

**Approved: September 11, 2018**

**Board of Selectmen Meeting: August 21, 2018**

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

**Also Present: Robinson, Jop**

**Warrants approved: 2019-004 \$4,291,836.81**

**2019-005 \$3,072,431.13**

**2019-006 \$8,182,670.11**

**Minutes approved: July 31, 2018**

**Meeting Documents:**

1. Agenda
2. BOS calendar
3. Motions
4. Executive Director's Weekly Report
5. Proposed no parking on Avon Road and 15-minute parking on Denton Road Background
6. Portion of Selectmen minutes: December 11, 2017 re: Denton Road
7. Design Proposal from VHB re: Great Plain Avenue Design
8. Current Traffic & Parking Budget
9. Recommendation for appointment from Chief Pilecki re: Derek Harris
10. Resume of Derek Harris
11. Exhibit F from Linden Street Agreement
12. Petition for Grant of Location: Schaller Street
13. Tailby/Railroad Working group notes
14. RFP Response data worksheet
15. Memo re: capital policy feedback received from boards & departments
16. Draft Capital Policy
17. Draft Warrant for October Special Town Meeting
18. Draft policy re: Boston Marathon entries
19. Job description: Veteran's Grave Officer
20. Draft Annual Report submission
21. Draft Public Comment policy
22. Draft BOS meeting minutes: 7/31/18
23. Council on Aging gift information
24. FMD Year End Report FY18
25. Quarterly Cash Analysis
26. Schedule K at Market Value
27. LAU Approval – Wellesley Place
28. Animal Control Report June 2018
29. Correspondence from Norfolk Registry of Deeds
30. Thank you note: Scholarship recipient
31. Correspondence from Lee Humphrey

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

Mr. Morgan, Chairman, called the meeting to order at 6:00 pm

Mr. Morgan announced that the Town will begin a Google group based system to facilitate conversations between Town Meeting Members and the general public regarding issues coming before Town Meeting.

The group will be open to Town Meeting Members and the public including non-residents. Group messages will represent the opinions of the sender and not that of the Town. All communications will be treated as public records and be available online for at least five years. The group is expected to be available by August 30. Details will be communicated via the news & announcements section on the Town Clerk's website. Invitations to join will be mailed to Town Meeting Members with the link information. He added that Town Meeting Members will continue to receive emails from the Town Clerk's Office regarding Town Meeting information.

Mr. Morgan stated that the agenda item scheduled to discuss the brick crosswalk at Linden Street would not be discussed as a resolution had been reached. The brick crosswalks will be removed and replaced with asphalt. He added that the crosswalks at Linden Square will receive a decorative treatment. He thanked Federal Realty for their understanding and assistance in resolving this matter.

**Citizen Speak:** None.

## **2. Quarterly Traffic Update**

Police Chief Pilecki and Lieutenant Showstead joined the Board. Lt. Showstead reviewed the proposed traffic updates. First he discussed the intersection at Washington Street and Denton Road. The traffic committee had met with the residents and the school several times. The discussions resulted in 15-minute parking spaces for parents to drop off or pick up their children from the Montessori School without impacting the flow of traffic. He added that the corner clearance on both sides of the school will remain in place. He noted that a trial period during the winter worked well. Ms. Jop noted that one abutter had informed the committee that there is difficulty pulling out of Denton Road and Cottage Street due to the parked cars. She added that the area is already marked as "No Parking" and will be regularly enforced.

Mr. Meyers of 62 Denton Road came before the Board. He stated his disappointment that there had been no enforcement of the existing signage and expressed concerns over the proposed changes. He stated he believed this proposal is being done to serve the school and church and does not address the lack of enforcement of the signs currently in place. He believed there should only be parking on one side of Denton Road and would like to see a plan how the proposed parking restrictions would be enforced with consistency.

Chief Pilecki stated he believed that consensus was reached with the neighborhood. He stated that there had not been regular enforcement in front of the church because there is no other safe place for the children to be dropped off and picked up. He added that years ago there had been parking allowed in front of the church and believed the 15-minute parking was good compromise. He noted that the Police will work with the school to raise awareness of the parking rules. Ms. Jop noted that the traffic committee is working to address other issues brought forth by the Denton Road residents. The Board discussed the area and the available parking to the church and the school and enforcement of the proposed parking restrictions.

Ms. Larkin, Director of St. Andrew's Montessori School, came before the Board. She stated the school is hosting a meeting for the parents which is mandatory. The school will be addressing the parking restrictions and detailing what will be expected during drop off and pick up.

Lt. Showstead described the intended location of the "no parking" sign on Avon Road and where it had previously been located. He noted that the sign was moved when an addition was put on the corner home and the driveway widened. Currently when a car is parked legally in front of the corner house, the residents in the home across the street cannot easily back out of their driveway. The traffic committee met

with the residents and came to a decision to move the “no parking” sign 75 feet from the intersection and closer to its original location.

Mr. Bento of 237 Weston Road came before the Board. He stated that he requested moving the sign and believed the neighborhood was in agreement that parking would become easier and safer for everyone.

Ms. Gerbode-Grant of 59 Avon Road came before the Board and stated that the neighbors were in agreement and thanked the traffic committee for listening to their concerns.

Lt. Showstead provided background regarding the request for a flashing pedestrian light on Walnut Street at Damian Road. The crossing guards brought the suggestion to the traffic committee out of concern for safety. Ms. Robinson explained that the majority of funding for the light and installation would come from the money received from State 2017 ride sharing service funds, the remainder of the cost would be paid from the traffic and parking budget. The Board discussed the need for the crosswalk light at that intersection.

Ms. Sullivan Woods inquired why the funds were being partially used from the ride sharing funds. Ms. Jop explained that the traffic and parking budget did not have all the funds necessary for this project to be installed this year. Ms. Robinson noted that these funds were received from the state in May and must be used before the end of the calendar year. The ride sharing funds would be used differently in the future as the Town will have more time to plan for allocation of the funding. The Board discussed the funding for the light and the ride sharing funds in general.

Lt. Showstead reviewed the Great Plain Avenue roundabout design phase and the current stage of the project. He explained the estimated cost to complete the current stage in order to move forward. The committee has proposed to realign two items within the current capital projects in the traffic and parking budget to free up funding for this project. Ms. Jop noted that in order to pay for the design of this project, staff recommends that we forgo both repaving the Tailby commuter lot and replacement some parking lot light fixtures to LED. The Board discussed the changes to the budget and the realigned projects. Mr. Morgan expressed his hesitation to vote without fully reviewing the traffic and parking funds. The Board continued to discuss the appropriation of traffic and parking funds and the Great Plain Avenue project. Mr. Morgan requested the Board not vote on this agenda item and review the traffic and parking budget and projects at the Selectmen’s meeting on either September 11<sup>th</sup> or 17<sup>th</sup>.

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

**Amend Schedule I – Fifteen Minute Parking**

<b>Location</b>	<b>Side</b>	<b>From</b>	<b>To</b>
Washington Street	Southerly	Denton Road Easterly Intersection (excluding 20’ corner clearance)	Denton Road Westerly Intersection (excluding 20’ corner clearance)

**Amend Schedule I - No Parking**

<b>Location</b>	<b>Side</b>	<b>From</b>	<b>To</b>
Avon Road	Northerly	Weston Road	75 feet

**Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (5-0) to authorize the use of the State ride sharing funds in the amount of \$17,500 to install a signalized pedestrian crossing light (Pilecki Light) on Walnut Street at Damian Road with the remaining balance of \$10,550 coming from Traffic and Parking.**

**3. Approve Appointment – Police Officer**

Chief Pilecki introduced Mr. Derek Harris and read his recommendation for appointment to position of Police Officer. Chief Pilecki noted that Mr. Harris currently works for the Wellesley Police Department as a dispatcher and many members of the Department expressed their support for this appointment. The Board asked several questions of Mr. Harris regarding his background.

**Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (5-0) to appoint Derek Harris effective August 21, 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.**

**4. Approve Schaller Street Grant of Utility Easement**

Ms. Robinson reviewed where the gas line would be extended to in order to facilitate the provision of gas service to two homes on Schaller Street. The Natick Board of Selectmen was required to first approve the extension had had done so at its most recent Board meeting.

Mr. Mark Kish of Eversource joined the Board. He briefly described the process by which Eversource received a cross territory agreement for installation with National Grid and the approval process.

Mr. Fred Schaller of 10 Schaller Street spoke before the Board. He informed the Board he would also like to have gas service installed at his residence and asked if the Board would be required to approve an extension of the line to his home as it would not be included in this grant of location. Mr. Kish stated that Eversource would be required to begin the process again for an extension of the line for this home and explained in detail the steps that would be required.

The Board discussed the process of extending the line if additional homes on the street desire the gas main to be extended. Ms. Jop stated that staff will work with residents, National Grid, and Eversource to ensure the neighborhood has access to natural gas if they would like it.

**Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (5-0) to approve a grant of location to Eversource to install 70' of two-inch gas main between the Natick Town line and #17 Schaller Street as a main extension.**

**5. Discuss Tailby/Railroad Working Group Report**

Ms. Jop reviewed the latest information gathered from the working group. She noted that while the interviews were not filmed, extensive notes had been taken and provided to the Board and all of the PowerPoint presentations are available online. The working group had discussed if a second RFP would be necessary for the project. Several members were in favor of a second RFP, but the majority felt that given the quality of the responses the Town received, the Town should move forward under the existing RFP. She reminded the Board that one of the original respondents had withdrawn their proposal. The working group will continue the processes of ranking the responses and is working on a report for the

Board. The group is reevaluating the scores based on the interviews and financials of the respondents. She noted that on many of the evaluation criteria all of the remaining respondents scored equally. The group had been focusing on some items and planned to have a draft report ready for the Board before Labor Day. The working groups report will review in detail each working group meeting and hopes to be able to provide the Board a presentation on the report and discuss the rankings at the Board meeting on September 11.

Mr. Morgan stated he believed that there would be a point where the working group would discuss if the Board should hold interviews for some or all of the respondents. Ms. Jop stated that the working group will likely recommend that the Board interview the top candidates.

Ms. Sullivan Woods noted that the working group report will be informative for the Board and will raise issues that the Board should be aware of before moving forward and assist in determining the focus of the next step in the process. Ms. Jop noted that the real estate professionals on the working group cautioned against a second RFP out of concern some of the top respondents would drop out. She added that the project has to be deliberate and would be required to go before Town Meeting. The Board discussed the possibility and necessity of a second RFP.

## **6. Discuss Capital Planning Process**

Ms. Strother, Town Chief Financial Officer joined the Board. Ms. Robinson stated that she and Ms. Strother received constructive feedback from the sessions held with various departments. She added that the sessions had been well attended and responses had been thoughtful and provided for good conversations. She identified three main concerns; the makeup of the committee, timing of projects and when they are requested, and minimum dollar amount threshold especially for smaller departments. She and Ms. Strother recognized the concerns that needed to be addressed and that there is more work to be done on the policy. Ms. Strother stated she believed the single biggest issue was the understanding of limited financial resources and the impact on operating budgets. She stated there appears to be some departments that will want to submit as many projects as possible rather than finding an affordable way to achieve longer range goals.

Ms. Marla Robinson of the Library Trustees came before the Board. She requested that the Selectmen hold a roundtable discussion with all elected boards that have capital budgets so the Selectmen can hear all of the individual concerns. She stated that the Library Trustees would like to reserve the right to add additional comments for the Selectmen in the future.

Mr. Ulfelder stated he had concerns regarding the makeup of the committee and who will make the final decisions. Ms. Robinson noted that the intent is that every board and committee will follow the criteria within the policy and express the decision making process for prioritization of their projects to the committee. She stated that the committee's role would be to review the prioritization and decide and debate based on the policy criteria. The Board expressed concerns and discussed the committee makeup, the priorities, and the process of decision making for the capital budget.

Mr. Morgan suggested one of the next steps could be to hold a round table discussion with chairs of boards, and other majority stakeholders before the Selectmen. The Board continued to discuss options for the next steps in the process and the makeup of the committee. The Board resolved that they will meet with committees and boards in a roundtable discussion and will work to schedule the meeting date. Mr. Morgan thanked Ms. Robinson, Ms. Strother, and those who have participated in working on the capital policy.

## **7. Execute Warrant for October Special Town Meeting**

Ms. Robinson stated that the warrant had been approved by MSBA. Mr. Morgan noted that there had previously been questions concerning the total dollar amount of the warrant, but that consensus had been reached with MSBA and the School Building Committee.

**Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (5-0) to execute the warrant for the October 2, 2018 special town meeting.**

**8. Review Boston Marathon Invitational Entry Policy**

Mr. Morgan stated that the Board is awaiting comments on the draft policy from the Fire Chief and Police Chief and would discuss the policy in the near future.

**9. Discuss Veterans Grave Officer position and funding**

Ms. Robinson reviewed the changes that had taken place in the Veteran's Department over the past year. She and Mr. Ulfelder had met previously with one of the individuals that held this position in the past, and he assisted in providing background of the position and his insight helped draft the job description.

**Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (5-0) to approve the position description for the Veterans Graves and Ceremonial Officer.**

**10. Review Selectmen FY18 Annual Report**

Mr. Morgan stated that edits had been submitted to Ms. Robinson and Ms. Jop prior to the meeting. The Board reviewed the report and made additional editorial changes.

**Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (5-0) to approve the Board's Annual Report for fiscal year 2018.**

**11. Discuss Proposed Public Comment Policy**

Mr. Morgan reviewed the background of the request for Town Counsel to draft a policy regarding public comments at Selectmen meetings.

Mr. Harrington, Town Counsel, joined the Board to review the policy. He identified the section of laws that the policy was based upon. He noted that based on law, Selectmen meetings are considered limited public forums and that speech can be limited provided there is no attempt to regulate individual points of view. He reviewed the policy and what the Board has a legal authority to regulate during its meetings. The Board discussed the language used in the policy and the laws that support it. The Board suggested edits to the policy and discussed how the policy will be made available to the public when it is finalized. Mr. Harrington agreed to revise the policy based upon the suggested edits and submit another draft for approval.

**12. Executive Director's Report**

Ms. Gibbs noted she had made minor revisions to the minutes that the Board had not seen. Ms. Robinson noted the edits would be included in the final version.

**Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (5-0) to approve the minutes of the July 31<sup>st</sup> meeting.**

Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (5-0) to approve the following gifts to the Council on Aging:

- \$1,000 from Maryanne Miller in appreciation of the COA bus
- \$722 in donations for the July Senior Lunch Program with Express Gourmet

13. New Business and Correspondence

Mr. Morgan stated that the next Selectmen meeting will be Tuesday, September 11<sup>th</sup> currently scheduled to begin at 7pm.

The meeting was adjourned at 9:27pm.