the matter resolved before the budget goes to Town Meeting. In regard to the request for an additional police officer, J. Senchyshyn said the Personnel Board supports the position but is concerned about the budgetary constraints. It was the sense of the Board to forward its approval of the two new IT positions under the Board of Selectmen to the Finance Committee.

J. Nolan moved, seconded by L. Anderson, to submit to the Finance Committee the FY 17 operating expense budgets for Town Boards, officers, and committees under the Board's jurisdiction in compliance with Town Code Section 19-3. YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 4-0.

A6. Annual Town Meeting 2016: Discussion of Potential Articles J. Nolan moved, seconded by M. Antes, to accept for inclusion in the 2016 Annual Town Meeting the article, "Compensation for Town Clerk." YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 4-0. The Board was joined by J. Senchyshyn and Police Chief Robert Irving to review a potential article to withdraw from the Civil Service Special Act. J. Senchyshyn advised that the town may withdraw from civil service by ballot question, but the Personnel Board has recommended another option, which is to withdraw by a Town Meeting vote to petition the state legislature. Police Chief Robert Irving reviewed the difficulty of the civil service process, and the impact on the current staff. Jessica Green, Personnel Board, noted that the expense of the civil service process limits the field of applicants. M. Antes said civil service was passed for a reason, and we want to make sure we reach the same goals. Secondly, she suggested that there be an educational campaign to explain the issue to the community. The Board agreed to review the article at the next meeting. The Board was joined by Elisa Scola, Chair, Historical Commission, to review a proposed demolition delay bylaw. E. Scola said the bylaw has been revised to apply to homes over one hundred years old. The Board discussed the number of homes affected and the need to educate potential homebuyers. M. Antes suggested edits to the timelines and penalties. The Board was joined by Town

Planner Sarkis Sarkisian to review the Planning Board articles. He provided a description of each article: Sidewalks in Commercial Districts, Landscaping: Parking Abutting Residential Property, Home Occupation: Definition, Nonconforming Structures, Floor Area Ratio, Conservation Cluster Amendment, Building Height: Definition, Assisted/Independent Living Requirements, Sales of Used Autos: Accessory Use to Service Stations, and Accept Private Roads. He said the article regarding floor area ratio has created some controversy and may not be ready for town meeting.

The Board reviewed a revised list of articles, noting that there were potentially fifty articles. The Board asked the Town Administrator to ensure that all the articles are fully prepared to be voted at town meeting.

A7. February 2016 Special Town Meeting: Minuteman L. Anderson said the Minuteman School Committee approved a new revised agreement on December 21, 2015. She described the changes, and said the next step is to call a Special Town Meeting. She said all sixteen member towns have agreed to do the same. She confirmed that current students will be allowed to continue their enrollment until July 2017. She said the administration agreed to hold back on bonding the new buildings, and provided cost comparisons with other vocational schools. She said DESE (Department of Elementary and Secondary Education) has been consulted because they will have to approve the new agreement.

L. Anderson moved, seconded by J. Nolan, to open a Warrant for a Special Town Meeting to begin on Thursday, February 11, 2016, at 7:30 p.m. in the Wayland High School Auditorium, or, in case of inclement weather, on Tuesday, February 23, 2016, at 7:30 p.m. in the Wayland High School Auditorium. The warrant for said Special Town Meeting will be open from Tuesday, January 5, 2016, at 8:30 a.m., through Monday, January 11, 2016, at 4:30 p.m. In accordance with Chapter 36, Section 36-3 of the Code of the Town of Wayland, all articles for consideration and inclusion in said warrant shall be submitted to the Selectmen's Office in the Wayland Town Building at 41 Cochituate Road, Wayland, Massachusetts by 4:30 p.m. on Monday, January 11, 2016. YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 4-0.

L. Anderson moved, seconded by M. Antes, to accept for inclusion in the February 2016 Special Town Meeting an article to amend the Minuteman Regional School District Agreement, and an article providing for the withdrawal of the Town of Wayland from the Minuteman School District. YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 4-0. C. Karlson requested that petitioners postpone their articles until the April 2016 Annual Town Meeting. The Board reviewed the timetable to Special Town Meeting.

A8. Town Administrator's Employment Contract: Discussion of Evaluation and Salary, and Vote on Annual Salary Effective September 8, 2015 M. Antes moved, seconded by J. Nolan, to set the salary of the Town Administrator at \$143,500, effective September 8, 2015, as allowed by the Town Administrator's Contract dated August 25, 2014. YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 4-0.

A11. Report of the Town Administrator N. Balmer reported on conversations with the Chair of the Board of Library Trustees about the wastewater needs of the proposed library project. She said the Trustees would like to purchase additional wastewater capacity, and given that the Town Building has too much capacity, she will write a letter to the Wastewater Management District Commission releasing a portion of the Town Building's 3,000 gallons per day and have it assigned to the library. She said the Board of Library Trustees is also considering an article for Annual Town Meeting that will transfer the land on 193-195 Main Street to

them; she said there is a need to clarify what is necessary for the grant application. Mike Lowery, Board of Public Works, suggested that Town Meeting could vote to transfer the land “at such time as is necessary.” N. Balmer said the Board of Library Trustees will come before the Board next week to request that the Board authorize a written opinion from Town Counsel to confirm Library ownership of the 5 Concord Road property. M. Antes presented a revised draft sign policy; the Board considered soliciting input from the community, the Planning Board, and the Board of Public Works. M. Lowery said the only concern of the Board of Public Works is the right-of-way access and the size of the signs, due to public safety concerns. N. Balmer said the new Human Resources Assistant Katelyn O’Brien will be putting together a social media policy. J. Nolan said he would like to implement a public information process that includes the town’s positions; for example, quarterly reports or a monthly town manager’s report. N. Balmer attached the response of the Housing Partnership to the Wayland Real Asset Planning (WRAP) Committee survey. She reviewed possible changes to the Recreation Revolving Fund to maintain spending under the cap, reduce the fund balance, and bring the town into compliance with municipal finance requirements. C. Karlson said the Recreation Commission must vote to submit its articles.

A12. Selectmen’s Reports and Concerns M. Antes distributed a presentation on gas leaks and requested that the Board consider signing a resolution of support at its next meeting. C. Karlson asked that the OPEB issue be addressed at the next meeting, with the Town Counsel in attendance. The Board reviewed the remainder of the January schedule.

A13. Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any
The Chair said, “I know of none.”

A14. Adjourn There being no further business before the Board, M. Antes moved, seconded by L. Anderson, to adjourn the meeting of the Board of Selectmen at 10:03 p.m. YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 4-0.

Items Distributed for Information and Use by the Board of Selectmen at the Meetings of January 4, 2015

1. Map of 138 Pelham Island Road, Wayland
2. Handout from Rachel Bratt, Chair, Housing Partnership, December 14, 2015, re: Wayland Real Asset Planning (WRAP) Committee Questions
3. Email of 12/14/15 from Edward Bouquillon, Superintendent-Director, Minuteman High School, re: Amendments to the Regional Agreement
4. Powerpoint Presentation on Gas Leaks from the Sierra Club

Items Included as Part of Agenda Packet for Discussion During the January 4, 2015 Board of Selectmen’s Meeting

1. Memorandum of 12/10/15 from Brian J. Monahan, Conservation Administrator, to Board of Selectmen, re: Donation of Land to the Rear of 138 Pelham Island Road
2. Memorandum of 12/14/15 from Nan Balmer, Town Administrator, to Board of Selectmen, re: FY15 Audit
3. Memorandum of 12/14/15 from Nan Balmer, Town Administrator, to Board of Selectmen, re: FY17 Expenses Budgets under the Board of Selectmen
4. Charge of the Wayland Real Asset Planning (WRAP) Committee and Potential Outline of Topics for Report of Wayland Real Asset Planning (WRAP) Committee

5. Memorandum of 12/14/15 from Nan Balmer, Town Administrator, to Board of Selectmen, re: Minuteman Update and Next Steps
6. Memorandum of 12/14/15 from Nan Balmer, Town Administrator, to Board of Selectmen, re: Standard Articles for 2016 Annual Town Meeting
7. Memorandum of 12/14/15 from Nan Balmer, Town Administrator, to Board of Selectmen, re: Memo on Recreation Revolving Fund
8. Calendar of Potential Meeting Schedule for Board of Selectmen, January – April 2016
9. Town Administrator's Report for the Week Ending December 11, 2015