

1 **Board of Selectmen Meeting: February 12, 2018**  
2 **Present: Gibbs, Freiman, Sullivan Woods, Morgan**  
3 **Also Present: Robinson, Jop**  
4 **Minutes Approved: January 8, & 16, 2018**

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6 **Warrants approved: 2018-031 in the amount of \$4,413,543.35**

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8 **Meeting Documents:**

- 9 1. Agenda
- 10 2. BOS Calendar
- 11 3. Executive Director's Weekly Report
- 12 4. DPW – 2018 ATM Article 18 Grove St. Presentation
- 13 5. DPW – Winter Maintenance Presentation
- 14 6. Wellesley High School Field 2 Presentation
- 15 7. Green Communities Designation Grant Funding Proposal
- 16 8. Debt Policy
- 17 9. Town-Wide Financial Plan for 2018 Annual Town Meeting
- 18 10. FY19 Sources and Uses of Funds
- 19 11. FY19 – 23 Debt Budget Projections
- 20 12. Minutes of the January 8, 2018 Meeting
- 21 13. Minutes of the January 16, 2018 Meeting
- 22 14. LWV Proclamation
- 23 15. Gift to 892 Washington St
- 24 16. Veteran's Service Report Dec and Jan 2017-2018
- 25 17. Wellesley Citizen Engagement Plan
- 26 18. Town Meeting Approved of Funds
- 27 19. Debt Budget for BOS
- 28 20. Chief Pilecki Letter of Commendation
- 29 21. WPS Supplemental FY18 Budget Request
- 30 22. Letter from Xfinity
- 31 23. Memo from M. Jop – Delanson Circle Comprehensive Permit
- 32 24. Letter from VHB - Delanson Circle Comprehensive Permit
- 33 25. Letter from Walker Consultants Delanson Circle
- 34 26. Other Correspondence - Letter to ZBA

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37 **1. Citizen Speak**

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39 Ms. Gibbs opened the meeting at 7:03 pm and made two announcements. First, the Wellesley MLP would  
40 be holding a greenhouse gas forum on February 13<sup>th</sup> in the Great Hall. Second, the 3R Working Group is  
41 interested in having 300 additional households in town participate in the food waste pilot program at the  
42 RDF and that information is available on the Town's website.

43  
44 No citizens came forward to speak.

45  
46 **2. Meeting with DPW**

47 Ms. Gibbs welcomed DPW Director Mike Pakstis, Assistant Director Dave Cohen and Town Engineer  
48 Dave Hickey to the meeting. Mr. Pakstis began by reviewing their PowerPoint presentation for the  
49 reconstruction of Grove Street that is proposed as Article #18 at the Annual Town Meeting.

50 Mr. Pakstis clarified that the project extends from Spring Street to the Needham Town Line and that  
51 currently, the sidewalk and roadway are at same elevation, which needs to be changed. He noted that design  
52 is underway with existing funding and that construction would likely commence towards the end of summer  
53 2018. DPW also plans to implement Complete Streets standards. Ms. Freiman asked about sidewalks  
54 installations. Mr. Pakstis said that the sidewalk currently goes from Wellesley Square to Longmeadow and  
55 they have looked at extending to Beard Way. They will try to do this but the impediment to date has been  
56 plantings and other items that are located in the Town's right of way.

57  
58 Mr. Morgan noted that with regard to financial planning for the Town we are relooking at the timing of  
59 project for borrowing with two lenses. He asked if we really going to do this project now, and he asked the  
60 Director about the flow of projects over the 5-year capital plan. Mr. Pakstis commented that they look to  
61 fund design of projects in one year, and construct the following year. Further that our road reconstruction  
62 falls into two categories – street reconstruction, and street resurfacing areas with chip seal. The major  
63 arterials require more attention, including sidewalks, drainage, curbing. Mr. Pakstis anticipates that if the  
64 project is approved, it will move forward with construction at the end of this summer. Ms. Sullivan Woods  
65 asked if there are gas line issues in Grove Street, and if so whether National Grid is lined up to address  
66 them. He replied that we meet with the gas company every other month and we have placed this on their  
67 schedule to identify any issues that have to be repaired; however, we are not aware of any. She also asked  
68 if there is a protocol to alert neighbors that the road is going to be reconstructed and he replied that as soon  
69 as the plan is complete and acceptable, the department notifies residents that following construction, there  
70 will be a 5-year moratorium on curb cuts. Ms. Gibbs asked how the cost for this project compares to others.  
71 Mr. Pakstis responded that Town Meeting authorized spending \$2.3M on Cliff Road where there was 700  
72 feet of drainage added. For Grove Street there is only minor drainage, and the DPW will try to reuse some  
73 of the granite curbing. She also asked what the next major project is after Grove Street. Mr. Pakstis  
74 indicated it would be Walnut Street; DPW will request design funds next year, and then construct during  
75 2020. Mr. Pakstis also noted that the Cliff Road project is scheduled to start up again right after the  
76 Marathon.

77  
78 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, that the Board the Board voted (5-0)**  
79 **to support Article 18 on the Annual Town Meeting warrant for the reconstruction, rehabilitation and**  
80 **repair of Grove Street.**

81  
82 Mr. Pakstis continued at the meeting to review his presentation to the Board on winter maintenance costs.  
83 He noted that this winter season there have been 16 responses with 29 inches of snow. The Town's 6-year  
84 average spending has been \$850k a year. Specifically, the Police keep an eye on deteriorating road  
85 conditions in a storm and contact DPW when they believe treatment with sand/salt is needed. He further  
86 noted that DPW treats sidewalks as needed. If there is snow, DPW starts plowing at 3" or more. There are  
87 four plow zones with priorities for school's routes, business areas, and high travel lanes. There are 33 plow  
88 routes, and 8 sanding/treatment routes. Each plow route has a driving pattern. He also went into detail as to  
89 how winter fleet maintenance and repairs to equipment are decided.

90  
91 Ms. Freiman asked if the repairs and equipment maintenance are done in-house. Mr. Pakstis said that some  
92 is done in-house depending on the number of staff mechanics and the type of repair, but some of it is  
93 outsourced. He also noted that they service the sanders at the end of the season, but often they need work  
94 again after sitting for several months.

95  
96 Mr. Morgan said he understands how the Town's winter maintenance budget is structured under  
97 Massachusetts General Laws. He noted that while the Board has had guidelines for the growth of operating  
98 budgets, we are not keeping pace with the average annual expenditures. He said he would love to see a  
99 way to get our budget up somewhere in the range of \$500k.

101 DPW staff noted that they have discussed this over the years, and it is a decision that the Town needs to  
102 make. One could argue in either direction. Lexington has budgeted closer to what they are actually  
103 spending. The Town has been good to support DPW's requests for supplemental funds  
104

105 Ms. Sullivan Woods noted that the presentation was very transparent. Ms. Robinson said that there may be  
106 an opportunity in the budget to add to the line item to get us closer to the 500k. Ms. Freiman noted that we  
107 do not want to slow down winter operations. The more smoothing and more capital planning we are trying  
108 to do, the more we might want to come closer to actual costs. If we take it to 500k, the chances are not high  
109 that it won't be used. Under-budgeting for winter maintenance results in volatility of the amount of free  
110 cash necessary to balance the budget before Town Meeting. Ms. Gibbs concurred that it is important to  
111 have some certainty in the Free Cash funds on hand each year. Ms. Sullivan Woods concurred, that we  
112 should be realistically budgeting, but perhaps we budget a portion of free cash for anticipated expenditures  
113 for this.  
114

### 115 **3. Discuss High School Field Improvements**

116 The Board was joined by Andy Wrobel representing the Playing Fields Task Force and Michael D'Ortenzio  
117 representing the School Committee, Cliff Canniday and Dave Hickey, Town Engineer to discuss this  
118 project. Together they reviewed their presentation to the Board about the details of the project and the work  
119 they have done to gain consensus from other Boards since they last met with the Selectmen. Ms. Sullivan  
120 Woods asked what percentage of restroom use they think will be by the public versus school uses. Mr.  
121 Wrobel said that there will be three buildings and one would remain open for the public except in the winter.  
122 The other two bathrooms would be opened for event use when it is anticipated that they are needed. The  
123 proponents were asked if they have resolved how the buildings will be cleaned and maintained. Mr. Wrobel  
124 responded that this will be handled by FMD custodians and he does not believe there will be much cost  
125 involved for supplies or materials. Mr. Morgan complemented the proponents on their work to bring this  
126 project to fruition and noted it is a good example of how the "Wellesley Way" can work.

127 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, that the Board voted (5-0) to support**  
128 **Article 17 on the Annual Town Meeting warrant for improvements to the High School Field.**

### 129 **4. Approval of Green Communities Grant Application**

130 The Board was joined by Ms. Marybeth Martello, SEC Administrator, along with SEC Chair Laura Olton  
131 and member Ellen Korpi, to discuss how to apply the Green Communities funding. The projects they have  
132 planned are DPW –LED retrofit and the increase in the SEC budget to cover administrative costs. They  
133 have also been planning an audit for our water/wastewater stations, but just received the proposal as they  
134 entered the meeting. She noted that while she is glad to have received the proposal, the cost of the audit  
135 could not be included in the grant application without impacting either the LED lights or administrative  
136 expenses. With regard to the lights, they had been carrying \$114k and the payback is five years. The total  
137 grant amount is \$137,250.  
138

139 Ms. Martello further noted that the application must be in by February 23<sup>rd</sup>. Ms. Sullivan Woods suggested  
140 that we should use the grant to do the work, and she does not believe that the Advisory Committee assumes  
141 a revenue stream from grant funds for the additional staff support in the budget. Ms. Freiman said she  
142 agreed that funding for staff should be secure and protected in the budget and indicated that she does not  
143 want to see staff hours cut. Mr. Morgan said that given our need to get the application in, he is comfortable  
144 supporting the application. Ms. Robinson noted that they will need to have a clear conversation with DPW  
145 to ascertain which projects the Town could pursue at this time.

146 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan the Board voted (5-0) to approve the**  
147 **Town's application for funding up to \$137,250 from the Green Communities program and execute**  
148 **the application.**

149 **5. Board of Health**

150 Members of the BOH (Shep Cohen, Lloyd Tarlin) joined the Board as well as Nurse Ann Marie McCauley,  
151 Alison Cross and Carol Hannenberg.

152  
153 Mr. Cohen provided the Board with an update on flu cases in Town. He noted that Ms. McCauley is in  
154 contact with the schools and they are monitoring the situation. Right now, there is no major pocket of flu  
155 cases in Wellesley. Last year in January there were 12 cases; this year, there are 49 cases. The Board is  
156 urging people to get a flu shot; they have already given 700 vaccinations and have ordered more vaccine.  
157 The Board has also purchased disinfectant and they are trying to put up information posters. The overall  
158 message is that if you are sick stay home.

159  
160 Food Sharing- Alison Cross gave an overview on this. She said that food that is prepared, but not served,  
161 is frozen and sent to a frozen facility is where it is made into individual meals for food for free. Current  
162 participants are Wellesley, Bentley, Olin, Babson, Mass Bay, and the elementary and high schools. They  
163 were surprised to learn that Mass Bay has a large percentage of students who self-identify as being food  
164 insecure to the point where the school is handing out power bars. They are also trying to get the food meals  
165 back to Wellesley at Housing Authority properties. Regarding food insecurity Ms. Cross noted that on  
166 average, 1 in 7 persons is food-insecure and in our area, it is 1 in 10. At Mass Bay 1 in 2 students is food  
167 insecure. The food sharing program to date is on track to generate 20k meals. From here we will go to other  
168 towns to replicate this same program. Ms. Gibbs agreed that this is an important issue and is glad to see  
169 the collaboration with the Town and the colleges. Ms. Freiman asked if they can expand to include  
170 restaurants. Ms. Cross said restaurants work directly with other organizations, and prepared food requires  
171 protocols that would preclude that.

172  
173 **6. Finalize proposed Debt Policy**

174 Ms. Robinson gave an overview of the modifications to the debt policy from last week. Both Mr. Morgan  
175 and Ms. Freiman said they support the final draft. Ms. Gibbs noted her support as well and stated that when  
176 the Board is introducing a policy the expectation is this is a guiding tool that can be revisited and updated.  
177 Ms. Sullivan Woods said she was uncomfortable with the range and having an upper limit. She noted that  
178 while we have done due diligence on looking at the numbers, we should have some expectations that is  
179 would be good for several years. Thus she believes this range is too narrow. She noted that the Town already  
180 sets tight guidelines for operating budgets and has clear policies on reserves and OPEB, thus there are very  
181 few levers at our disposal to manage the budget. The two levers we do have are operating guidelines and  
182 cash capital/inside the levy debt. She believes that this policy limits the ability to balance the budget,  
183 especially as there are so many open financial issues on the table such as the HHU time table. She pointed  
184 out that the Unified Plan poses a multitude of issues that may conflict with a lower and upper range of  
185 spending. She said she did some research into other debt policies and was unsuccessful in finding one at a  
186 range as close to what is proposed. She said she wants to take time to have more information. Ms. Freiman  
187 said she was hesitant not to have a range, pointing out that right after the Board passed the policy on reserves  
188 (8-12% of current revenues), it dipped to below that to 7.9%. She stated that we are striving to smooth out  
189 our capital and she really supports the proposed policy. Mr. Morgan agreed. He noted that this policy will  
190 require discussion on prioritization and transparency. He believes we will evolve as we work through it and  
191 he is comfortable moving ahead.

192

193 Ms. Sullivan Woods asked if the range was set as proposed whether our operating guidelines would also  
194 stay the same. Ms. Robinson answered that this would allow us to maintain operating budget at the same  
195 level. Ms. Sullivan Woods asked for the reasoning behind the range of 6.2 and 6.8%. She noted that the  
196 Town has managed \$4M in inside the levy borrowed debt for the past 6 years since 2012 when it was just  
197 5.75%. Ms. Robinson answered that it is important to have a floor amount to maintain all of our  
198 infrastructure, but also to have a ceiling over which we don't want to go and negatively impact other areas  
199 of the budget. Mr. Morgan added that we need to send a signal that we are not going to have significant  
200 growth in capital indefinitely. Ms. Gibbs said that we also have Unified Plan recommendations that at this  
201 point are not known. We are hoping that our departments are working towards their strategic plan and we  
202 want to be able to support new initiatives.

203  
204 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan the Board voted (3-0) with Ms. Sullivan**  
205 **Woods abstaining to approve the Debt Policy as proposed.**  
206

207 **7. Discuss Draft Town-Wide Financial Plan**

208 The Board discussed the initial draft of the TWFP. Mr. Morgan said he wanted to identify a line item for  
209 spending for the Unified Plan. He also noted that school enrollment is projected to decline, and the school  
210 department forecasts show that over the next 3 years, thus he thinks we should go with school at the same  
211 rate of increase as our town expenses. Ms. Freiman pointed out the growing SPED costs and how those  
212 may be impacting the school's core operations, and suggested the Board might want to consider these  
213 portions of the school budget separately next year. Ms. Gibbs noted that she thought the Executive  
214 Summary in the beginning of the plan should separate out the initiatives of the debt policy from health  
215 insurance changes. The Board will send Ms. Robinson any further edits they have and a new version will  
216 be discussed at the next meeting.

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218 **8. Executive Director's Update**  
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220 Ms. Robinson indicated that there were two sets of minutes for approval in the Board's packet as well as a  
221 resolution regarding the League of Women Voters, and a check from the owner of the property at 892  
222 Washington Street. The check needs to be accepted as a gift that will enable the Town to pay expenses  
223 against it for the monitoring of the conservation restriction on the property.

224  
225 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan the board voted (5-0) to approve the**  
226 **minutes of the January 8 and January 16, 2018 meetings.**  
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228 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan to the board voted (5-0) to approve a**  
229 **resolution for the League of Women Voters.**  
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231 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan the board voted (5-0) to accept a gift**  
232 **of \$7,500 from the owner of the property at 892 Washington Street for the monitoring and**  
233 **enforcement costs associated with the conservation restriction of the property.**  
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235 **9. New Business and Correspondence**  
236

237 None.

238  
239 **10. Executive Session**  
240

241 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan that the Board was polled all aye**  
242 **(Freiman-Aye, Morgan – Aye, Sullivan Woods – Aye, Ulfelder – Aye, Gibbs -Aye) vote to**

243 **enter into Executive Session under M.G.L. c 30A, §21 exception #3 to discuss strategy with regards**  
244 **to collective bargaining. Furthermore, that Blythe Robinson and Meghan Jop be invited to**  
245 **participate in the meeting.**  
246

247 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan the Board was polled all aye**  
248 **(Freiman-Aye, Morgan – Aye, Sullivan Woods – Aye, Ulfelder – Aye, Gibbs –Aye) to close**  
249 **the executive session and enter into open session for the purpose of adjourning the meeting.**  
250

251 The meeting was adjourned at 9:43 pm.