

**Advisory Committee**  
**May 28, 2014**  
**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, Tom Engels, Becky Epstein, Tom Frisardi, John Hussey, Lucy Kapples, Andy Patten, Ann Rappaport, Deb Robi, Mason Smith and Scott Tarbox.

The Chair recognized members of the Wellesley High School Civics class in attendance.

Citizen Speak

No one wished to speak at this time.

Advisory Year in Review

The Chair asked for input from Advisory members regarding several issues as follows:

*Background materials:*

Suggestions of materials to include in summer background source packet (emailed from Chair to Members) included guidelines regarding members' activities and participation in local election campaigns; an abridged version of the Open Meeting Law; and a listing of the Town boards, committees and commissions, including Chairs; and acronyms of the Boards and Committees (also available in the 2014 ATM Advisory Report). Suggested activities include meetings between old and new liaisons with the former introducing the new member to the liaison assignment and to the members/Chair of the Committee or Department itself; providing an overview of the previous year in Advisory (also available through meeting minutes); distributing copies of the Annual Town Meeting report to all new Advisory members (already implemented); and training on the rules of procedure used at regular and Town Meetings. Also providing introductory background information on all members would be helpful – a brief bio (occupation, family members, picture).

Some members felt it would be better to allow new members to learn as the year progresses so that they bring fresh ideas and perspective to the Committee.

A suggestion was made to offer training to volunteers on how to run a meeting in general.

*Calendar:*

The continually-updated Dropbox calendar was appreciated by the members, and one member suggested moving dates that had passed to the back page so that the first page showed meetings in the future. Everyone liked using Dropbox to share files and the current calendar.

*Orientations:*

Some members felt that any orientation should be tailored to only the items being scheduled for the Fall Town Meeting. The Chair mentioned that there were several items being included for the Fall Meeting which might be considered over a summer orientation. The Chair asked for input regarding holding orientation for new members just prior to the regular meetings at the beginning of the term. Financial reviews were helpful and many felt they should be longer in length. A suggestion was made to have the individual boards/commission present only once,

presenting their introduction and budgets in the same meeting instead of coming twice for entities such as the Board of Health, SEC, REC, etc. Any boards whose budgets Advisory felt needed more review could come again.

#### Board Presentations:

Liaisons should do a better job of letting the boards know what type of information is needed and what to expect from questioning to be more efficient with the time allotted. A lot of the presentations need to be streamlined and focused on the budget issues. Overviews should be limited. Some presentations could possibly be eliminated or limited if the information remains the same each year and the budget is within guidelines. Many members felt the capital and operating budgets should be given together. Advisory would like to hear from the Audit Committee, the BOS at budget guideline setting and contract-negotiation onset, and would like to have the Sources and Uses report updated regularly. Boards should submit their materials in advance and be advised of possible questioning during and after their presentations. A template of questioning could be developed and sent to each board/commission.

#### Liaison Assignments:

Continuity of liaisons was considered important as it takes some time for each liaison to be fully educated and feel comfortable with the board assignment. Matching of interests and backgrounds is important in assigning liaisons. Additionally, the liaison for any particular project should follow that project's dealings with PBC. A discussion followed regarding any possible liaisons assignments that might not be as critical now when there are several major pending projects, and instead and reassigning the Advisory member(s) to other boards/commissions. Inter-board meetings should include more information regarding projects planned, possible risks or problems that might impact budgets and also provide a thorough overview of the Town's financial picture.

#### Dropbox:

It is a great tool to share information. Some members felt more storage might be helpful.

#### Preparation for Meeting with Selectmen

Input is needed from the BOS regarding televised meetings and the report expenses portion of Advisory's budget. A transfer of funds from the Advisory personal service budget to the expense budget will need to be made in order to cover increased mailing costs of the 2014 Annual Town Meeting report. Advisory will need an Article in the warrant in the 2014 STM for a transfer of free cash to the Advisory budget if there are anticipated increased Annual Report expenses for next year. Advisory would like to propose that Town Meeting Members reuse their ATM report binders each year. Only new TMMs would be sent a new binder; all TMMs would be sent the 3-hole paper report for insert into binders before ATM commences.. Advisory would like to get the BOS thoughts on the override vote results, Town Meeting Member turnout and possible salary increases.

#### Approval of Minutes

Lucy Kapples advised the minutes needed to be amended to show one member absent and made a motion to approve the minutes of April 30, 2014 as amended. The motion was seconded and the minutes were approved unanimously by a show of hands.

Marjorie Freiman made a motion to approve the minutes of May 14, 2014. The motion was seconded and the minutes were approved unanimously by a show of hands.

### Liaison Reports

The Chair asked for liaison reports and various members of the Advisory Committee provided their reports.

### New Business/Old Business

The Chair announced that Ann Marie Gross had been appointed to the new Town Government Study Committee. Andy Patten has been elected as the new Chair of the Advisory Committee for the upcoming year.

Chad Harris, Lon Povich, Kathleen Woodward, Frank Pinto, and Michael Mastrianni have been appointed to the Advisory Committee for the upcoming year.

The next meeting of the Advisory Committee will be in two weeks on June 11th in the Juliani Room of Town Hall and it will be a joint meeting with the Board of Selectmen.

Ms. Freiman adjourned the meeting at 9:07 p.m. with no objections.