

Advisory Committee
November 6, 2013
Felix Juliani Meeting Room, Town Hall

Marjorie Freiman called the meeting of the Wellesley Advisory Committee to order at 7:30 p.m. Those present included Robert Capozzi, Mary Crown, Thomas Engels, Becky Epstein, Tom Frisardi, Ann Marie Gross, John Hartnett, John Hussey, Lucy Kapples, Andy Patten, Ann Rappaport, Deb Robi, Mason Smith and Scott Tarbox.

Citizen Speak

No one wished to speak.

Discussion of Articles 3, 5, 6, 7, 9, and 12

Article 3 – Supplemental Appropriations

Motion 1: PBC Supplemental Appropriation

The Permanent Building Committee (PBC) is requesting a supplemental appropriation of \$32,527 to support the PBC Projects Assistant position for the balance of FY14. The PBC has had the original position reclassified by the Human Resources Board (HRB) and expanded from part-time to full-time. This Motion seeks Town Meeting approval to appropriate \$12,527 to PBC for the Projects Assistant's salary and \$20,000 to the Group Insurance Fund because the new full-time position includes benefits.

John Hartnett provided an updated report. The PBC is changing a part-time project assistant position to a full-time position to help address the increased workload of projects approved at 2013 ATM. A new employee has been hired and started in October. The request of \$12,527 is the difference from the new salary of \$34,095 and the \$21,568 budgeted for the original part time position. Bob Capozzi also expressed concern about succession within the department when Kathy Mullaney retires, and suggested that the new employee will help maintain institutional knowledge, and provide for a smoother transition.

Motion 2: COA Expenses to Personal Services Transfer

The Board of Selectmen (BOS) is seeking to transfer \$6,850 in funds previously appropriated to the Council on Aging (COA) under Article 8 of the 2013 Annual Town Meeting from Expenses to Personal Services. There is no current tax impact to this request; however, it would effectively raise the cost of level funding or level service in the COA's FY15 Personal Services budget if this position is retained in FY15.

Deb Robi reported that through renegotiation, the COA was able to lower the cost of its bus transportation contract for FY14 (resulting in savings of \$18,782.50, of which \$11,932.50 will remain in the transportation revolving fund). The COA is requesting approval to use the remaining portion of the savings to partially cover the FY14 Personal Services cost of a Transportation Options Coordinator. Any funds remaining in the Transportation Revolving Fund at the end of the year (beyond a small threshold amount) will be turned back to the Town's General Fund. Ms. Freiman asked whether the Coordinator would have been brought on staff without the federal funding and what the COA would have done without the transportation savings. She also asked whether the COA planned to rehire the Coordinator next year, which determination has not yet been made.

Motion 3: FMD to School Department Transfer

Under this Motion, the Board of Selectmen is seeking to transfer \$6,180 in funds approved under Article 8 of the 2013 Annual Town Meeting from the Facilities Maintenance Department (FMD) to the School Department for shredding services contracted by the School Department.

Becky Epstein reported that this Motion requests a transfer of funds from the FMD recycling budget back to the Schools' budget to cover the costs of shredding. Ms. Freiman asked about the frequency of shredding services and which schools are included.

Article 5 – Special Purpose Municipal Stabilization Fund

Tom Frisardi gave the updated report. The special purpose municipal stabilization fund would be used for future claims for on-duty personal injury, medical and other expenses for Police and Fire Departments. Lost wages would become the responsibility of the police and fire departments. The Town's past insurance policy which previously covered such claims was not renewed. For this reason the creation and funding of this stabilization fund in the amount of \$250,000 is necessary to handle those costs. Financial advisors have recommended that the fund balance be increased to \$500,000 over time to be more prudent. Unspent portions of the yearly appropriation from Risk Management of \$100,000 would be returned to the General Fund, but BOS may consider transferring some or all of those funds to the stabilization fund to help reach the desired amount. At some time in the future, the Town may be able to purchase insurance for these claims as old claims history is cleared. Ms. Freiman expressed concern about how the police and fire departments will plan in their budgets for as-yet undetermined future lost wages. John Hartnett asked about the proportion of personal injury costs to lost wages represented by the Town's recent claims.

Article 6 – Rescind borrowing authorization and appropriate premiums

Thomas Engels reviewed both Motions, on which there were no comments or questions.

Motion 1: Rescinding unused borrowing authorizations

The first Motion seeks authorization to rescind unused borrowing authorizations as follows: \$300,000 from Morse Pond Wells authorization of \$1,600,000 in 2012; \$264,000 from Fire Ladder Truck authorization of \$855,000 in 2012; \$40,000 from Town Hall HVAC authorization of \$425,000 in 2011.

Motion 2: Premium appropriation

The second Motion seeks authorization to appropriate premiums paid to the Town upon the sale of exempt bonds for the purpose of reducing the amount borrowed on specific projects, and thereby reduce the unneeded and unused debt authorization accordingly: \$232,000 from funds authorized for the DPW Building in 2011; \$55,000 of authorized funds for the Morses dredging in 2007; and \$23,000 of funds authorized for surface drainage in 2007.

Ms. Freiman reviewed the amounts being rescinded and appropriation amounts not used as projects were completed under budget. A question was raised as to whether this kind of Motion and authorization would become necessary every time a premium is paid to the Town in this kind of situation.

Article 7 – School Facilities Projects

Motion 1: Fiske and Schofield design development

This Motion requests an appropriation of \$432,000 to the Permanent Building Committee (PBC) for the design development of renovations to Fiske and Schofield Elementary Schools;

Motion 2: Planning work related to Hardy, Hunnewell and Upham

Motion 2 requests an appropriation of \$90,000 to the School Committee (SC) and BOS for conceptual planning work associated with the potential renovation, reconstruction, addition, replacement and/or consolidation of the Hardy, Hunnewell and Upham Elementary Schools;

Motion 3: Study of systems at the Middle School

Motion 3 requests an appropriation of \$75,000 to the SC and BOS to fund a study to evaluate the heating, ventilation, and air conditioning (HVAC) and other systems at the Middle School.

Ann Marie Gross gave the updated report and stated that some of the monetary amounts may change prior to the Special Town Meeting.

Article 9 – Retail Sale of Malt Beverages and Wine in Grocery Stores and Specialty Food Stores

Thomas Engels gave the overview. If approved, it will authorize the Board of Selectmen to petition the General Court for special legislation authorizing them to issue licenses to food stores and specialty food stores for the sale of malt beverages and wine not to be consumed on the premises. The number of licenses will total six:3 for food stores and 3 for specialty stores. The definition of stores eligible would be defined. If the General Court approves the special legislation, the Town would vote on the measure in a Town election. The BOS would draft and approve licensing procedures and regulations covering sales. A public forum was held on Tuesday, November 5, 2013, for citizen input.

Article 10 – Cochituate Aqueduct

Bob Capozzi indicated that the BOS approved the Memorandum of Understanding with Bike Realty. Ms. Freiman stated that NRC will accept swaps without conditions at this point and that she has been told we could expect an affirmative vote. Bob Capozzi explained that in the event the Planning Board (PB) does not approve the zoning change from Single Residence to Single Residence A, TM can overrule PB with 2/3 vote. He also said that an inspection of the weir and stone gate house was complete and that some repairs are indicated (approximately \$13,000), which we should expect may need to be borne by the Town. Ms. Freiman asked whether those costs might be covered under CPC for historic preservation.

Article 12 – Electronic Voting at Town Meeting

Andy Patten explained the Article which would authorize the appointment of a committee to study the use of electronic voting and make recommendations at a future Town Meeting. Other communities are considering this method and Arlington and Lexington will use electronic voting for the first time in their 2014 ATM. If approved, a committee will be appointed and their recommendations will be brought to the Annual Town Meeting. Marjorie Freiman explained that unless the Moderator appoints a Moderator *Pro Tempore*, she cannot answer questions on the floor of TM. That situation effectively leaves the Article without an advocate. A lengthy discussion ensued about the timing of bringing the Article (i.e. whether it was premature) and whether the committee would have sufficient time to conduct its work prior to ATM.

Article 4 – Supplemental Appropriation to Implement Phase 3 of the Fuller Brook Park Preservation Master Plan

This item was handled out of sequence from the published agenda after discussion of Article 5 with no objections.

The Fuller Brook Park Committee gave an updated report. The project is on schedule with 100% design plans due on Friday. The committee is preparing to put the project to bid in early January 2014. The supplemental appropriation of \$35,000 will cover costs associated with the inclusion of the State Street pond design work in the scope of this project. The FBPCC set a higher-than-usual contingency of 14% for this design project because of complex permitting and the challenges of not being able to anticipate the results of required Special Studies. The use of funding from CPC's Administrative Fund or Advisory Committee's Reserve Fund was deemed inappropriate for this purpose. Ann Marie Gross commented on the increased complexity of predicting complications in a natural resources project as opposed to a building. A chart outlining the budget, amounts spent, pending invoices and anticipated future expenses was requested.

Allan Port from CPC stated that CPC wishes to see the project completed and supports the additional appropriation. CPC needs to take a formal vote, but the funds could come out of its historical preservation or unallocated budget lines.

Article 8 – New Position in Facilities Maintenance Department

Barbara Searle, Board of Selectmen, Hans Larsen, Executive Director and Joe McDonough, Director of Facilities Maintenance Department, gave the updated overview. A rationale for the position was provided and a review of the job description was discussed. Main objectives include providing "customer" support, coordinating with the OPM, the architect and PBC, assisting in designing the scope of projects, and working on feasibility studies. PBC will review this proposal at their meeting on November 7, 2013.

Special Town Meeting Write-ups, Capital Budgets and Advisory Book Reports

Edits of the first drafts should be completed by November 8th. Final drafts are due by November 15th and the report will go to print on November 19th. The Chair's letter will be sent out on November 25th and the Advisory Report will be collated and mailed to Town Meeting Members and delivered to Town offices and staff on November 26th.

Approval of Minutes

A friendly amendment was made by Ann Rappaport for language clarification. A motion was made by Lucy Kapples to approve the amended minutes of Advisory meeting held October 30, 2013. The motion was seconded and the minutes were approved unanimously by a show of hands.

Ms. Kapples made a motion to approve the minutes of the public hearing held October 30, 2013. 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/Old Business

There was none.

Announcements

Ms. Freiman announced the next Advisory meeting would be Saturday, November 9th at 8:00 a.m. at the Police Station.

The Wellesley Spelling Bee would be held Thursday evening, November 7th.

Meghan Jop is requesting volunteers to staff the “Ring of the Bells” for the Salvation Army holiday collection at Roche Brothers.

The Annual Town Meeting Warrant opens on December 16th and closes on January 3, 2014.

Ms. Freiman adjourned the meeting at 10:27 p.m. with no objections.