

**Advisory Committee**  
**October 2, 2013**  
**Felix Juliani Meeting Room, Town Hall**

Marjorie Freiman called the meeting of the Wellesley Advisory Committee to order at 6:30 p.m. Those present included Bob Capozzi, Mary Crown, Thomas Engels, Becky Epstein, Tom Frisardi, Ann-Marie Gross, John Hartnett, John Hussey, Lucy Kapples, Ann Rappaport, Deb Robi, Mason Smith and Scott Tarbox.

Citizen Speak

No one wished to speak.

Facilities Maintenance Department Overview

Hans Larsen, Executive Director, gave the overview with additional input by Barbara Searle, Vice Chair of the Board of Selectmen. He presented information on the maintenance operations highlighting the web-based order system, and custodial operations including usage of green cleaning products, team cleaning procedures and standardized soap and paper dispensers in all facilities. A review of Town energy programs followed including the selection of a new manager, metrics for energy use by building program, the establishment of an energy conservation measurement tool, establishment of other energy policies and software. Mr. Larsen also reviewed current school and municipal capital projects and their progress. A preview of the proposed FY15 capital budget guidelines was presented. There will be collaboration with school administrators, department heads and custodian and maintenance personnel in completing the budget. The School Facilities Committee will also have significant input into the final product.

Mr. Larsen also outlined the proposed position of Building Operations Liaison including skills needed, anticipated tasks and responsibilities.

The operating budget for the previous year is 7% under budget due to lower electrical costs, the ability to keep maintenance and custodial expenses on target, as well as conservation efforts. Staffing changes, the location of the central office and contract negotiations continue to affect budget outcomes. He also reviewed the FY14 projects and their current status.

Other Post-Employment Benefits (OPEB) and Pension Review

Mr. Larsen reviewed the past history of funding for pensions and health benefits. The Town's pension was fully funded by 1997, but market outcomes made it necessary for the Town to begin funding again in 2008. A review of the pension liabilities, assets and unfunded liability totals were discussed. Under the current funding plan, the Pension plan will be fully funded again by 2030.

OPEB has a special fund which is required by State statute and the Town's contribution is currently \$3 million a year. Decisions to transition to Rate Saver Plans and moving eligible retirees to Medicare have helped to decrease costs.

General Government Overview – Board of Selectmen

Katherine Babson, Chair of the Board of Selectmen, gave the presentation. She discussed the Town structure, key responsibilities of the Board as outlined in Article 19 of the Town Bylaws and State statutes which includes licensing responsibilities, appointments and negotiation of

union contracts. Ms. Babson also reviewed the budget including revenue sources from licenses and permits, fines and forfeits and parking meter receipts. The FY14 work plan for major projects was also reviewed.

#### Update on Articles Anticipated at Special Town Meeting

Ms. Freiman announced that the Board of Selectmen has signed the warrant and any motions for the Warrant Articles will need to be submitted by November 8<sup>th</sup>. The twelve Articles are available for review on the Town website.

#### Procedure for Warrant Article Presentations/Discussions

Ms. Freiman stated that Advisory liaisons should clearly instruct their various Committees and Boards of the procedures in advance. Format and writing of individual reports will be discussed at the next Advisory meeting on Saturday. Revisions will be handled through DropBox and items will be discussed until there is a consensus for a vote on each item.

#### Review of Budget Guidelines and Scheduling of Capital Budget Presentations

Ms. Freiman reviewed the recent Inter-Board meeting and the budget guidelines established at that time. She stated there are 56 40-Series employees and 74 50-60-Series employees currently on staff, all of whom are non-union status. They comprise 10% of the total work force. Their anticipated salary increases were reviewed for inflation and benchmarking with other towns. The Series 40 employees' salaries will be figured with a 3% increase. The 50-60-Series employees will have merit increases based on an average of 2.5%. The Schools will be asked to stay within a budgetary 1.75% increase, but contract negotiations may cause adjustments. Capital budgets need to be submitted by October 31<sup>st</sup> to allow enough time for Advisory review. It was also noted that any override voted on at Town Meeting will be in effect for two years.

#### Approval of Minutes

Mr. Frisardi removed his request for an amendment to the minutes. There were no objections. A motion was made by Lucy Kapples to approve the minutes of September 18, 2013 as written and submitted. The motion was seconded and the minutes were approved unanimously by a show of hands.

#### Liaison Reports

Various members of the Advisory Committee provided their liaison reports.

#### New Business

There was no new business presented for review.

#### Announcements

Ms. Freiman advised that the yearly calendar updates could be found in Dropbox. The next Advisory meeting is scheduled for Saturday, October 5<sup>th</sup> at 8:00 a.m. at the Police Department.

Ms. Freiman adjourned the meeting at 9:55 p.m. with no objections.