

**Wellesley Advisory Committee
Juliani Room, Town Hall
January 10, 2018, 7:00 PM**

Those present from the Advisory Committee included Jane Andrews, Todd Cook, Rose Mary Donahue, Tom Fitzgibbons, Mary Gard, Mike Hluchyj, Paul Merry, Lina Musayev, Alena Poirier, Betsy Roberti, Tom Skelly, and Andrea Ward.

Mike Hluchyj called the meeting to order at 7:00 p.m.

7:00 p.m. Citizen Speak

There was no one present for Citizen Speak.

7:05 p.m. Town Clerk FY19 Budget

Kathy Nagle, Town Clerk, was present.

FY19 proposed budget (\$316,375) includes substantial increase (15%) due to election cycle; FY18 was a one-election year, but FY19 will be a three-election year. Expenses for election personnel (poll workers) and associated costs (meal allowances, postage) will be incurred three times instead of once. Also, asking for some additional funding for conferences (\$750 in FY19 vs. \$300 in FY18) to allow incoming Town Clerk to attend training meetings/stay overnight; current Town Clerk hasn't been attending those for the past few years.

Decrease (\$7,000) in line item for book binding; all book binding has been brought up to date.

Two election-related items that could pose some issues this fall:

1. On Monday, the Massachusetts Secretary of State declared Tuesday, September 4 (day after Labor Day), as state primary day. That will cause some difficulties at polling sites, since the buildings will not be open the day before the election, when set-up is generally done. May need custodial overtime early in the morning on election day. New Town Clerk will have to work all this out with various Town departments. There have been some changes to set-up support team; changes in personnel at Executive Director level; re-allocation of some duties to IT Department; picking up additional support from Facilities Management Department (FMD) and custodial staff.
2. Recently proposed state legislation would extend early voting to the primary as well as the general election – wasn't the case in 2016. Early voting is well-liked by voters and Town Clerk supports it; however, current budget does not include costs associated with the five additional days of early voting that could be required for the primary. Requires staffing off-site (Warren Building) because of insufficient parking at Town Hall. Unclear whether this legislation will go forward.

There was a question whether Town Hall could support parking for a primary, where the number of voters would presumably be smaller than in a general election: Would need to discuss with the Executive Director; even on a normal day at Town Hall there are no extra spaces. There was a follow-up question whether the five days of early voting is mandated by the State: Yes, they tell us what days to hold the early voting. There was a further question as to whether the Town has ever held early voting before: Yes, at the Warren Building for the 2016 presidential election. About 22% of Town voters voted early during that election. Requires staffing 2 full shifts (10 hour days) for 10 days. Primary seems less likely to have people; but if you offer a service you need to staff it. We'll definitely still have the ten days of early voting before the gubernatorial election; that is already in the budget.

There was a question when the decision about early voting for the primary would be made: Depends on the legislative process. We were hoping the Secretary of State would propose other changes to early voting, namely procedures to improve efficiency and reduce expenses for municipalities (e.g., allowing direct deposit of ballots into ballot box vs. putting ballots in envelopes), but that was not part of the filed legislation.

There was a question how the Town will fund this if the legislation is enacted: Based on experience last time, you need two shifts at the Warren Building at \$15/hour, 10 hours/day, for five days. Also had to hire people to insert the ballots into the poll machines on election day; possible that in context of primary, with lower volumes, the existing poll workers can do that on election day. Town Clerk would have to go back for an unanticipated shortage. Would amount to about \$4,000.

There is new technology for checking in voters at elections, called E-Pollbooks. Don't have to print a voting list; can use tablets to check voters in. Doesn't necessarily have productivity gain; very expensive given the number we would have to purchase. However, it could be very useful for early voting, given state requirement to report daily who has voted. E-Pollbooks are designed to work with state software. IT Department came up with a homegrown solution (electronic spreadsheets) that worked pretty well last time.

Town Clerk recently identified a cloud-based E-Pollbook application that could be cost-effective for early voting. Would allow Town to use the software on existing laptops, so cost would be \$300-700 per unit, and we would need two units for early voting. Equipment line in FY19 budget (\$4,000) includes \$1,500 to allow flexibility for new Town Clerk to look into this technology. Could also continue to use IT Department solution. State still has to certify the vendors before these products can be used. Other components of equipment line item in budget are for copier and printer in Clerk's office, which are on their last legs.

Tolles Parsons Center (TPC) recently approved as a polling place; voters who previously voted at the High School will instead vote at TPC.

7:22 p.m. Human Resources Board FY19 Budget

John Hussey, Chair, Human Resources Board, and Scott Sczcebak, Human Resources Director, were present.

Overall department budget (\$346,730 for FY19) up 1.97%. Within personal services, four employees: Director, Senior HR Generalist, HR Generalist, Administrative Assistant. Administrative Assistant is a 40-series employee so has the 2% increase; other employees have hypothetical 2% increase that we've been asked to add into the budget. Increase in expenses due to "medical check-up" line item: applies to new employee/DOT/return to work exams; may have to go even higher in future years as medical costs increase. We've been more pro-active in our return to work program; with the new worker's compensation and benefits coordinator that we hired this year, being more diligent making sure that employees are fit for work when they return.

There was a question as to the "DOT" exams and why it applies: Department of Transportation exams apply when we hire CDL (commercial driver's license) drivers.

There was a question whether advertising costs have gone down due to the internet: We use the *Boston Globe* and boston.com and the Massachusetts Municipal Association (MMA) website; rates have stayed pretty steady; advertising costs haven't really gone down for us. There was a follow-up question whether people find positions in Wellesley through newspaper ads or through the internet: It depends on the

position – if it’s a department head position, they look at MMA; if it’s a laborer or mechanic position, they may look at other websites. Referrals from current employees are not that common, except for seasonal employees. There was a question whether we provide financial incentives for referrals: No. There was an additional question whether we have difficulty filling positions: Only mechanics’ positions in fleet maintenance; difficult to compete with private sector in that area.

There was a question whether the funds for mid-year increases are included in this budget: No, those are in Article 5 reserve funds. Scott pulled a lot of data over past 2.5 years; haven’t had a chance to discuss as a full HR Board; would like them to be able to review first. Brief outline: The reserve fund is \$15,000; over the last 2.5 years, mid-year salary increases across all departments were about \$100,000 per year. (\$250,000 in total). About 45% of the increases were hires above the mid-point (\$100,000); others aspects were reclassifications, recognition awards, standing and range increases (55% of the \$250,000). Significant amount of money. After reviewing with HR Board, will come back to Advisory and share data and conclusions.

There was a question as to the average length of time it takes to fill a position: We track it, but can’t tell you off hand; anywhere from 60-90 days. There were follow-up questions as to how many positions a year are filled and what the turnover ratio is: HR will provide that information.

7:35 p.m. Council on Aging FY19 Budget

Diane Campbell, Chair, Council on Aging (COA) Board of Directors; Gayle Thieme, Council on Aging, Director of Senior Services; and Linda Clifford, Council on Aging, Assistant Director of Senior Services, were present.

TPC opened in early October; business is booming.

COA Mission

- To serve as the primary resource for residents over the age of 60
- To empower individuals to reach their goals
- To offer comprehensive programs, services and assistance that optimize quality of life
- To enable meaningful connections and collaborations that inspire a spirit of community across the generations in our town

COA has an 11-member board of directors, with two associate members. In addition to 5 full-time and 9 part-time COA staffers (including on-call), there is a full-time custodian who is on the payroll of FMD, but is a critical member of COA team.

Staffing: Director of Senior Services supervises Health and Social Services Administrator, Senior Activities Coordinator, Volunteer Coordinator, and Program and Office Assistant. Assistant Director of Senior Services supervises Transportation Coordinators.

2 primary components to what COA does:

Services

- Fuel assistance
- Financial and nutritional assistance
- Home visits
- Office consultations
- Caregiver support
- Information & referral

- We have a full-time social services administrator, who is a licensed social worker (often referred to as outreach worker); outreach program is very busy; no two situations are alike
- COA holds interdisciplinary meetings with police, housing, health, animal control, as well as other professional elder services organizations; very collaborative
- Robust nutritional program
 - Catered lunch served at TPC 3 days a week
 - Deeply subsidized by Friends of COA; able to keep cost to diner at \$4/meal
 - 18-30 diners on any given day
- Robust transportation program
 - In 2014 entered contract with Metrowest Regional Transit Authority to lease 12-passenger bus
 - COA employs bus drivers
 - Volunteer Drivers program has existed since 2011; approx. 40 volunteer drivers
 - Transportation data: 5,147 one-way rides last year (bus + volunteer drivers); 149 different destinations; 210 unique passengers; 66 new riders from prior year; 37 active volunteer drivers
 - Bus is used for some social outings, as well (museums, theater, dinner/movie)

Programs

- Fitness
- Arts/crafts
- Games
- Educational
- Social

COA is thrilled with TPC; can now run concurrent programs; there is a dedicated fitness room on 2d floor of building, card/game room, and a café/lounge.

Highlights/Year in Review

- COA moved into COA in September 2017; over 600 people toured the building; rolled out existing programs and services
- Upgraded MySeniorCenter participant tracking software. There are now two touchscreens at registration desk. Folks scan their key tags. Also provides online registration. Have distributed over 1300 key tags; through December 2017, 348 participants used online registration.
- Worked with a consultant on a parallel track regarding marketing, branding & positioning. Result is a new positioning concept (“life enhancing”) and a new logo. Also did website refresh (worked closely with IT Department). New printed materials; primary way of connecting with participant base is the bi-monthly newsletter. Newsletter sent to every household in Wellesley with a person over 60; also available online.
- Program participation snapshot (10/4-12/8 of 2016 vs. 2017): large increases in unduplicated participants in all categories
 - 47% increase for fitness/exercise
 - 124% increase for meals
 - 141% increase for recreation/socialization
 - 73% increase overall in unduplicated participants and 312 brand new users to the COA (29% of all users)

There was a question as to what “unduplicated participants” means: If you come to 10 activities in the date range, you’re only counted once.

One goal was to increase male participation, and pool tables have helped with that.

Volunteer greeters (all ages, including high school students) are very useful to the staff.

There was a question as to the age distribution of participants and whether it was a standard bell curve: Historically, the average age has been in the 70s; didn't run it for this new date range. Trying to attract folks under 70 because they haven't been represented as much.

Already have had programs that are over-subscribed: e.g., Tai Chi. In response, we've identified an additional Tai Chi instructor and will offer a second program in the afternoons. Getting great suggestions from participants about possible additional programs.

Budget Summary

- Overall, a 7.02% decrease vs. last year, primarily due to no longer having rental costs at the Community Center
- Total FY19 request is \$436,533
- Personal services increased about 5% over last year (FY19 request is \$373,087); we are strengthening existing staff in two ways
 - Office assistant hours increased from 5 hours to 15 hours per week
 - Supports the full time program and office assistant, who has experienced an increase in work at TPC
 - Hours of volunteer coordinator increased from 15 to 19 hours per week
 - Direct responsibility for recruiting, training, and scheduling volunteers
 - As we expand programs and activities, we need increased support from volunteers
- Reorganizing funds budgeted for bus drivers
 - Currently have two part-time drivers, and want to hire a third who will work one day per week
 - Will allow us to expand bus hours later into afternoon; bus currently comes off the road at 3 p.m., but we have some programs that go until 4 p.m.
- Operating expenses (FY19 request of \$63,446) down 44%, mainly due to elimination of building rental/lease (about \$70,000)
- At request of Finance Department, moved two items out of capital budget this year
 - MySeniorCenter hardware upgrades
 - Staff laptop replacement/upgrade
- Created some new line items to properly categorize expenses (e.g., software licenses and dues)

There was a question on the cost of the bus drivers: They work 16 hrs/week, so about \$13,400 for each of them; third driver would be 5 hours per week, about \$4,000. There is also one on-call driver, who works one hour per week. We have \$43,000 in grants to offset transportation wages.

Priorities for FY19: New and necessary expenses at TPC

- Building Operations
 - Equipment maintenance/repair/supplies
 - Cable/internet
 - Telephone
- Meeting increased demand for COA programs and services and expanded office operations
 - Software licenses
 - Gasoline & vehicle maintenance
 - Printing/mailing (developing an option for folks to opt out of the mailed newsletter)

- Office supplies
- Programs/activities

There was a question why the software license line item of \$4,716 for FY19 had been \$0 in prior years, since COA had been using MySeniorCenter previously: This is a new category; it's showing as a variance but it's not really that much of a change; had been under a different category before. Cost of MySeniorCenter is up \$1,200 over last year due to touchscreens.

There was a question when COA will begin the "opt out" program for newsletters, since printing costs should reduce dramatically: Will take some steps as we get close to the new fiscal year; project was a little backburnered due to getting into building, etc. Need to be aware that the mailing list is fluid, since people turn 60, or move into town, all the time.

There was a question whether publication costs are offset by advertising: Yes, we pay nothing for production; those are just the mailhouse costs.

There is an additional operating increase of 13% in the line item for programs/activities (up from \$15,000 in FY18 to \$17,000 in FY19). These are programs that are free to participants but sometimes have associated costs (e.g., speakers).

There was a question as to what COA fundraising is used for and what the expectations are: The "New Era" Fund was formed under the Friends of Wellesley COA; initial focus was on supplementing the TPC project budget (e.g., FF&E budget items that we wanted to add to, like an extra bench at front entrance and an extra pool table). We have done some room naming. There will be a grants committee set up; heavy brainstorming to try to identify gaps/areas where we want to expand/enhance services. For example, the senior lunch program currently operates three days a week; we should have it five days/week. There was a question as to the average lunch attendance: Anywhere from 18-30 (cap is 30). True cost of meals is \$9 but patrons pay only \$4. A few times we've hit the 30 attendees. Definitely have seen growth in that program since Community Center.

There was a question as to whether COA offers any safety-related programs, e.g., scams targeted at seniors, or fire safety: Yes, we do those. Had annual fire safety program in October (includes pancake breakfast); we've had seminars on identity theft, scams, fraud, etc. (Wellesley Elder Services police officer came and did a local program; we also do regional programs through Norfolk County law enforcement). Social worker works closely with police/health/fire/etc.

There was a question as to what the budget increase from FY18 would be if the changes in rent were removed: Removing the rent from the FY18 budget would result in a 9.5% increase. However, if you also remove from FY19 all the new TPC-related operating expenses, it would be a 2.1% increase.

There was a question as to the possibility of using the building for other (rental) purposes if COA closes at 4 p.m.: Our hours are M-F, 9-4; occasional evening and weekend programming, but right now those take place at other locations (e.g., the Library or Wellesley College). We want to keep those collaborations. One of biggest questions we hear, particularly from younger seniors is, "what do you mean you close at 4 p.m.?" The Needham COA started opening a few evenings a week. It's an ongoing discussion; we have to factor in FMD, because we need a custodian in the building whenever it's open. Also having conversations with Blythe and the boards to see which other boards may need meeting space. We are receiving inquiries from individuals/boards wanting to rent meeting space; we are tracking that all.

There was a question whether, given TPC's commercial kitchen, the COA could have volunteers prepare lunches instead of catering the lunches: We didn't want to go from 0 to 60 right away in the new

building, so we brought over the successful catering model from the Community Center. As we think about expanding lunch to five days, we like the idea of working with an additional restaurant for catering. Long-term, it is a beautiful kitchen and perhaps we could work collaboratively with the Health Department on the permitting side of things to be able to utilize it for meal preparation.

There was a question as to how everything was working with St. Paul's next door: We work collaboratively with them. When we had holiday party we asked the church if our staff could park over there. Not formalized, but very cordial – no issues as of yet. Will continue to monitor. There was a follow-up question as to whether there has been any difficulty with folks crossing Rt. 16 to get to TPC (an issue raised in earlier TPC discussions): No trouble; the Police Department modified the crossing signal to include a flash. Regarding parking, TPC lot has space for 58 cars, and there are spaces on both sides of Washington Street. Very few TPC visitors use street spaces at all; the lot has been able to accommodate participants and volunteers.

8:30 p.m. Recreation Commission FY19 Budget

Andy Wrobel, Chair, Recreation Commission; Matt McKay, Vice Chair, Recreation Commission; Mark Wolfson, Recreation Commissioner; Paul Cramer, Recreation Commissioner; and Matt Chin, Director, Recreation Department.

Mission: to provide recreational and educational opportunities to enhance the quality of life for all residents in a cost effective manner. Motto is "Something for Everyone."

We offer programs at a fair price and provide financial assistance. Pricing model is instructor cost + 20% (facilities and support). Sometimes we will run a new program at a loss. Goal is to maximize number of attendees.

Staffing: 6 permanent employees (fixed cost, tax impact budget) plus large number of staff to support programs (lifeguards, summer camps).

FY19 tax impact budget is \$365,186 (up 2%); program budget (shared costs – expenses paid for by programs) is \$118,050.

There was a question as to what shared costs are: Town's budget just pays for permanent staff and Morses Pond maintenance costs; our programs pay for all the associated costs (custodians, copier/machine rental lease, IT, postage, advertising, printing/mailing, office supplies, copier supplies, conferences, credit card charges, etc.) Turnback to Town is after we have paid all those operating costs of the Department; some of those costs we would have regardless of how many programs we run.

There was a question as to why the conferences line item has gone up so much (FY17 \$2,536; FY18 \$9,500; FY19 \$12,000): Previous director (Jan Kaseta) retired; whole department turned over. Have been using state/regional/national conferences as part of on-boarding for new personnel; try to have staff get to one a year. These conferences are where we learn best practices. Example: Learned about baton twirling, which is very popular, from attending conferences.

There was a question why the custodial charges increased so much (FY18 \$7,000; FY19 \$12,500): It's a broader category than custodians; includes building monitors; we've added someone on for Saturday part-time.

There was a question on printing and mailing brochures: Five or six years ago we did a test where we didn't send brochure out, and programming fell 25%. We try hard to be efficient/cost-effective, but we are not focused on optimizing profit, we're focused on improving quality of life.

There was a question as to the typical turnback amount: Usually around \$100,000; if it's a really good revenue year, we might purchase one more item/do one more project (e.g., computer). There was a follow-up question as to whether the reason for the budget going up 2% is because of salaries: Yes.

There was a question whether there is a more economical way to take program payments instead of via credit cards, since credit card costs have been increasing significantly over the past few years: Costs depend on type of card used; Department is looking to try to minimize those costs or to pass them along.

There was a question whether Recreation is seeing a drop in program attendance given that other organizations (like COA or Library) offer free programs: No, we haven't seen a drop. Just this week, Recreation, Library and COA formed a working group to confer on programs. There had been some issues in the past, but Matt has done great job of collaborating.

There was a comment that the Department could look into offering direct cash transfer mechanisms like Venmo, Zelle, etc. for program payment instead of credit cards. There was a further comment that the website could use some improvement: Next "RecTrac" upgrade should make a difference; we do need to do a better job.

Recent Accomplishments

- Roll out after school programming to remaining elementary schools
- 900 Worcester to ATM and thru permitting
- "Back to School" summer movie series
- Worked with Schools to manage WINGS program (summer enrichment) – 767 extra registrations
- Worked with Community Investors on Teen Center (will be offering drop-in program at Warren Building on Friday evenings)
- Programming with COA (pickleball and a dance); also gave COA swing space over at Warren Building while they were waiting to get into TPC
- Family campout
- Improved experiences at Morses Pond

Many different community events; most are free. One great event is the Halloween Parade – over 1,000 people in the Wellesley Hills merchants' area. This list of events has grown tremendously over the past few years and has been a focus of ours; we make no money off them, just trying to make the Town a friendlier place. Rely on sponsors for these.

Morses Pond

This spring/early June the Department worked with Ken Wagner, Town Pond Manager, and re-graded underwater contour of the beach. Made slope more gradual; re-configured dock system; installed a benthic barrier (underwater weed barrier), which is aesthetically pleasing and keeps weeds down. Also expanded hours: previously open 10 a.m. to 7 p.m.; hired park rangers to come on at 4 or 5 p.m. and keep park open til dusk. Increased hours relieved problem of people parking outside of gates, which had been an issue in the neighborhood.

There was a question whether the benthic barrier affects the cost of weed harvester: No, because the barrier is only in the beach area.

Also changed the rules regarding grill rentals and picnic tables at the pavilions. People had been occupying them all day; so we instituted reservations and hourly rates (\$5/resident for 2 hours; \$50/non-resident) to make available to more people. Drastic drop in problems, most of which had been caused by non-residents.

There was a question as to the life of the benthic barrier: Removed from pond every August; lasts anywhere from 5-10 years.

Total cost of beachfront reconfiguration project was \$38,000. Used only \$4,800 from tax impact funds and the remainder from our Department program surplus in FY17.

There was a question whether CPC funds could have been used for the beachfront project: Not sure, but believe that it would be considered maintenance and therefore disqualified.

Also brought back aquatic expert (Shawn Derosa) to give guidance on how to operate newly reconfigured beachfront. After the drowning a few years ago, we decided we would have him come in every year and review/advise on safety procedures. After seeing how successful the re-grading was this year, we think we are going to do that every year, as well.

Morses Pond Attendance

- Have been very focused on getting more residents to attend Morses Pond
- Number of resident beach tags jumped up to 4,502 from 4,283
- Department holds a “super sale” for two weeks every year to encourage purchase of tags
- Number of non-resident beach tags has decreased (down from 242 to 188)

There was a question why there was such a large drop from 2012 to 2013 in non-resident beach tags (2075 to 436): 2013 was the summer of the drowning.

There was a question as to the prices of the tags: During the super sale, for residents, it is \$25/child, senior, or adult, or \$75/family. After the sale, prices go up: \$35/child or senior; \$40/adult; \$170/family. Non-residents never have a super sale: \$45/senior, \$70/child, \$75/adult, no family rate.

Revenue was almost flat last summer from previous year (about \$154,000); we added more residents; overall yearly attendance dropped, but lost mostly non-residents because of increased grill & pavilion costs. There was a question whether Commission is inclined to keep non-resident fees where they are: Yes, we felt Town’s investment in the Pond should be enjoyed by the residents. Our non-resident fees are not so much higher than Farm Pond or Cochituate Pond in neighboring towns; conscious decision to make experience better for residents.

Ability to reserve pavilions made it easier for families to have a birthday party. Commission has spent a lot of time trying to get people to come back to the Pond – phenomenal job by Matt’s team.

After-School Programs

- Started pilot program 3 years ago at Sprague
- Have expanded into other elementary schools. Learned something different at every elementary school. Adding a lot of value to these communities and taking pressure off of school administrators.
- Good exposure/growth opportunity for Recreation
- Going forward, expect to work with all elementary schools (Hunnewell coming online) and to expand programs
- Hoping to move into WMS and WHS at some point

There was a question as to the difference between “held” and “offered” programs: Not all “offered” programs will be “held,” for example if not enough participation.

Recreation Program Budget Highlights

- Ran 702 programs and had 7,267 registrations
- Number going back up after a slight decrease in FY15 (6,920 registrations) and FY16 (6,648)
- Combined with Morses Pond attendance, we have a large number of people in Town doing things
- Summer camp scholarships: Wellesley Friendly Aid vets/approves candidates; they cover half the cost and we cover the other half; \$36,461 in FY17
- Turnback has ranged from \$123,000 (FY12) to \$48,000 (FY16) to \$68,000 (FY17)

There was a question as to how the process works for using program revenues to do capital projects rather than turning all revenues back: Commission is trying to be more pro-active and determine where it wants to spend funds. There was a follow-up question as to where the Town fits into this equation for approval: We spoke to Advisory last year about the Morses Pond project; we communicate with Executive Director and Finance Director.

This year (FY19) we expect to turnback about \$50,000; have communicated that to Finance Department.

There was a question as to whether Recreation Department budget includes only salaries: No, also includes \$28,000 for water treatment. Shared costs are reported in budget documents; will send over to Advisory.

Recreation Initiatives for Next 12 Months

- Create Strategic Plan
- Increase Middle School and High School programming (toughest group for us)
 - “Camp Adventure” – field trip camp
- Regrading and dock rehab at Morses Pond
- Revision of CIT program and Wings
- High School Stadium Project Phase 2
- Morses Pond feasibility & design study with CPC
- Hunnewell Field Complex softball field (Playing Fields Task Force (PFTF))
 - PFTF is where prioritization for fields takes place; Recreation chairs PFTF but includes representation from lots of other boards

There was a question whether Phase 2 for Hunnewell Field project is still planning to go forward: We did get CPC funding conditioned on NRC and BOS approval. Meeting with NRC on 1/25; they already gave provisional approval. Will come back to Advisory on that.

There was a question whether, in regards to softball fields project, is it Hunnewell as well as Lee: Yes; it's all the softball fields there, as well as dugouts, landscaping, etc. There was a follow-up question whether the softball project will be just CPC and private funding, no Town funding: Correct.

9:35 p.m. Liaison Reports

Schools/Tom F. & Jane

- School Dept. made a lot of tough choices along the way during budget process
- Have met most of the needs; some of the things they decided they could defer until next year
- Some risk involved: they aggressively projected circuit breaker reimbursement for next year, but some positive indications on the horizon (state revenues are up)
- Highlights need for stabilization fund; there is a warrant article listed (Article 11 right now)
- Decision to project circuit breaker at 72-73% reimbursement rather than 65% added in about \$380,000 to the budget, so that some of the general education items that Jane had been concerned about could be added in and still meet the 3.5% budget guideline

- There was a thoughtful discussion about how they reached that decision; did change the playing field a little bit

HHU/Jane

- SC moving towards getting feasibility funds for both Hunnewell and Hardy/Upham (“H/U”) – they will have different studies and processes, since H/U is under MSBA program and Hunnewell is not
- Ramping up towards a May STM
- SBC will probably be expanded and cover both projects
- Considerable interest in renovating St. Paul’s school for swing space

With Hunnewell we can choose our own architects and feasibility people; with H/U we have to use their (MSBA) people.

There was a question as to why we wouldn’t try to leverage the commonality in feasibility between the two projects by using one firm: We can do “ours” much more quickly.

There was a question whether FMD has weighed in on the costs of renovating St. Paul’s: It’s in the millions, but there is a possibility of using it for other things after swing space (e.g., PAWS).

There was a question as to why we need to renovate St. Paul’s, since it was recently in use as a school: Public schools have different requirements; some spaces are non-ADA; we’d need an elevator, etc.

There was a question as to when the School Committee will go before BOS to discuss: As soon as they can get a meeting.

There was a comment that this seems like we are going to try to do two schools, and renovate a third school, in a short period of time; concern about cash flow for the Town.

There was a question whether, if we’re going to start with the state and build H/U, and it has never been the idea to build two schools simultaneously, we should delay Hunnewell feasibility study until we’re closer to when we would actually build it: There are cost escalations to waiting; at this point, expectation that H/U project will be slower because it’s running through MSBA, so makes sense to move forward on Hunnewell.

Report on Citizen-Sponsored Warrant Articles/Mike

- Proposal for e-voting at Town Meeting
- 3 zoning-related articles:
 - Rezone property on Worcester Street near the Wok into business district
 - Rezone certain college properties into educational district
 - Amendment to large house review
- Would like to see if the zoning-related articles could go to the Planning Board first and get their input before coming to us

NRC/Paul

FY19 proposed budget is quite below guidelines
Will be presenting to Advisory next week

Library/Betsy

Consultation between Trustees, Library Director, BOS, and Executive Director on proposed interior renovation project. There is a recognition that this is boiling down to a matter of timing and perhaps they

need to be flexible and postpone to the following year. Trustees are still very committed to project. Discussion of getting Foundation involved in terms of funding, but there is a “chicken and egg” problem; Foundation needs feasibility and design plan in order to begin fundraising. Going before BOS on 1/16 about project.

BOS/Mike

Having introduced the budget manual this fall, Town is beginning the process of formulating debt policy and a capital planning process. Something that other towns have done; provides a way to prioritize projects based on established criteria. Won't have impact this year; more for next year.

There was a question as to how a non-maintenance project can get into the line-up: If you look at capital projects that are under discussion, the Middle School steam pipes were supposed to be \$900,000 and now are \$4.3 million; paving (which may be pushed off) doubled to around \$1.5 million; Town Hall Envelope is \$6 million. We have \$10 million of projects that really need to get done; hopefully at other points in time there won't be so many expensive projects.

10:05 p.m. Adjourn

Tom Skelly made and Alena Poirier seconded a motion to adjourn; the motion was approved unanimously.

Items Reviewed During Meeting

- Town of Wellesley, FY2019 Budget Request, Town Clerk Operating Request (Department 161)
- Letter from Town Clerk to Advisory Committee Re: Town Clerk FY19 Operating Budget, January 8, 2018
- Town of Wellesley, FY2019 Budget Request, Human Resources Board Operating Request (Department 152)
- *Presentation to Advisory Committee*, Wellesley Council on Aging, January 10, 2018
- Town of Wellesley, FY19 Budget Request, *Council on Aging: Mission, Services and Priorities*
- Town of Wellesley, FY2019 Budget Request, Council on Aging Operating Request (Department 541)
- *Something for Everyone*, Presentation to Advisory Committee, Recreation Commission, January 10, 2018