

Approved: August 21, 2018

Board of Selectmen Meeting: July 31, 2018

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

Also Present: Robinson, Jop

Warrants approved: 2019-002 \$3,964,923.92

2019-003 \$2,819,623.80

Minutes approved: July 10, 2018

July 17, 2018

Meeting Documents:

1. Agenda
2. BOS calendar
3. Motions
4. Executive Director's Weekly Report
5. Draft contract for FY 19 for Deputy Police Chief
6. Draft contract for FY 19 for Assistant Fire Chief
7. Charge to the School Building Committee
8. Executive Director's self-evaluation and goals for FY 19
9. Warrant for State Primary Election
10. Timeline for October Special Town Meeting
11. Draft BOS meeting minutes: July 10, 2018
12. Draft BOS meeting minutes: July 17, 2018
13. Memo re: Wellesley Office Park
14. DHCD meeting overview re: Wellesley Office Park Zoning
15. 40R Guidelines
16. Correspondence from Rose Mary Donohue re: 136-140 Worcester Street
17. Correspondence from Yuncong Zhang, Jianhua Tan re: 136-140 Worcester Street
18. Commendation from Chief Pilecki
19. DPW letter to resident re: trees/shrubbery
20. MBTA Advisory

1. Call to Order and Citizen Speak

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

Citizen Speak: None

2. Appointments – Police Officers (2)

Chief Pilecki and Deputy Chief Whittemore joined the Board to introduce Police Officer candidates Ms. Kiley Davis and Mr. Michael Mankavech and their families. Chief Pilecki discussed the hiring process which included five formal interviews. He read his recommendation for each of the candidates. The recommendations included highlights from their educational and personal achievements as well as their current relevant work experience.

The Board made general inquiries into the background of the candidates. Mr. Ulfelder welcomed the candidates adding that he was glad to see young officers coming to Wellesley and hoped they would be in Town a long time. He wished them a safe and happy career. Ms. Freiman and Ms. Sullivan Woods asked

questions regarding their thoughts on the evolving nature of law enforcement and the important issues that would specifically impact Wellesley.

Ms. Davis stated that generally national problems start in local communities such as single individuals that become a threat on a wider level. She noted her desire to work in a field that was changing and challenging.

Mr. Mankavech stated his wishes to work and live in a community where his efforts can be seen. He added that policing is changing all the time and he appreciates that Wellesley is a community that works together to solve problems.

Mr. Morgan recognized that both candidates attended Westfield State University and inquired as to the training they received there. Ms. Davis noted that the school is known for the criminal justice program and nationally recognized. Mr. Mankavech added that the school has many resources that allow students to get real life experience and training. Ms. Freiman thanked the candidates and congratulated them, noting they would have excellent colleagues in the Department.

Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (5-0) to appoint Kiley M. Davis and Michael Mankavech effective July 31, 2018 to the position of Police Officer with the Town of Wellesley contingent upon the successful completion of the pre-screening process which includes a physical evaluation, psychological evaluation and physical abilities test as well as the successful completion of the police academy and subsequent one-year probationary period.

3. Discuss Annual Employment Contracts: Deputy Police Chief & Assistant Fire Chief

Ms. Robinson reviewed the background of the contract process for the Deputy Chief and Assistant Fire Chief. The Chiefs had conducted annual performance evaluations on each. The Board recommended a 2.25% cost of living increase in rate of pay respectively. There will be no substantive changes to the contract; the contracts and will be reviewed for renewal at the beginning of the next fiscal year. Mr. Morgan noted that the increases are the same rate increases the Board approved for the Chief of Police and the Fire Chief.

Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (5-0) to approve the employment contracts for the Deputy Police Chief and the Assistant Fire Chief for FY19.

4. Discuss Revised School Building Committee Charge

Mr. Kelley, Chair of the School Committee joined the Board. Mr. Ulfelder reviewed the background of the revisions made to the previous version of the charge.

Mr. Kelley stated that the charge was changed to address MSBA requirements. He noted the that another reason for the updates is the need to acknowledge the separate tracks of the HHU project and to make explicit the expectations and the responsibilities of each part. There was also a need to explain in detail what is required and specify how the Selectmen, School Committee, and School Building Committee would work together, meet jointly to discuss projects, and to state that agreement among the three would be necessary to move forward on the projects. The charge was updated to include what has been done and what needs to be completed on the Hunnewell project. The membership of the committee had changed since the original charge and that information has been updated in the latest version. The School Committee had approved this charge and will revote based on any changes made by the Selectmen at this

meeting. Mr. Ulfelder added that the charge also includes specifics on engaging the Library Trustees in discussions of design relative to the Hunnewell project as one large parcel going forward.

Ms. Freiman added that the frequency of meetings had been discussed, that dates of meetings would be focused around specific decision points and milestones and exact dates had not been set as of yet. Mr. Kelley noted that the SBC is waiting to hear from the MSBA to determine what the milestones are before determining meeting dates. Mr. Kelley agreed that a communication plan and engagement with the public are important and the outreach process will begin shortly.

The Board discussed the charge and educational programming requirements, adaptability of space, and equity throughout all of the schools. Mr. Kelley noted that all the elementary schools will have the same programming despite the age of the individual buildings.

Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (5-0) to approve the revised charge to the School Building Committee.

5. Conduct Annual Performance Review – Executive Director

Ms. Gibbs reviewed the process of forming the comments detailed in the review. She noted that Ms. Robinson has held the position of Executive Director in Wellesley for nineteen months. She reviewed some of the accomplishments Ms. Robinson had achieved over the past year and highlighted some of the projects she had worked on. Ms. Robinson's overall ability to work across departments was noted as well as her work on the budget and commitment to communication with the Board. Ms. Robinson's commitment to improving the Selectmen's Office and her progress on the Board's work plan were also noted. Ms. Gibbs added that the Board would benefit from more detailed information and additional time to review materials prior to public discussions and voting. Ms. Robinson's work with the Finance Director on both the Debt and Capital Policies was positively recognized. Ms. Gibbs noted that this year had been challenging for Ms. Robinson regarding the unique structure of Wellesley's Town Government and pace of the Town's complex decision making processes. Her goals for the upcoming year were reviewed as well as the steps needed to successfully achieve them.

Mr. Morgan stated that there had been only three Executive Director's in Town and that it is a challenging role to fill. The Board discussed the review and commented on Ms. Robinson's challenges and achievements over the past year. Ms. Robinson thanked the Board and stated she has enjoyed the ability to work in a community where the residents are very engaged. She stated that the Board's engagement with her office is refreshing and acknowledged the challenges and changes of the office since taking the position.

Ms. Gibbs stated that the recommendation regarding compensation for FY19 was for a 2% increase.

Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (5-0) to approve the performance evaluation for the Executive Director, and further to authorize an increase in compensation of \$3,876 for FY19.

6. Execute State Primary Election Warrant

Mr. Morgan encouraged the residents to vote in the primary.

Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (5-0) to execute the warrant for the September 4, 2018 primary election.

7. Open Warrant for October 2nd Special Town Meeting

Mr. Morgan reviewed the decisions made last spring to vote only on the Hunnewell feasibility study at the June Special Town Meeting, while the Hardy/Upham project will be voted on at the October Special Town Meeting. Ms. Robinson reviewed the October Special Town Meeting schedule.

Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (5-0) to call a Special Town Meeting and set the following dates:

- **Open the Warrant – July 31, 2018**
- **Close the Warrant – Friday, August 3, 2018, 12:00pm**
- **Motions due to the Selectmen’s Office – Friday, September 7, 2018, 5:00pm**
- **Start of Special Town Meeting – Tuesday, October 2, 2018, 7:00 pm, at the Wellesley Middle School**

8. Executive Director’s Report

Ms. Robinson reviewed the minutes for approval.

Ms. Jop provided an overview of the Tailby and Railroad lot interviews that had taken place earlier that day with five of the respondents. One of the original respondents, the Boston Development Group withdrew from the RFP process. Ms. Jop thanked the working group who had made themselves available for the day, and noted that the PowerPoint presentations were available online for public view. Due to a scheduling error, Wellesley Media was not able to video the interviews. Ms. Jop will provide a written report of the interview process. She expects to have one additional working group meeting to review all components from the RFP process, the interviews, and the financials to aggregate a final ranking for the Selectmen.

Ms. Sullivan Woods expressed her gratitude to Ms. Jop and the working group for the time and effort they had put into this process.

Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (5-0) to approve the minutes of the July 10th and July 17th meetings.

9. New Business and Correspondence

Ms. Sullivan Woods extended thanks to the Board and the residents on behalf of the Wellesley Square Merchant Association for the successful July Jubilation event. The merchants noted the sales were better than in past years.

The meeting was adjourned at 8:30pm