

**Approved: March 12, 2018**

**Board of Selectmen Meeting: February 6, 2018**

**Present: Gibbs, Freiman, Ulfelder, Sullivan Woods, Morgan**

**Also Present: Robinson, Jop**

**Minutes Approved:**

**Warrants approved: 2018-030 in the amount of \$5,269,141.83**

**Meeting Documents:**

1. Agenda
2. Agenda Background Memorandum
3. BOS Calendar
4. Debt Policy Draft
5. Debt Policy Limits
6. North 40 Materials
7. Executive Director's Weekly Report
8. Minutes of the December 11<sup>th</sup>, 2017 Meeting
9. Minutes of the December 18<sup>th</sup>, 2017 Meeting
10. Minutes of the January 23<sup>rd</sup>, 2018 Meeting
11. Cathryn Meagher Resume
12. Retirement Board 12.31.17 Report
13. Verizon Annual Complaint Filing
14. Other Correspondence – MWRA Support Letter
15. Other Correspondence - LWV
16. Eligibility Period Schedule of Deliverables

**1. Call to Order**

Ms. Gibbs called the meeting to order at 7:00 pm in the Juliani Room. Ms. Gibbs noted the Board would convene the executive session in the Great Hall with the School Committee.

**2. Executive Session**

**Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board was polled all aye (Sullivan Woods – Aye, Morgan – Aye, Gibbs- Aye, Freiman – Aye, Ulfelder-Aye) to enter into Executive Session under M.G.L. c 30A, §21A, Purpose #6 to discuss the purchase of real estate, as the Chair has declared that an open meeting would have a detrimental effect on the negotiating position of the Town. Furthermore, that Town Counsel Tom Harrington, Blythe Robinson, Meghan Jop, Superintendent David Lussier, Assistant Superintendent Judy Belliveau and the School Committee be invited to participate in the meeting. And further, to convene in open session after exiting the executive session for the purpose of discussing the matters as posted on the agenda.**

The Board entered into executive session at 7:02 pm. See executive session minutes.

The Board reconvened in open session at 7:25 pm.

**3. Joint meeting with School Committee to Discuss HHU Projects**

The Board joined the School Committee meeting in Great Hall. Present for the School Committee were Michael D'Ortenzio, Jr., Sharon Gray, Matt Kelley, Anthony Bent, and Melissa Martin joined by David Lussier, Superintendent and Judy Belliveau Assistant Superintendent.

**Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the boards unanimously voted (10-0) to open a joint meeting.**

**Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the boards unanimously voted (10-0) to appoint Ellen Gibbs as Chair of the joint meeting.**

**Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the boards unanimously voted (10-0) to appoint Michael D'Ortenzio as the Secretary of the joint meeting.**

Mr. D'Ortenzio asked Ms. Gray to give an overview of where the Town is with regards to the HHU process. Ms. Gray gave a brief presentation on the background on the HHU Master Plan process. Following the HHU Master Plan Committee's issuance of a report and recommendations, the School Committee voted to support the position. The proposal was for the town to build two schools until such time as the enrollment exceeds 2350 students on a trending basis. Each school constructed should have 19 sections. Following the issuance of the report, and prior to issuance of an RFQ for the proof of concept and feasibility of the HHU schools, the Town was invited into the MSBA process in December. Ms. Gray noted the Town will not continue to submit statements of interest for the Hunnewell School. She noted the school enrollment is currently at 2,209 students, with a forecast to continue to decline. Ms. Gray indicated the School Committee is watching the 40B developments with interest as it pertains to the school enrollment.

Mr. Morgan noted the Selectmen also adopted the same position on the HHU Master Plan.

Ms. Gray stated the School Committee wants to continue the feasibility as initially conceived, but with two processes. The MSBA process will be used to evaluate the Hardy and Upham sites, and the Hunnewell project will be a standalone project.

Mr. Kelley reviewed the MSBA process for the Upham and Hardy Schools. He stated the Town in partnership with the OPM and designer will work through feasibility together. The MSBA will not run the project. The Town will run our own project in partnership with the MSBA which will require additional administrative steps. Mr. Kelley reviewed the required approvals from the MSBA board to confirm work done. There are 8 phases of a project with the MSBA including eligibility, forming team, feasibility, schematic design. Our start date is in April for the eligibility period which requires a generic compliance certification. To comply the Town will look at the charge and membership of the SBC. The most notable component of the MSBA process is securing funding for the feasibility and schematic design. The securing of funding will occur prior to securing an OPM and designer. The plan moving forward is to have the SBC determine an estimate of what the cost of the feasibility and schematic design will be, and to seek an appropriation from Town Meeting. The Town will then form a project team. The Town has to be committed to project with funding for schematic design. The Town ultimately will need approval from the MSBA to exit feasibility and move to schematic design, but the funding must have already been approved.

Mr. Kelley indicated the Town is currently trying to complete the first phase. Phase 2 is to select the project team. The Town participates in the selections, but does not have full control over the final decisions. The request for services for the designer sets out the scope of work desired in feasibility. The scope of work that was created as part of the former RFQ is largely the scope the Town would like to continue. The MSBA will want to insure every option has been considered for the construction of the

building at various sites. The Town will have to identify the pros and cons of each site. How much the Town will need to study different options remains to be determined. The end result is to have a comprehensive list of options for the MSBA to consider.

The boards briefly discussed swing space, and when it is considered. Mr. Kelley noted swing space is not reimbursed by the MSBA. At the end of the feasibility the Town will have a schematic design that needs to be approved by the MSBA. Assuming approval, the Town will start the schematic design. Mr. Kelley detailed the required approvals.

Mr. Ulfelder noted the MSBA has engaged the SEC Administrator noting that sustainable design is important in the process. Mr. Kelley stated there is up to 2% additional funding for meeting sustainable building site features.

Mr. Morgan stated the SBC is recommending a Special Town Meeting within the Annual Town Meeting to seek funds to move forward. Mr. Morgan stated the SBC is comfortable that they can produce a reasonable number to defend with Advisory and Town Meeting.

Dr. Lussier urged the Town to begin the process given the length of time needed and the current conditions of the schools.

Several of the Selectmen noted they wanted to consider further the timing of the Special Town Meeting.

Ms. Gray asked if there was consensus to move forward with a Special Town Meeting in the spring.

**Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the boards voted (10-0) to support a request for a spring Special Town Meeting comprised of appropriations for the Upham and Hardy schools.**

The boards discussed the Hunnewell School process. Ms. Gray asked the boards to consider whether to decouple the Hunnewell School from the process. Ms. Gray stated the School Committee has discussed this and was inclined to support moving forward. The SBC discussed in detail moving forward with feasibility, and the professional architects and builders on the SBC reached a quick conclusion that the Town should go ahead with the feasibility study on the school because it will not expire. The current estimate for the Hunnewell School feasibility is \$1 million. A separate appropriation would be required at Town Meeting.

Ms. Sullivan Woods questioned the financial timeline given the significant capital projects proposed for this year. Ms. Robinson stated financial services has reviewed the project debt scenarios, and it is possible. Ms. Robinson noted a basic model has been built, however until the Town has specifics on potential start dates, the Town will not have specific debt numbers.

The boards briefly discussed St. Paul's school as a swing space option. Dr. Lussier noted SMMA is currently doing a cost estimate on bringing the building up to code. Many of the board members were concerned over the potential cost of bringing the building up to code.

**Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the boards voted (10-0) to support a request for a spring Special Town Meeting comprised of appropriations for the rebuilding or replacement of the Hunnewell School.**

**Upon a motion by Mr. D’Ortenzio and seconded by Mr. Morgan, the boards voted (10-0) to dissolve the joint meeting.**

**4. Citizen Speak**

The Board reconvened their meeting in the Juliani Room.

There was no one present for Citizen Speak.

**5. Discuss Proposed Debt Policy**

Ms. Robinson gave an overview of the proposed Debt Policy and reviewed the current proposed debt percentage range. Ms. Robinson noted the policy may require the Board to set a specific number in the debt range for the guidelines. Ms. Robinson further reviewed additions to the policy from the last read by the Board. Ms. Robinson reviewed the past debt trends and the forecasted debt based on the five year capital plan. She noted as currently modeled the Town would be over a 7% threshold in out years with a 4% borrowing rate.

Ms. Sullivan Woods asked to go through the assumptions on the debt. Mr. Robinson reviewed the current debt funding schedule. The overall take away is that requests in the out years would go above the limits of the policy. To smooth out the curve in the Town Wide Financial Plan on debt it hinges upon staying within a specific debt range. The debt range will also give predictability in our operating budgets.

Mr. Morgan was supportive of compressing the debt range. Ms. Freiman was also supportive of reducing the range, but not setting a guideline. Ms. Freiman noted the Debt Policy should not further deplete the town reserves.

Ms. Sullivan Woods was concerned that compressing the range reduces the Town’s flexibility on projects. Ms. Sullivan Woods was concerned that narrowing the range now is difficult because the Board does not have a clear understanding of what projects would have to be reconfigured. Ms. Robinson noted the Town is trending in a position that is responsible without raising taxes.

Mr. Ulfelder stated the range should be a valid range year over year, and unless a project is an emergency it should wait until allowed in the debt schedule.

The Board discussed an appropriate range and asked Ms. Robinson to revise the draft. The majority of the Board was inclined to support a range of 6.2% to 6.8%.

**6. Discuss North 40 Process Next Steps**

Ms. Freiman gave the Board a brief update on a proposed process for moving forward with a North 40 Committee. Ms. Freiman noted she convened a meeting with staff and boards including representatives from the Selectmen, Planning Board, Natural Resources Commission, Advisory, Recreation Committee, Facilities Maintenance Department, School Committee, and CPC. In future phases, the working group will include the Trails Committee, the Playing Fields Task Force, the Department of Public Works, Wellesley College, representatives of abutting neighborhoods, and Wellesley Housing Development Corporation.

Ms. Freiman noted the group was in agreement on next steps include delineating the land subject to the conservation restriction and determining allowed uses. The plan is to have two public forums in the fall. The first forum will be to recap the previous North 40 process and findings, and the second public forum

will be to discuss what residents would like to see for future uses. Ms. Freiman stated she intends for there to be an application for public participation on the new committee and there will be an RFP drafted for a consultant to assist with the process.

Mr. Morgan encouraged Ms. Freiman to look at the 50% open space requirement and the proportional share to the purchase with CPC funding. The Board was inclined to begin the process and to draft the application for residents interested in joining the committee as soon as possible.

#### **7. Executive Director's Update**

Ms. Robinson gave a brief update noting she has hired a new Executive Assistant who will begin on February 26. Ms. Robinson noted in review of the Board's Policy Handbooks, we would like to reorganize and update them with all current policies. She asked the Board to return their existing policy books. Minutes

#### **Minutes**

The Board reviewed the minutes of December 11 and 18, 2017 and January 23, 2018. Mr. Morgan stated he was not present for the January 23<sup>rd</sup> meeting and abstained from voting.

Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) approved the minutes of December 11 and December 18, 2017.

Upon a motion by Ms. Freiman and seconded by Ms. Sullivan Woods, the Board voted (4-0, with Mr. Morgan abstaining) to approve the minutes of January 23, 2018.

#### **8. New Business and Correspondence**

None.

**At 9:37 pm the meeting was adjourned.**