

**Approved: July 31, 2018**

**Board of Selectmen Meeting: July 10, 2018**

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

**Also Present: Robinson**

**Warrants approved: 2018-051 \$5,747,578.38  
2018-052 \$2,910,149.47  
2018-053 \$2,219,166.06**

**Minutes approved:**

**June 4, 2018**

**June 5, 2018**

**June 11, 2018**

**June 18, 2018**

**June 25, 2018**

**Meeting Documents:**

1. Agenda
2. BOS calendar
3. Motions
4. Executive Director's Weekly Report
5. Memo from Meghan Jop pre: 978 Worcester Street Rent Increase
6. 2018 Wellesley Housing Authority Utility Allowance Schedule
7. Sebastian's Café Common Victualler License Application
8. Chief Pilecki FY19 Goals
9. Chief Pilecki FY 2018 Self Evaluation
10. Chief DeLorie 2018 Memo and Self Evaluation
11. Chief DeLorie FY19 Goals
12. FY 20 Budget Prep Manual with Capital Improvement Plan
13. Sample Point Factor System for Capital Improvement Plan
14. Email re: donation from the Wellesley Garden Study Group
15. Memo re: Gift from Edge Sports Group to the Recreation Commission
16. Draft BOS minutes: 6/4/18
17. Draft BOS minutes: 6/5/18
18. Draft BOS minutes: 6/11/18
19. Draft BOS minutes: 6/18/18
20. Draft BOS minutes: 6/25/18
21. FY19 Work plan
22. FY 18 Town Counsel Expenses
23. Correspondence from Town Counsel re: Employee Evaluations
24. Correspondence to BOS from Aetna
25. Correspondence from Wellesley Historical Society

**1. Call to Order and Citizen Speak**

Mr. Morgan, Chairman, called the meeting to order at 7:00pm.

**Citizen Speak:** None.

## **2. Meeting Management Style**

Mr. Morgan stated he was excited to begin his Chairmanship and will be focusing on more effective time management during the deliberation of agenda items. Open meeting laws require that deliberations take place in an open meeting and he wants the Board to be aware of the amount of time this takes during meetings. He added that he intends to hold meetings approximately three weeks of the month and will work to keep agendas focused. He stated he would prefer that presentations flow with limited or no interruptions and allow for only critical discussions and decisions.

## **3. Approve Proposed Rents for 978 Worcester Street**

Ms. Robinson provided a brief background of the necessity for the Board to review and approve rent increases for the property. The tenants had received notice of the proposed increase. She noted the amenities that are included with the rent. The increase is approximately 7.4% but the rent is less than that of Waterstone of Wellesley that was recently approved by the Board. She noted that the population and type of facility is different than Waterstone as it is not age restricted.

A resident of 978 Worcester Street came before the Board. He stated he understands rent will be increased annually but finds the 7.5% increase too high, higher than his recent salary increase of approximately 3%.

Mr. Ulfelder stated that seeing data on the cost of the units and the basis behind the determination of the increase would be helpful for the Board in order to understand the increase. Mr. Morgan added that the background the Board received was helpful but felt the Board also should consider the impact of rent on the residents, though he was, overall supportive of the increase. The Board discussed the proposed rent increase and asked for background on the expenses for the facility. Ms. Robinson said she would ask for additional background from the developer regarding their expenses so the Board could discuss the proposal at the next meeting.

## **4. Review and Approve Common Victualler License – Sebastian’s Cafe**

Ms. Robinson gave an overview of the application and location of the café within the Harvard Pilgrim site. The application needed to receive final sign off from the Health Department and the Fire Department before the license would be issued but there had been no indications that it would not receive final sign off.

**Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (5-0) to approve a Common Victualler and License to LPM Holding Company d/b/a Sebastian’s Café through December 31, 2018 and to name James Kampper as Manager.**

## **5. Conduct FY18 Annual Performance Evaluations: Police Chief Jack Pilecki and Fire Chief Rick DeLorie**

Mr. Morgan discussed how the performance evaluations were conducted and invited Chief Pilecki to join the Board.

Ms. Gibbs, as previous Chair, conducted the evaluation and reviewed a memo she prepared for Chief Pilecki's public performance review. She noted the overall positive steps the Chief had taken in his leadership role and the smooth transition to his new role as Chief. She added the positive comments the Board had received regarding the Chief and his staff. The Chief's work with community partners was highlighted. She noted his goals from the previous year had been achieved and highlighted some of the accomplishments by him and his staff over the past year. Ms. Gibbs outlined the Chief's goals for the upcoming year. The Board remarked on their individual impressions of the work and performance of the Chief and his department this year.

Chief Pilecki thanked the Board and the Executive Director for their support of him and his Department. He added that his success is reflective of the quality of his staff.

Chief DeLorie joined the Board. Ms. Gibbs reviewed the memo she prepared for Chief DeLorie's public performance review. She noted his leadership and cooperative team approach were appreciated by the Board. She added that morale at the department is high and that the Chief works well with union leadership. She added that he had met his goals for the year and highlighted several of his achievements. She outlined some of his goals for the upcoming year. The Board thanked the Chief and remarked on his work and that of his staff this year.

Chief DeLorie thanked the Board and recognized his staff for their work. He added his appreciation for the support he received that enabled the department to take part in live fire training.

Ms. Gibbs reviewed her recommendations for the salary increase for both Chief Pilecki and Chief DeLorie based on their annual performance reviews.

**Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (5-0) to approve the performance evaluation for the Police Chief as proposed by the Chairman, and further to authorize an increase in compensation of \$3,901.50 for FY19.**

**Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (5-0) to approve the performance evaluation for the Fire Chief as proposed by the Chairman, and further to authorize an increase in compensation of \$3,712.50 for FY19.**

## **6. Discuss FY19 Board & Committee Appointments**

Mr. Morgan stated that due to his increased responsibilities as Chair of the Board he had resigned from the School Building Committee and proposed Ms. Freiman be appointed to fill the vacancy. Ms. Gray came before the Board and noted that School Committee would be meeting prior to the next SBC meeting to appoint the new member. She added her thanks to Mr. Morgan for his six years of service to Wellesley Schools and welcomed Ms. Freiman.

Ms. Sullivan Woods provided a brief update on the Council on Aging appointments. The four members with terms expiring have indicated they would like to be reappointed. The remainder of the COA is supportive of reappointing the members and Ms. Sullivan Woods asked the Selectmen to approve the appointments. Mr. Morgan added there are two additional vacancies on the COA Board for which appointments will be made in the future.

**Upon a motion by Ms. Gibbs and seconded by Mr. Morgan, the Board voted (5-0) to appoint Marjorie Freiman to the School Building Committee.**

**Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (5-0) to reappoint the following persons to three year terms on the Council on Aging beginning July 1, 2018:**

- **Diane Campbell**
- **Thomas Kealy**
- **Barbara Offenhartz**
- **Dianne Sullivan**

**7. Discuss Capital Planning Approach and Feedback from Departments**

Ms. Strother, Town Finance Director, joined the Board. Ms. Strother and Ms. Robinson provided background on the long term capital planning approach. Ms. Robinson noted that individual departments have well thought-out capital plans, however financial challenges begin to arise when the cost of all of the plans are considered as a whole for the Town. The Capital Policy will provide a process and list of criteria to use to determine which projects should be funded and in what order. She noted that many departments provided input into this approach and had been involved in the process. After the Selectmen have provided input into this draft, it will be shared with all Boards and Committees. Ms. Strother added that this provides an opportunity for transparency and an expectation for what the schedule for projects will be.

Ms. Freiman appreciated the inclusion of the guidelines within the budget book especially for the first year to avoid revising a policy after its first year. She noted she expected additional comments from Boards and departments.

The Board discussed capital planning, the proposed committee, and the process for the upcoming fiscal year. Mr. Morgan suggested providing a presentation to individual departments rather than circulating the manual to have others gain an understanding of the process. Ms. Strother explained the background of assigning values to the components and the methodology of prioritizing projects. She noted the methodology had not been finalized and input would be needed from other departments. The Board discussed at length the prioritization formula process. Mr. Ulfelder asked that the makeup of the review committee be carefully considered, that we may want to consider providing representation from all boards/departments that have capital projects in a given year.

Mr. Morgan suggested the Board revisit this discussion in the near future and asked that next time input received from other departments be included.

**8. Executive Director's Report**

Ms. Robinson reviewed the items for review and approval. Mr. Morgan noted that the SPED Stabilization fund would be discussed with members of the School Committee.

**Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (5-0) to accept the following gifts:**

- **A donation from the Wellesley Garden Study Group of \$875 for the purchase of a teak bench and bronze plaque to be installed at Centennial Park, and**
- **A donation from Edge Sports Group of \$1,000 for the summertime concert series.**

**Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (5-0) to approve payments from the SPED Stabilization Fund to New England Medical Billing dated June 20, 2018 totaling \$4,852.42.**

**Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (5-0) to approve the minutes of the June 4, 5, 11, 18 and 25<sup>th</sup>, 2018 meetings.**

**9. New Business and Correspondence**

Mr. Ulfelder asked for the Board to be updated on the Library Materials Handler project. Ms. Robinson stated that FMD was helping to negotiate the contract with the architect but would provide an additional update soon.

The meeting was adjourned at 9:17pm