

Advisory Board Meeting
Wednesday, January 27, 2016
Juliani Room

Tom Frisardi called the meeting of the Wellesley Advisory Committee to order at 7:00pm. Those present included Mary Crown, Tom Fitzgibbons, Chad Harris, Mark Kaplan, Michael Mastrianni, Frank Pinto, Alena Poirier, Sara Raveret, Mason Smith, Ria Stolle, Scott Tarbox, and Kathleen Woodward.

Guests: David Murphy, Marjorie Freiman, Andy Wrobel, Steve Burt, Matthew McKay, Matt Chin, Katherine Babson, Rosemary Donahue, Anne Marie Gross, Suzy Littlefield, Beth Sullivan Woods, Barbara McMahon, Allen Port, Dave Hickey, Tripp Sheehan, Stephen Murphy, Patti Quigley, Heather Sawitsky, and David Himmelberger.

Tom Frisardi called the meeting to order at 7:00 p.m.

Citizen's Speak:

There was no one present for Citizen's Speak.

Recreation Commission, budget for 2017:

Steve Burt (Chair) and Andy Wrobel of the Recreation Commission, Director Matt Chin, and Matthew McKay, addressed the committee.

Rita Stolle opened the presentation.

There was an overview of the department's programs and activities. Staffing includes five permanent employees, including two secretaries, and part-time employees.

1,201 new residents bought Moses Pond beach tags last year. Beach tag sales increased in part due to a two-week sale: 2,327 tags were sold during the sale. The sale will be reduced to 10 days this year, and the price will increase.

High school field renovations are ongoing.

The proposed budget for this year is \$350,129 (a 2.91% increase over FY16). The department is adding the equivalent of ¼ FTE. The previous Director retired, and the new Director has a lower salary. The Department is in the process of hiring an associate director, who will be responsible for the new after-school program.

Matt Chin spoke about tag sales: they are aiming to increase revenue by \$30,000 this year. The after-school program at elementary schools will be expanding; the after-school pilot program at Sprague was successful. Projections are that 1,500 students will be involved in the new after-school programs. A new Camp Adventure Program will be introduced for middle and high school students.

There was a question on the give-back amount. Full-time employees are paid by the Town; the give-back amount comes from excess program revenues.

There was a question on revolving funds: 53D and 53E1/2 are true revolving funds. Cannot be used for general operating expenses; have been used for scholarships and programs.

900 Worcester update: The department received three proposals, but there were concerns about financing. Those proposals have been rejected, and an RFP will be reissued. The Board plans to make a recommendation at the Fall STM.

Board of Selectmen (BOS) Motion Changes:

The BOS voted on the proposed bylaws on Monday. David Murphy and Marjorie Freiman gave an update on the vote.

There are four motions under Article 2:

- Motion 2A deals with the budget bylaws, which will be under Town Bylaw 6A.
- Motion 2B deals with appointments, which will be made by the Town Manager.
- Motion 2C deals with the Human Resources Director and Human Resources Board, which will be under Town Bylaws 30 and 31.
- Motion 2D deals with miscellaneous bylaws.

Motion 2A:

The Town-wide Financial Plan and the Five-year Capital Budget Program precede the Operating Budget, so sections of 6A were reordered to reflect the Town-wide Financial Plan is the core document that is continually updated.

The bylaws are silent on the role of the BOS. Language has been added re: the role of the BOS and the budget process.

Language was changed to introduce greater transparency into the bylaws by adding posting requirements and publication dates.

There was a question about what the Monday vote included. Advisory has not voted on the motions in Article 2A.

Six proposed changes:

6A.3.1: deleted the last line, which conflicted with “The Town-wide Financial Plan is intended to be...”

6A.6.b: The BOS did not include suggested language re: the school superintendent including enrollment data for three years as part of the budget presentation. It is anticipated that Suzy Littlefield will make a motion at the STM regarding this.

6A.4.2: included language re: a public hearing on the Five-year Capital Budget program.

Wording changes re: appropriation votes were discussed: whether they are made “to” or “for” the Board; and whether “if any” should be added after “the Board.”

6A.6.a.iii and 6A.7: A proposal re: budget cuts: that the Town Manager would only give an amount to the affected board or department. The BOS did not agree to include it; it conflicts with the Special Act.

Language on posting documents to the website was added: “promptly.”

Town Government Study Committee (TGSC) Considerations

TGSC reported on its meeting on Tuesday and the role of the Advisory Committee.

Katherine Babson and Rosemary Donahue spoke re: TGSC’s concerns:

- The requirement that BOS approve budgets earlier in the process changes the dynamic of the Advisory Committee.
- TGSC had proposed that the budget is submitted to Advisory 45 days before Town Meeting; that has been changed to submitting to both Advisory and the BOS. This creates two processes for working with the budget rather than one.
- Flexibility and ability to adapt to circumstances has been diminished and makes process more complex.

An Advisory member questioned whether TGSC considered Advisory Committee's role and whether it would be diminished as part of its original considerations. Anne Marie Gross spoke for TGSC: their goal was to make sure that Advisory was included at the beginning of the process. They did not think it was necessary to codify that in a bylaw.

Dave Murphy pointed out that 6A.7 includes the language "shall present the guidelines to the Advisory Committee."

The BOS meeting on Friday will address concerns; it does not anticipate making changes at this time.

There was continued discussion whether the role of Advisory is clear.

There was a question whether the BOS should consider stronger language on the role of Advisory; that could be an issue if there is disagreement. There was a question whether there should be language that Advisory consults with the BOS; meetings and conversations during the summer months would provide an opportunity for consultation.

Anne Marie Gross pointed out that 6A.7 states that the Town Manager shall convene one or more meetings with all board chairs, officers, etc., at an early stage of the budgeting process, providing for early consultation.

Additional Discussion

Suzy Littlefield spoke to a motion she will be bringing before STM on the BOS removing language on including school enrollment figures in the Superintendent's budget message. The information is available on the school website, but there is no requirement keeping it on the website. It is a transparency issue and important to the budget message.

Beth Sullivan Woods, Board of Library Trustees, addressed two issues in 2A:

- **2A.J:** language should be codified that appropriations are made to the elected boards. The language was changed to "boards and departments." Appropriations for library functions should be expended to the library.
- **2A.D:** budget preparation process. The board should have the responsibility for determining allocation of funds, not the Town Manager. The Town Manager should have financial authority over the amount, but not how the board meets its objectives.

The Library Trustees may bring an amendment before the STM.

The discussion was paused to allow CPC and Playing Field Task Force presentations to occur on time.

Community Preservation Committee, budget for 2017:

Chair Barbara McMahon and Vice Chair Allen Port presented.

Wellesley has a 1% surcharge on property taxes. The CPC is required to appropriate 10% of its revenue into specific funds: open space, historic preservation, community housing. The cap surcharge for a town is 3%; those communities get a larger state match. They are also eligible for a second or third round of state matching.

Wellesley wouldn't benefit as much from 2nd or 3rd rounds because it is a wealthy community. It would require a town-wide referendum to increase the surcharge.

The BOS is considering making a motion at the Annual Town Meeting to amend the CPC surcharge through other means: real estate development, restaurant tax, etc., are possibilities.

CPA funds rehabilitation and restoration, open space, recreation, and housing.

Community Housing: The CPC is hoping for additional guidance as the Town goes forward with the Town Manager process. There are CPA funds available for subsidized housing, rent, etc.

CPC funds are allowed for a building that is in support of a recreational facility; eg, Hunnewell Field.

Whatever is not used in administrative expense reverts to CPC reserves.

Upcoming Budget Year:

- Wellesley Historical Society grant: recommending approving \$20,400. Urging the Historical Society to seek additional funding.
- Planning Board has requested \$20,000 to update the historic district guidelines.
- \$1,000,000 will be designated to the Playing Field Task Force.

Votes:

- The CPC has voted on the Historical Society request; it was the only request that was not unanimous.
- Supports the Planning Board and BOS \$60,000 request re: the Unified Plan (combined comprehensive and strategic plan).

State match estimate is 26%. For fiscal 2017, looking at expending \$1.5 million.

There was a question whether funds can be moved; once the money has been designated as Historic Preservation, it cannot be moved. There was a question re: acquiring real property; the property has to be under restriction.

North 40: committed \$10,000,000; the debt service per year for the next thirty years is approximately \$550,000/year.

The CPC is working with the NRC on the Kelly tennis courts; there are wetlands restrictions.

Playing Fields Task Force/CPC, athletic field project:

Tripp Sheehan, Chair of Playing Fields Task Force and Recreation Commission Vice Chair; Stephen Murphy, Chair of the Natural Resources Commission (NRC); David Hickey, the Town Engineer; and Patti Quigley, School Committee; presented.

There are four sponsors of the article: NRC, School Committee, Recreation, and Board of Public Works. Will be asking the Town for \$1 million.

Considerations:

- Landscaping; preserving tree screening, and tying into Fuller Brook Park landscaping
- Lighting
- Improved sound system
- Preserving the fields
- Safety on the field
- Pedestrian safety

Timeline and cost estimates:

- Estimated costs are closer to \$3.1 million at this point
- Completed week after Labor Day

There is currently \$1,177,318 in the account; 936 donors have contributed. CPC has voted to match up to \$1 million.

There was a question re: excess money: The bids are not in yet; the task force does not anticipate excess. Excess money may go into a fund for future development; eg, bathrooms.

There was discussion on how the project will benefit the whole community.

The task force will return to Advisory on March 16, prior to Town Meeting.

Vote on motions to be made at February 1 Special Town Meeting:

There was continued discussion whether Advisory should vote on Motion 2A.

There was a comment that it would only require a simple amendment to make the role of Advisory more meaningful and effective. There was an additional comment that the ability of the Town Manager to go into boards' budgets and make decisions could diminish the role of elected boards.

Marjorie Freiman pointed out that the board is given an opportunity to respond to the suggested changes.

A member pointed out that if Advisory doesn't have voting power, there is no motivation to listen to their recommendations.

Heather Sawitsky spoke re: the role of Advisory in the past. Advisory set guidelines, but with the input of the Executive Director. Advisory should have the opportunity to be part of conversation before guidelines are set.

Beth Sullivan Woods spoke to the lack of definition for "guideline."

Sara Raveret made a motion for favorable action on Warrant Article 2, Motion A, as proposed by the BOS on January 26th, 2016, to see if the Town will vote to amend the General Bylaws by adding a new Article 6A entitled, "Financial Planning and Budget Provisions." Mason Smith seconded the motion. The motion passed 10-1-1 (with one abstention).

The abstaining member expressed general agreement for approval of the motion, but thinks input hasn't been fully gathered.

The opposing vote was based solely on two points brought forward earlier.

Motion 2B:

Marjorie Freiman presented amendment proposals and changes in Article 2B:

2.B.11.5: There was no change. The Town Manager will appoint staff for Advisory as long as that staff is administrative. Some have pointed out that using the word "may" makes the appointment sound optional. The BOS believe the current appointment language is consistent with the Special Act.

2.B.21.3: The Town Manager may make appointments on the recommendation of the chief. The Town Manager may terminate or discipline only if the chief has declined to take action. Both parties would have to come before the BOS to discuss. This was an amendment proposed by David Himmelberger.

There are no provisions for appointment of subordinate staff under 23.1: Inspectors, 29.6: Town Engineer, or the Dog Officer.

Heather Sawitsky commented on the language on appointment of staff. The "may" language would allow the Town Manager the opportunity to delegate, but it is problematic; the "shall" language would make the bylaws consistent with existing bylaw language. The only way to correct the bylaws is through another special act. If the Attorney General has an issue with the inconsistencies in language, it should be resolved at that time.

Marjorie Freiman reported that using "may" instead of "shall" is a Town Counsel recommendation. The Attorney General will look at the bylaws and the Special Act; inconsistencies could cause a delay. The Executive Director is retiring and delaying appointing a Town Manager would be problematic.

David Himmelberger suggested a work-around: there shall be a Director, who may be appointed by the Town Manager. There will be a motion at Town Meeting. The language should be used for every position.

There may be an amendment to 11.5 at STM.

There may be an amendment to 36.3.

Sara Raveret made a motion for favorable action on Warrant Article 2, Motion B, as proposed by the BOS on January 26th, 2016, to see if the Town will vote to amend certain appointment provisions throughout the General Bylaws to provide for appointments by the Town Manager, as authorized by the Special Act, voted under Motion 3A of the warrant for the November 2nd, 2015, Special Town Meeting. Mason Smith seconded the motion. The motion carried 9-2-1 (with 1 abstention).

Article 2C

Sara Raveret recommended favorable action on Warrant Article 2, Motion C, as proposed by the BOS on January 26th, 2016, to see if the Town will vote to amend Articles 30, Human

Resources Board, and 31, Classification and Salary Plans, of the General Bylaws to establish the roles of the Town Manager, Human Relations Board, and the Human Relations Director in the administration of personnel policies, the Classification and Salary Plan, and collective bargaining agreements. Mary Crown seconded the motion. The motion carried 12-0.

Article 2D

The Audit Committee will distribute final reports, and the Town Manager shall provide any portion of the final report to any affected party.

2.D.26.4: This is a new section re: performance of Town Clerk duties.

Sara Raveret made a motion for favorable action on Warrant Article 2, Motion D, as proposed by the BOS on January 26th, 2016, to see if the Town will vote to amend certain provisions throughout the General Bylaws, as voted under Motion 3A of the warrant for the November 2nd, 2015, Special Town Meeting, to require that the Board of Selectmen fix the date for Annual Town Meeting by November 15th of the preceding year, and to make other miscellaneous changes to Town Government in accordance with such Special Act. Mason Smith seconded the motion. The motion carried 12-0.

Approval of minutes:

None were presented at this time.

Old business/new business:

Liaison reports/updates were presented.

The next Advisory meeting will be on Monday, February 1, at 6 p.m. in the Faculty Dining Room at the Wellesley Middle School.

Tom Frisardi adjourned the meeting at 11:12 p.m. with no objections.