

**Wellesley Advisory Committee
Juliani Room, Town Hall
February 28, 2018, 7:00 PM**

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

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

7:00 p.m. Citizen Speak

Chad Harris, 8 Granite Street, spoke regarding Warrant Article 23 (Granite Street acceptance).

- Granite Street is in the College Heights neighborhood and is centrally located; used as a route to Sprague School and even to the Middle School.
- The road is in tough shape; potholes are big and deep.
- Granite Street residents investigated options and have had 75% of abutters agree to street acceptance in both 2016 and 2017.
- Board of Selectmen (BOS) went through process of classifying street last year but ultimately felt it was not fiscally prudent to go forward; this year BOS has decided to go forward.
- Residents are grateful to BOS and in particular Meghan Jop for their work on this matter.
- Appreciate difficulty of balancing Town budget, but feel that residents have gone through all the necessary steps and have BOS support and that it is within means of Town this year to accomplish.
- While there is an obvious cost to the Town, abutters will be paying non-incidental costs.
- Improvements will be beneficial to residents and all those who use Granite Street.

7:05 p.m. Town Counsel re: Warrant Article 37 (Citizen petition re: electronic voting)

Tom Harrington, Town Counsel, was present.

- Executive Director and Town Counsel met with proponent of citizen petition to talk about original form of warrant Article
 - Felt language of Article was a little broad
 - Concerns about conflicts with Section 8 of General Town Bylaws; right now Sections 8.21 and 8.22 set out how votes are to be counted and the various options available to Town
- Other towns using electronic voting have addressed it in their bylaws
- Do think there is room within the Article to allow Town Meeting, through Moderator, to appoint a committee, the purpose of which would be to:
 - Investigate electronic voting in neighboring and similarly-situated towns
 - If committee believes worthwhile to go forward, look at bylaws and see what amendments need to be made to bylaws
 - Once all that work completed, two options:
 - See if BOS is interested in offering an electronic voting proposal to Town Meeting (Town Counsel's recommended course of action)
 - Committee could simply report back to TM

There was a comment by the Advisory Chair that the motion has evolved from the Article, so that there is no longer a request for funding; simply asking for appointment of a committee to study the issue. Advisory will accordingly vote on the motion.

There was a question whether the Moderator even needs Town Meeting approval to appoint a committee: He probably should get TM approval.

There was a question for Town Counsel (unrelated to electronic voting) as to whether the subject of the Town's liability under Article 34 (alcohol in Town buildings) had come up: Yes, discussions on that topic are ongoing; not prepared to talk about it at this time; will be prepared to talk about it at Town Meeting or before. There was a follow-up question as to whether Town Counsel had an opinion on the issue: Everything the Town does exposes it to liability; the question is whether Town can contain liability; Town Counsel not advising that we not move forward with Article 34.

7:12 p.m. Playing Fields Task Force re: Warrant Article 17 (WHS field improvements)

Andy Wrobel, Chair, Recreation Commission, and Chair, Playing Fields Task Force (PFTF), was present. Joe McDonough, Director, Facilities Management Department (FMD), was also present.

Here to answer questions regarding maintenance of new facilities.

- In best case scenario, the team room would be ready in the spring of 2019; restrooms won't be.
- Not sure how much maintenance costs will be; have never done this type of maintenance before
- FMD will do the maintenance under a 2-year pilot to see how much it costs and how it works; following that pilot, a recommendation will be made about whether to continue maintenance in-house or contract out and how costs should be allocated
 - Representatives from Recreation, Schools, FMD and DPW met last week to develop this plan
 - Maintenance during pilot program will be paid for by either the PFTF or the Schools' rental revolving fund
- WHS Athletic Director would be point of contact for scheduling custodial and maintenance work
- Always a concern about vandalism with any sort of remote, unmanned facility

There was a question whether there was any sense of the total dollar amount or a possible dollar range or FTE equivalents: Early on after project completion, talking about having only the restroom next to team room open; for major events (Thanksgiving Day football game, WHS graduation, etc.), other restroom also would be open. Routine work would be a couple of hours loading up paper products, cleaning supplies, etc. — real wild card for FMD is what kind of ongoing maintenance will be required (lights, plumbing fixtures, doors, etc.)

There was a question whether it is possible that the existing WHS locker room won't be in use as much when new facility opens: There may be less work/wear in the WHS locker room due to reassignment of teams, but still adding to overall space that has to be cleaned.

7:20 p.m. Facilities Management Department FY19 Proposed Budget

Blythe Robinson, Executive Director; Joe McDonough, Director, Facilities Management Department; and Jack Morgan, Vice Chair, Board of Selectmen, and Vice Chair, School Building Committee, were present.

Ms. Robinson gave an overview of the request for a new Project Manager position within FMD.

- Planning for Special Town Meeting at some point this spring to bring two articles to address Hardy, Hunnewell and Upham (HHU) schools – one article for Hardy/Upham and one for Hunnewell.
- The BOS had not included any additional staff to address these projects in FMD budget because Town didn't know if it would be accepted into Massachusetts School Building Association (MSBA) program and, once accepted, was working to understand timing of eligibility period for that program.
- As HHU project has gained momentum, became clear that FMD staff is fairly well tapped out
 - Two PBC staff positions transferred over to FMD last year, but FMD has taken on more work, and still more work is planned in coming year (e.g., Middle School projects, Town Hall exterior).
 - Although Town relies on Director's MSBA expertise with respect to particular projects, he has a department to run.
 - Options available to BOS included (1) put request for funds for new FMD position in budget prior to ATM so that Town Meeting members have full view of what we anticipate; (2) put request in while at ATM; (3) wait and put request in at Special Town Meeting; or (4) do nothing. BOS chose option 1 as the most transparent. As for option 3, don't really want to borrow funds for staff.
 - If there was some reason that HHU projects didn't go forward, BOS wouldn't hire new person. If projects do receive approval at Special Town Meeting this spring, and hiring process then begins, existing staff will have to shoulder work temporarily until new hire can be brought on board, but feel this is most responsible way to proceed.
 - Would need to have this staff position in place through 2024.
 - In terms of funding the budget, it is a little bit of a curve ball to put this in at the end of process. However, in initial phases of budget planning, Town hadn't projected for any incremental state aid, though governor's budget includes 3.5%. The state has been true to its word with this funding, so some of that 3.5% (approximately 1.1%) is being used to fund this new position.

Mr. McDonough added the following points:

- These two projects will amount to an estimated \$110 million of construction.
- Expect to have one or two building committees (MSBA-dictated as well as one for Hunnewell project) and PBC involved; could be two owner's project managers (OPMs), two contractors, etc.
- These two committees need staff level support; huge amount of work to manage contracts; OPM doesn't do that.
- Staff person would be involved in hiring of OPM and architects, as well as reviewing OPM, etc.; there's a lot of work to the process and a lot of paper that gets generated; FMD reviews every single drawing and marks them up.
- After July 1 formal memorandum of understanding between BOS, PBC and FMD, there are policies and procedures in place specifying the level of support FMD provides PBC. Prepare detailed executive summaries; helping PBC to operate at more strategic level.
 - Last year, FMD on took on two already-budgeted positions, made one a project manager at FMD and one a project assistant, with a slight increase in budget but no increase in headcount.
 - Steve Gagosian was a senior project manager. As of July 1, he became point of contact supporting PBC, in addition to project management duties. His new title is Design and Construction Manager.
 - For Middle School piping project, currently have an outside OPM in budget, but will continue to look at whether that can be brought within FMD.
 - Question as to how much FMD can take on before projects begin to suffer; direct correlation between value of project and amount of paper that has to be completed.

- Want to clarify that, for the High School project, the Schools had a project coordinator position; that's not this requested position. Have not talked to Schools about whether they intend to have a similar position for the two elementary projects.

Mr. Morgan spoke in his capacity as a member and Vice Chair of the School Building Committee.

- As projects move forward, Schools will be looking to get staffing and support for project; whether Schools need additional staff at feasibility phase is a more open question; perhaps when get to full scale construction
- Precipitating factor for Mr. Morgan behind this request is that FMD (particular the Director and Mr. Gagosian) were completely stretched, even at this early stage
 - Mr. Morgan and the BOS do not want FMD to be completely stretched on what in aggregate would be the biggest construction projects Town has undertaken
 - Felt BOS should be transparent and put request in budget

There was a question whether, if the position is approved, it will become a permanent position within FMD or a position that sunsets at a particular date in the future: It will be a permanent position, but won't start recruitment process until after feasibility studies are approved and it's pretty clear projects will go forward. It takes a couple of months to complete hiring process. There was a follow-up question as to whether the position will be for 4/5/6 years (until project completion) or permanent: It would be permanent, but there are some people in FMD (at project manager level) who have indicated they won't be here beyond 2024; will need to look at what projects are in place as the HHU projects wind down someday.

There was a question when this new position will be estimated to begin: Hiring would take place as soon as possible after July 1, with the understanding that hiring process takes 60 days.

There was a comment that, although none of this is settled, one thing that seems to have changed since last December is the thinking that the two elementary school projects would be done sequentially (i.e., start out with Hardy/Upham and then go to Hunnewell), and that concerns about how long the MSBA process would take are leading to the idea that both projects might go forward at the same time: What SBC has recommended, and what BOS and School Committee are expected to endorse, is that at the upcoming STM there will be one article for the MSBA project (which per MSBA rules must provide funding for feasibility and schematic design in order for Town to be officially admitted into the MSBA program). That will trigger the MSBA process of hiring an OPM and a designer. SBC will ask BOS and SC to include a second article for the STM that will fund the feasibility study for Hunnewell and will go through questions like site constraints for parking, etc., but will also allow some funding on swing space (will be some consideration of that in MSBA article, too) to inform question of whether there is a pathway to build Hunnewell before the MSBA building is built. If Town doesn't start on Hunnewell, with a resulting several year delay in that project, Town will be less busy, but will have \$6 million in cost escalation (5% per year estimate).

There was a comment from the Advisory liaison to the PBC that given the projects that are coming into FMD/PBC, would not anticipate them being "less busy" even if Schools are "less busy"; can't imagine how FMD/PBC can go forward without additional staff.

There was a question about who managed things from within during the High School project: OPM had a robust staff of four or five project managers; Schools took on a larger role through project coordinator and one of assistant superintendents; active involvement by Town building committee.

There was a comment that in-house oversight seems to have more care associated with it; FMD knows the building, and should be more involved for the future and its own needs; example of School Security

project and how costs came down dramatically when FMD project manager took over; in long run, may be more efficient to use in-house staff.

7:50 p.m. Executive Director re: Additional Matters

1. Compensated Absences (ATM Article 7, Motion 3)

- Line item in budget to pay for separation of employees from Town service who are retiring/resigning
 - Town must pay for earned but unused vacation (per state law); usually a week or two or three
 - There are a group of employees who have higher costs per union contracts
 - Generally Police and Fire employees, where union contracts provide for payment for sick and personal time as well as vacation time
 - Five firefighters are retiring this year after significant (e.g., 30+ years) with Fire Department and significant accrued time; that's where the shortfall comes from
 - For FY19, have proposed to increase the budget line item for separating employees from \$90,000 to \$120,000

2. Health Insurance

- On Monday, had final full group meeting with all unions; came to agreement on health insurance; still have work to do
- In summary, the joint purchase group to which Wellesley belongs (West Suburban) has eliminated current rate-saver plan going forward; new offerings include a “benchmark” plan (benchmarked to state Group Insurance Commission plan) as well as a high deductible plan
 - Town employees will be going from no deductibles to two different plans with deductibles starting in July
- About 8% difference (in Town's favor) in premiums between rate-saver (current plan) and benchmark plan and 18% difference between rate-saver and high deductible plan
 - Some of those savings will be eaten up in rate increases
- Employees will pay increasing share of premiums over three years
 - Town will still pay 80% of Fallon this year but less going forward (79% in year 2 and 78% in year 3)
 - Over time, Town will realize savings of \$150,000 per year
- Town will spend some of the dollars saved in first year by incentivizing people to make other choices
 - Town will share deductibles for benchmark plan; if employees put their savings into flexible spending account (FSA), Town will match that
 - Town will pay \$1,000 to employees who opt for high deductible plan in first year (\$750 in second year)
 - Town's strategy is to take a long view and make it cost-effective

There was a question as to whether actual FY19 group insurance costs will be lower than projected: Had been carrying 5% increase in budget, jumped it to 7% last year, and it came in at 9%, but West Suburban group decided to manage that rate increase overall so Fallon won't truly be 9%; Town is carrying 7% again for next year in part because hopeful that steps being taken will counteract that or other changes in health insurance will help keep costs in check.

There was a question whether the Town has the rates for these new plans already; Yes; have tried to be perhaps more careful than in the past; budgeting 25 new “lives” in the plan; perhaps have been too conservative in estimating how many people will take high deductible plan.

8:04 p.m. Discussion and voting on ATM Warrant Articles

Article 8 Supportive/Unsupportive Votes

- *FMD: Andrea Ward made and Rose Mary Donahue seconded a motion to express support for the Facilities Management Department proposed FY19 operating budget, including 2% merit pool allocations, which will result in a 4.21% (\$325,621) increase over FY 18 and an increase in Full-time Equivalent Employees from 71.6 to 72.6 in FY19. The motion passed unanimously (12-0).*
- *Financial Services: Andrea Ward made and Rose Mary Donahue seconded a motion to express support for the Financial Services proposed FY19 operating budget, including 2% merit pool allocations, which will result in a 4.03% (\$17,817) increase over FY18. The motion passed unanimously (12-0).*
- *Fire Department: Andrea Ward made, and Rose Mary Donahue seconded, a motion to express support for the Fire Department proposed FY19 operating budget, including 2% merit pool allocations, which will result in a 3.54% (\$187,460) increase over FY18. The motion passed unanimously (13-0).*
- *Board of Health: An Advisory member expressed the view that the increases were justified given the need to fully fund the Environmental Health Specialist (EHS) position that was approved (for one-half of a year) at last year's Annual Town Meeting, as well as the increased workload experienced by the Health Department. Another Advisory member expressed concern about the requested increase in per diem EHS hours for FY19, given that the new full-time EHS is not yet on board and hence the impact of that new employee on the Department's workload has not yet been determined. Andrea Ward made and Rose Mary Donahue seconded a motion to express support for the Board of Health proposed FY19 operating budget, including 2% merit pool allocations and Mental Health Services Contracts, which will result in a 6.96% (\$52,918) increase over FY18 and an increase in Full-time Equivalent Employees from 6.8 in FY18 to 7.2 in FY19. Advisory member Don McCauley recused himself. The motion passed by a vote of 7-5.*
- *Housing Development Corp.: Andrea Ward made and Rose Mary Donahue seconded a motion to express support for the Housing Development Corp. proposed FY19 operating budget, which will result in an 8.33% (\$500) increase over FY18. The motion passed unanimously (13-0).*
- *Law: Andrea Ward made and Jane Andrews seconded a motion to express support for the proposed FY19 Law operating budget, which will result in a 15.38% (\$50,000) increase over FY18. The motion passed unanimously (13-0.)*
- *Planning Board: Andrea Ward made and Mark Kaplan seconded a motion to express support for the Planning Board proposed FY19 operating budget, including 2% merit pool allocations, which will result in a 6.54% (\$19,897) increase over FY18. The motion passed unanimously (13-0).*
- *SEC: Andrea Ward made and Mark Kaplan seconded a motion to express support for the Sustainable Energy Committee proposed FY19 operating budget, including \$20,000 benefits and 2% merit pool allocations, which will result in a 207.39% (\$40,715) increase over FY18 and an increase in Full-time Equivalent Employees from 0.56 in FY18 to 1.0 in FY19. The motion passed by a vote of 11-2.*
- *Town Clerk: Andrea Ward made and Rose Mary Donahue seconded a motion to express support for the Town Clerk proposed FY19 operating budget, including 2% merit pool allocations, which will result in a 14.92% increase (\$40,875) over FY18. The motion passed unanimously (13-0).*
- *ZBA: Andrea Ward made and Rose Mary Donahue seconded a motion to express support for the Zoning Board of Appeals proposed FY19 operating budget, including 2% merit pool allocations, which will result in a 44.7% (\$27,389) increase over FY18 and an increase in Full-time Equivalent Employees from 1.0 in FY18 to 1.5 in FY19. The motion passed unanimously (13-0).*
- *Board of Library Trustees: Andrea Ward made and Paul Merry seconded a motion to express support for the Board of Library Trustees proposed FY19 operating budget, which will result in*

an increase in Full-time Equivalent Employees from 37.0 in FY18 to 37.2 in FY19. The motion passed by a vote of 12-1.

- *Schools: Andrea Ward made and Jane Andrews seconded a motion to express support for the School Committee proposed FY19 operating budget, which will result in an increase in Full-time Equivalent Employees from 823.5 in FY18 to 824.88 in FY19. The motion passed unanimously (13-0).*

Article 15 (Community Preservation Committee Appropriations)

- *Andrea Ward made and Lina Musayev seconded a motion for favorable action under Motion 4 of Article 15, as proposed by the CPC, to see if the Town will vote to appropriate \$175,000 (One Hundred and Seventy-Five Thousand Dollars) from the Undesignated Reserve to the Department of Public Works for Phase II of the Hunnewell Track and Field Rehabilitation Project/installation of bathroom facilities. The motion passed unanimously (13-0).*
- *Andrea Ward made and Rose Mary Donahue seconded a motion for favorable action under Motion 12 of Article 15, as proposed by the CPC, to see if the Town will vote to appropriate \$36,000 from the Historical Resources Reserve to the Wellesley Historical Society to complete the processing and preservation of Wellesley Business, Club and archival collections. The motion passed by a vote of 12-1.*
- *Andrea Ward made and Rose Mary Donahue seconded a motion for favorable action under Motion 13 of Article 15, as proposed by the CPC, to see if the Town will vote to appropriate \$100,000 from the Undesignated Reserve to the Department of Public Works for the design and construction document phase of the project to improve Lee Field and Hunnewell II Field. Advisory Member Todd Cook recused himself. The motion passed unanimously (12-0).*

Article 17 (WHS Field Improvements)

Andrea Ward made and Rose Mary Donahue seconded a motion for favorable action on Warrant Article 17, as proposed by the Playing Fields Task Force and School Committee, that the Town vote to appropriate \$525,000 (Five Hundred Twenty-Five Thousand Dollars) to be expended under the direction of the Board of Public Works for design, architectural and engineering services, bid documents, construction services and associated costs related to the construction of the High School track and field facility including: (a) construction and installation of appurtenant structures and site enhancements; and (b) professional or other services in connection therewith; said funds to be raised as follows:

- *\$175,000.00 (ONE HUNDRED SEVENTY-FIVE THOUSAND DOLLARS) transferred from Gifts;*
- *\$175,000.00 (ONE HUNDRED SEVENTY-FIVE THOUSAND DOLLARS) from Community Preservation Undesignated Reserves as approved pursuant to Article 15 of the Warrant; and,*

That the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow the sum of \$175,000 (ONE HUNDRED SEVENTY-FIVE THOUSAND DOLLARS). The motion passed unanimously (13-0).

Article 18 (Grove Street Reconstruction)

Andrea Ward made and Rose Mary Donahue seconded a motion for favorable action on Warrant Article 18, as proposed by the Board of Public Works, that the Town vote to borrow \$2,000,000.00 (TWO MILLION DOLLARS), to be expended under the direction of the Board of Public Works, for engineering designs, bid documents, construction services and associated costs related to the construction, reconstruction, rehabilitation, and repair of Grove Street, including street, sidewalk and/or drainage repairs and improvements. The motion passed unanimously (13-0).

Article 19 (Main Library Interior Renovation).

The Advisory Committee discussed, but did not vote on, Article 19. A vote will be taken when the final design costs are available.

The Advisory chair posed the question whether this is a project that should be going forward in FY19. An Advisory member expressed concern about the pending HHU projects; thinks Library renovation should wait. Another Advisory member stated that there is currently a window of opportunity in which to go forward with the Library project and that the Town should do so. That member noted that Advisory had just voted in support of funding the Grove Street reconstruction. An Advisory member stated that, given the BOS' planned development of a capital planning policy later this spring, the Library project should wait and be evaluated through that framework. Another Advisory member expressed the view that, in addition to upcoming School capital projects, the Town is facing numerous other projects, including the Town Hall exterior and the Town Hall interior (handicapped accessibility issues); all of these are competing needs that must be sorted out and prioritized. In that member's view, although the Library project has merit and the Town should develop a way to evaluate and fund non-emergency projects like this, addressing the space in which Town employees work is more important than a Library renovation. An Advisory member opined that going forward with design work can be useful, as it can provide value and optionality; another Advisory member commented that designs can go stale, and that is why the Town has a history of not doing design work until it is sure it will go forward with a project. Another Advisory member did not understand the urgency of the project and believes the Library is a beautiful and functional building. An Advisory member noted that the idea of bringing the Library into the 21st century is appropriate; on the other hand, the Town is facing 80-year old elementary schools, a 50-year old Middle School, and a Town Hall in need of repair. Another Advisory member echoed the view that this is the window of time in which to undertake a Library renovation.

Article 20 (Automated Materials Handler)

An Advisory member commented that including the automated materials handler (AMH) as part of a Library renovation would be more economical; to do the AMH as a standalone project is putting the cart before the horse, even if the AMH is a great idea. An Advisory member who expressed support for the Library renovation project expressed reticence on this stand-alone expenditure; sees it as an operating expense, and not a high priority given that the Town has cut more urgent items. This member looks forward to a capital project that really renovates the Library. Another Advisory member who expressed mixed feelings about the overall Library renovation project voiced the opinion that a stand-alone AMH is a singular project that seems expensive.

Andrea Ward made and Rose Mary Donahue seconded a motion for favorable action on Warrant Article 20, as proposed by the Board of Library Trustees, to see if the Town will vote to raise and appropriate, transfer from available funds, accept gifts, or borrow the sum of \$350,000.00 (THREE HUNDRED FIFTY THOUSAND DOLLARS) to be expended under the direction of the Board of Library Trustees and Facilities Management Department for design, architectural and engineering services, bid documents, construction services and associated costs related to the purchase and installation of an Automated Materials Handler for the Wellesley Free Library located at 530 Washington Street. The motion failed by a vote of 6 in favor and 7 opposed.

10:19 p.m. Adjourn

Items Reviewed During Meeting

- Memo from Joseph F. McDonough to Blythe Robinson, "Request for New Project Manager Position for HHU Projects," February 26, 2018