

Advisory Committee
Saturday, January 16, 2016
Wellesley Police Station
8:00 a.m.

Present: Tom Frisardi, Mary Crown, Tom Fitzgibbons, Chad Harris, John Hartnett, Mike Hluchyj, Michael Mastrianni, Alena Poirier, Sara Raveret, Mason Smith, Ria Stolle, Scott Tarbox, Kathleen Woodward

Tom Frisardi called the meeting to order at 8:00 a.m.

Citizen's Speak

There was no one present for Citizen's Speak.

Meet with Board of Selectmen (BOS), interested citizens and other boards concerning anticipated motions at February 1, 2016, Special Town Meeting (STM)

Marjorie Freiman and David Murphy from the Board of Selectmen presented changes in the Motions Drafts.

Warrant Article 2A

David Murphy highlighted changes:

- 6A.2.a: was added to reflect concerns re: the continuing involvement of the BOS
- 6A.3.1: language was added to the effect that the Town-wide Financial Plan is dynamic and transparent
- 6A.3.2:
 - 6A.3.2.a: added language to the effect that the Town Manager (TMger) will seek input from all Town boards
 - 6A.3.2.c: added language to the effect that the BOS will approve the Town-wide Financial Plan. Language was added about making the plan available.
 - 6A.3.2.d: added a reference to strategic plan
 - 6A.3.2.e: before any appropriation is made at Town Meeting (TM), there will be an opportunity for comments from Town Meeting Members (TMM)
- 6A.4.2
 - 6A.4.2a introduces the concept of a "submitting party." It introduces "cash capital" term and that the Five-year Capital Budget Program should be referenced by departments in requests
 - 6A.4.2.c: the BOS will approve Town-wide Five-Year Capital Budget Program
 - 6A.4.2 d: added the presentation will be posted to the Town website
 - 6A.4.2.e: some language was moved to 6A.4.2.f
- 6A.5 (previously 6A.3): added submitting party language

- 6A.5.b: bullets were added, including: budget requests presented by submitting parties, projected sources of funds other than real estate taxes. “Operating Budget....” was added to the concluding sentence

There was a question whether the Five-year Capital Budget Program should be presented to Advisory for review before it goes to the BOS. There was a comment from a committee member that a flow chart would be helpful.

- 6A.6 (previously 6A.4):
 - 6A.6.a.vii “post-employment benefits” was added
- 6A.7: language in the introductory paragraph was changed: “hold” was changed to “convene” and new language “upcoming fiscal year” was added
 - 6A.7.a: Language was added re: the School Superintendent submitting the Superintendent’s annual operating budget request and providing an analysis of reasons for exceeding budget requests. The heading for this item is incorrect and needs to be stricken.
 - 6A.7.c is new and reflects concerns raised by the library. The TMger cannot unilaterally cut budgets.
 - 6A.7.e: language was added re: posting on the Town’s website
 - 6A.7.f: language was added re: posting on Town’ website and the TMger making an oral presentation to BOS and the Advisory Committee
 - 6A.7.g is new language
 - 6A.7.h is new language; it addresses concerns raised by the library
 - 6A.7.i: “fourteen days prior” to TM was added (it was previously seven days) A point was raised that it is currently 18 days prior, not 14 days
 - 6A.7.j: is entirely new language; the current bylaws do not address this. There was a question whether the paragraph is codified in the appropriate place. There was a suggestion that “Process” might be a more appropriate heading than “Timeline”
- 11.8: “ten days” was changed from seven days. “Whenever practicable” was added.
- 11.13: still has questions pending that need to be addressed at Tuesday’s hearing
- 12.6: new language in accordance with procedures in 6A; this carries through the remainder of the Article.

The Town Government Study Committee (TGSC) had no comments.

Heather Sawitsky raised concerns on behalf of a group of five TMM: the role of the BOS in the budget process should be reaffirmed and guidelines presented in the early fall should also be posted on the Town website providing an opportunity for involvement earlier in the process. There should be opportunities for comments from the public, such as a public hearing, as the budget is presented and moved forward. She also raised concerns regarding the role of Advisory in the budget process and whether there should be a more defined role for the Advisory

Committee; boards should present to the Advisory Committee, allowing for greater checks and balances.

Don McCauley raised a question whether the BOS approves the operating budget before the Town Meeting; there is a fundamental question of whose operating budget it is: the BOS or the TMger. There is a need to codify the checks and balances. The TMger will be the Chief Administrative Officer of the Town and should not own the budget—the BOS should “own” it as the Chief Executive Officer for the Town.

There was a comment that the budget the TMger will be presenting is the budget that the BOS has approved.

Tom Ulfelder of the TGSC explained that the BOS will approve the Town-Wide Financial Plan well in advance, and that is the road map for budget decisions. A TMger would never present a budget the BOS doesn't support. The approval requirement would result in constant votes and may present timing challenges.

Suzy Littlefield agreed that Advisory should serve as a counter to the TMger. David Himmelberger pointed out that broadcasts of Advisory Committee meetings keep the town informed of budget issues.

Peg Metzger, the Town Moderator, commented that any potential amendments should be crystallized ahead of time and should be vetted by the Advisory Committee prior to the STM in order to make the meeting effective.

Warrant Article 2B

Marjorie Freiman highlighted changes in language.

- 11.5: Senior staff members/department heads are authorized to appoint staff within departments. The TMger would appoint the staff where there is no senior staff member or department head and there is “only” staff (such as the Advisory Committee). Marjorie differentiated professional and administrative staff: someone making recommendations in policy would be professional as opposed to someone posting information. If the Advisory Committee were to hire “professional” staff, then this can be changed in the future.
- 12.4: The TMger or a designee appoints the coordinator
- 21.2: Town Counsel suggested an exception for appointment or promotion of special police from the TMger. Added TMger to language.
- 22.3 added TMger
- 29.6 Language will be added that the Town Engineer will remain under the DPW

David Himmelberger will be making an amendment clarifying that responsibility for discipline and termination will remain with the Chief of Police.

Marjorie Freiman and Dave Murphy raised the issue that removal of police officer engaged in unlawful activity could not occur without the removal of the police chief.

Warrant Article 2C

Town Counsel recommended stylistic changes to the language in several places.

- 30.10: Notice for public hearing changed from 3 days to 7 days (the proposed amendment was 10 days)

Suzy Littlefield commented that language should be added to HR Policies for checks and balances on TMger position. Marjorie Freiman commented that the HR Board has specified that policy should not be created before a position exists.

Warrant Article 2D

- 13.5: Language was added “provide to any board, officer or official a copy.” This section will be revised to reflect “final” reports.

Advisory members requested that Advisory be added to the distribution list for audit reports; the language should be updated. There was a comment that if the audit report is a public record, it shouldn't have to be requested from the BOS. It was pointed out that it sometimes takes more than 120 days for the Audit Report: language regarding 120 days could be removed. The Town Clerk should keep it on file.

- 24.5: Language was added so that “each board or officer having care, custody, management or control of a building” should receive a copy of the Annual Building Report.

Advisory members requested that Advisory be added to the distribution list for the Annual Building Report.

Old business/new business

Nothing further was discussed.

Adjourn

Tom Frisardi adjourned the meeting at 11:30am with no objections. The Advisory Committee will hold its Public Hearing for the STM on January 19, 2016, in the Juliani Room of Town Hall.