

Approved: July 10, 2018

Board of Selectmen Meeting: June 25, 2018

Present: Gibbs, Freiman, Sullivan Woods, Ulfelder

Also Present: Robinson, Jop

Warrants approved: 2018-050 \$4,851,201.12

Minutes approved:

Meeting Documents:

1. Agenda
2. BOS calendar
3. Motions
4. Executive Director's Weekly Report
5. Email from Planning Board re: vacancies
6. PSI application for proposed Wellesley College Science Center
7. Memo from BETA Engineering re: Wellesley College Science Center PSI
8. Draft Letter to Planning Board re: Wellesley College Science Center
9. McGinley Kalsow Presentation slides re: Town Hall Interior
10. Draft regulation for Alcohol in Town Buildings
11. Notice of Ground Lease – 900 Worcester Street
12. Ground Lease Certificate – 900 Worcester Street
13. Estoppel Certificate – 900 Worcester Street
14. Email from Finance Director re: WHDC CPA firm selection
15. Draft Agreement from Baumann and Baumann
16. Gifts to COA
17. Gift to Recreation Dept.
18. Year End Transfers
19. Letter to COA Board
20. Commendation for Officer Michael Gerard
21. GFAO Press Release
22. Dept. of Environmental Protection Municipal Letter
23. May Parking Meter Report
24. May Animal Control Report

1. Call to Order and Citizen Speak

Ms. Gibbs, Chair, called the meeting to order at 6:45pm

2. Approve Selection of WHDC CPA Firm

Ms. Robinson provided a brief background on the process of Wellesley Housing Development Corp.'s annual selection of a CPA firm to perform an audit and file the IRS 990 Form, per IRS requirements. Baumann & Baumann had been selected several years ago and was selected again this year. She noted Ms. Strother's email which pointed out the CPA firm had been the same for several years and suggested another CPA firm should bid for this work in the future.

Upon a motion by Ms. Freiman and seconded by Ms. Sullivan Woods, the Board voted (4-0) to authorize a contract with Baumann and Baumann for \$2,925 to provide CPA services necessary to file a Federal Form 990 on behalf of the Wellesley Housing Development Corporation.

Citizen Speak:

Mr. D'Ortenzio, precinct B, thanked Ms. Gibbs for her service as Chair this year on behalf of the School Committee.

3. Joint meeting with Planning Board to Vote on Planning Board Vacancies

Ms. Gibbs opened the joint meeting with the Planning Board. Ms. Johnson, Ms. Woodward, Mr. Roberti of the Planning Board joined the Board.

Upon a motion by Ms. Freiman and seconded by Ms. Sullivan Woods, the Boards voted (7-0) to convene a joint meeting with the Planning Board.

Upon a motion by Ms. Freiman and seconded by Ms. Sullivan Woods, the Boards voted (7-0) to elect Ellen Gibbs as Chair of the joint meeting.

Upon a motion by Ms. Freiman and seconded by Ms. Sullivan Woods, the Boards voted (7-0) to elect Catherine Johnson as Secretary of the joint meeting.

Ms. Gibbs stated the purpose of the joint meeting was to vote on candidates recommended by the Planning Board to fill vacancies of Planning Board member for the duration of the terms.

Ms. Johnson discussed the recommendation of the candidates and their terms. She stated the Boards were meeting to fill vacancies that include Albert Berry and Patty Mallett for full member positions, and Sheila Olson was recommended for the associate member position. She added the associate member does not vote unless needed due to requisite number of full Board members not being present. The terms of the appointments for the full members will be July 1, 2018 to the next election in March; if they choose to run for election, one term is five years and one is for one year. The Associate position is for July 1, 2018 through June 30, 2019. If the associate member chooses they may run for election to the Board after the annual appointment expires. She added that the Board had a wonderful experience looking for these candidates and found them eager, willing, and committed. The Planning Board voted unanimously to recommend these candidates to the Selectmen. Ms. Woodward stated she was pleased that there were three people and each brought special experience and skills that will round out the Board. She wanted to publicly thank them for volunteering for these positions that are time consuming and demanding.

Ms. Gibbs recognized the challenges of Boards to find suitable candidates to serve. She added that the Boards want to make every effort to proactively reach out to find interested residents with suitable skill sets. The Town has a responsibility to vet candidates and to take into account all of the factors and base its thinking and decisions in the best interests of the Town. She noted there was a lot to consider and the Boards are not going to approve people only because they have been identified or supported. She was supportive of the candidates but stated she had reservations. She added she found the interviews to be disappointing. She found that the candidates spoke very little about the responsibility of the Planning Board and did not show an understanding of the job. She added she did not hear a lot of comments on projects and issues going on in Town other than 40B projects.

The Boards discussed the candidates and their previous interviews at the Selectmen's meeting. Mr. Ulfelder added his concerns of the length of time one of the candidates has lived in Wellesley. Ms. Freiman suggested materials for the candidates to study to be successful Planning Board members. Ms. Sullivan Woods noted that members of the Planning Board need to be committed to caring for and understanding the culture of the Town.

Ms. Johnson stated that the Planning Board staff assists greatly in preparing candidates in Planning Board positions. She noted that Citizen Planners Collaborative offers planning and zoning training for Planning and Zoning Boards. Ms. Johnson stated she believes a fresh eye can provide a new view of a problem and it may offer a creative opportunity. Ms. Woodward stated she appreciated the Selectmen's candor but wanted to put their minds at ease regarding their concerns. She added that the Planning Boards interviews with the candidates went well and noted Ms. Mallett's engineering background as well as work on large scale projects with stakeholders with divergent interests. She noted Mr. Berry's enthusiasm and noted he had gone all over Town to meet with people and learn their perspectives on many issues. She added that Ms. Olson had stated she would be objective and give individuals fair hearings even when she disagrees with them.

Upon a motion by Ms. Freiman and seconded by Ms. Sullivan Woods, the Boards were polled (all Aye) to appoint to a full Board position beginning July 1st and ending the first Tuesday in March with the Town Election Mr. Albert Berry.

Upon a motion by Ms. Freiman and seconded by Ms. Sullivan Woods, the Boards were polled (all Aye) to appoint to a full Board position from July 1st until the first Tuesday in March at the annual Town Election Patricia Mallett.

Upon a motion by Ms. Freiman and seconded by Ms. Sullivan Woods, the Boards were polled (all Aye) to appointed to an associate position to fill the remaining twelve months of the current term until June 30, 2019 Sheila Olson.

Upon a motion by Ms. Freiman and seconded by Ms. Sullivan Woods, the Boards voted (7-0) to dissolve the joint meeting.

4. Review Traffic for Wellesley College PSI

Ms. Jop introduced the background of the PSI that is set to open before the Planning Board on July 16. The College is about to begin the construction of the Science Center project which will result in a net loss of approximately 600 square feet. In terms of traffic this project will not generate additional traffic because it will be internal to the school. BETA Engineering reviewed the traffic analysis and made its comments.

Mr. Singleton of Wellesley College Science Center, Justin Mosca and Nicolette Hastings of VHB, and Kien Ho of BETA joined the Board.

Mr. Mosca gave a brief update on the state of the projects underway at the College Science Center. This project will be located at Sage Hall. Sage Hall will come down and the square footage will be replaced, and noted that there be ancillary site improvements to be reviewed by the Planning Board and Zoning Board of Appeals. Trailers will serve as swing space for classrooms during the construction. He noted which areas of the current Science Center would be taken down and added that the road would be

reoriented which will impact about ten parking spaces temporarily. The College had a parking study performed and the lost spaces will be absorbed and there is excess parking on campus.

Mr. Ho, traffic consultant for the Town, had reviewed the traffic review prepared for Wellesley College. He provided an update to his comments that were in his report. He noted it was important that there is no increase in student enrollment or faculty, thus traffic will remain the same. He added the applicant had a substantial parking analysis which was completed in May; there are 1,406 parking spaces on campus and based on that study 284 spaces were unused. During construction there will still be over 100 unused spaces. He noted that construction vehicles will not be competing with students for spaces.

Ms. Gibbs asked how sidewalk access is reviewed and if there would be any impacts to pedestrians. Mr. Ho stated the applicant did a sidewalk analysis through the parking study and based on the results BETA verified the condition of the sidewalks which are in good or excellent condition and are well maintained. Mr. Singleton stated the project will be adding bike racks and bike lockers.

Upon a motion by Ms. Freiman and seconded by Ms. Sullivan Woods, the Board voted (4-0) to approve the Transportation Evaluation Memorandum prepared by VHB dated May 9, 2018, as being professionally prepared and providing sufficient evidence that the traffic conditions resulting from the proposed 99,200 square foot building proposed to replace the 99,800 square foot portion of the existing Sage Hall and teaching greenhouses will meet the Town's Project of Significant Impact standards for traffic, pedestrian and bicycle safety and to recommend the following conditions:

- 1. Recommend the Applicant ensure vehicles are parked in a safe and non-restrictive manner by constructing the proposed temporary parking lot for construction vehicles.**
- 2. Require all construction parking for 80 vehicles to occur within the temporary lot.**
- 3. Maintain construction routes established under the PSI 17-02 Temporary Trailers.**

5. McGinley Kalsow Presentation – Town Hall Interior Visioning

Ms. Freiman provided a brief background on the work that had been done on the interior space visioning for Town Hall. Mr. Kalsow and Mr. Foster from McGinley Kalsow, who are the architects on both the Town Hall interior and exterior projects, and Mr. Kevin Kennedy from the Facilities Management Department joined the Board.

Mr. Kennedy introduced the project background including the selection process of the architectural firm. The project had been funded from FY-18 cash capital to focus on the use of the Town Hall building. The goals of the study include what should remain in Town Hall, which functions may need to be relocated and what may need to be modified to meet current standards.

Mr. Foster reviewed the variances that had been applied for and received. He noted that due to the exterior work that is being done on the building, ADA full compliance is required. Updates on progress must be reported every six months to the Architectural Access Board. There are currently fourteen accessibility items being address that will be corrected by the end of 2018. He provided an overview of the study of the interior program currently being used within the building. He reviewed the floor plan of each floor highlighting each program area. The firm conducted historic research regarding the original floor plan of the building. He identified the many changes between the original layout of the building and the floor plans are today. He noted the differences of each floor from the buildings original design to its current state. The firm interviewed all stakeholders that use the building and received an understanding of what could be improved and what works well. The space leased by the Facilities Management Department was also reviewed as it is a Town Hall function. Approximately one quarter off the building

is structures and walls that cannot be modified. The mechanical, electrical, plumbing and fire summary recommendations included new systems with some selective reuse. The current building limitations included the restroom and public space being inaccessible per ADA standards. He detailed the lack of storage space and the lack for personnel growth as well as the size of office space.

Mr. Foster reviewed the options open for increasing programs. The first option provided for using only the existing programs an additional 6,500 square feet would be needed. The second option provided for including program changes including additional meeting space would require an additional 9,300 square feet. The third option assumes the needs of the second option and including FMD at Town Hall which would require a 13,500 square feet. Making the building ADA accessible would result in the building losing some square footage and would cost over \$1 million dollars. Mr. Kalsow detailed the positives and negatives of each approach and what will be required. For adding an addition to the Town Hall building or a free standing annex, the only optimal space would be located on the north east corner of the building. The group had preliminary discussions with NRC and the Historical Commission. The aqueduct is behind the building and was sold to the Town acts as a property line under the Board of Selectmen, both between and beyond the aqueduct is parkland and subject to Article 97. He explained article 97 briefly, changing parkland to a non-park purpose requires unanimous vote from the NRC, unanimous approval from the Board of Selectmen, 2/3 approval from Town Meeting, 2/3 approval from the MA legislature, and a land swap of three units to one. He stated parking is an obstacle because it would be counted as being on parkland. Mr. Foster noted there is no addition to Town Hall that would not require the use of parkland and would then require compliance with article 97.

Mr. Kalsow noted the concerns from the NRC regarding the impact of additional parking. He added NRC is willing to continue discussions and they had reviewed the slides regarding the possible addition to the building. Mr. Kennedy reviewed several scenarios of what the additional parking may be and its impact. If any addition beyond 5% would trigger a zoning bylaw requiring adding 26 additional spaces for the current space and additional spaces for the addition. The extra spaces would absorb a large section of current parkland. Mr. Kalsow stated the Historical Commission would be sending a letter to the Selectmen regarding their concerns and comments. He noted that Historical Commission approval is not required but would be very important at Town Meeting. He reviewed the potential obstacles and construction costs associated with the project. In his opinion, a new building in a different location would be less expensive than construction to the current building.

Ms. Sullivan Woods asked how the residents interact with Town Hall, and if separating some departments from its current space would be advantageous. Mr. Kalsow stated that in Needham all land use departments were relocated to an annex and was well received by the resident, but at this time it has not been reviewed in Wellesley. Mr. Kennedy added that there are two main uses by the residents, either for administrative business or land use business. Ms. Robinson added that electronic permitting should improve residents experience with land use departments and visiting Town Hall. Mr. Ulfelder stated the lack of parking at Town Hall should be reviewed whether or not land use departments are relocated.

The Board discussed separation of programs and possible changes to the current building and where an annex could be. Mr. Kennedy stated that adhering to ADA requirements is going to be difficult to make up for the missing space within the current building if there will be no addition to Town Hall. Ms. Jop stated that Town Hall is located in a residential district and zoning bylaws would not mandate adding parking. She suggested they discuss this further with the Planning Director. Mr. Kennedy stated there will be a public forum and hoped to hold it in September where the three options would be discussed. He reviewed the next steps of the process for this project. Ms. Freiman reviewed additional challenges the Town would face including finding swing space while interior work is ongoing.

Mr. Doran, advisor to the Historical Commission came before the Board. He stated the general consensus of their Board is that any addition to Town Hall would detrimentally impact the architectural and historical significance of the building. He added the Historical Commission was caught off guard that there was a plan for interior renovation not restoration. The Historical Commission views the building and the attached land as sacred and the Commission has concerns regarding the separate scenarios and asks for more public involvement.

The Board discussed holding a public forum in the fall for residents to voice their concerns and hear the options available.

6. Approve Alcohol Regulations for Town Buildings – Public Hearing

Ms. Gibbs opened the public hearing.

Ms. Jop provided a brief background regarding the draft regulation changes. Mr. Chin of the Recreation Department had asked that language provide for not only for a pairings type course but also to use alcohol to be used in cooking classes or for a bring your own event. Town Counsel reviewed and addressed language to be included and capture what instances could occur for Town departments and additional language that would focus on outside entities requesting use of Town buildings. Ms. Jop stated the approval of the regulations would be the first step, additional steps would need to be taken for departments to work with Town Counsel for providing leases of the premises. She pointed to Needham, which allows departments have separate leases for their own buildings and purposes. She noted the language that was added late had not posted on the website, there had been no other changes to the drafted language that was posted.

The Board discussed the drafted language changes to the alcohol regulations and possible uses for the licenses.

Ms. Ann-Mara Lanza from the Library Board of Trustees came before the Board and thanked the Board for bringing these changes before Town Meeting. She said the Library Foundation is excited about these changes as they could assist in fundraising opportunities.

Upon a motion by Ms. Freiman and seconded by Ms. Sullivan Woods, the Board voted (4-0) to approve the proposed amendment to the Rules and Regulations governing alcoholic beverages.

7. Execute Notice of Ground Lease, Ground Lease Certificate and Estoppel Certificate for 900 Worcester Street

Ms. Jop provided background regarding the lease documents and outlined the purpose for the Town to be involved. The documents verify to the lender that the Town has an existing lease with Wellesley Sports Center. Town Counsel worked with the lender and the builder and approved the language documents.

Upon a motion by Ms. Freiman and seconded by Ms. Sullivan Woods, the Board voted (4-0) to approve and execute the Notice of Ground Lease, Ground Lease Certificate, and Estoppel Certificate for 900 Worcester Street as well as the Title Insurance Affidavit.

8. Executive Director's Update

Ms. Robinson reviewed donations for the Council on Aging and to the Recreation Department. She reviewed the need for the proposed transfers from compensated absences. She noted that after Town Meeting one person who had been out for an injury on duty retired and was owed time. The funds the Town had decided to transfer came from risk management expenses to compensated absences. The second transfer was needed to cover fire department overtime expenses. These funds are covered by transferring from fire expense funds, fire detail funds, and from special police, specifically funding for crossing guards that hadn't been used. She noted that Advisory Committee had met earlier and signed off on both of the requests. The Board discussed the transfer process and possible changes to the process in the future.

Upon a motion by Ms. Freiman and seconded by Ms. Sullivan Woods, the Board voted (4-0) to accept the following gifts to the Council on Aging:

- **\$1,000 from the Wellesley Postcomers Club for the 2018 Client Assistance Fund**
- **\$925.00 from the Friends of the COA to the May Senior Lunch Program with Express Gourmet**
- **An in kind donation of professional phone editing and digital photo files from Beth Shedd to the COA valued at \$9,227.50**
- **\$1,116.60 from Springwell for April Senior Taxi Rides**

And further that the Board accept a donation of \$2,000 from Wellesley Bank for the Recreation summertime concert series.

Upon a motion by Ms. Freiman and seconded by Ms. Sullivan Woods, the Board voted (4-0) to approve the following FY18 year-end transfers:

- **To transfer \$22,000 from risk management expense to compensated absences**
- **To transfer \$110,000 from a combination of fire expense, Special Police Personal Services and Fire Detail to Fire Personal Services**

9. New Business and Correspondence

Mr. Ulfelder stated there had been a significant change to the curb at Cliff Road and Chestnut and he had not received an update on the status of the project. He had received a number of calls from residents regarding that issue and wanted to be able to respond. He had asked Ms. Robinson to follow up on the status of the project.

Ms. Sullivan Woods stated she was grateful for the update on the Mountview Road incident and asked if the Building Inspector had been regularly visiting the property. Ms. Robinson added that he inspector is relying on the engineers' report and is visiting at unannounced times. Ms. Sullivan Woods verified that the COA would receive a letter from Town Counsel per their request.

Ms. Freiman noted that this is the final meeting of the fiscal year and thanked Ms. Robinson and Ms. Jop for the work they did over the year. She thanked Ms. Gibbs for her work as chair.

The meeting was adjourned at 9:34pm