

TOWN OF WELLESLEY



MASSACHUSETTS

BOARD OF SELECTMEN

TOWN HALL • 525 WASHINGTON STREET • WELLESLEY, MA 02482-5992

MARJORIE R. FREIMAN, CHAIR
THOMAS H. ULFELDER, VICE CHAIR
JACK MORGAN, SECRETARY
ELIZABETH SULLIVAN WOODS
LISE M. OLNEY

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MEGHAN C. JOP
EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT

SELECTMEN'S MEETING *TENTATIVE AGENDA* Training Room, Department of Public Works 9:00 am Monday, January 13, 2020

Revised

1. 9:00 Call to Order
2. 9:01 Citizen Speak
3. 9:03 Announcements
4. 9:05 Discuss Status of FY20 Work Plan
 - Discuss Timing of Debt Exclusions and fall STM 20 Schedule
5. 10:00 Discuss Liaison Updates
6. 10:30 ATM Preparation
 - Discuss Draft Warrant and Assign Articles
 - Update on Budget Book
 - Discuss Board Procedures for Citizens Petitions and Resolutions
7. 12:15 Discuss and Approve Summer Hours for Town Hall
8. 12:30 Executive Session under G.L. c. 30A, §21(A), exemption #7 to comply with Open Meeting Law, G.L. c. 30A, §§ 18-25 to approve minutes of September 3, 2019, September 9, 2019, October 15, 2019, October 21, 2019, and November 4, 2019
9. 12:45 New Business and Other Correspondence

[Please see the Board of Selectmen's Public Comment Policy](#)

Next Meeting Date: Tuesday, January 21, 7:00 pm
Monday, January 27, 7:00 pm
Monday, February 3, 7:00 pm

Board of Selectmen Calendar – FY20

Date	Selectmen Meeting Items	Other Meeting Items
<i>1/13/20 Monday</i>	No Evening Meeting – Wellesley Club	Selectmen's Office Hours 1/14 @ 9 am Tom
<i>1/20/20 Monday</i>	TOWN HALL CLOSED – MLK Day	World of Wellesley MLK Breakfast – Alumnae Hall Wellesley College 8a.m.
<i>1/21/20 Tuesday</i>	Meeting <ul style="list-style-type: none"> • Sign ATM Warrant • Appoint Epstein & August Special Counsel – Verizon Contract Negotiation • Liaison Update Lise • Sustainable Building Guidelines • Transfer of Alcohol License – Sing's Café; new owner Kabin B. and lawyer Ray W. will be present. Health is ok – will still go to abcc to be official • 148 Weston Road – Modify DA 	
<i>1/27/20 Monday</i>	Meeting <ul style="list-style-type: none"> • Liza Oliver – Citizen's Petition No Sale of Fur? • Liaison Update Marjorie • Verizon petition – cable (needs to be early in meeting KC has to sign witnessed approval) – confirmed Verizon rep will be present. • Sign Annual Election Warrant • Sign Presidential Primary Warrant • Approve Change in Manager – The Local • Stanwood SBHC – Catherine Johnson to present 	Selectmen's Office Hours 1/30 @ 10 am Beth
<i>2/3/20 Monday</i>	Meeting Liaison Update Jack	ATM: PUBLIC ZONING HEARING
<i>2/10/20 Monday</i>	Meeting Liaison Update Tom	Selectmen's Office Hours 2/11@ 9 am Lise
<i>2/17/20 Monday</i>	TOWN HALL CLOSED Presidents' Day	
<i>2/24/20 Monday</i>	Meeting Liaison Update Beth	Selectmen's Office Hours 2/27 @10 am Tom
<i>3/2/20 Monday</i>	Meeting Liaison Update Lise	March 3- Presidential Primary
<i>3/9/20 Monday</i>	Meeting Liaison Update Marjorie	Selectmen's Office Hours 3/10 @ 9 am Marjorie
<i>3/16/20 Monday</i>	Meeting Liaison Update Tom	March 17 – Town Election

1/10/2020

<i>3/23/20 Monday</i>	Meeting Liaison Update Jack	Selectmen's Office Hours 3/26 @ 10 am Beth
<i>3/30/20 Monday</i>	ATM	
<i>3/31/20 Tuesday</i>	ATM	
<i>4/6/20 Monday</i>	ATM Arbor Day 2020 proclamation	
<i>4/7/20 Tuesday</i>	ATM	

Notes

Quarterly updates

- *Traffic Committee (Deputy Chief Pilecki)*
- *Facilities Maintenance (Joe McDonough)*
- *Wellesley Club Dates: January 13, March 2*

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EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT SERVICES

Monday, January 13, 2020

Our meeting will begin on Monday at **9:00 am** in the **DPW Training Room**

1. **Call to Order – Open Session**

2. **Citizen Speak**

3. **Announcements**

4. Discuss Status of FY 20 Work Plan

Please find an updated Work Plan for the Board's review and discussion.

Discuss Timing of Debt Exclusions and fall STM 20 Schedule

Due to the timing of the Presidential Election in November, and with the associated early voting time periods and voting certifications, the Town Clerk was concerned about the timing of a debt exclusion vote. A meeting was held to discuss options for the timing of a fall Special Town Meeting and the debt exclusion that will be required for the Middle School Project. After some discussion, the optimal window appears to be to have a fall Special Town Meeting of October 26th and 27th with a debt exclusion vote on Tuesday, December 1st.

In review of the major project schedule (in packet), the numerous debt exclusions will require votes every 6 months to a year for a period of time. A discussion item for the Board is whether a bundled debt exclusion should be considered at the Annual Town Meeting in 2021 that would authorize the borrowing for the schools (individual questions for H/U and Hunnewell) at approximately \$115M, followed by a bundle of approximately \$40M for the Town Hall Annex, Town Hall Interior, and DPW Renovations (RDF and Highway Buildings). The individual projects in the bundle would continue to require Town Meeting authorization to proceed, but would not need the additional step of the debt exclusion if the bundle was passed. The bundle would authorize the Town to borrow up to the \$40M for the municipal projects, but does not require the Town to take advantage of all the borrowing. So, if an article failed that was to be funded by the bundle, the Town would not borrow the funds. The PAWS building is scheduled out further in spring 2025, and at this point I am not advocating for that to be in the bundle. This is a discussion item, and at this time no action is being asked of the Board.

NO MOTIONS

Project	Issue or Current Status	Next Steps	Resources Required	BOS Liaison	Staff Assigned	Completion Date
<u>DEVELOPMENT PROJECTS</u>						
Upham/Hardy School - MSBA	Preliminary Design Program Done - to MSBA	Select Site for Schematic Design	\$2.5M Upham & Hardy	Tom/Marjorie	SC & BOS	
Hunnewell School	Schematic Design Funds Approved at STM	Continue Work towards 2021 ATM for Construction	\$5 M Approved at STM	Tom/Marjorie	Meghan	
900 Worcester	Signal under construction, final CO needed	Cont. to work towards CO, resolve neighbor issues		Tom	Meghan	
Wellesley Office Park	Finalizing Permitting	Work towards building permit		Tom	Meghan	
Barton Rd and E Welles. Development/housing	Architect doing Feasibility	Evaluate results, Planning commencing study		Beth		
Town Hall Annex	Seek funds for Annex Schematic Design ATM	Hire Designer, Complete permitting, Const. Funds	\$1.25M at ATM	Marjorie	Meghan, Kevin	
Town Hall Interior	Revise Feasibility Study FY21	Seek Schematic Funds ATM 21	\$100,000 FMD Cash Capital	Marjorie	Meghan, Kevin	
Tailby/Railroad Commuter Lot	Revised Plans, seeking input w/public	Decision to move forward, Negotiate		Beth/Jack		
HPP Implementation	Bylaw changes with PB- FY21	Includes Housing Task Force		Lise		
<u>FINANCIAL PROJECTS</u>						
Verizon Contract Negotiations	Hired Peter Epstein to assist with Negotiations	First meeting 1/9/2020	\$250/hr	Lise	Meghan, Brian	
<u>BOS INITIATIVES</u>						
Wellesley Media	sched of mtgs, match w/ wired bldgs, get on tv	Town Bylaw Change?		Lise		
North 40	Finalized Plan	Fund at ATM Clean up and O&M Plan	\$264,000	Jack		
<u>POLICIES/BYLAWS</u>						
Alcohol Policy	Begin complete re-write: Special Act?			Beth	Meghan/Cay	
Boston Marathon Policy	Updated Invitational Entries Policy 9/17/19	Draft policy for BOS use of funds		Jack	Meghan/Stephanie	
Demo Delay Bylaw	Review bylaw for possible changes			Jack	Meghan	
Financial Policies/Proced.	Working on First Budget Book	Determine additional Policies for FY22		Jack	Sheryl, Meghan, Rachel	
Board Appointments	update for appointed boards, removal			Marjorie	Town Counsel	
PILOT Agreements (Babson)	Develop policy for tax exempt properties	Discuss priorities with the Board		Beth	Beth/Meghan	
Sale/Lease of Town Land	Policy for lease, disposition, sale of land				Meghan	
<u>STAFF MANAGED PROJECTS</u>						
Community Compact - Digital Records	Draft Accepted	Capital Plan Reflects Implementation of Plan			Meghan, Brian	

				BOS	Staff	Completion
Project	Issue or Current Status	Next Steps	Resources Required	Liaison	Assigned	Date
Electronic Permitting	Bldg. CLK. Fire under review	Add ZBA, PLN, BOS			Meghan, Brian	
Website Refresh	Scheduled for FY21		Exist. Contract every 4 years		Stephanie	
Cochituate Aqueduct Encroachments	Begin by Section to notify abutters of review	Send notice to all abutting properties	DPW assistance/Engineering/NRC		Meghan/DPW	
40B: 136-140 Worcester	In PH with ZBA					
40B: 3 Burke Lane	PH Closed, working on decision					
40B: Delanson Circle	Cont. to July 1, 2020	Will be resolved with Rezoned Projects				
40B: 148 Weston Road	Cont. to July 1, 2020	Will be resolved with Rezoned Projects				
40B: 16 Stearns	In Litigation					
40B: 680 Worcester	In Litigation					
Emergency Communications plan	Identify strategies to update staff				Meghan, Brian, Chiefs	
War Memorial Scholarships	clarify criteria, clear up history					
Budget Process	Update manual, Review bylaw, Budget book	begin with bylaw adopted by TM, modify		Lise	Meghan, Sheryl	
Uber/Lyft Money	Funding strategies for transportation apps					
<i>PROJECTS W/OTHERS</i>						
War Memorial/Great Hall	Discuss with Town Hall Interior Vision			Marjorie	FMD/Sarada	
Transportation Adv. Group	Form working group to outline a charge			Jack	Meghan	
Regional Issues: MAPC				Lise		
Gas Leaks				Lise		

Major Project Financing Schedule: Six Year Look-Ahead

January 6, 2020		FY2020	FY2021		FY2022		FY2023		FY2024		FY2025		FY2026	
Project	Phase	Estimated Cost	Fall 2019	Spring 2020	Fall 2020	Spring 2021	Fall 2021	Spring 2022	Fall 2022	Spring 2023	Fall 2023	Spring 2024	Fall 2024	Spring 2025
<i>Hunnewell Project</i>	Design	\$4.7M	X - ITL											
	Construction	\$52.9M				X - DE								
<i>Hardy/Upham Project</i>	Design/Construction	\$60M				X - DE								
<i>Town Hall Annex</i>	Design	\$1.25M		X - ITL										
	Construction	\$10.65M				X-DE								
<i>Town Hall Interior</i>	Design	\$2.0M				X - ITL								
	Construction	\$18.1M								X - DE				
<i>Middle School Systems</i>	Construction	\$13.0M			X - DE									
<i>Library Renovation*</i>	Construction	\$2.8M			X - ITL									
<i>Library Roof Replacement</i>	Construction	\$1.3M			X - ITL									
<i>DPW Renovation: RDF</i>	Design	\$426K						X - ITL						
	Construction	\$4.82M								X - DE				
<i>DPW Renovation: Park & Hwy</i>	Design	\$640K						X - ITL						
	Construction	\$7.1M								X - DE				
<i>Middle School Paving</i>	Construction	\$2.0M						X - ITL						
<i>Sprague & Bates Roofs</i>	Design	\$300k								X - ITL				
	Construction	\$2.78M										X - ITL		
<i>Sprague & Bates Parking Lots</i>	Design	\$100k										X - ITL		
	Construction	\$670k												X - ITL
<i>PAWS</i>	Design	\$2.0M										X - ITL		
	Construction	\$18.0M												X - DE
<i>Middle School Roof Replace</i>	Design	\$400k										X - ITL		
	Construction	\$4.2M												X - ITL
TOTALS (Millions) =		\$210.1	\$4.70	\$1.25	\$17.10	\$114.90	\$10.65	\$3.07		\$30.32		\$5.28		\$22.87
<i>Inside the Levy =</i>		\$23.6	\$4.70	\$1.25	\$4.10			\$3.07		\$0.30		\$5.28		\$4.87
<i>Debt Exclusion =</i>		\$186.6			\$13.00	\$114.90	\$10.65			\$30.02				\$18
DE = Debt Exclusion														
ITL = Inside The Levy														
* = Confirm the amount of fundraising for Reno work														

Shading = Possible debt funded project

5. Discuss Liaison Updates

This item is not for the Board members to update the Board on their liaison updates, but rather to discuss as a group how better to inform members of liaison activities or information. This is more of an opportunity to continue to improve on communication. With regards to the SBC updates, I will be placing in the FNM moving forward all documents that are distributed to the SBC for the Board's review. In addition to Liaison updates, the weekly report tries to inform the Board of the numerous items discussed or worked upon during the week, but certainly does not capture everything. I look forward to discussing any additional suggestions from the Board. You will find in this week's Other Correspondence the SBC Materials for the meeting held on 1/9/2020.

6. ATM Preparation

Discuss Draft Warrant and Assign Articles

Please find the current Article List and a draft of the warrant prepared by Town Counsel. Town Counsel will be present to address any questions.

The following articles still require some work:

- Art. 6: salary of Town Clerk
- Art. 9: Revolving Fund – amount of Tree Bank Fund
- Art. 10: Special Injury Leave Indemnity Fund
- Art. 12: Baler Stabilization Fund
- Art. 16: MLP Budget
- Art. 17: CPC
- Art. 21: Water/sewer line rehab
- Art. 26: Climate resolution
- Art. 32: NRP Development, working through exemption provision
- Art. 38: Town Clerk Article
- Art. 45: Unissued loans
- All borrowing articles – confirm with Bond Counsel

One additional item under this agenda item is for the Board to consider whether they would like a placeholder for a Town Bylaw that would require boards/committees to be video recorded by Wellesley Media. In preparation of this discussion, Cay has put together a quick survey of meetings and locations along with the list from Wellesley Media of the boards/committees currently being taped. Based on review, it certainly appears that all meetings with the existing 6 rooms wired for video (Juliani, Great Hall, Wakelin Room Library, Rm 8 Warren, TPC, Kingsbury) could be taped. In raising this potential article with Town Counsel, it was noted the Board will need to review the Town's contract with Wellesley Public Media. The mandatory nature of filming may require the contract with WPM to be amended. Town Counsel also recommended the Board consider whether the requirement should (or even could) apply to subcommittees or other smaller groups.

Update on Budget Book –

I will give a brief update on the Budget Book and anticipated timing of a draft for review. Following the budget summit earlier in December, Board members noted they had comments on the various narratives. If there are comments, it would be helpful to have those to incorporate into the documents in the next week or so.

Discuss Board Procedures for Citizens Petitions and Resolutions

This topic is not for the Board to consider any pending Citizen Petitions and/or Resolutions, but rather to discuss procedurally how the Board wants to proceed with discussion and evaluation on items submitted. Town Counsel will be present to address any questions.

2020 Annual Town Meeting Warrant Articles

1/3/2020

	Description	Sponsor	Motions
1	Choose Moderator & Receive Reports	BOS	
2	Town-Wide Financial Plan & Five Year Capital Budget Program	BOS	
	Appropriations - Operating and Outlay		
3	Consent Agenda - Simple Majority vs 2/3	BOS	
4	Amend Job Classification Plan	HR	
5	Amend Salary Plan - Pay Schedule (including union contract settlements)	HR	
6	Set Salary of Elected Official	BOS	
7	FY20 Budget Supplemental Appropriations	BOS	
8	Omnibus Budget and Capital (FY21)	BOS	
9	Revise Revolving Funds, set amounts for the year, modify Tree Bank Fund	BOS	
10	Revise Injured on Duty Stabilization and increase funding	BOS	
11	Special Education Reserve Fund - Additional funding	BOS	
12	Baler Stabilization Fund Contribution from Free Cash	BOS	
13	Establish Moses Pond Beach and Bathhouse Stabilization Fund	REC	
14	Water Program	BPW	
15	Sewer Program	BPW	
16	Electric Program	MLP	
	Appropriations - Special Capital Projects		
17	Community Preservation Fund Appropriations	CPC	
18	Town Hall Annex Schematic Design through Bidding Phase	BOS/PBC	
19	Additional Funding for Lee/Hunnewell Fields	NRC	
20	Great Plain Avenue Construction Funds	BOS/BPW	
	Authorizations		
21	Authorize Water Fund and/or Sewer Fund Authorization (MWRA)	DPW	
22	Authorize Lease Agreement - 254 Washington Street	BOS	
23	Authorize Expenditure of State Transp. Infrastructure Funds (Uber/Lyft)	BOS	
24	Authorize Renaming of Hunnewell Field to Diane P. Warren Field	NRC	
25	Authorize Modifications, Insertions, or Deletions of Human Resource Board Policies	HR	
26	Resolution on Climate Action/Emergency	BOS	
27	Acceptance of Easements	DPW	
	Amend Zoning Bylaw		
28	Zoning Map Amendment Create Single Building Historic District - 323 Washington Street	PB	
29	Amend Establishment of Districts to Large Scale Solar Overlay District	PB	
30	Amend Zoning Bylaw to provide LHR review of homes in General Residence District	PB	
31	Amend the Tree Protection Bylaw	PB	
32	Amend Natural Resources Protection Bylaw	PB	
33	Delete Temporary Moratorium on Marijuana Establishments	PB	
34	Amend Registered Marijuana Dispensary Regulations	PB	
35	Amend Drainage Review to comply with MS4 Permit	DPW	
36	Amend Board of Selectmen to Select Board	BOS	
	Amend Town/General Bylaws		
37	Amend Board of Selectmen to Select Board	BOS	
38	Amend and Reformat Town Bylaws	CLK/BOS	
	Citizen Petitions		
39	General Residence - LHR Amendment	Citizen	
40	Resolution - Designate the 2nd Monday in October Indigenous People's Day	Citizen	
41	Resolution - Designate the 2nd Monday in October Indigenous People's Day/Columbus Day	Citizen	
42	Reaffirm GHG Reduction Goal and Increase Non-Emitting Electricity Purchases	Citizen	
43	Improve Efficiency and Reduce Expenditures in Town Government	Citizen	
44	Amend Town Bylaw to Ban the Sale of Fur in Wellesley	Citizen	
	General		
45	Rescind or Transfer Debt; Appropriate Premiums	BOS	
46	Settle Claims	BOS	
47	Disposal of Property	BOS	
48	Appoint Fire Engineers	BOS	
	* Consent Agenda Recommendation		

TOWN OF WELLESLEY



**WARRANT
for the
ANNUAL TOWN MEETING**

ELECTION – March 17, 2020

BUSINESS MEETING – March XX, 2020

ADVISORY COMMITTEE PUBLIC HEARING (WARRANT ARTICLES)

xxxx, 2020, 7:00 P.M. at Town Hall

PLANNING BOARD PUBLIC ZONING HEARING

February xx, 2020, 6:30 P.M. at Town Hall

Commonwealth of Massachusetts
Norfolk, ss.

To any Constable of the Town of Wellesley in the County of Norfolk,

GREETINGS:

In the name of the Commonwealth aforesaid, you are hereby required to notify the qualified voters of said Town of Wellesley to meet in their respective voting places on March 17, 2020:

The voters of Precinct A, in Katharine Lee Bates School, 116 Elmwood Road;

The voters of Precinct B, in Isaac Sprague School, 401 School Street;

The voters of Precinct C, in Ernest F. Upham School, 35 Wynnewood Street;

The voters of Precinct D, in Otho L. Schofield School, 27 Cedar Street;

The voters of Precinct E, in Joseph E. Fiske School, 45 Hastings Street;

The voters of Precinct F, in Dana Hall School, Shipley Center, 142 Grove Street;

The voters of Precinct G, in Wellesley Free Library, 530 Washington Street;

The voters of Precinct H, in Tolles Parsons Center, 500 Washington Street.

at 7:00 A.M., at which time the polls in said precincts will be opened and remain open continuously until 8:00 P.M. of said day when they will be closed, during which time aforesaid qualified voters of said Town may bring in their ballots to the Election Officers, duly appointed and sworn for said precincts of said Town of Wellesley, in said meetings so assembled for the following:

To cast their votes in the Town Election for the election of candidates for the following offices:

<u>OFFICE</u>	<u>VACANCIES</u>	<u>TERM</u>
Board of Assessors	One	Three Years
Board of Health	One	Three Years
Board of Public Works	One	Three Years
Board of Public Works	One	One Year
Board of Selectmen	Two	Three Years
Housing Authority	One	One Year
Moderator	One	One Year
Natural Resources Commission	Two	Three Years
Planning Board	One	Five Years
Recreation Commission	One	Three Years
School Committee	Two	Three Years
Trustees of the Wellesley Free Library	Two	Three Years

and for **TOWN MEETING MEMBERS**, under the provisions of Chapter 202 of the Acts of 1932, as amended.

You are further required to notify the qualified Town Meeting Members of said Town of Wellesley to meet in the

**Wellesley Middle School Auditorium
50 Kingsbury Street
Monday, March 30, 2020**

at 7:00 P.M., at which time and place the following articles are to be acted upon and determined exclusively by Town Meeting Members in accordance with Chapter 202 of the Acts of 1932, as amended, and subject to referendum as provided therein:

ARTICLE 1. To receive and act on the reports of Town officers, boards and committees, including the Annual Town Report, the Report to this Town Meeting of the Advisory Committee, and the Report of the Community Preservation Committee, and to discharge presently authorized special committees, or to take any other action in relation thereto.

(Board of Selectmen)

ARTICLE 2. To receive the Reports of the Board of Selectmen on the Town-Wide Financial Plan and Five-Year Capital Budget Program in accordance with Sections 19.5.2 and 19.16 of the General Bylaws, or to take any other action in relation thereto.

(Board of Selectmen)

APPROPRIATIONS – OPERATING AND OUTLAY

ARTICLE 3. To see if the Town will vote to take action on certain articles set forth in this warrant by a single vote, pursuant to a consent agenda, or to take any other action in relation thereto.

(Board of Selectmen)

ARTICLE 4. To see if the Town will vote to amend Article 31 of the General Bylaws by making changes to the appendix to the Classification and Salary Plans established under Sections 31.1 and 31.6 respectively, which constitutes part of said Bylaws, relating to the establishment of new classifications, reclassifications of current positions, and the deletion of classifications, or to take any other action in relation thereto.

(Human Resources Board)

ARTICLE 5. To see if the Town will vote to amend Article 31 of the General Bylaws by making changes to Schedule A, entitled “Job Classifications by Groups,” and Schedule B, entitled “Salary Plan – Pay Schedule,” copies of which are available for inspection at the Human Resources Department, and to authorize the Town to raise and appropriate, transfer from available funds, or borrow a sum of money for the purposes of complying with said Schedule B, as so amended, or to take any other action in relation thereto.

(Human Resources Board)

ARTICLE 6. To see if the Town will vote to fix the salary and compensation of the Town Clerk at \$92,127.00, as provided by Section 108 of Chapter 41 of the General Laws, or to take any other action in relation thereto.

(Board of Selectmen)

ARTICLE 7. To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to supplement or reduce appropriations approved by the 2019 Annual Town Meeting, or to take any other action in relation thereto.

(Board of Selectmen)

ARTICLE 8. To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money for the following:

- 1) The operation and expenses of certain Town departments, including capital outlay, maturing debt and interest, and the provision of a Reserve Fund;
- 2) Extraordinary maintenance, special capital projects and other capital outlay items for the several Town departments;
- 3) Such purposes as may be voted contingent upon passage by the voters of referendum questions as authorized by Section 21C(g) of Chapter 59 of the General Laws,

and further to authorize the Board of Assessors to use any monies paid to the Town from the Wellesley Municipal Light Plant as an estimated receipt when computing the Fiscal Year 2021 Tax Rate, or to take any other action in relation thereto.

(Board of Selectmen)

ARTICLE 9. To see if the Town will vote pursuant to Section 53E1/2 of Chapter 44 of the Massachusetts General Laws, as amended by Section 86 of Chapter 218 of the Acts of 2016, to:

1. Amend Article 55.1.d of the General Bylaws to read as follows:

d. Tree Bank Fund.

Funds held in the Tree Bank Fund shall be expended by:

- i. The Department of Public Works for buying, planting, and maintaining trees on public or private property; and
- ii. The Planning Department and Natural Resources Commission for conducting studies to maintain and protect trees.

Receipts credited to this fund shall include contributions in lieu of tree replanting required in accordance with Section 16E of the Zoning Bylaw.

and

2. Set the limit on the total amount that may be spent from each revolving fund for Fiscal Year 2020 as follows:

- a. Street Opening Maintenance Fund: \$225,000.00
- b. DPW Field Use Fund: \$200,000.00
- c. Turf Field Fund: \$500,000.00
- d. Tree Bank Fund: \$75,000.00**
- e. Baler, Compactors and other RDF Equipment Repair Fund: \$50,000.00
- f. Council on Aging Social and Cultural Programs Fund: \$140,000.00
- g. Teen Center Program Revenues Fund: \$50,000.00
- h. Library Room Rental Fund: \$35,000.00
- i. Lost/Damaged Library Materials Replacement Fund: \$20,000.00
- j. Brookside Community Gardens Fund: \$3,000.00
- k. Weston Road Gardens Fund: \$7,000.00
- l. Library Copier Fees Fund: \$20,000.00
- m. Cultural Council Revenues Fund: \$6,500.00

or to take any other action in relation thereto.

(Board of Selectmen)

ARTICLE 10. To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow \$XX,XXX (DOLLARS), or any other sum, to the Special Injury Leave Indemnity Fund established under Article 9 of the 2017 Annual Town Meeting, or to take any other action in relation thereto.

(Board of Selectmen)

ARTICLE 11. To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to the Special Education Reserve Fund established by the vote taken under Article 10 at the 2017 Annual Town Meeting to pay, without further appropriation, for unanticipated or unbudgeted costs of special education, out-of-district tuition or transportation, or to take any other action in relation thereto.

(Board of Selectmen)

ARTICLE 12. To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow the sum of \$50,000.00 (FIFTY THOUSAND DOLLARS), or any other sum, to the Baler Stabilization Fund established by the vote taken under Article 10 at the 2016 Annual Town Meeting for replacement of the RDF Baler, Compactors and other RDF equipment, or to take any other action in relation thereto.

(Board of Public Works)

ARTICLE 13. To see if the Town will vote to create a special purpose municipal stabilization fund establishing a reserve for the renovation, restoration, and construction of the Morses Pond Beach and Bathhouse Project in accordance with Section 5B of Chapter 40 of the General Laws, and to raise and appropriate, transfer from available funds, or otherwise provide a sum of money into such stabilization fund, or to take any other action in relation thereto.

(Recreation Commission)

ARTICLE 14. To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow the sum of \$9,689,534.00 (NINE MILLION SIX HUNDRED EIGHTY-NINE THOUSAND FIVE HUNDRED THIRTY-FOUR DOLLARS), or any other sum, to be expended under the direction of the Board of Public Works for the purposes of operating and managing the Water Program as follows:

Salaries	\$ 1,953,059
Expenses (incl. interest, and all non-op exp.)	4,199,909
OPEB (Other Post-Employment Benefits)	38,500
Depreciation	975,330
Capital Outlay	1,260,000

Debt	801,432
Emergency Reserve	<u>461,324</u>
Total Authorized Use of Funds	\$9,689,534

And that \$9,689,534 be raised as follows:

Department Receipts	\$6,464,321
Depreciation	975,330
Retained Earnings	<u>2,249,883</u>
Total Sources of Funds	\$9,689,534

or to take any other action in relation thereto.

(Board of Public Works)

ARTICLE 15. To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow the sum of \$9,765,538.00 (NINE MILLION SEVEN HUNDRED SIXTY-FIVE THOUSAND FIVE HUNDRED THIRTY-EIGHT DOLLARS), or any other sum, to be expended under the direction of the Board of Public Works for the purposes of operating and managing the Sewer Program, as follows:

Salaries	\$	893,891
Expenses (incl. interest, and all non-op exp.)		6,989,317
OPEB (Other Post-Employment Benefits)		16,500
Depreciation		458,179
Capital Outlay		620,000
Debt		314,207
Emergency Reserve		<u>473,444</u>
Total Authorized Use of Funds		\$9,765,538

And that \$9,765,538 be raised as follows:

Department Receipts	\$8,793,188
Depreciation	458,179
Retained Earnings	<u>514,171</u>
Total Sources of Funds	\$9,765,538

or to take any other action in relation thereto.

(Board of Public Works)

ARTICLE 16. To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow the sum of \$36,135,600.00 (THIRTY-SIX MILLION ONE HUNDRED THIRTY-FIVE THOUSAND SIX HUNDRED DOLLARS), or any other sum, to be expended under the direction of the Municipal Light Board for purposes of operating and managing the Municipal Light Plant, as follows:

Operating Budget:*

Operating Salaries	\$1,113,700
Materials and Services	1,054,900
Health Insurance	236,700

Contribution to Employee Retirement	258,500
Purchase Power	22,577,700
Transmission	5,592,000
Sub Total	30,833,500

Capital Outlays:

Salaries	1,139,100
Services/Materials	1,549,700
Vehicles	189,600
Health Insurance	274,200
Contribution to Employee Retirement	299,500
Sub Total	3,452,100

Payments That Benefit The Town:

Payment in Lieu of Taxes	1,000,000
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Power Supply Contingencies

850,000

Total Fiscal Year 2020 Budget Request

\$36,135,600

* Excludes depreciation expense in the amount of \$3,650,000.

or to take any other action in relation thereto.

(Municipal Light Board)

APPROPRIATIONS – SPECIAL CAPITAL PROJECTS

ARTICLE 17. To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the Fiscal Year 2021 Community Preservation Budget, to appropriate or reserve for future appropriation, from FY 2021 Community Preservation Fund annual revenues and reserves, sums of money to meet the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee for the Fiscal Year beginning July 1, 2020, to make debt service payments, and to undertake community preservation projects as recommended by the Community Preservation Committee, as follows:

	Open Space	Historical	Housing	Administrative
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Reserve revenues for Specific Purpose and Administrative				
		(\$165,000)	(\$165,000)	(\$65,000)

Appropriations from Reserves	Open Space	Historical	Housing	Undesignated
Wellesley Free Library – digitization of historic maps		(\$21,500)		
DPW - reconstruction of softball fields**				(\$500,000)
NRC – Restoration of Church Park	(\$30,000)			
NRC-Phase II Reconstruction of Duck Pond Bridge	(\$91,000)			
NRC – Phase I Morse’s Pond Erosion Mitigation	(\$150,000)			
Library Board – Fells Branch Library Children’s/Pollinator Garden**	(\$30,000)			
TOTAL	(\$301,000)	(\$21,500)		(\$500,000)

** These projects have not yet been voted on by the CPC.

North 40 Debt service of \$552,044 appropriated from Undesignated funds and applied to Article 8 Omnibus Budget.

or to take any other action in relation thereto.

(Community Preservation Committee)

ARTICLE 18. To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money, to be expended under the direction of the Permanent Building Committee, for architectural and engineering designs, plans and other specifications, bid documents, permitting, and any associated costs related to the construction of a Town Hall Annex to be located at 2 Municipal Way, and for any other services in connection therewith and, for the purpose of meeting such appropriation, to authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow said sum in accordance with Chapter 44, Section 7(1) of the Massachusetts General Laws, or any other enabling authority and to issue bonds or note of the Town therefor, and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of the issuance of such bonds or notes, may be applied to payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the Massachusetts General Laws, thereby reducing the amount to be borrowed to pay such costs by a like amount, or to take any other action in relation thereto.

(Board of Selectmen/Permanent Building Committee)

ARTICLE 19. To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to supplement funds for the construction or reconstruction of the softball field (Lee Field) and multipurpose field located at the Hunnewell Field as voted under Article 21 of the 2019 Annual Town Meeting; and for the purpose of meeting such appropriation, to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow said sum in accordance with Chapter 44, Section 7(1), of the Massachusetts General Laws, or any other enabling authority and to issue bonds or notes of the Town therefor, and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of the issuance of such bonds or notes, may be applied to payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the Massachusetts General Laws, thereby reducing the amount to be borrowed to pay such cost by a like amount, or to take any other action in relation thereto.

(Natural Resources Commission)

ARTICLE 20. To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to be expended under the direction of the Board of Public Works, for engineering designs, bid documents, and associated costs related to the construction, reconstruction, rehabilitation, and repair of Great Plain Avenue, including street, sidewalk and/or drainage repairs and improvements, for the purpose of meeting such appropriation, to authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow said sum in accordance with Chapter 44, Section 7(1) of the Massachusetts General Laws, or any other enabling authority and to issue bonds or note of the Town therefor, and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of the issuance of such bonds or notes, may be applied to payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the Massachusetts General Laws, thereby reducing the amount to be borrowed to pay such costs by a like amount, or to take any other action in relation thereto.

(Board of Public Works)

AUTHORIZATIONS

ARTICLE 21. To see if the Town will raise and appropriate, transfer from available funds, or borrow a sum of money to be expended under the discretion of the Board of Public Works for water and/or sewer line rehabilitation, and for any equipment or services connected therewith, or to take any other action in relation thereto.

(Board of Public Works)

Article 22. To see if the Town will vote to authorize the Board of Selectmen to enter into a lease of a certain parcel of Town-owned land within the Eaton Court Parking Lot located at 24 Eaton Court, on such terms and conditions, including dollar amounts,

as said Board deems to be in the Town's interest, or to take any other action in relation thereto.

(Board of Selectmen)

ARTICLE 23. To see if the Town will vote to appropriate the sum of \$24,801.90 (TWENTY-FOUR THOUSAND EIGHT HUNDRED ONE DOLLARS AND NINETY CENTS), received from the Commonwealth Transportation Infrastructure Fund ("Fund") pursuant to St. 2016, c. 187, § 8(c)(i) for calendar year 2018, to address the impact of transportation network services on municipal roads, bridges and other transportation network services in the Town including the complete streets program established in Section 1 of Chapter 90I of the General Laws and other programs that support alternative modes of transportation, or to take any other action in relation thereto.

(Board of Selectmen)

ARTICLE 24. To see if the Town will vote to approve the naming of "Hunnewell 2/Multipurpose Field" located at 438 Washington Street, as the "Diane P. Warrant Field" in accordance with Article 5.5 of the Town Bylaws Naming of Public Assets, or to take any other action in relation thereto.

(Natural Resources Commission)

ARTICLE 25. To see if the Town will vote to authorize the Human Resources Board to add, modify, or delete certain personnel policies and procedures for Town employees not covered by collective bargaining agreements in accordance with Article 30.10 of the Town Bylaws Personnel Policies Nonunion Employees, or to take any other action in relation thereto.

(Human Resources Board)

ARTICLE 26. To see if the Town will adopt a resolution on a climate emergency....

Or to take any other action in relation thereto.

(Board of Selectmen)

ARTICLE 27. To see if the Town will vote to:

1. Hear the report of the Board of Public Works that certain easements for drainage and utilities be abandoned and a new easement granted;
2. Authorize the Board of Public Works, pursuant to Section 15 of Chapter 40 of the Massachusetts General Laws, to abandon a utility easement at 21 Carisbrook Road and to grant a new utility easement on a portion of said property;

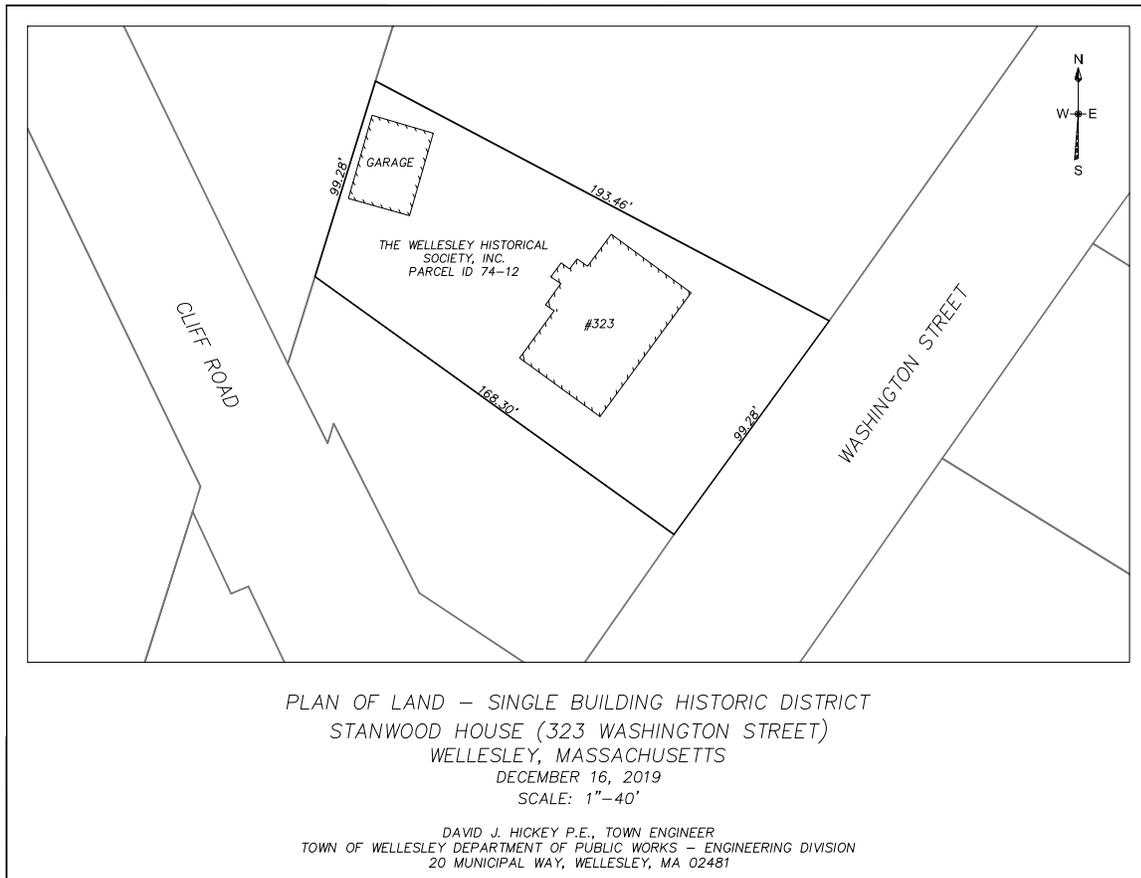
3. Authorize the Board of Public Works, pursuant to Section 15 of Chapter 40 of the Massachusetts General Laws, to abandon a drainage easement at 64 Fuller Brook Road and to grant a new drainage easement on a portion of said property;
4. Authorize the Board of Public Works, pursuant to Section 15 of Chapter 40 of the Massachusetts General Laws, to abandon certain drainage easements located at 104 Forest Street, 108 Forest Street, and 34 Wachusett Road; and
5. Authorize the Board of Public Works, pursuant to Section 15 of Chapter 40 of the Massachusetts General Laws, to abandon certain electric easements located at 70 Radcliffe Road and 124 Brook Street;

or to take any other action in relation hereto.

(Board of Public Works)

AMEND ZONING BYLAW

ARTICLE 28. To see if the Town will vote to establish a Historic District to be located at 323 Washington Street (Parcel ID 74-12) and to amend the Zoning Map of the Town of Wellesley by applying the Historic District Overlay Zoning District to said land at 323 Washington Street, as shown on the plan entitled “Plan of Land – Single Building Historic District, Stanwood House (323 Washington Street), Wellesley, Massachusetts” by Dave Hickey, Town Engineer, dated December 16, 2019, a copy of which is on file at the Office of the Town Clerk, provided, however, that the Historic District Overlay Zoning District shall overlay and not change the existing underlying General Residence District zoning of the property, or to take any other action in relation thereto.



(Historic District Commission, Historical Commission, and Planning Board)

Article 29. To see if the Town will vote to correct the omission of the Large Scale Solar Overlay District in the list of districts in Section 1A of the Zoning Bylaw by amending Section 1A, as follows:

1. Inserting after “27. Linden Street Corridor Overlay District (Section 14G)” in the list of districts, the following
 28. Large-Scale Solar Overlay District (Section 14H)

and

2. Renumbering the remaining items in the list of districts accordingly;

or to take any other action in relation thereto.

(Planning Board)

Article 30. To see if the Town will amend the Zoning Bylaw to require Large House Review for single family dwellings, two-family dwellings, and Town Houses in the General Residence Districts, as follows:

1. By inserting a new Section 4.C as follows:

C. Large House Review

The provisions of Section 16D shall apply.

2. By inserting after the word “dwellings” in Section 16D.A, the phrase “in the Single Residence or General Residence Districts and Two Family Dwellings or Town Houses in the General Residence Districts”, such that Section 16D.A shall read as follows:

This Section is adopted by the Town to provide pre-construction and post-construction review of single family dwellings in the Single Residence or General Residence Districts and Two Family Dwellings or Town Houses in the General Residence Districts that meet the applicability standards set forth below.

3. By inserting a new paragraph after the second full paragraph in Section 16D.C as follows:

The provisions of this Section shall also apply to all building permits issued after the date of the first publication of notice of the public hearing under Chapter 40A of the Massachusetts General Laws:

Any new single family dwelling, Two Family Dwelling, or Town House in the General Residence District where the Total Living Area Plus Garage Space of the dwelling or Town House after completion exceeds 3,600 square feet; and

For alteration of any single family dwelling, Two Family Dwelling, or Town House in the General Residence District where the alteration will increase the Total Living Area Plus Garage Space of the dwelling in question by more than 10% and the Total Living Area Plus Garage Space of the dwelling, after completion of the project, will exceed 3600 square feet.

4. By inserting in Section 16D.D.1, after the phrase “single family residential dwelling”, the phrase “, Two Family Dwelling, or Town House”, and inserting after the phrase “until the dwelling”, the phrase “or Town House”, such that Section 16D.D.1 shall read as follows:

General. Any applicant for a single family residential dwelling, Two Family Dwelling, or Town House that is subject to this Section shall submit to the Planning Board through the Planning Director the required information, including plans indicating the delineation of the neighborhood, existing and proposed site conditions, photographs, topography, building elevations, proposed grading and landscape design described in the Rules and Regulations and shall not be entitled to the issuance of a building permit unless and until the dwelling or Town House is approved in accordance with this Section.

or to take any other action in relation thereto.

(Planning Board)

Article 31. To see if the Town will vote to amend Section 16E of the Zoning Bylaw to (1) clarify the intent and purpose of the bylaw, (2) require increased mitigation actions, (3) increase the scope of protected trees, (4) allow other factors to be included in determining contributions to the Tree Bank Fund, (5) conform to Article 55 of the Town’s General Bylaws, and (6) update the bylaw’s terminology, such amendments may include, but not be limited to, the following:

1. By deleting the word “and” after the phrase “contribute to the distinct character of certain neighborhoods,” and by adding the phrase “and reduce ambient carbon in the atmosphere” after the phrase “provide natural privacy to neighbors” in the first sentence in the second paragraph of Section 16E.B, to reflect the sustainability policies of the Town, so that the relevant part of Section 16E.B reads as follows:

Trees are recognized for their abilities to improve air quality, protect from glare and heat, reduce noise, aid in the stabilization of soil, provide natural flood and drainage control, create habitats for wildlife, enhance aesthetics and property values, contribute to the distinct character of certain neighborhoods, provide natural privacy to neighbors, and reduce ambient carbon in the atmosphere.

2. By amending the definition of Protected Trees from Section 16E.C, to capitalize the words “Tree” and “Trees,” to clarify the location of Trees subject to the bylaw as being within the Tree Yard, and to decrease the relevant diameter at breast height from 10 inches or greater to six inches or greater for such Trees, so that Section 16E.C reads as follows:

Protected Tree - Any existing Tree located in the Tree Yard or Tree that was removed from the Tree Yard within twelve (12) months prior to application for an applicable demolition or building permit, which has a

DBH of six (6) inches or greater, located in a Tree Yard of a property zoned Single Residence District or General Residence District, or located anywhere on property zoned other than Single Residence District or General Residence District. Any Tree that has a DBH of six (6) inches or greater with portions of the stem of the Tree actively growing into a Tree Yard between a height of six (6) inches and four and one-half (4.5) feet above grade shall be considered a Protected Tree.

3. By deleting the definition of Tree Bank from Section 16E.C, in its entirety, and inserting, in place thereof, a new definition, as follows:

Tree Bank Fund – The revolving fund established pursuant to Section 55.1.d of the Town Bylaws.

4. By deleting the definition of Tree Yard from Section 16E.C, in its entirety, and inserting, in place thereof, a new definition, incorporating the table presently set forth in Section 16E.F.1, as follows:

Tree Yard - The area of a parcel zoned Single Residence District or General Residence District located adjacent to all front, side, and rear lines of a lot up to the distances set forth in the following table:

Location of Protected Trees on Property Zoned Single Residence District (SRD) or General Residence District			
Zoning District	Minimum Tree Yard (feet)		
	Front	Side	Rear
SRD 10	20	10	10
SRD 15	20	20	20
SRD 20	20	20	20
SRD 30	40	30	30
SRD 40	40	40	40
General Residence District	20	10	10

5. By amending Section 16E.D.2.a, by deleting the word “In” and inserting in place thereof, the word “in”;
6. By deleting the period at the end of Section 16E.D.2.d and by inserting in its place “; and”;
7. By deleting Section 16E.D.2.f and Section 16E.D.2.g, in their entirety.

8. By deleting Section 16E.E, in its entirety, and inserting, in place thereof, a new Section 16E.E, as follows:

Town of Wellesley Tree Bank Fund

Any contributions collected per Section 16E.F.2.b.ii. shall be deposited in the Tree Bank Fund.

9. By deleting Section 16E.F.1, in its entirety, and inserting, in place thereof, a new Section 16E.F.1, as follows:

Scope:

Demolition and/or construction activity (as identified under Section 16E.D.1.) on a property on which a Protected Tree is located is prohibited unless required Tree protection and/or mitigation measures will be taken as set forth in this subsection.

10. By inserting a new sentence after the second sentence in Section 16E.F.2, as follows:

Any fencing to be included in the Tree Save Area shall consist of chain link wire fencing.

11. By deleting Section 16E.F.2.b.i, in its entirety, and inserting, in place thereof, a new Section 16E.F.2.b.i, as follows:

Replanting of Trees: For each inch of DBH of Protected Tree(s) which are removed, no less than one (1.0) inch of caliper of new Tree(s) shall be replanted in accordance with the following:

12. By deleting Section 16E.F.2.b.i.1, in its entirety, and inserting, in place thereof, a new Section 16E.F.2.b.i.1, as follows:

Each new Tree must have a minimum caliper of three (3) inches;

13. By deleting Section 16E.F.2.b.ii, in its entirety, and inserting, in place thereof, a new Section 16E.F.2.b.ii, as follows:

Contribution to the Tree Bank Fund: The Board of Selectmen shall establish a Tree Bank Fund contribution schedule, such schedule to be based on the DBH of Protected Tree(s) to be removed, impact on Town infrastructure, and other environmental impacts associated with the removal of the Tree. The schedule may also take into account the aggregate DBH of Protected Trees to be removed. The applicant shall make such contribution to the Tree Bank Fund for the removal of a Protected Tree, not already mitigated for, pursuant to Section 16E.F.2.b.i.; such contributions shall be deposited to the Tree Bank Fund.

14. By inserting, after the phrase “Tree Bank” in Section 16E.F.3.b.viii, the word “Fund”;
15. By deleting Section 16E.F.3.c, in its entirety; and
16. By capitalizing the words “tree” and “trees” where such words appear in Section 16E;

or take any other action in relation thereto.

(Planning Board and Natural Resources Commission)

Article 32. To see if the Town will vote to amend Section 16F, Natural Resource Protection (NRP) Development, of the Zoning Bylaw, to (1) increase flexibility in the design and layout of the lots within a NRP Development, (2) ensure that all such developments comply with lighting requirements in Section 16G, and (3) update terminology; such amendments to include, but not be limited to, the following:

1. By deleting the phrase “of the bylaw” from Section 16F.C.2, and inserting, in place thereof, the phrase “and are not subdivided subsequent to February 3, 2020”, so that Section 16F.C.2, reads as follows:

2. This Section does not apply to the construction of home or businesses on individual lots that existed prior to the effective date of this Section and are not subdivided subsequent to February 3, 2020.

2. By inserting “, driveways, and common pathways” after the word “Streets” in Section 16F.D.2;
3. By inserting at the end of Section 16F.D.3 the following:

Dwellings shall not be oriented linearly or subject to the provisions of Section 19 that:

Where, on a frontage of 500 feet including the lot to be affected, or on a frontage between two intersecting or entering streets if such frontage is less than 500 feet, all existing buildings (if they are not less than three in number) have front yards of a depth greater than 30 feet, the minimum depth thereof shall be the depth required.

4. By deleting Section 16F.D.8, in its entirety and inserting, in place thereof, a new Section 16F.D.8 as follows:

Exterior lighting shall be only as needed to accomplish safety and design objectives; shall be arranged so as to minimize the impact on neighboring properties; and shall comply with the provisions of Section 16G which are incorporated herein by this reference.

5. By deleting Section 16F.D.9 in its entirety and inserting, in place thereof, a new Section 16F.D.9 as follows:

Shared driveways may be constructed to access a maximum of three (3) residences. Shared driveways shall be located within an easement which may allow space for installation of water lines and utilities as needed.

6. By deleting the word “house” from Section 16F.E;
7. By deleting Section 16F.E.2, in its entirety and inserting, in place thereof, a new Section 16F.E.2 as follows:

Locating Dwelling Sites. Locate the approximate sites of dwellings within the Potentially Developable Area and include the delineation of private yards and shared amenities so as to reflect an integrated community within the subdivision. Priority in design shall be given to determining the appropriate location of dwellings prior to determining the location of streets.

8. By deleting Section 16F.E.3 in its entirety and inserting, in place thereof, a new Section 16F.E.3, as follows:

Locating Streets, Common Parking Areas, Common Detached Garages, and Pathways. Streets should be laid out in order to access common parking areas, common detached garages, or individual house lots while minimizing interference with Conservation Areas and maximizing Open Space. Pathways should be laid out to create internal and external connections to common parking areas, common detached garages, and existing and/or potential future streets, sidewalks, trails, and pathways.

9. By deleting the words “Housing” and “homes” from Section 16F.F.1, and inserting, in place thereof, the words “Dwelling” and “dwellings”, respectively; and
10. By deleting Sections 16F.F.2, Section 16F.F.3, Section 16F.F.4, and Section 16F.F.5, in their entirety and inserting, in place thereof, the following:
 2. Lot Dimension. the following minimum dimensional standards shall apply for lots within a NRP Development.

TABLE 1.

	SINGLE RESIDENCE DISTRICT				
Area Regulation District	10,000 SF.	15,000 SF.	20,000 SF	30,000 SF.	40,000 SF.
Minimum Lot Size	7,500 SF.	7,500 SF.	10,000 SF.	10,000 SF.	10,000 SF.
Minimum Frontage	50 ft.	50 ft.	50 ft.	50 ft.	50 ft.

Minimum Front Yard Setback	10 ft.				
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3. Frontage. Lots within the NRP Development may have frontage on internal streets, common driveways, common parking areas, or common pathways.
4. Parcel Dimensions. To further the design process provided in Section 16F Part E above, the following minimum dimensional standards shall apply from the edge of the entire parcel to the nearest lot internal within the NRP Development:

TABLE 2

Area Regulation District	SINGLE RESIDENCE DISTRICT				
	10,000 SF.	15,000 SF.	20,000 SF.	30,000 SF.	40,000 SF.
Minimum Front Yard Depth (setback)	30 ft.	30 ft.	35 ft.	40 ft.	40 ft.
Minimum Side Yard Width (setback)	20 ft.	20 ft.	20 ft.	30 ft.	40 ft.
Minimum Rear Yard Depth (setback)	10 ft.	20 ft.	20 ft.	30 ft.	40 ft.

5. Accessory Structures. Accessory structures such as common carriage houses or a bank of common garages are encouraged.

or to take any other action in relation thereto.

(Planning Board)

Article 33. To see if the Town will vote to delete Section 22E of the Zoning Bylaw in its entirety, given the 2018 Annual Town Meeting vote under Article 28 to prohibit Marijuana Establishments, or take any other action in relation thereto.

(Planning Board)

Article 34. To see if the Town will vote to amend the Zoning Bylaw to update statutory and regulatory references and associated changes resulting from the enactment of Chapter 55 of the Acts 2017:

1. By deleting the definition of Registered Marijuana Dispensary in Section 1B, in its entirety, and inserting, in place thereof, a new definition as follows:

Registered Marijuana Dispensary (“RMD” or “RMDs”) – An entity licensed under 935 CMR 501.000 that acquires, cultivates, possesses, processes (including development of related products such as edible marijuana or marijuana products, marijuana infused products (“MIPs”), tinctures, aerosols, oils, or ointments), transports, sells, distributes, delivers, dispenses, or administers marijuana, products containing cannabis or marijuana, related supplies, or educational materials to registered qualifying patients or their personal caregivers for medical use, and also referred to as Medical Marijuana Treatment Center under 935 CMR 501.000.

2. By deleting the phrase “Chapter 369 of the Acts of 2012, *An Act for the Humanitarian Medical Use of Marijuana*, and 105 CMR 725.000: *Implementation of an Act for the Humanitarian Medical Use of Marijuana*” from Section 25.B.6.a and Section 25.B.6.b, and inserting, in place thereof, the phrase “Chapter 94I of the Massachusetts General Laws, and 935 CMR 501.000”;
3. By deleting the phrase “105 CMR 725.000”, from Section 25.B.6.a, Section 25.B.6.b, Section 25.B.6.d.iii(1), Section 25.B.6.d.iv(6), and Section 25.B.6.d.iv(7), and inserting, in place thereof, the phrase “935 CMR 501.000”; and
4. By deleting Section 25.B.6.d.iii(3), in its entirety, and inserting, in place thereof, a new Section 25.B.6.d.iii(3), as follows:

For every publicly accessible entrance there shall be at least one (1) sign that includes the language “Medical Registration Card issued by the MA Department of Public Health or the Cannabis Control Commission required” with a minimum text height of two (2) inches, in addition to any other sign that may be required by 935 CMR 501.000 at such location.

or take any other action in relation thereto.

(Planning Board)

Article 35. To see if the Town will vote to amend the Zoning Bylaw by revising Section 16C, Drainage Review, as needed to comply with the requirements of the 2016 USEPA/MassDEP General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems in Massachusetts (the “MS4 Permit”), or to take any other action in relation thereto.

(Board of Public Works)

Article 36. To see if the Town will vote to amend the Zoning Bylaw, as follows:

1. By inserting, in the appropriate alphabetical order, a new definition in Section 1B, as follows:

Select Board: The Select Board shall have all of the powers and duties granted to Boards of Selectmen by the Constitution and General Laws of the Commonwealth of Massachusetts, and such additional powers and duties as may be provided by any Special Act of the Legislature applicable to the Town of Wellesley, by this Bylaw, by the General Bylaws or by Town Meeting vote.

2. By deleting the following instances of the term “Board of Selectmen” and inserting, in place thereof, the term “Select Board”:

- i. Section 1B;
- ii. Section 2.A.11 (4 instances);
- iii. Section 9.B.6;
- iv. Section 14J.E.2.b;
- v. Section 14J.K.d.6 (2 instances);
- vi. Section 14J.L;
- vii. Section 16.D.2;
- viii. Section 16.D.3;
- ix. Section 16A.C.3.c.ii;
- x. Section 16A.C.3.d (3 instances);
- xi. Section 16E.F.2.b.ii;
- xii. Section 16F.G.3;
- xiii. Section 16F.G.5.d.vi;
- xiv. Section 22.C (2 instances);
- xv. Section 22.F.2.c;
- xvi. Section 22.I.1.h;
- xvii. Section 22.K.3;
- xviii. Section 24.A (2 instances); and
- xix. Section 25.C.2

3. By deleting all instances of the term “Board of Selectmen” and “Selectmen” from any amendment to the Zoning Bylaw approved at the Annual Town Meeting beginning March 30, 2020, and inserting, in place thereof, the term “Select Board”.

Or to take any other action in relation thereto.

(Board of Selectmen)

AMEND GENERAL BYLAW

Article 37. To see if the Town will vote to amend the Zoning Bylaw, as follows:

1. By deleting Section 19.3, Powers, in its entirety, and inserting, in place thereof, a new Section 19.3, as follows:

Section 19.3. Powers and Duties. The Select Board shall have all of the powers and duties granted to Boards of Selectmen by the Constitution and General Laws of the Commonwealth of Massachusetts, and such additional powers and duties as may be provided by any Special Act of the Legislature applicable to the Town of Wellesley, by this bylaw, by the Zoning Bylaw or by Town Meeting vote. The Select Board shall also oversee all matters affecting the interest and welfare of the Town and exercise the power and authority vested in the Town not specifically delegated by law to any other board or office.

2. By deleting Section 19.6, General Duties, in its entirety, and inserting, in place thereof, a new Section 19.6, as follows:

Section 19.6. [Repealed]

3. By deleting the following instances of the term “Board of Selectmen” and inserting, in place thereof, the term “Select Board”:
 - i. Article 5.6: Acceptance of Gifts (7 instances)
 - ii. Article 7.2: Vacancy in the Board of Selectmen (2 instances)
 - iii. Article 7.3: Vacancy in Other Elected Positions
 - iv. Article 11.13: Notice of Request for Other Appropriations
 - v. Article 11.14: Request for Town-Wide Financial Reports
 - vi. Article 12.1: Membership (2 instances)
 - vii. Article 12.7: General Provisions (2 instances)
 - viii. Article 18.1: Membership
 - ix. Article 19: Board of Selectmen (title)
 - x. Article 19.1: Membership
 - xi. Article 19.5.2: Report of Capital Projects
 - xii. Article 19.16.2: Report of Town-Wide Financial Plan
 - xiii. Article 19.19: Licensing Board
 - xiv. Article 19.43: Treasurer and Collector of Taxes (2 instances)
 - xv. Article 20A.2: Number of Directors/Term of Office
 - xvi. Article 20A.3: Promotion of Local Programming

- xvii. Article 20A.6: Annual Report
- xviii. Article 28.1: Membership
- xix. Article 28.5: Reports
- xx. Article 28.6: Policies
- xxi. Article 40.1: Membership
- xxii. Article 40.3: General Duties
- xxiii. Article 45.1: Membership
- xxiv. Article 46A.3: Designation of Neighborhood Conservation Districts (NCD) (2 instances)
- xxv. Article 47.3: Administration
- xxvi. Article 47.7: Animal Control Officer (2 instances)
- xxvii. Article 47.8: Board of Selectmen
- xxviii. Article 47.9: Violations and Penalties (2 instances)
- xxix. Article 48.3: Investment and Expenditure
- xxx. Article 49.2A: Printed Matter Vending Machines in Public Ways and Places (2 instances)
- xxxi. Article 49.2B: Retail Hours of Operation (8 instances)
- xxxii. Article 49.2C: Preparation and/or retail sale of food or beverage (3 instances)
- xxxiii. Article 49.11A: Regulation of Utility Poles/Replacement of Existing Poles (3 instances)
- xxxiv. Article 49.19: Possession and Use of Alcoholic Beverages (2 instances)
- xxxv. Article 49.25: Mechanical Protection Devices
- xxxvi. Article 49.27: Disabled, Dismantled, Inoperative and/or Unregistered Motor Vehicles
- xxxvii. Article 49.28: Recreational Trailers or Vehicles
- xxxviii. Article 49.30: Temporary and Transient Vendors
- xxxix. Article 50.5: Maintenance of Meters
- xl. Article 50.12: Collection of Fees
- xli. Article 52.B: Noncriminal disposition (3 instances)

4. By deleting the following instances of the term “Selectmen” or “Selectmen are” and inserting, in place thereof, the term “Select Board” or “Select Board is”:

- i. Article 4.3: Filing (3 instances)
- ii. Article 4.4: Annual Town Report (2 instances)
- iii. Article 4.5: Annual Reports of Subcommittees
- iv. Article 6.5: Advisory Committee
- v. Article 6.16: Capital Budgets (2 instances)
- vi. Article 6.17: Conflict of Interest (4 instances)
- vii. Article 6.18: Bonding (2 instances)
- viii. Article 8.2: Date for Annual Town Election
- ix. Article 8.3: Notices of Elections (2 instances)
- x. Article 8.6: Date of Annual Town Meeting
- xi. Article 8.10: Notice of Town Meeting (3 instances)
- xii. Article 8.11: Calling Special Meeting (2 instances)

xiii.	Article 8.12: Warrant Articles (2 instances)
xiv.	Article 8.13: Motions (5 instances)
xv.	Article 11.8: Report
xvi.	Article 12.6: Budget (2 instances)
xvii.	Article 13.3: Audits
xviii.	Article 16.1: Membership
xix.	Article 16.3: Duties
xx.	Article 16.4: Budget (2 instances)
xxi.	Article 17.1: Membership
xxii.	Article 17.4: Budget (2 instances)
xxiii.	Article 18.1: Membership
xxiv.	Article 18.2: Term
xxv.	Article 19.3: Powers
xxvi.	Article 19.4: War Memorial Scholarship Fund Trustees (2 instances)
xxvii.	Article 19.5.2: Report of Capital Projects (11 instances)
xxviii.	Article 19.5.3: Investment of Town Funds
xxix.	Article 19.7: Appointments
xxx.	Article 19.8: Communication and Cooperation
xxxi.	Article 19.9: Investigations
xxxii.	Article 19.10: Appearance Before Other Bodies
xxxiii.	Article 19.11: Legal Actions and Settlements
xxxiv.	Article 19.12: Actions of Town Meeting
xxxv.	Article 19.13: Enforcement of Bylaws and Regulations
xxxvi.	Article 19.14: Review of Bylaws and Government
xxxvii.	Article 19.15: Budgets and Administration
xxxviii.	Article 19.16.2: Report of Town-Wide Financial Plan (13 instances)
xxxix.	Article 19.17: Weekly Warrant
xl.	Article 19.18: System for Citizen Inquiries
xli.	Article 19.19: Licensing Board (4 instances)
xlii.	Article 19.20: House Numbers
xliii.	Article 19.21: Municipal Charges Lien
xliv.	Article 19.31: Executive Director of General Government Services (8 instances)
xlv.	Article 19.33: Staff (2 instances)
xlvi.	Article 19.42: Finance Director (2 instances)
xlvii.	Article 19.43: Treasurer and Collector of Taxes (2 instances)
xlviii.	Article 19.46: Payment of Town Funds (2 instances)
xlix.	Article 19.51: Town Meeting
i.	Article 19.52: Closing of Warrant
ii.	Article 19.53: Copies of Warrant
iii.	Article 19.54: Copies of Motion (2 instances)
liii.	Article 21.1: Establishment of the Department

- liv. Article 21.2: Responsibility of Selectmen (2 instances)
- lv. Article 21.3: Responsibilities of the Chief of Police
- lvi. Article 22.1: Establishment of the Department
- lvii. Article 22.2: Responsibility of Selectmen (2 instances)
- lviii. Article 22.3: Responsibility of Chief Engineer
- lix. Article 23.1: Appointment
- lx. Article 24.3: Director of Facilities Management
- lxi. Article 24.4: Budget (2 instances)
- lxii. Article 25.2: Term (3 instances)
- lxiii. Article 25.4: Duties (7 instances)
- lxiv. Article 25.5: Special Counsel (2 instances)
- lxv. Article 26.3: Duties
- lxvi. Article 27.1: Membership
- lxvii. Article 28.1: Membership
- lxviii. Article 28.5: Reports
- lxix. Article 30.12: Collective Bargaining Agent
- lxx. Article 33.1: Membership
- lxxi. Article 33.5: Budget (2 instances)
- lxxii. Article 35.8: Records and Reports
- lxxiii. Article 39.4: Advisory Board
- lxxiv. Article 39.5: Veterans' Grave Officer
- lxxv. Article 39.6: Budget (2 instances)
- lxxvi. Article 40.5: Budget (2 instances)
- lxxvii. Article 41.1: Membership
- lxxviii. Article 47.5: Policies and Procedures
- lxxix. Article 49.2: use of Public Ways and Places
- lxxx. Article 49.2C: Preparation and/or retail sale of food or beverage (3 instances)
- lxxxi. Article 49.20: Licensing of Vehicles for Hire (3 instances)
- lxxxii. Article 49.21 Licensing of Junk Dealers
- lxxxiii. Article 49.23: Clearance Areas at Intersections
- lxxxiv. Article 50.2: Revocable License to Park
- lxxxv. Article 50.3: Installation of Meters (4 instances)
- lxxxvi. Article 50.6: Permitted Parking Periods
- lxxxvii. Article 50.7: Parking Fees (3 instances)
- lxxxviii. Article 50.10: Prohibited Parking
- lxxxix. Article 50.12: Collection of Fees
- xc. Article 50.13: Enforcement
- xci. Article 50.14: Penalties
- xcii. Article 50.15: Policies and Procedures

5. By deleting the word "Selectmen" from the job title "Senior Secretary, Selectmen" in Schedule A Job Classification By Groups, appended to the General Bylaws, and inserting in place thereof, the phrase "Select Board", so that the job title reads "Senior Secretary, Select Board";

6. By deleting all instances of the term “Board of Selectmen” and “Selectmen” from any amendment to the General Bylaws approved at the Annual Town Meeting beginning March 30, 2020, and inserting, in place thereof, the term “Select Board”.

Or to take any other action in relation thereto.

(Board of Selectmen)

Article 38. [TOWN CLERK ARTICLE]

or to take any other action in relation thereto.

(Town Clerk)

CITIZEN PETITIONS

Article 39. To see if Town Meeting will vote to amend Section 4 of the Zoning Bylaws to place limits on the size of the structures that may be constructed, altered or enlarged in the General Residence Districts, limiting the TLAG (total living area plus garage, as that term is defined in Article 16D) to 3,600 square feet for structures on lots greater than 10,000 square feet but less than 15,000 square feet, and 4,800 square feet for lots greater than 15,000 square feet but less than 20,000 square feet, 6,000 square feet for lots greater than 20,000 square feet but less than 30,000 square feet, and 7,200 square feet for lots greater than 30,000 square feet.

(Citizen Petition)

Article 40. That the Town of Wellesley, with the understanding that since 1977 Indigenous people of our country have requested Indigenous Peoples Day as a recognition of their humanity, culture and history and with the understanding that our country was built on Native lands, shall join the growing number of cities, towns, and states that have chosen to honor this request. Town Meeting shall go on record to state that the Town of Wellesley, on the second Monday of October, will celebrate Indigenous Peoples Day as the official holiday and that the Town of Wellesley shall cease to recognize Columbus Day as a publicly sanctioned holiday in Wellesley.

(Citizen Petition)

Article 41. QUESTION: To see if Town Meeting will vote to recognize the second Monday in October as a joint celebration of both Columbus Day and Indigenous Peoples Day in the Town of Wellesley.

MOTION: That Town Meeting vote to adopt the following resolution:
RESOLUTION TO SUPPORT THE JOINT OBSERVANCE OF COLUMBUS DAY AND

INDIGENOUS PEOPLES DAY ON THE SECOND MONDAY IN OCTOBER IN THE TOWN OF WELLESLEY. BE IT RESOLVED THAT TOWN MEETING: 1. Commemorates the second Monday of October as Columbus Day and Indigenous Peoples Day in the Town of Wellesley and 2. Encourages the Board of Selectmen to proclaim the second Monday of October as Columbus Day and Indigenous Peoples Day.

(Citizen Petition)

Article 42. To see if the Town will:

1. Reaffirm its commitment to achieving Wellesley's greenhouse gas emission-reduction goal to reduce emissions 25% below the 2007 baseline by 2020, previously approved by the 2014 Annual Town Meeting.
2. Request that the Wellesley Municipal Light Plant help the town achieve this goal by increasing its non-emitting electricity to 80% by December 31, 2020.
3. Express its support for: a) providing all Town electricity customers with 80% non-emitting electricity through the Wellesley Voluntary Renewable Energy Program while leaving any customer the choice to opt out at any time; b) raising electricity rates in a fair and equitable manner to fund additional renewable electricity purchases or any other available means to meet the town's 2020 emission reduction goal.

(Citizen Petition)

Article 43. To see if the Town will vote to approve certain motions to improve efficiency of Town government, reduce expenditures, and improve the level of services provided to the residents, voters, and taxpayers of the Town, or take any other action in relation thereto.

(Citizen Petition)

Article 44.

- a. Purpose and Findings: Animals that are slaughtered for their fur endure tremendous suffering. Animals raised on fur farms typically spend their entire lives in cramped and filthy cages. Fur farmers use cheapest killing methods available, including suffocation, electrocution, gas, and poison.
- b. Considering the wide array of alternatives for fashion and apparel, the Town finds that the demand for fur products does not justify the unnecessary killing and cruel treatment of animals.
- c. The Town believes that eliminating the sale of fur products in the Town of Wellesley will promote community awareness of animal welfare and, in turn, will foster a more humane environment in Wellesley.

See attached bill for Definitions, Prohibitions, Exceptions, and Penalty.

ARTICLE 53A. FUR PRODUCTS

53A.1. Purpose and Findings.

- a. The Town finds that animals that are slaughtered for their fur endure tremendous suffering. Animals raised on fur farms typically spend their entire lives in cramped and filthy cages. Fur farmers typically use the cheapest killing methods available, including suffocation, electrocution, gas, and poison.
- b. Considering the wide array of alternatives for fashion and apparel, the Town finds that the demand for fur products does not justify the unnecessary killing and cruel treatment of animals.
- c. The Town believes that eliminating the sale of fur products in the Town of Wellesley will promote community awareness of animal welfare and, in turn, will foster a more humane environment in Wellesley.

53A.2. Definitions. For purposes of this Article, the following words and phrases have the definitions set forth next to them:

“Fur”: Any animal skin or part thereof with hair, fleece, or fur fibers attached thereto, either in its raw or processed state.

“Fur product”: Any article of clothing or covering for any part of the body, or any fashion accessory, including, but not limited to, handbags, shoes, slippers, hats, earmuffs, scarves, shawls, gloves, jewelry, keychains, toys or trinkets, and home accessories and décor, that is made in whole or part of fur. “Fur product” does not include any of the following:

- a. A dog or cat fur product, as defined in Section 1308 of Title 19 of the United States Code;
- b. An animal skin or part thereof that is to be converted into leather, or which in processing will have the hair, fleece, or fur fiber completely removed;
- c. Cowhide with the hair attached thereto;
- d. Lambskin or sheepskin with the fleece attached thereto; or
- e. The pelt or skin of any animal that is preserved through taxidermy or for the purpose of taxidermy.

“Non-profit organization”: Any corporation that is organized under 26 U.S.C. Section 501(c)(3) that is created for charitable, religious, philanthropic, educational, or similar purposes.

“Taxidermy”: The practice of preparing and preserving the skin of an animal that is deceased and stuffing and mounting it in lifelike form.

“Ultimate consumer”: A person who buys for their own use, or for the use of another, but not for resale or trade.

“Used fur product”: Fur in any form that has been worn or used by an ultimate consumer.

53A.3. Prohibitions. It is unlawful to sell, offer for sale, display for sale, trade, or otherwise distribute for monetary or nonmonetary consideration a fur product in the Town of Wellesley.

53A.4. Exceptions. The prohibitions set forth in section 53A.3 of this Article do not apply to the sale, offer for sale, displaying for sale, trade, or distribution of:

- a. A used fur product by a private party (excluding a retail transaction), non-profit organization or second-hand store, including a pawn shop;
- b. A fur product required for use in the practice of a religion;
- c. A fur product used for traditional tribal, cultural, or spiritual purposes by a member of a federally recognized Native American tribe; or
- d. A fur product where the activity is expressly authorized by federal or state law.

53A.5. Penalty. Whoever violates any provision of these bylaws may be penalized by indictment or on complaint brought in the District Court. The maximum penalty for each fur product sold, offered for sale, displayed for sale, traded, or otherwise distributed in violation of these bylaws shall be three hundred dollars (\$300). Each fur product and every day upon which any such violation shall occur shall constitute a separate offense.

(Citizen Petition)

GENERAL

Article 45. To see if the Town will vote to rescind authorized and unissued loans, to authorize the transfer of unused proceeds from previously issued loans to one or more eligible appropriations, and/or to amend existing borrowing authorization on unissued debt authorized prior to November 7, 2016, in order to allow the use of premiums for project costs and to reduce the amount of the borrowing so authorized in accordance with Section 20 of Chapter 44 of the Massachusetts General Laws, as amended by Section 67 of Chapter 218 of the Acts of 2016, as follows:

[insert provisions]

or to take any other action in relation thereto.

(Board of Selectmen)

Article 46. To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money, to be expended under the direction of the Board of Selectmen, for the purpose of paying expenses related to the settlement of claims, actions and proceedings against the Town, or to take any other action in relation thereto.

(Board of Selectmen)

Article 47. To see if the Town will vote to authorize the Board of Selectmen, on behalf of the Town, to dispose of tangible Town property having a value in excess of \$10,000.00 (TEN THOUSAND DOLLARS), on such terms as it may deem advisable, or to take any other action in relation thereto.

(Board of Selectmen)

Article 48. To see if the Town will vote to authorize the Board of Selectmen to appoint one or more of its members as a fire engineer, or to take any other action in relation thereto.

(Board of Selectmen)

And you are directed to serve this Warrant by posting attested copies in not less than two conspicuous places in the Town and by causing this warrant to be posted to the Town of Wellesley website (www.wellesleyma.gov) at least seven days before the date on which the meeting is to be held.

Hereof fail not and make due return of this Warrant and your doings thereon unto the Town Clerk at or before the time of holding said meeting.

Given under our hands this _____, January 2020.

Jack Morgan, Chairman

Marjorie R. Freiman, Vice-Chair

Ellen F. Gibbs, Secretary

Thomas H. Ulfelder

Elizabeth Sullivan Woods

A true copy, _____
Attest: Constable, Town of Wellesley

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

Wellesley, MA January ____, 2020

I have this date caused the within Warrant to be served by posting two copies in two conspicuous places in the Town, i.e., the Town Hall and Wellesley Square, and causing the Warrant to be posted to the Town of Wellesley website.

Constable, Town of Wellesley

Survey of meetings - days, times, average/month & rooms based on preferences

Morn = begins before 9 a.m

Day = begins after 9a.m. before 4pm

Eve = begins after 4pm

Board/Committee	Monday	Tuesday	Wednesday	Thursday	Friday
323 Wash. SBHDS	day of week varries - Great Hall - eve				
Advisory			2/3 monthly Juliani. Eve		
Assessor's	at least monthly day of week varries - Assessor's Office - morning				
Audit	4 times yearly - times and dates and rooms vary as what works for committee members				
BOS	3 monthly Juliani Eve				
COA				1 monthly TPC after Eve	
CPC			2 month Kingsbury Eve		
Cultural Council	2 times yearly - times and days and rooms vary				
Denton Rd.		as needed - Great Hall Eve			
DPW		1/2 monthly DPW Brdrm. Eve			
DRB			2 monthly Great Hall Eve		
Health				2 monthly Warren Bld Day	
His. Comm	1 monthly Great Hall Eve				
His. Dist.		1 monthly - Great Hall Eve			
HR	days of week vary - time varries between morning and eve. Room = HR Conf. Room				
Library	1/month Arnold Rm Day/Eve split				
MLP	1/month MLP Brdrm Eve.				
NRC				2 monthly room where avail. Eve	
PBC				2 monthly Great Hall Eve	
Planning	2 monthly - Great Hall Eve				
Playing Fields TF					1 monthly Warren Morn.
Rec	1 monthly Warren - Eve				
Retirement		1 monthly Arnold Rm Morn.			
SBC				2 monthly Great Hall Eve	
SC		2 monthly - Juliani Eve			
SEC					1 monthly Kingsly Morn
Trails Comm.		1 month NRC Off. Eve			
Wetlands				every 21days -Kingsbury Eve	
WHA				1 monthly Great Hall Eve	
WHDC	meet as needed - mornings, days, times and rooms varies, Juliani preferred				
Youth Comm.				1/monthly conf. G Eve	

ZBA				at least 2month Juliani Eve	
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Several responsive departments are considering moving regular days or regular rooms. Elections may result in additional changes

- Wellesley Media - Video on Demand Govt. Meeting List
- Advisory
- BOS
- CPC
- DRB
- Historical Comm.
- Historic District Comm.
- NRC
- PBC
- Planning
- SBC
- School Comm.
- Wetlands
- Zoning

Wellesley Media - can go live on one meeting at a time. Can capture 3 meetings concurrently. Warren is not connected the same as others, can always capture/record in Warren and capture 3 additional as happening. Staff availability factors - W.M. goals 4 meetings an evening (1 Warren/total of 16 per week)

7. **Discuss and Approve Summer Hours for Town Hall**

For the past several years, the Board of Selectmen have authorized summer hours for Town Hall. This has been well received by the staff. In past years, the determination on summer hours has often been made later in the year impacting staff's childcare and children's camp schedules. In review with the department heads, there was some discussion whether the Board would be open to beginning the schedule Memorial Day to Labor Day. At this time that is still being considered, and should a determination be made, I may bring that back to the Board.

In addition to the summer hours, I would like to briefly discuss with the Board the Town Hall hours in general. The building has inconsistencies in office hours due to the numerous departments setting individual hours. There have been several discussions about establishing set schedules for all departments over the years, but nothing has ever been finalized. I would like to get the Board's thoughts on this.

MOTION

MOVE that the Board authorize the summer schedule of Town Hall Hours from June 29 or July 1, 2020 to September 8, 2020 to be: Monday, Wednesday, Thursday 8AM – 5PM, Tuesdays from 8AM – 6PM, and Fridays from 8AM to Noon.

This survey was done via email on 1/29/19 - last response received 2/13/19

Town	Summer/Yearly	Monday	Tuesday	Wednesday	Thursday	Friday
Arlington	Yearly	8-4	8-4	8-4	8-7	8-12
Ashburnham	Yearly	7-5	7-5	7-5	7-5	closed
Ashland	Yearly	8-4	8-4	8-7	8-4	8-12:30 closed to public all day
Athol	Yearly	8-5	8-8	8-5	8-5	Closed
Auburn	Yearly	8-7	8-4	8-4	8-4	8-1
Belchertown	Yearly	8-5	8-5	8-5	8-5	8-5
Bellingham	Yearly	8:30-7	8:30-4:30	8:30-4:30	8:30-4:30	8:30-1
Boxford	Yearly	8-4:30	8-4:30	8-4:30	8-4:30	Closed to public - BOS office open on Fridays
Cambridge	Yearly	8:30-8	8:30-5	8:30-5	8:30-5	8:30-12
Charlton	Yearly	7:30-5	7:30-7	7:30-5	7:30-5	Closed
Cohasset	Yearly	8:30-4:30	8:30-7	8:30-4:30	8:30-4:30	8:30-1
Concord	July-Sept					non-essential employees leave at 1pm
Dighton	Yearly	7:30-4:30	7:30-4:30	7:70-8 closed:5:30-6:30	7:30-4:30	Closed
Douglas	Yearly	8:30-4 30min lunch	8:30-6 30min lunch	8:30-4 30min lunch	8:30-4 30min lunch	Closed - some offices must report on Friday's 8:30-12 but not open to public during summer they work extra hour M-TH and take Friday off (Memorial to Labor Days)
Dover	Yearly	9-5	9-5	9-5	9-5	9-1
Dudley	Yearly	8-4:30	8-4:30	8-4:30	8-7	8-1
Easthampton	Yearly	7:30-5	7:30-5	8-6	8-5	Closed
Egremont	Yearly	7-3	7-3	7-3	7-3	7-3
Essex	Yearly	7:30-3:30	7:30-3:30	7:30-3:30	7:30-3:30	7:30-12
Framingham	Yearly	8:30-5 1hr lunch	8:30-7 2 30min lunch/din	8:30-5 1 hr lunch	8:30-5 1hr lunch	8:30-2 no lunch
Georgetown	Yearly	8-4	8-4	8-4	8-4	Closed
Grafton	Yearly	8:30-4:30	8:30-4:30	8:30-4:30	8:30-4:30	8:30-4:30
Halifax	Yearly	7-4	7-4	7-4	7-4	7-4 diff offices vary
Hanover	Yearly	8-	8-4	8-8	8-4	8-12

began as pilot prog.
City Council meets
Monday evenings

Was pilot program
got feedback from
employees &
residents and became
permanent as of Feb
2019
some offices part-
time have different
hours

Hanson	Yearly	8-5	8-8	8-5	8-5	8-12 for Dept Heads & BOS Assistant all others have Friday off
Harvard	Yearly	8-5	8-5	8-5	8-5	8-12- not open to public on Friday; Treasurer open to 7pm 2nd Tuesday of each month
Hopedale	Yearly	8-7	8-4	8-4	8-4	8-1
Hopkington	Yearly	8-4:30	8-7	8-4:30	8-4:30	8-2
Ipswich	Yearly	8-7	8-4	8-4	8-4	8-12
Kingston	Yearly	8:30-4:30	8:30-7:30	8:30-4:30	8:30-4:30	8-12
Leicester	Yearly	8-5	8-7	8-5	8-5	Closed
Manchester	Yearly	8:30-5	8:30-5	8:30-5	8:30-6:30	Closed
Mansfield	Yearly	8-4	8-4	8-8	8-4	8-12
Merrimac	Yearly	8-4	8-4	8-4	8-4	8-4
Monson	Yearly	8-4	8-4	8-4	8-4	8-4
Montague	Yearly	8:30-5:30	8:30-5:30	8:30-6:30	8:30-5:30	closed
Natick	Yearly	8-5	8-5	8-5	8-7	8-12:30
Needham	Yearly	8:30-5	8:30-5	8:30-5	8:30-5	8:30-5
Norfolk	Yearly	9-6	9-6	9-6	9-6	closed
North Andover	Yearly	8-4:30	8-6	8-4:30	8-4:30	8-12
Northborough	Yearly	8-4	8-7	8-7	8-7	7-12
Northbridge	Yearly	8:30-7	8:30-4:30	8:30-4:30	8:30-4:30	8:30-1
Norton	Yearly	8:30-4:30	8:30-4:30	8:30-4:30	8:30-7:30	8:30-12:30
Oaks Bluff	Yearly	8:30-4	8:30-4	8:30-4	8:30-4	8:30-4
Orange	Yearly	8-4:30 30min lunch	8-4:30 30min lunch	8-7 1hr lunch	8-4:30 30min lunch	Closed
Otis	Yearly					Closed
Oxford	Yearly	9-4:30	9-4:30	9-4:30	9-4:30	9-4:30
Plymouth	Yearly	7:30-4 45min lunch	7:30-6:30 45min lunch	7:30-4 45min lunch	7:30-4 45min lunch	7:30-12
Rockport	Yearly	8-4	8-6	8-4	8-4	8-1
Sandwich	Yearly	8:30-4:30	8:30-4:30	8:30-4:30	8:30-4:30	8:30-4:30
Saugus	Yearly	8:30-7	8:15-5	8:15-5	8:15-5	8:15-12:30
Scituate	Yearly	8:30-4:45	8:30-7:30	8:30-4:45	8:30-4:45	8:30-11:45
Sharon	Yearly	8:30-5	8:30-5	8:30-5	8:30-8	8:30-12:30
Southborough	Yearly	8-5	8-7	8-5	8-5	8-12
Southwick	Yearly	8:30-4:30	8:30-4:30	8:30-4:30	8:30-4:30	8:30-4:30
Sturbridge	Yearly		late Tuesday			1/2 day leave early
Swampscott	Yearly	8-4:30	8-4:30	8-4:30	8-4:30	8-12

June 1- August 30 - hours reduced to 33.5 T/W/TH close at 4pm

pilot, recvd positive feedback from residents - making permanent

Truro	Yearly	8-4	8-4	8-4	8-4	8-4
Upton	Yearly	8-4	8-6	8-4	8-4	8-12
Uxbridge	Yearly	7:30-5	7:30-5	8-7	7:30-5	closed
Walpole	Yearly	8-4	8-8	8-4	8-4	8-12
Wellfleet	Yearly	8-4	8-4	8-4	8-4	8-4
Weston	June-August	8-5	8-5	8-5	8-5	8-2:30
Westport	Yearly	8:30-4	8:30-4	8:30-4	8:30-4	8:30-4
Whitman	Yearly	8-4	8-7:30	8-4	8-4	Closed
Williamsburg	Yearly	8-4	8-4	8-4	8-4	closed
Wrentham	Yearly	8-4	8-7	8-4	8-4	8-12
Dracut	Yearly	8:30-4:30	8:30-7	8:30-4:30	8:30-4:30	8:30-1
Rehoboth	Yearly	8-4	8-4	8-4	8-4	8-12
Plainville	Yearly	8-8 closed 4:30-5 for d	8-4:30	8-4:30	8-4:30	Closed
Seekonk	Yearly	8:30-4:30	8:30-4:30	8:30-4:30	8:30-4:30	8:30-12
Mendon	Yearly	8-5	8-5	8-5	8-5	Closed
West Newbury	Yearly	8-4:30	8-4:30	8-4:30	8-4:30	8-12
Salisbury	Yearly	8:30-6	8:30-4	8:30-4	8:30-4	8:30-1
Plympton	Yearly	9-2 & 5-7	9-2	9-2	9-2	Closed
Lakeville	Yearly	8-4:30	8-4:30	8-4:30	8-4:30	8-12
Franklin	Yearly	8-4	8-4	8-6	8-4	8-1

all offices close for lunch 12-1

employees that work 40hrs report in at 7:30a.m.

some offices within the town may vary DPW works longer days M-Th in "summer" has Friday off

"summer" late hours on Monday revised to every other week BOS hours 9-5 m-th Clerk's office & Treasurer stay through 7pm Monday's

9. **New Business and Correspondence**

- ❖ SBC Materials from the meeting held on January 9, 2020.
 - SBC Agenda: 1/9/20
 - SBC Draft Minutes: 10/3/19
 - SBC Draft Minutes: 12/5/19
 - SBC: Preferred Schematic Report – Upham
 - SBC: Draft HU Evaluation Criteria - SMMA
 - SBC: Hunnewell Future Think Invoice
 - SBC: App Geo Invoice - HU

- ❖ Draft Sustainable Building Guidelines and Summary

The SEC will be joining the Board on January 21st. In advance of the meeting, please find the documents that will be discussed on January 21. A revised version may be submitted just prior to the January 21st meeting, however, the anticipated modifications expand on the guidelines and are intended to be points of clarification. The SEC will be reviewing any modifications at their meeting on 1/10/2020.

- ❖ Playing Field Light Subcommittee Final Report
- ❖ Correspondence re: Audit of Dealerships
- ❖ Police Commendation – Sergeant Lemenager, Detective D’Innocenzo, Detective Dunajski, Officer Wagner, Officer Dennehy, Officer Knapp, Dispatcher Shurtleff and Dispatcher McLaughlin



TOWN OF WELLESLEY
School Building Committee

Hardy, Hunnewell, Upham Facilities Project
525 Washington Street
Wellesley, MA 02482

sbc@wellesleyma.gov
(781) 446-6200

AGENDA

January 9, 2020
Great Hall, Wellesley Town Hall
525 Washington Street
5:30 p.m.

5:30 p.m. Public Comment

SBC Business:

5:35 p.m. **Discussion/Vote:** Review and Approve Meeting Minutes: October 3, November 14, and December 5, 2019

Hunnewell project:

5:40 p.m. Update on Hunnewell white oak

5:45 p.m. PBC update

5:55 p.m. Discussion/Vote: FutureThink invoice (\$7,750)

Hardy/Upham project:

6 p.m. **Discussion/Vote:** Budget for incidentals (\$750)

Discussion/Vote: AppGeo invoice (\$10,657)

6:05 p.m. Reports

- SC visits to PTOs
- Redistricting process update

6:15 p.m. Kickoff to alternatives exploration

Review Hardy/Upham PSR work plan

Discuss and confirm Preferred Schematic Report (PSR) evaluation criteria

Review agenda for community forum

7:00 p.m. Adjournment

Signed: Sharon Gray, Chair
School Building Committee

Upcoming SBC Meetings:

Hardy/Upham Community Forum January 15, 2020, 7 p.m. WMS Auditorium

SBC Meeting January 16, 2020, 5:30 p.m. Great Hall, Town Hall

TOWN OF WELLESLEY MEETING NOTICE

Pursuant to MGL Chapter 30A, §§ 18-25 All public bodies must provide the public with notice of any meeting 48 hours in advance, excluding Saturdays, Sundays and legal holidays. Notices must be filed with the Town Clerk sufficiently in advance of the meeting to permit posting before the 48-hour window.

Preferred Schematic Report (PSR) SBC Meeting Work Plan: Agendas, Document Review <i>for the Ernest F. Upham Elementary Feasibility Study</i>		
Date	Agenda	Req'd Document Review
January 09, 2020 (<i>hard stop at 7pm due to PBC</i>)		
	Kickoff to Alternatives Exploration Review PSR phase Work Plan Discuss and Confirm Final Criteria for Preferred Schematic Discussion	Final Criteria
Community Meeting - PSR Kickoff - January 15		
January 16, 2020		
	Review updated Alternatives Swing Space Review draft responses to MSBA comments on PDP (TBD) Review Enrollment Report	MSBA Comments on PDP Consultant Enrollment Report
February 6, 2020 (<i>proposed Joint Meeting with SC and BOS</i>)		
	Review updated Alternatives Input from Wellesley Fields Task Force Input from Wellesley Historic Comm. Schedule Update Report out on Community Meetings	
Abutters Meeting Week of February 24		
February 27, 2020 (<i>hard stop at 7pm due to PBC</i>)		
	Review updated Alternatives MEP & Sustainability Approach	
March 5, 2020		
	Narrow Alternatives back down to three for Cost Estimating Construction Manager at Risk Review Redistricting Maps	
Community Meeting Week of March 23 (Short List)		
March 26, 2020 (<i>hard stop at 7pm due to PBC</i>)		
	Three Alternatives Update incl. Cost Discuss Community Meeting	

April 2, 2020		
	SBC Vote to Recommend Preferred Schematic Alternative	
April 9, 2020 (<i>proposed Joint Meeting with SC and BOS</i>)		
	Joint Meeting with BOS & SC to Review and Discuss Recommended Preferred Schematic Alternative	
Town Meeting Update April 13/14 (date TBD)		
April 16, 2020		
	Review Draft PSR Content	Draft PSR
April 30, 2020 (<i>proposed Joint Meeting with SC and BOS</i>)		
	Joint Meeting with SBC, BOS & SC to Vote Preferred Schematic Option Approve Report for Submission	
SUBMIT FINAL REPORT TO MSBA MAY 06, 2020		



Invoice

Bill To
Town of Wellesley Permanent Building Committee C/O Abbie Miller - LA Francesca 888 Worcester Street, #370 Wellesley, MA 02482

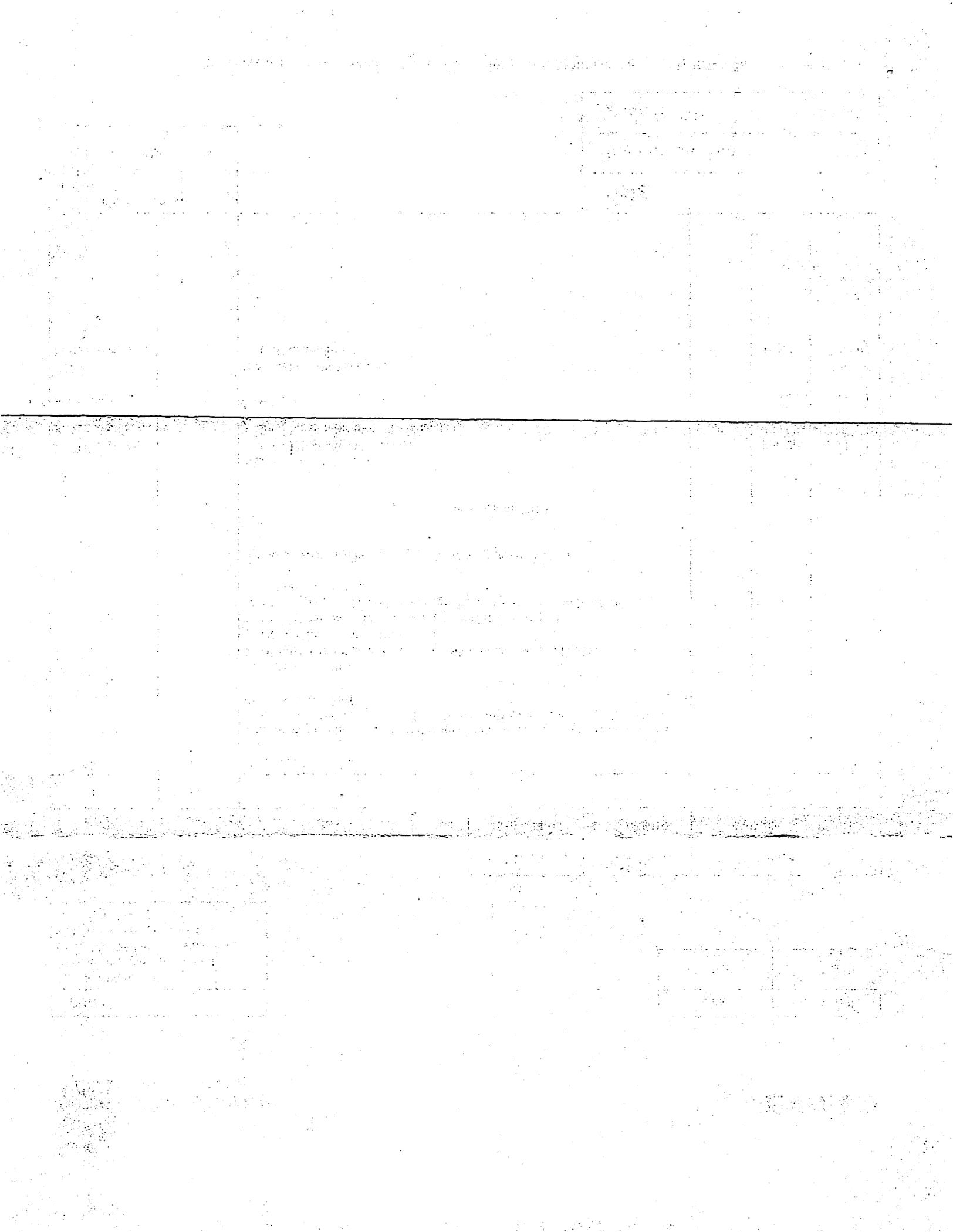
Date	Invoice #
12/14/2019	1708

P.O. No.	Due Date	Project
18506014-00	12/14/2019	Wellesley - EP 2019

Item	Serviced	Description	Hours	Rate	Amount
	11/30/2019	Dear School Building Committee, This invoice is submitted for professional consulting services in association with the contract to provide 10-year Enrollment Projections services for the Wellesley Public School District. Deliverables include: 1. Historical enrollment trends and grade-to-grade survival ratios 2. Demographic profile of the District 3. Housing profile of the District and Population Estimates 4. 10-year projected enrollment by grade, by school with High, Moderate and Low projections Services as outlined in the proposal may not exceed \$18,750 Hours as of November 30, 2019 Tracy Healy - Principal: Data collection and analysis Enrollment projections development Enrollment projection report development Project communications and management Rick Stein - GIS Manager: GIS Mapping			
Professional Ser...			16	200.00	3,200.00
Professional Ser...			8	200.00	1,600.00
Professional Ser...			8	200.00	1,600.00
Professional Ser...			5	200.00	1,000.00
Professional Ser...			2	175.00	350.00

Please remit payment to
FutureThink
5685 Tynecastle Loop
Dublin, Ohio 43016

Total	\$7,750.00
Payments/Credits	\$0.00
Balance Due	\$7,750.00



3rd DRAFT HU EVALUATION CRITERIA for School Building Committee

January 7, 2020

01	Attendance Zones	<i>Definition to be discussed</i> <i>Characteristic of each map to be discussed and evaluated by the Committee.</i>
02	Building Size (GSF)	Insert the total building GSF (GSF)
03	Community Fields	Describe the number and quality of community fields and play areas available in its existing state as compared to the number and quality post construction.
04	Construction Phase Impacts (Neighbors)	List the anticipated Construction Phase Impacts for the Neighbors
05	Construction Phase Impacts (Students)	List the anticipated Construction Phase Impacts for the Students
06	Cost for Building Construction	Note the total construction cost of the building construction/ renovation. (\$000)
07	Cost for Site Work	Note the total construction cost of site work (\$000)
08	Demolition	Is demolition of existing buildings required in order to complete construction? (Full/Partial/None)
09	Education Plan (Strengths)	Note what aspects of the Ed Plan <u>are achieved</u> with each conceptual floor plan
10	Education Plan (Weaknesses)	Note what aspects of the Ed Plan <u>are not achieved</u> with each conceptual floor plan.
11	Historical Existing Building Considerations	Does the project/site impact a building on the State Register or Inventory? (Yes/No) <i>Does the existing building need to be retained and, if so, is there a planned use for it?</i>

12	Impact to Abutters (after built)	Describe potential noise and lighting impacts
13	Impact to Natural Habitats (flora and fauna)	Qualitative description potential impacts to flora and fauna
14	On-Site Parking	The total parking requirement has been determined to be <i>TBD</i> spaces. Has this been achieved? (Yes/No)
15	Permitting	List special permitting considerations
16	Student Proximity (Biking)	Provide the percentage of students that are within a <i>TBD</i>-minute bike ride (%) <i>Proposed: What is the distance of the longest bikeable routes within the attendance zone?</i>
17	Student Proximity (Bussing)	What is the anticipated maximum time for bus transit within the attendance zone? (mins)
18	Student Proximity (Walking)	Provide the percentage of students that are within a <i>TBD</i>-minute walk (%) <i>Proposed: Provide the percentage of households that are outside of a 15-minute walk / 1 mile (%) within the attendance zone.</i>
19	Sustainability (EUI)	What is the predicted EUI for each concept?
20	Sustainability (Solar PV Capacity Roof)	What SF of Solar PV can be accommodated on the roof? As well as its predicted performance measured as a percentage of total solar PV need to achieve NZE? (SF/KWH)
21	Sustainability (Solar PV Capacity Site)	What SF of Solar PV can be accommodated on the site? As well as its predicted performance? (SF/KWH)

22	Traffic (at School Site)	Note how parent queuing (drop-off and pick-up) is being accommodated on the school site and in its immediate area
23	Traffic (in Neighborhood/Town)	Note potential traffic impacts due to school size to nearby intersections and roads
24	Walkability	Note the safety, ease and quality of the paths within a 15 minute walking radius. <i>(can this be informed by Safe Routes to School?)</i>



Please note our preferred method of payment is ACH/Wire transfers

November 30, 2019

ACH/DOMESTIC WIRE REMITTANCE INFORMATION:

Project No: 2019-1863.00

BANK: Middlesex Savings Bank

Invoice No: 20867

ROUTING #: 211371227

ACCOUNT #: 0161308591

Cynthia Mahr
Wellesley Public Schools
40 Kingsbury Street
Wellesley, MA 02481

NOTE: OUR NEW ADDRESS EFFECTIVE 9/23/19

Applied Geographics, Inc.
33 Broad Street 4th Floor
Boston, MA 02109
Phone: (617) 447-2400
Terms Net 30 Days

Tax Registration Number: 04-3124927

Project 2019-1863.00 Town of Wellesley MA Public School Redis
PO# 18506016-00

Professional Services from November 1, 2019 to November 30, 2019

Phase 00001 Boundary Analysis Tasks
Project set up; contracting; project management; data collection; data processing; presentations

Professional Personnel

	Hours	Rate	Amount	
Hickey, Kate	1.00	250.00	250.00	
Sankalia, Priya	22.50	140.00	3,150.00	
Tardif, Ashley	28.25	110.00	3,107.50	
Totals	51.75		6,507.50	
Total Labor				6,507.50
				Total this Phase \$6,507.50

Phase 00002 Work Planning & Advisory Group Meetings
Phone meetings with point of contact; kickoff meeting; working group meeting

Professional Personnel

	Hours	Rate	Amount	
Breeding, David	1.00	200.00	200.00	
Hickey, Kate	6.00	250.00	1,500.00	
Sankalia, Priya	17.50	140.00	2,450.00	
Totals	24.50		4,150.00	
Total Labor				4,150.00
				Total this Phase \$4,150.00

Phase 00003 Miscellaneous Expenses

Total this Phase 0.00

Total this Invoice \$10,657.50

School Building Committee Meeting Minutes (DRAFT)
October 3, 2019
Great Hall, Wellesley Town Hall
6:00PM

Present: Chair Sharon Gray; Vice Chair Thomas Ulfelder; Virginia Ferko; Marjorie Freiman; Mary Gard; Steve Gagosian; Matt King; David Lussier; Cynthia Mahr; Melissa Martin; Jose Soliva; Joubin Hassanein; Ellen Quirk; FMD Project Manager Kevin Kennedy; FMD Project Manager Dick Elliott; Jeff D’Amico of Compass Project Management. **Absent:** Ryan Hutchins; Meghan Jop; Heather Sawitsky; Charlene Cook; Jeffery Dees; Jeff D’Amico of Compass Project Management; Kristen Olsen of SMMA.

Ms. Gray opened the meeting at approximately 5:35 p.m. She announced that the meeting was being broadcast live and recorded by Wellesley Media for later viewing.

Public Comment

Jax and Zadie of 8 Applebee Road, Hunnewell students, both read letters to the committee in favor of a new Hunnewell and swing space in other schools.

Amy Bellew of 59 Benvenue Street read a statement in support of internal swing space for Hunnewell students and discussed her experience as a parent of a PAWS student who attends preschool at Fiske.

Judson Jaffe of 8 Service Drive read a statement in support of the internal swing space plan for Hunnewell students, and shared the risks involved with not moving forward as planned, including challenges related to extending the life of the Hunnewell school.

Ashley Quates of 159 Benvenue Street commented in support of internal swing space and highlighted the need to move forward given the need to rebuild Hunnewell.

SBC Business

Approval of Minutes

September 5th Meeting minutes were not available for approval.

Redistricting Consultant Process

Ms. Mahr explained the school committee is seeking approval of funds from the SBC for a redistricting consultant and to oversee and execute a Request for Proposal. After much review and speaking with other towns, in particular Lexington which has gone through a similar process, the administration believes it is in the best interest of the town to hire a professional consulting firm to guide the redistricting process.

Ms. Martin said the School Committee would prefer that it would oversee the selection process for the consultant and that the SBC would authorize funds as needed.

Ms. Freiman expressed agreement that the School Committee is responsible for the redistricting, but expressed support for creating an SBC subcommittee for the selection of the consultant, which would include Ms. Jop and Ms. Mahr as procurement officers for the Town. The selection subcommittee would review proposals, choose the consultant, and turn the process over to the school department.

Mr. Ulfelder expressed support for the SBC to execute the contract, which would be signed by Ms. Gray. Ms. Martin said the School Committee will be authorizing the Request for Proposals at an upcoming meeting, and would look to the SBC for feedback on the draft RFP.

After further discussion, Mr. Ulfelder moved to authorize funds for the redistricting consultant to assist the public schools in redistricting maps; authorize the issuance of a final RFP for the redistricting consultant upon approval of the final RFP document by the School Committee; and authorize the school department to oversee the selection process for the consultant through a subcommittee that will include David Lussier, Cindy Maher, Meghan Jop, Melissa Martin, and Thomas Ulfelder. Ms. Frieman seconded.

Before the vote could be taken, Mr. Gagosian raised a question regarding dollar amount and if there is a 'not to exceed' amount. Ms. Mahr stated that her only reference point is an approximate amount of \$40k that was proposed in the multiphase Lexington plan, but believes it could be in the \$25-\$40k ballpark.

Mr. Ulfelder rescinded his motion and upon the suggestion of Mr. King, moved to have two separate votes.

Mr. Ulfelder moved to authorize funds for the redistricting consultant to assist the public schools in redistricting maps, and authorize the issuance of a final RFP for the redistricting consultant upon approval of the final RFP document by the School Committee. Ms. Martin seconded and the vote carried unanimously.

Mr. Ulfelder moved to authorize the school department to oversee the selection process for the consultant through a subcommittee which will include the school Superintendent, the chief procurement officers for the school department, and the executive director for general government services, the chair of the School Committee and the vice chair of the Board of Selectmen. Ms. Freiman seconded and the vote motion carried 10-1.

Hunnewell Project

Swing space recommendation

Ms. Gray read a statement regarding the feasibility study taken on by the SBC for the development of a new Hunnewell School. The recommendation includes a new 19-classroom school that followed the educational plan that was developed during the study, a floor plan, an approach to the sustainability of the school and parking and site plan. These items will be finalized during the design phase.

The one aspect that has not been settled is the need for internal swing space during the construction process. The two options are to move ahead using internal swing space or to put the project on hold for three years and revisit when the Hardy/Upham projects are complete.

Ms. Martin spoke to the School Committee position. She reported that the Committee voted that they considered the internal swing space to a feasible and acceptable option.

In response to a question by Mr. Soliva about removing a school from being considered from the internal swing space plan, Dr. Lussier stated that only 4 of 6 remaining schools are part of the current conceptual plan, so removing any more would make things extremely difficult. He adds the current list of schools hosting Hunnewell students is based on projected enrollment numbers and has not been finalized.

Mr. Hassanein recommends that the SBC put forward proper messaging regarding the internal swing space, including identifying the pitfalls the alternative options would have.

Mr. Ulfelder agreed and further explained why moving forward with internal swing space is more viable option, not only financially but for moving forward ahead in a timely manner for the benefit of students.

Ms. Ferko raised questions brought up by the internal swing space host schools' parents. Their 'what if' questions were justified and thoughtful and she believed the school administrators were able to answer them appropriately. Dr. Lussier recognized there could be a variety of things related to the internal swing space plan that could happen outside of their control and thinks, if necessary, the option to hold off and wait on the project is feasible if it best serves the education of the children.

Mr. Ulfelder noted that some strong opposition exists, including as voiced by the Hardy community, and respectfully recognizes the difference in opinion. In response to a question by Ms. Ferko about possible impacts to the MSBA feasibility study (such as traffic study) related to hosting internal swing space, Mr. D'Amico confirms there would be no disadvantages to the MSBA study process.

Mr. Soliva said he felt the SBC did its due diligence by going out to all seven elementary schools and listening to and answering questions. While there is acknowledgement that the internal swing space plan includes disruption, the late Hunnewell options delay the benefits of the project for students, and will result in higher costs. In addition, he would not want the need to provide swing space in a late Hunnewell scenario to have any impact on the ultimate decision as to whether to build at Hardy or Upham.

Dr. Lussier points out the position of the student will look the same whether it's in an early Hunnewell or a late Hunnewell. They will inevitably be traveling to a different school with their grade level, taught by Hunnewell teachers. A survey will go out to Hunnewell parents soon to obtain feedback on various aspects of the internal plan. Ms. Gray said she has weighed the pros and cons but sees great mutual

benefits to the education program and is excited about the possibility of completing two new schools in the next five years.

Mr. Hassanein suggests we look at the Wellesley school system as a whole and upgrade our entire inventory of buildings to meet the standards of our neighboring towns like Lexington and Newton.

Ms. Gard said there seemed to be concerns at the community meetings that going forward with early Hunnewell would impact the schedule and/or outcome of the MSBA project. Ms. Martin noted the anxiety about all the potential changes coming down the road, and said those working on the projects need to continue to do outreach and remain engaged with the community.

Ms. Ferko expressed that community wants to understand the bigger picture of the projects. Mr. King expressed his excitement and appreciation to the administration for putting the swing space proposal together. He asks that we look to the administration as the professionals when considering this.

Mr. Ulfelder moved that the School Building Committee recommend the school administration's proposed internal swing space option for the Hunnewell School, allowing the Town to proceed to Town Meeting to seek design, permitting and bidding funds for the Hunnewell School project and site plan as previously approved by the School Building Committee and recommended to the School Committee. Ms. Martin seconded and the motion carried unanimously.

Mr. D'Amico explained that next step is the Board of Selectmen will entertain a request for a Special Town Meeting, with an anticipated date of December 9th for design, bidding and permitting funds. Ms. Martin asked for the timeline on finalizing the report. Mr. D'Amico said he believed the report will be finalized in October.

Invoices

After a brief discussion, Mr. Ulfelder moved to approve Compass invoice No. 69-14 in the amount of \$8,658.00 and invoice No. 69-15 in the amount of \$8,658.00 for OPM professional services. Mr. King seconded and the vote carried unanimously.

Mr. Ulfelder moved to approve SMMA Invoice No. 51441 in the amount of \$14,500.00 for architectural professional services. Mr. Kings seconded and the vote carried unanimously.

Hardy/Upham Project

Mr. Ulfelder moved to approve Compass PM invoice # 74-05 in the amount of \$16,812 and invoice #74-06 in the amount of \$16,812 for OPM professional services. Ms. Freiman seconded and the vote carried unanimously.

Mr. Ulfelder moved to approve SMMA invoice # 0051402 in the amount of \$16,400 and invoice #0051478 in the amount of \$34,660 for architectural professional services. Mr. King seconded and the vote carries unanimously.

Review updated SBC meeting work plan for PDP phase

Mr. D'Amico stated he has assembled a project website that is set to launch tonight at WellesleyHHU.org. There is still some information missing but will be filled in as work gets done. It includes timelines, Q&A, next steps, calendars & costs for both Hunnewell and Hardy/Upham. Mr. Gagorian suggested more eye-catching graphics on the home page. And Mr. King suggested a clear definition of two separate projects on the home page.

Ms. Olsen reviewed the updated SBC meeting work plan for the Preliminary Design Program (PDP) phase; and presented slides of a schedule overview, existing conditions overview, and introduction to the Preferred Schematic Report (PSR) site selection criteria.

Peter Rebeck, civil engineer from SMMA presents existing site conditions for both Hardy and Upham. He explains the site context of Hardy such as its playing fields, mature oaks and maples, topography, parcels purchased on Route 9, and parking/roads used.

He also discussed the features of the Upham site, including its surrounding streets, parking, and fields. He pointed out the heavily wooded/rocky grounds with some elevation change and significant ledge. Zoning and permitting constraints, all of which related to the Hardy property, were discussed including 50-foot setbacks, the process of Route 9 permitting with Mass DOT, and what steps might be required given that the original Hardy building is listed as part of the Massachusetts Historical Commission inventory. Mr. Hassanein noted that these are minor, routine issues for school building projects.

Mr. Rebeck presented bullet points of the Hardy and Upham geotechnical report including where borings were performed (focused in areas of potential development), the installation of ground water wells, evidence of bedrock throughout the Upham site, and evidence of historical pond and groundwater.

Existing conditions of the buildings were discussed. Hardy has a portion that has been deemed historical by the Wellesley Historical Commission, and at Upham there are accessibility issues throughout as the existing building is not accessible to all levels. Both buildings have additions that don't provide adequate thermal performance, have systems that are beyond their useful lives and in some cases are no longer code compliant, and have roofing systems that are about a decade old but have signs of leakage and damage. In addition, both school entries, storage rooms and toilets are not in compliance with current accessibility codes.

Ms. Olsen introduced a list of proposed criteria to be used as a tool to be looked at both sites side by side. Twenty-one items are presented. The list was created by the project team based on previous

project experiences at Hunnewell, site access, costs, sustainability, historical conditions, attendance zone maps, educational program, traffic, construction phase impacts, as well as other factors to be looked at. This is a first draft of an ongoing workable list to be used in the Preferred Schematic Report (PSR) phase. None of the suggested criteria are weighted – it is just information that will be collected so the SBC can look at these characteristics side by side. Weighting may occur at a future time.

Mr. Ulfelder suggested including the walkability of the two sites as important factors. He also would like to ensure the SBC is pursuing the same sustainability goals that were part of the Hunnewell project. Mr. King suggest subcategories to stimulate conversations for best possible solutions. Ms. Olsen said walkability will be measured according to the proposed redistricting maps, which will be prepared as part of the process.

Ms. Gray asked about how you assemble all of these criteria into a matrix. Ms. Olsen said it is anticipated that some of the criteria could be combined in the future as a way of weighting and evaluating them. Some of the criteria may not be measurably different for each site. Such discussions would happen later in the feasibility study as the analysis becomes available. Ms. Gray also noted that selecting the preferred site for an elementary school is not expected to be a clinical, easy decision, and asked whether the project team could provide similar case studies on how other towns have made difficult decisions in selecting a school site.

Ms. Freiman asked if there has been a desire to include potential community use (ie gym space) with the Hardy/Upham project as it was with Hunnewell. Dr. Lussier said given limited gym space in town, it is expected that there is a desire to have an additional Sprague-sized gym for this project. Mr. Hassanein also asked about consideration of field space. It was agreed that a criteria item for general community use (gym, fields) should be included in the list.

Mr. Ulfelder added he also would like to see to analysis on impact, particularly to habitats, of removing the ledge and trees at Upham vs. the removing the line of mature trees at Hardy. Ms. Gray asked for help in determining best practices for capturing the feedback of abutters to the sites. Mr. Hassanein and Ms. Gard suggested adding “neighborhood impacts” to the criteria, both during and after construction.

Ms. Gray announced the community kickoff forum for the Hardy/Upham project is October 15 at 7:30 at Wellesley Middle School and thanked Ms. Ferko for sending out announcements. Mr. D’Amico reviewed a brief outline of the agenda for the forum.

Adjournment

At approximately 8:55 PM upon a motion by Mr. Ulfelder and second by Mr. King, the School Building Committee voted unanimously to adjourn.

Documents and Exhibits Used

- SMMA presentation of October 3, 2019
- Compass PM invoice # 74-05 in the amount of \$16,812
- Compass PM invoice #74-06 in the amount of \$16,812
- SMMA invoice # 0051402 in the amount of \$16,400
- SMMA invoice #0051478 in the amount of \$34,660
- Compass invoices 69-14 in the amount of \$8,658.00
- Compass invoice 69-15 in the amount \$8,658.00
- SMMA Invoice 51441 in the amount of \$14,500.00
- Redistricting consultant Request for Proposals

School Building Committee Meeting Minutes (DRAFT)
December 5, 2019
Great Hall, Wellesley Town Hall
5:30PM

Present: Chair Sharon Gray; Vice Chair Thomas Ulfelder; Marjorie Freiman; Mary Gard; Steve Gagosian; Ryan Hutchins; Meghan Jop; Matt King; David Lussier; Melissa Martin; Jose Soliva; FMD Project Manager Kevin Kennedy; FMD Project Manager Dick Elliott; Jeffery Dees; Alex Pitkin and Kristen Olsen of SMMA and Jeff D’Amico of Compass Project Management.

Absent: Virginia Ferko, Joubin Hassanein; Heather Sawitsky, Cynthia Mahr, Ellen Quirk, Charlene Cook.

Ms. Gray opened the meeting at approximately 5:35 p.m. She announced that the meeting was being broadcast live and recorded by Wellesley Media for later viewing.

Public Comment

No Public Comment

SBC Business

Approval of Minutes – No minutes were approved at this meeting.

Hunnewell Project

Special Town Meeting Update:

Ms. Gray reminded the committee and viewers of the upcoming STM on Monday night at 7 p.m. and welcomed them to attend. She hopes it will only take one night, but two have been reserved in the auditorium if it is required. She added that new electronic voting machines will be introduced on Monday as well.

Hardy/Upham Project

Ms. Gray shared feedback to the SBC from the kickoff event on October 15th, which had been discussed at the Dec. 3 School Committee meeting. She noted that the School Committee discussed that the general direction of the feedback from the kickoff event focused on questions such as: 7 schools vs. 6 schools, how big the schools will be, and why the Hunnewell project is first and Hardy/Upham is following. There is continued feedback from some in the community who are in favor of rebuilding all three schools and not consolidating. The School Committee discussed all of this in detail on Dec. 3. She concluded by saying that current and projected enrollment continues to be a focus of the discussions, and the School Committee is supportive of building the number of schools that the town needs at the minimum size that has been recommended (19 classrooms) for educational reasons. She reports that there are no changes to the School Committee’s position statement. She added that the SBC is doing the appropriate analysis and work to keep the projects moving forward.

Ms. Martin stated the discussion at the School Committee meeting primarily focused on having the right number of schools for the children we have, in a manner that is both compliant with the educational needs and fiscally responsible. The educational plan underlies all the work that the SBC has done with the Hunnewell study and will do with the Hardy/Upham study.

Ms. Gray also stated the MSBA's 365-student option aligns with the preferred size, and the 240-student option would not meet the educational plan. Ms. Gray also spoke to the target numbers needed to build a seventh school, and reminded the SBC members that determining when to take steps toward building the seventh school would be in the hands of the School Committee working with the Board of Selectmen and is not part of the charge to the SBC.

Dr. Lussier spoke to the difficulty of having such a long process and noted that new community members have missed the many discussions that have led up to this point. The goal is to have the right number of schools to deliver the educational program that the district offers. The plan to build a third school is based on enrollment and the proper school size.

Ms. Jop noted that the decisions have been based on building blocks from Town Meeting implementing decisions over the past 20 years. Three sections per grade was a School Committee policy decision made back in the 1990s, and that has been implemented with projects at Sprague, Bates, Fiske, and Schofield.

Ms. Gray said the next community forum will be in January and will include sharing the short list of options.

Review/Vote Concept Options

Ms. Gray reminded the SBC members of the 365-student, 240-student, and code-upgrade only options based on the MSBA guidelines, including base repair of Upham, and addition/renovation and new options at Hardy and Upham. She also shared with the group a package of her responses to emails from the community.

Ms. Gray briefly explained that a 240-student scenario is not being considered at Hardy in accordance with the options known to be reimbursable by the MSBA. If the decision is to build a 240-student school, it would be only be built with the MSBA at Upham, because Upham is the school that the MSBA has identified as the school to be addressed as part of this project. If the town builds a 240-student school at Upham, the town would need to retain seven schools and build that seventh school in a separate process at Hardy.

Ms. Gray noted that options at Hardy and Upham are being considered equally at 365 students, just as the School Committee has committed to the community.

Mr. Pitkin presented slides of the various long list of options to the SBC, noting topography and site considerations and restrictions. Options presented included base repair (Upham), new at 240 students

(Upham), add/reno @240 (Upham), new at 365 students (Upham, Hardy), and add/reno at 365 students (Upham, Hardy).

Mr. Ulfelder asked if the environmental assessment has been completed on the tree canopies at each site and wondered about the findings related to the vegetation. At Upham are these mature, desirable trees or invasive species? Mr. Pitkin said a survey has been completed so there is a sense of what is there. A further discussion of the tree value at Upham vs. Hardy can come at a later time as the options are more fully developed.

Mr. Soliva noted that SMMA will be coming up with different building layout options in the coming months. Mr. Pitkin confirmed that the decisions now are just about the size and location of options to continue to study. Mr. D’Amico reminded the SBC not to be concerned with layouts at this point.

Ms. Gray asked about the practical ability to re-use the original portion of the Hardy School in a new project. Mr. Pitkin said the building would need to be taken down to the studs and may require contingency funds to address unknown issues. The design would look to adapt the space to fit the program in the most optimal way possible.

Mr. Gagosian noted there is a swing space cost associated with the addition/renovation options. He noted that the MSBA will not fund those costs, but questioned whether the MSBA’s approval would be impacted by the additional financial impact of the swing space costs on the town. Mr. D’Amico confirmed that the MSBA would not fund any costs of swing space, but would also let the town make those decisions as it sees fit.

The committee discussed potential approaches to building new at Hardy and retaining the original building, briefly discussing methods of demolishing the newer portions, mothballing the older building, and the process of determining the need for renovations to the older building for a future alternate use. Mr. Pitkin said once the project decisions are made, is important for the SBC and town to understand how codes might require the historic building to be addressed in the near future if the preferred solution is to build a new school at Hardy and retain the original building at the front of the property.

Mr. D’Amico reviewed conceptual rough project cost estimate ranges to be included in the Preliminary Design Program submission to the MSBA. These numbers will be further refined in the next phase.

Code Base Repair at Upham:	\$22-\$25 million
Renovation/addition at Upham (240 students):	\$56.3-\$62.5 million
New construction at Upham (240 students):	\$56.3-\$62.5 million
Renovation/addition at Hardy (365 students):	\$62.5-\$68.8 million
New construction at Hardy (365 students):	\$62.5-\$68.8 million
Renovation/addition at Upham (365 students):	\$62.5-\$68.8 million
New construction at Upham (365 students):	\$62.5-\$68.8 million

Mr. D'Amico said millions of dollars are included in these estimates for dealing with site modifications. Those potential costs include creating grade changes at Hardy and recreating or moving fields; as well as blasting ledge at the Upham site. Actual costs will be easier to estimate once options are refined.

Mr. Soliva asked if the 25 percent estimate for soft costs is a justifiable industry standard. Mr. D'Amico explained the details of what soft costs includes, i.e. consultant work, contingencies, and furnishings/fixtures/equipment/technology.

Mr. D'Amico said the MSBA would be looking for the SBC to determine a short list of options to submit as part of the PDP (Preliminary Design Program) submission. Ms. Martin asked what the town is obligated to keep on the short list, and whether there are certain requirements at Upham given that it was the invited school. Mr. D'Amico said the MSBA requires at minimum a base repair option at Upham, one addition/renovation and one new construction. The town could determine a preferred site now or elect to carry options forward at both. The town has two enrollment options but could decide now to narrow that list and move forward with one target enrollment. He said the MSBA is aware an additional site is being considered and special language in the agreement has been added to ensure guidelines are met. The MSBA may provide feedback asking the town to continue studying an addition/renovation at Upham, at least through the PSR (Preferred Schematic Report) phase.

Ms. Gray asked how many students would be served with the base repair option at Upham. Mr. Pitkin said with the code updates required, the current footprint would likely serve only one section per grade plus the Skills program.

Dr. Lussier strongly recommended eliminating the 240-student options as they do not meet the educational plan.

Mr. King asked if the North 40 is a viable option to build on and could be included in the study. Ms. Gray said there have not been decisions on the future use of that parcel. Ms. Jop further explained that the town will determine what is useable space once decisions are made as to how to address the five acres of landfill on the site. Funds will be sought at Annual Town Meeting for site cleanup. The Community Preservation Committee is also working to designate the open space required as part of the purchase of the North 40. Both reviews are expected to be complete in about a year.

Mr. Ulfelder said it's a difficult location for a school due to road access restrictions, complicated financing of the parcel, and the intact tree canopy of the property. Ms. Freiman said that over the years, residents have consistently expressed a desire to utilize the North 40 for housing and open space.

Mr. Soliva expressed support for eliminating the 240-student options. He recommended moving forward with a base repair, and 365-student options of addition/renovation at Hardy and new construction at Upham and Hardy.

Mr. Ulfelder said asking the town to spend an additional \$60 million for a third school isn't a responsible choice, especially given how little difference there is in gross square footage of a 240-student school and a 365-student school. There has been no opposition to building a seventh school when it is needed. Educationally, the ability to assign students across three sections is very important, so he supports moving forward with the 365-student options.

Ms. Gray and Ms. Jop showed interest in exploring the addition/renovation option at Hardy, given that the topography may favor solutions that add onto the original building.

Mr. Gagosian left the meeting at approximately 7:05 p.m.

Mr. Soliva, who also served on the HHU Master Plan Committee, noted that the MPC discussed school size in detail, relying on the opinions of educators about the proper school size. The MPC came out in favor of building a minimum size of three sections per grade.

Ms. Gray reviewed the list of options to carry forward as discussed.

- Base Repair at Upham
- New construction at Upham (365 students)
- Add/Reno at Hardy (365 students)
- New Construction at Hardy (365 students)

Mr. Ulfelder moved to approve the following four options be included in the Preliminary Design Program for further analysis: The required Base Repair of the 240 students at Upham; new construction for 365 students at Upham; addition/renovation for 365 students at Hardy; and new construction for 365 students at Hardy. Mr. Soliva seconded, and the Committee voted 9-0-0 for approval.

Mr. King left the meeting at approximately 7:15 p.m.

Review Preliminary Design Program Report

Ms. Olsen thanked the Committee members for reviewing the PDP submission closely. She reviewed a list of comments and suggestions made by SBC members. The PDP will be submitted on December 18 if the committee is comfortable with the report.

Upon a question from Mrs. Gray, Ms. Olsen said part of the existing conditions report includes a traffic study that reflects what is happening at each site. The information will be used to inform the designs and site circulation plans, and the traffic consultant will review the designs during the next phase to determine advantages and disadvantages of each plan as it relates to traffic and circulation.

Ms. Martin said she is comfortable approving the PDP submission, allowing the chair discretion to make limited final updates to the document.

The MSBA will provide comments to the SBC after the PDP is submitted.

Mr. Ulfelder moved to approve the Owner's Project Manager to submit to the MSBA the Preliminary Design Program dated December 5, 2019, with minor corrections recommended and approved by the Chair of the School Building Committee. Ms. Freiman seconded and the Committee voted 8-0-0 for approval.

School Committee further feedback

Ms. Gray noted that when the School Committee meeting of December 3 was discussed earlier, she neglected to mention that the Committee had feedback on the criteria for site selection. These items are not to be discussed by the SBC in this meeting but for are the project team to take in and be able to provide their opinions at the next meeting.

Ms. Gray said a School Committee discussion had resulted in a request for learning whether the following items are considered in other towns when selecting a school site: "bikeability," or how safe it is to bike to school; connection/proximity to public or community assets such as retail businesses and public libraries; and how well a site supports community goals for supporting diversity.

Mr. Pitkin said sometimes the issue of supporting diversity comes up, more typically in urban areas, where demographics analysis can become part of the site selection process. He also said that sometimes proximity to community assets plays a factor in choosing among sites.

Mr. Ulfelder said the SBC was not prepared to discuss this feedback at this meeting. Ms. Martin clarified that the School Committee was not directing the SBC to add these criteria or even discuss them right away, but did want to bring them to the attention of the project team. Further discussion can take place at a subsequent meeting.

Adjournment

At approximately 7:35 p.m., upon a motion by Ms. Martin and a second by Ms. Jop, the School Building Committee voted 8-0-0 to adjourn.

Documents and Exhibits used

- SMMA Presentation of December 19, 2019
- Draft PDP report and suggested edits
- Email from Sharon Gray to SBC members compiling her responses to emails from the community

DRAFT

Town of Wellesley Proposed Municipal Sustainable Building Guidelines¹

Wellesley Sustainable Energy Committee

January 2, 2019

Outline

- 1. INTENT AND BACKGROUND**
- 2. GENERAL COMMITMENTS**
 - a) Sustainable Design
 - b) Energy Efficiency
 - c) Zero Net Energy
 - d) LEED v4 Platinum
 - e) Education
 - f) Service Life
 - g) Electricity and carbon-free energy as preferred forms of energy
- 3. FEASIBILITY STUDY**
 - a) Decision to Renovate, Build an Addition or Build New
 - b) Selection of Designer and Owner's Project Manager
 - c) Eco-Charrette
 - d) Preliminary LEEDv4 Checklist
 - e) Basic Energy Analyses
 - f) Additional Basic Modeling
 - g) Zero Net Energy
 - h) Life-cycle Cost Analysis
 - i) Incentives
 - j) FMD Approval of Equipment
- 4. SCHEMATIC DESIGN**
 - a) Selection of Designer and Owner's Project Manager
 - b) Advanced Energy Analyses
 - c) FMD Design and Construction Guidelines
 - d) Update of Life-Cycle Cost Analysis
 - e) Update of LEEDv4 Checklist
 - f) Commissioning Plan
- 5. CONSTRUCTION**

¹ Use of Publisher or similar software will make later versions of this document more accessible to the reader.

6. OPERATION AND MANAGEMENT

- a) Building Management
- b) Plug Load Management
- c) Metering

7. COMPLIANCE WITH MMSBG

8. REVIEW OF REVISION OF MMSBG

Definitions

References

Appendices

Appendix A: Permanent Building Committee's *Proponent User Manual*

Appendix B: Process Flow Chart from Permanent Building Committee's *Proponent User Manual*

Appendix C: Facilities Management Department's *Recommended Design and Construction Guidelines*

Appendix D: Planning Department's *Design Guidelines*

Sustainable Building Guidelines

1. INTENT AND BACKGROUND

The design, construction and operation of its buildings are among a municipality's most important responsibilities. Buildings are essential for the education, community life, security, and governance of a town's citizens; and new schools, town halls, and police stations, come with major financial as well as environmental costs. Buildings are among the biggest items in a town's budget and they require the consumption of material, water and energy resources. The construction and use of buildings also generate greenhouse gases (GHGs). Increasingly, municipalities are recognizing that successful building projects require a balance among programmatic, environmental, and economic factors.

Wellesley's Municipal Sustainable Building Guidelines (MMSBG or Guidelines) outline a process and criteria by which the Town may select, design, construct and operate municipal buildings in a cost effective and sustainable way such that these projects support the health, comfort and productivity of building occupants, minimize environmental degradation, and conserve resources such as water, energy and raw materials (WBDG, 2018). The Guidelines also encourage buildings that are resilient and adaptable to a changing environment and flexible such that they accommodate multiple uses. MMSBG present a minimum level of requirements for the design and development of the projects listed below. The Sustainable Energy Committee recommends that MMSBG apply to:

- New buildings;
- Major renovations affecting multiple systems;
- Large additions (over 10,000 square feet); and
- Private development on Town-owned land.

Adherence to the Guidelines is ultimately the responsibility of the Project Proponent. Proponents of more modest projects should strive to follow these Guidelines as closely as is reasonable.

MMSBG grew out of Wellesley's long-standing commitment to sustainability and its goal adopted by Annual Town Meeting in 2011 and revised in 2014, to reduce town-wide GHG emissions 25% below 2007 levels by the year 2020. In striving to meet this goal, the Wellesley Municipal Light Plant (WMLP), Sustainable Energy Committee (SEC), Natural Resources Commission (NRC), Department of Public Works (DPW) and 3R (Reduce, Reuse, Recycle) Working Group have launched a number of initiatives aimed at reducing the Town's energy consumption and increasing conversion to renewable forms of energy. These efforts have reduced energy use in municipal buildings approximately 20% since 2007. A comprehensive

roadmap for integrating sustainability into the Town's many building endeavors promises to go a long way to reducing emissions-per-building and other forms of environmental degradation even further, while at the same time increasing indoor environmental quality and overall building performance.

MMSBG is intended to complement Wellesley's established processes for municipal building development including the public design and construction program, as detailed in Appendices A and B from the Permanent Building Committee's *Proponent User Manual*; general design, energy efficiency, and sustainability and maintenance measures described in *FMD's Design and Construction Guidelines* (Appendix C)²; and the Planning Department's *Design Guidelines* to maintain and enhance the town's character (Appendix D).

The following sections explain general principles underlying MMSBG and discuss sustainability as it relates to Feasibility Study, Schematic Design, Construction, Operation/Maintenance, and Compliance. As discussed below, MMSBG goals focus on both Leadership in Energy and Environmental Design (LEEDv4 Platinum) and Zero Net Energy.

2. GENERAL COMMITMENTS

SBG reflect a set of principles aimed at ensuring that municipal building projects are highly sustainable and cost effective. **Zero Net Energy (ZNE) and Leadership in Energy and Environmental Design (LEED) v4 Platinum criteria (or equivalent) are key aspirations for each project.** Zero Net Energy means on-site and off-site renewable sources provide all energy for the building on an annual basis. LEED v4 Platinum provides a framework and targets for achieving high performance in areas such as siting, water efficiency, indoor environmental quality, and materials. ZNE and LEED v4 Platinum are part of an overall process in which the Project Team, consisting of the project proponent and the board(s), committee(s) and/or department(s) charged with assisting the project proponents with the project, will:

² Current FMD guidance on preferred energy sources is under review.

- Commit to a sustainable, holistic approach in the Request for Qualifications (RFQ) so that the project can address greenhouse gas emissions, energy use, environmental health, environmental impacts, etc. in an integrated way while realizing cost-saving trade-offs.
- Strive to achieve the **highest energy efficiency, possible**;
- Fully explore the possibility of **Zero Net Energy (ZNE)**;³
- Develop a building that is certifiable according **LEED v4 Platinum** guidelines (or equivalent);
- Engage a **Professional Sustainability Peer Reviewer**;
- Develop the building as an **educational resource** and exemplar for building occupants and the community at large;
- Construct the building to have an expected **service life of at least 50 years**, but preferably much longer, with regular planned system/equipment/finishes replacement;⁴
- Consider **electricity or carbon-free energy sources as the preferred forms of energy** in all future buildings; and
- Develop and implement plans for the sustainable operation of a building guided by a program such as the [WELL Building Standard](#).⁵

ZNE

A ZNE building, as defined here, is a building in which on- or off-site renewables offset 100% of building energy load.

Sustainable buildings that are cost effective and high performing require a holistic approach that includes a commitment to sustainability at the earliest stages of project development, while considering schedule, budget, and competing or conflicting project objectives. The Project Teams should use an in-depth understanding of the needs of the project proponent, site

EUI

Energy use intensity, or EUI, is the total energy consumed by a building expressed as energy per gross square foot of building area.

characteristics and the broader project context to identify clear goals and metrics at the beginning of the process and to make cost-effective trade-offs as the project progresses. Energy consumption and the intended uses of the building are major considerations at the early planning stages of building development. The Project Team shall seek to minimize the building's energy use intensity (EUI) through **plans for energy efficiency and via programs for energy conservation by building occupants** in order to minimize plug load.⁶ EUI is the measure of the total energy consumed in a building, expressed as energy per gross square foot of building area, typically expressed in kBtu/sq.ft./yr. EUI targets represent total metered energy inputs (chilled water, steam, electricity, and natural gas) for building

³ For additional strategies and standards see [Passive House](#) and [Living Building Challenge](#).

⁴ See FMD' Recommended Design and Construction Guidelines in Appendix C.

⁵ Also, see [WELL Building Standard](#) for a performance-based system for assessing and certifying built environment features that impact human health and wellbeing.

⁶ The SEC will spearhead work on occupant behavior programs aimed at minimizing energy use.

heating, cooling, ventilation systems, water heating, lighting, receptacle loads, and process energy use. EUI targets will be established on a project-by-project basis based on case study research and modeling, but Project teams should aim for a goal between 25 and 35 kBTU/sq.ft./yr.

After establishing a target EUI, the Project Team will explore opportunities for **ZNE** such that on- and off-site renewable systems provide 100% of building energy use. If ZNE is not feasible, the Designer shall provide evidence to the Proponent, and Permanent Building Committee demonstrating why ZNE status is elusive.

In addressing sustainable siting, water conservation, indoor environmental quality and other sustainability criteria, the Project Team will ensure that the Project meets the criteria of **LEED v4 Platinum** (or equivalent).

Building processes that follow SBG should include a **Professional Peer Reviewer** in each new building construction project or major renovation/addition project. The Peer Reviewer will consult on and review all sustainability-related aspects of the Project throughout the Schematic Design and Construction phases to ensure that the project meets its sustainability goals.

Highly sustainable buildings provide opportunities to **educate and inspire the community**. Sustainable buildings in Wellesley, especially schools, should include signs, displays, demonstration spaces etc. through which students and other community members can learn about the building's architectural, landscaped, structural and mechanical features and how they are intended to minimize environmental harm and promote human and environmental well-being.

2. FEASIBILITY STUDY

During the Feasibility Study, the Designer confirms and explains the Proponent's requirements, identifies and evaluates alternative solutions and sites, recommends and defines solutions, summarizes the proposed scope of work, and provides a cost estimate. The Feasibility Study is a critical point in the process for identifying and integrating priorities related to sustainability. Feasibility Studies vary in scope, complexity and deliverables, based on the Owner's specific needs and available budget and schedule.

Decision to Renovate, Build an Addition or Build New

Before embarking on the development of an entirely new building, a prospective Proponent should consider if a renovation or addition can meet programming needs and other key project objectives and goals. In some cases, renovations and additions offer the most sustainable pathway.

Selection of Designer and Owner's Project Manager

Once the Proponent, working in conjunction with FMD or PBC, decides on the general scope of the Project, the Proponent prepares a Request for Qualifications (RFQ) needed to select a Designer. As outlined in the *PBC Proponent User Manual*, the Town is required to follow law M.G.L. Chapter 7C, governing Designer selection, when both the estimated construction cost of the Project exceeds \$300,000 and the Designer fee exceeds \$30,000.

The Designer and Owner's Project Manager (OPM) Request for Qualifications should include the Proponent's sustainability requirements for the Project, including:

- A preference for consultants who can demonstrate expertise in sustainable design of high performance and ZNE buildings and who will consider sustainability throughout the process, including the very earliest stages.
- A preference for a team with openness to and experience with whole-systems thinking and collaboration across specialties (Maclay, 2014: 115).
- The Town's commitment to exploring the feasibility of a ZNE building and its interest in constructing a ZNE building.
- The Town's commitment to identifying a Certification Program(s) which, at a minimum, meets the requirements of the LEEDv4 Platinum program.
- The Town's commitment to hiring a Designer and OPM with qualifications and experience that will support achievement of SBG goals.

Eco-Charrette

Where appropriate, large projects such as new schools should include at least one Project-specific workshop (or "eco-charrette") at the start of the project planning and design effort. The eco-charrette will include the Owner's Project Manager, representatives of the Designer's team, the Proponent, Facilities Management Department, Sustainable Energy Committee, and stakeholders from Town government and the community to identify sustainability-related goals and pathways for achieving these goals. Eco-charrette participants will provide an initial set of sustainability objectives that will allow the Designer to explore sustainability within the Feasibility Study budget.

Immediately following the first eco-charrette, the Designer should document preliminary sustainability goals in an Owner's Project Requirements document. This document will be shared with the broader Project team, and revised as the Designer carries out ZNE, LEED implementation, life-cycle cost analysis, renewable energy analysis, and a review of available financial incentives. These analyses are described in more detail below.

Preliminary LEEDv4 Checklist

The Project Team should develop a preliminary LEEDv4 checklist to identify the LEED credits that the Project is likely to seek.

Basic Energy Analyses

The Designer will strive to achieve an EUI target. The Designer should use eQuest, Energy Plus or similar tools to model proposed building designs, assist with life-cycle costing, estimate GHG emissions, and facilitate future measurement and verification. During the Schematic Design Phase, the Designer should use energy modeling to evaluate energy in relation to building massing, orientation, heating, ventilation and air conditioning systems in the preferred schematic option.

Additional Basic Modeling

The Schematic Design Phase should include solar analysis and daylight modeling to examine internal light levels, heat gain and photovoltaic feasibility associated with various building orientation scenarios. These studies inform the choice of, for example, optimal building orientation, solar systems, glazing and shading, and implications for indoor environment conditions and electric lighting requirements.

Zero Net Energy

The Designer should also evaluate and present:

- An energy budget/target in terms of energy use intensity (EUI).
- On-site renewable energy potential for the site.
- Opportunities for on-site renewable energy generation, including assessments of site photovoltaic capacity and geothermal potential. The Project Team (at a minimum, the Designer, OPM, WMLP and FMD representatives) will determine whether any of the identified options should be pursued as part of the Project or if enabling infrastructure for future renewable energy systems should be incorporated at the site.

During the Schematic Design Phase, the Designer should carry out energy modeling to optimize the energy budget and use of renewable energy systems. At each design

ZNE

A ZNE building, as defined here, is a building in which on- or off-site renewables offset 100% of building energy load.

submission, the consultant will update the energy model to test the energy performance of the design.

Life-Cycle Cost Analysis

Each project under MMSBG should involve life-cycle cost analysis (LCCA) to quantify impacts on energy costs, maintenance costs, etc. The scope of the LCCA will vary with the Project, but will typically address building envelope, heating, ventilation, cooling and air conditioning and many other building components. All LCCA should include analysis of net present value.

- Because of energy price uncertainty and the lifetime of typical components, life-cycle costing for energy purposes should typically be done over a 20 to 30-year period.
- Simple payback can be used with flat energy costs to provide a “quick check” on the applicability of energy saving measures during the Feasibility Study. The generation of a full-fledged life-cycle cost analysis (including calculation of net present value) shall follow during the Schematic Design Phase once the measure is determined to be viable for consideration. In general, Wellesley encourages measures which present the lowest life-cycle cost.
- The Designer should optimize the design for the lowest life-cycle cost. In general, the Designer will be responsible for providing the best available cost and energy data.
- The Designer should minimize life-cycle costs due to energy use via: optimization of the building orientation, building envelope and fenestration systems to minimize losses/gains, use of natural light and window overhangs, passive solar design features to control and utilize solar gain, attention to materials selection, construction inspection, and commissioning.

Incentives and Rebates

The Designer will identify what utility, federal and state tax, and other incentives and rebates are available to the Project and will pursue incentives, as appropriate.

FMD Approval of Equipment

New energy efficiency technologies, without a proven “track record,” that are difficult or complex to operate and/or maintain should not be specified without prior approval from FMD. FMD’s concerns for proposed “green” or sustainable equipment and systems include the following:

- Can existing staff and vendors operate and maintain the equipment?
- Are repair/replacement parts and technical support readily available?

- Are proposed energy savings guaranteed?
- Are back-up systems required if the proposed system fails?
- Can a 5-year or longer warranty be provided?

After the above analyses and consideration of performance guidelines, the Designer will adjust the Owner's Project Requirements Document to include:

- Comprehensive Sustainable Design Measures;
- Zero Net Energy decisions;
- Certification selection (LEED v4 Platinum or equivalent is a minimum); and
- Inclusion of sustainable design criteria within design options cost estimate.

4. SCHEMATIC DESIGN

Selection of Designer and Owner's Project Manager

The PBC takes over the Project at this stage as defined by Town bylaws. If a Lead Designer and OPM are not carried over from the Feasibility Study Phase (as is typically the case), the Designer and Owner's Project Manager Requests for Qualifications should state a preference for:

- Consultants who can demonstrate expertise in the sustainable design of high performance/ZNE buildings and who will consider sustainability throughout the process.
- A team with openness to and experience with whole-systems thinking and collaboration across specialties (Maclay, 2014: 115).

The PBC should consider engaging Envelope and HVAC Commissioning Agents and a Sustainability Peer Reviewer to help monitor the Project.

Advanced Energy Analyses

The Designer should initiate energy modeling to compare the energy use and performance of various systems and strategies.

FMD Design and Construction Guidelines

Please see Appendix C: *FMD's Recommended Design and Construction Guidelines*⁷ for details on lighting, boilers, transformers, variable frequency drives, energy management systems, roofing,

⁷ Current FMD guidance on preferred energy sources is under review.

windows, sensors, kitchen equipment and hot water heaters, hydration systems, rainwater harvesting, and porous pavement, exterior façade, electrical, and more.

Update Life-cycle Cost Analysis

The Designer will update LCCA for final building systems and features.

Update of LEEDv4 Checklist

The Project Team should reassess and revise the Preliminary LEEDv4 Checklist.

Commissioning Plan

Develop a Commissioning Plan that addresses sustainability goals and includes a program for metering and verification. The Peer Reviewer confirms the Commissioning Plan and coordinates the Plan with the sustainability approach and goals for the Project. The commissioning process verifies that building systems are contributing to goals as anticipated.

5. CONSTRUCTION

During construction:

- The Designer should complete energy and other modeling for verifying compliance with Project goals and Building Certification requirements;
- Construction should involve sustainable materials management practices; and
- The Designer and Contractor will provide a User's Guide that explains how building managers and users can realize sustainability goals.

6. OPERATION/MAINTENANCE

Building Management

FMD should develop a facility operations and management plan that includes contractor-provided training for building occupants and facilities staff, including custodians, maintenance and managers. FMD should also operate the Project in accordance with the energy budget, established based on energy modeling of the final design.

The SEC and FMD should monitor the energy use and performance of the Project from the date of occupancy. The SEC and FMD should evaluate the building's actual energy use in comparison to the modeled projections and to comparable buildings.

Plug Load Management

Effective plug load management is critical in highly efficient and ZNE buildings. Plug load includes energy use from computers, tablets, smart boards, projectors, battery chargers, appliances and, generally, most energy use not associated with HVAC and lighting. The following actions that help to keep plug load at a minimum:

- Understand technology needs;
- Thoroughly vet equipment needs and uses;
- Use newest technology that is reliable and proven;
- Maximize wireless systems; and
- Shut-down unoccupied buildings where possible.

The SEC will educate building users about the importance of reducing plug load and their role. Sensors, lighting controls and signage can be particularly helpful. However, committing to live and work within building temperatures that result in reduced energy use is often the best way for occupants to do their part.

Metering

Metering is an important aspect of energy tracking and management. Buildings under ,MSBG will separately meter all utilities entering the building. When appropriate to project scope, buildings will separately sub-meter significant use types within the building such as parking garages, large kitchens, laboratories and computer/data centers.

LEEDv4 outlines the following requirements for meeting – either: [LEED-NCv4 Advanced Energy Metering](#) or [LEEDNCv4 Enhanced Commissioning, Option 1, Path 2, Enhanced and Monitoring-Based Commissioning](#).

Water metering will allow the tracking of water use.

7. COMPLIANCE WITH MSBG ⁸

- Confirmation by the Designer that the final construction documents, if followed, will produce a completed Project that is LEEDv4 Platinum certifiable and/or ZNE capable.

⁸ Adapted from Town of Amherst Zero Energy Bylaw 2018.

- Peer Review confirms that, in the opinion of the third-party reviewer, the final construction documents, if followed, will produce a completed project that is LEED v4 Platinum certifiable and/or ZNE capable.
- For ZNE, compliance is based on the modeled performance of the Project at the completion of the construction documents, with ZNE capability verified by the Project's Designer. The design will also be peer reviewed for ZNE capability.
- An independent third party must commission the building's mechanical, electrical, plumbing and control systems at a suitable point prior to occupancy, and at a point 12 months after occupancy. However, failure to achieve the ZNE requirements at the point of 12-month re-commissioning shall not affect compliance with these guidelines.

8. REVIEW AND REVISION OF MSBG

The SEC will review MSBG annually. Revisions shall be made as needed and will be subject to the approval of relevant Town boards.

DEFINITIONS

(Some of the definitions, below, are unnecessary and will be removed in a later draft)

Designer: The Architect or Engineer of Record whose professional seal is affixed to the construction documents.

Building: A structure wholly or partially enclosed within exterior walls, or within exterior and party walls, and a roof providing services and affording shelter to persons, animals or property.

Building Addition: New construction attached to an existing building.

Building Certification Program: A set of guidelines and criteria for judging the quality and performance of a building. Green building certification programs assess the building in terms of its impacts on the environment and human health.

Commissioning: The process that verifies and documents that the building systems including all systems related to these Guidelines have been designed, installed, and function according to the Construction Documents.

Re-commissioning: The process of testing and recommending adjustments to the building systems at least 12 months after the date of occupancy and on an ongoing, regular basis.

Construction: Phase of building development during which builders use the Construction Documents to create a building.

Construction Documents: Drawings and specifications sufficient for competitive public bidding in the Commonwealth of Massachusetts and for construction of the building.

Energy Budget: Established at the outset of design and updated periodically during design, an Energy Budget is based on estimated amounts of energy to be used once the building is occupied. As the term relates to FMD, which pays for all utilities in buildings it manages, the

term shall refer to operational line item budgets established annually for electricity, natural gas, water and sewer.

Energy Use Intensity (EUI): EUI is the measure of the total energy consumed in a building, expressed as energy per gross square foot of building area, typically expressed in kBtu/sq.ft./yr. EUI targets represent total metered energy inputs (chilled water, steam, electricity, and natural gas) for building heating, cooling, ventilation systems, water heating, lighting, receptacle loads, and process energy use.

Feasibility Study: A process that culminates in a planning document that confirms and explains the owner's requirements, identifies and evaluates alternative solutions and sites, recommends and defines solutions, summarizes the proposed scope of work, and provides a cost estimate.

Fossil Fuels: Fuels from petroleum, natural gas or coal.

Leadership in Energy Efficient Design (LEED): The United States Green Building Council developed LEED which is the most widely used green building rating system in the world. Available for virtually all buildings, community and home project types, LEED provides a framework to create healthy, highly efficient and cost-saving green buildings. LEED certification is a globally recognized symbol of sustainability achievement.

LEED projects earn points across nine basic areas that address key aspects of green buildings. There are 110 Total Points available.

- | | |
|--------------------------------|----|
| - Integrative process | 1 |
| - Location and transportation | 15 |
| - Sustainable sites | 12 |
| - Water efficiency | 12 |
| - Energy and atmosphere | 31 |
| - Materials and resources | 13 |
| - Indoor environmental quality | 16 |
| - Innovation | 6 |
| - Regional priority | 4 |

There are four levels of LEED certification:

- Certified (40–49 points)
- Silver (50–59 points)

- Gold (60–79 points)
- Platinum (80+ points)

Living Building Challenge (LBC): Rigorous green building certification program and design framework. LBC buildings remain within the resource limits of their site, collect and treat all water on-site and produce more energy than they use.

Net Present Value (NPV):

- NPV is determined by calculating the costs (negative cash flows) and benefits (positive cash flows) for an investment over time. For decisions on building design it is used to compare options. The cost of an option subtracted from the savings from that option (due to energy or operations cost reduction) over the life span.

Operation and Maintenance: The use and care of a building over its lifetime.

Passive House: Passive house is a voluntary, rigorous building standard that applies to all types of buildings. Passive buildings meet a rigorous level of energy efficiency and little energy for space heating and cooling.

Peer Review: Review by a third-party reviewer skilled in energy analysis and energy modeling certified as a designer or engineer.

Photovoltaic Systems: Electrical Systems using photovoltaic panels to collect solar energy and convert it to electricity.

Process Energy: Energy used to transform, for large-scale municipal purposes, the biological, chemical and/or physical state of sewage, waste, water or other material, or to move and package it during or after such transformation, including but not limited to municipal water supply pumping and treatment, municipal sewage treatment, and municipal waste compaction, transfer, recycling and/or composting, and similar processes, but not including food preparation, refrigeration and cooking.

Project: A single new construction undertaking by and for the Town comprised of new Building(s), new Building Addition(s), and Building Renovations associated site work, and Renewable Energy Systems.

Project Team: The Project Team includes decision makers involved with the building development at a particular point in the process. These decision makers can include the building Proponent, Building Committee and its subcommittees (including the Sustainability Technical Group), Facilities Management Department, Permanent Building Committee, Designer, and Owner's Project Manager.

Re-commissioning: See **Commissioning** above.

Renewable Energy: Energy from a source that is not depleted when used, such as wind or solar power.

Renewable Energy Certificate (REC): Represents and conveys the environmental, social and other non-power qualities of one megawatt-hour of renewable electricity generation and can be sold separately from the underlying physical electricity associated with a renewable-based generation source.

Renewable Energy Systems: Electrical and mechanical systems using Renewable Energy comprising one or more of the following: Photovoltaic Systems, Wind Energy Systems, and other systems that generate electricity without the use of fossil fuels.

Request for Qualifications: A request for qualifications (RFQ) is a step, sometimes used by a government entity, in the formal process of procuring a product or service. An RFQ outlines the scope of a project and the expertise required to carry it out. Responses to the RFQ describes a company or individual's qualifications to supply a product or perform as service, but usually doesn't not include specific details or price estimates.

Building Site: Building(s) and Building Addition(s) and the area on which a building is located where energy is used.

Schematic Design: The phase of a building project that uses information and the preferred design from the Feasibility Study to produce a detailed plan for the chosen design option.

Site Energy: Energy consumed at the Building(s) and/or Building Addition(s) and by energy-consuming features of their associated site(s).

Source Energy: Site Energy plus the energy consumed in the extraction, processing and transport of primary fuels such as coal, oil and natural gas; energy losses in thermal combustion in power generation plants; and energy losses in transmission and distribution to the Building or Building Addition.

Total Project Cost: The sum of the direct construction and non-construction (aka “soft”) costs of a Project, exclusive of site acquisition costs.

[WELL Building Standard](#): is a performance-based system for assessing and certifying built environment features that impact human health and wellbeing.

Wind Energy Systems: Systems that collect wind energy and convert it to electricity.

Zero Net Energy(ZNE): A zero net energy building is one that is optimally efficient, and over the course of a year, generates energy onsite, using clean renewable resources, in a quantity equal to or greater than the total amount of energy consumed onsite (MA DOER, 2019).

- **Energy Use Intensity (EUI):** A “mileage rating” for buildings. It is expressed as the annual energy use per square foot of the building. It is total energy used for a year in thousand BTUs divided by the square feet of conditioned space in the building.

Zero Energy Capable: Designed based on the energy budget, in compliance with the Zero Net Energy requirements, incorporating highly efficient guidelines to minimize the Project’s need for energy, and incorporating renewable energy systems with enough capacity to supply the energy needed.

Zero Energy Ready/Capable: Designed to be Zero Energy Capable, but without the inclusion of Renewable Energy Systems.

Zero Energy Ready Project Cost: Total Project Cost minus the purchase and installation cost of the Renewable Energy Systems.

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APPENDICES

Appendix A:

Permanent Building Committee Proponent User Manual

<https://www.wellesleyma.gov/DocumentCenter/View/11823/PBC-Proponent-User-Manual>

Appendix B:

Process Flow Chart

(Please see separate attachment)

Appendix C:

Facilities Management Department's *Recommended Design and Construction Guidelines*

(Please see separate attachment)

Appendix D:

Planning Department's ***Design Guidelines***

*(These Guidelines are currently under revision and will be added as an appendix when available,
see*

<http://www.wellesleyma.gov/1151/Design-Guidelines-Update>)

DRAFT Revised 1/2/2020

**Summary of
Proposed Municipal Sustainable Building Guidelines**
Wellesley Sustainable Energy Committee

Background: Wellesley is a leader in promoting sustainability and has a goal (adopted in 2011 and revised in 2014) to reduce the community's greenhouse gas emissions. To achieve this goal and align with the town's long-standing commitment to sustainability, the municipality must plan, construct and operate its building projects in a cost-effective way that conserves resources, preserves the surrounding environment and enhances the safety, health and productivity of building occupants.

Objective: To establish Municipal Sustainable Building Guidelines (MSBG) for:

- New buildings;
- Major renovations affecting multiple systems;
- Large additions (over 10,000 square feet); and
- Private development on Town-owned land,

such that applicable projects will strive to be:

- LEEDv4 Platinum certifiable and
- Zero Net Energy (primarily for new buildings):
 - Building energy use intensity (EUI) of 25 to 35 kBtu/sq. ft. /yr.
 - Net Present Value analysis of installing renewable energy on-site or off-site to meet the site energy use of the project.

Method:

- Follow a sustainable design process:
 - Commit to sustainability and involve project stakeholders in earliest stages of project development to establish sustainability goals.
 - Select Feasibility Study and Schematic Design consultants with proficiency in LEED, Zero Net Energy and high performance building design.
 - Engage peer review professionals to oversee sustainability throughout Schematic Design, Construction and Commissioning phases.
- Establish sustainable operating and building user practices to ensure MSBG are maintained throughout building life
- Update MSBG as concepts and technology require (3-5 years minimum).

Definitions

Leadership in Energy Efficient Design (LEED): The United States Green Building Council developed LEED which is the most widely used green building rating system in the world. Available for virtually all buildings, community and home project types, LEED provides a framework to create healthy, highly efficient and cost-saving green buildings. LEED certification is a globally recognized symbol of sustainability achievement.

LEED projects earn points across nine basic areas that address key aspects of green buildings. There are 110 Total Points available.

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- Certified (40–49 points)
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Net Present Value (NPV):

- NPV is determined by calculating the costs (negative cash flows) and benefits (positive cash flows) for an investment over time. For decisions on building design it is used to compare options. The cost of an option subtracted from the savings from that option (due to energy or operations cost reduction) over the life span.



Wellesley Playing Fields Lights Report

November 9th, 2019



Subcommittee Members

- **Courtney Albin**, Wellesley Public Schools
- **Katie Griffith**, NRC-Chair, PFTF
- **Ellen Korpi**, Department of Public Works
- **Rob Lally**, Neighbors
- **Jim Miller**, Co-Chair
- **Jerry Nigro**, PFTF
- **Laurance Stuntz**, Recreation, PFTF-Chair, Co-Chair
- **Lisa Wesley**, Wellesley Field Fund



Mission

- The Natural Resources Commission (NRC) asked the Playing Fields Task Force (PFTF) to investigate the possibility of adding additional and improving existing lighting equipment at playing fields in Town.
- The PFTF has placed a high priority on this initiative, given its ability to allow for greater active play for Town residents – especially youth – and strengthen our sense of community at evening games and events.
- The PFTF will issue a report to the NRC and any other relevant stakeholders, which will include an actionable recommendation for the Commission to consider.
- As such, the PFTF is appointing a Lights Subcommittee to act as fact-finders and investigators of potential paths forward. In regular consultation with the PFTF, the Subcommittee will draft a holistic report.

Questions To Be Answered



- **Scope:** On which playing fields do the benefits of installing new lights or improving existing lighting outweigh the costs?
- **Type of Lights:** What light fixtures would be recommended? How many and where?
- **Improvement to the Fields:** What ground-level improvements would be needed?
- **Abutter Concerns:** What are the abutters concerns? How can those concerns be mitigated?
- **Financial Impacts and Fundraising:** What are the costs? How would it be funded?
- **Permits and Approvals:** What permits and approvals would be needed?
- **Terms of Use:** What would the terms of use be? How would these terms be codified? How would they be enforced?



Considerations

- Abutter concerns
- Environmental Impacts, including
 - Carbon emissions
 - Dark Sky Compliance, utilizing external expertise via consultant Bob Parks
 - Sound
- Intensity of use and maintenance of fields
- Traffic



Summary of Needs

- **Enormous Growth in Recreational Sports Teams**
 - 26% since 2014, 3,700% since 1969. In 2019 there are 253 fall teams and 270 spring teams
 - Only includes public school and no-cut recreational town teams, not for-profit club teams
- **Unmet Need**
 - Many high school students stop playing after not making the highly competitive High School teams but express a desire to continue at a recreational level
 - Based on number of teams, Wellesley is 8-12 fields short
 - Because of this shortage, there are very few recreational / no-cut programs for high school aged kids offered for rectangular field sports in town
- **Significant Cost to Wellesley residents**
 - Wellesley youth programs spend more than \$150,000 per year renting field space
 - Wellesley is one of very few towns in Massachusetts that cannot bring the community together outside on fields under lights for high school sports

Summary of Needs - Details



- **3,700% Growth in Number of Sports Teams:** Since 1969, the number of soccer, football, field hockey, and lacrosse teams using rectangular playing fields in Wellesley has increased by 3,700%, from 14 teams in 1969 to 523 teams in 2019 (253 teams in the fall and 270 in the spring), without any increase in the total number of available playing fields.
- **26% Growth in Last Five Years:** Since 2014, the number of teams has increased by 26% and all youth programs anticipate substantial future growth.

Summary of Needs (details continued)



Inclusive Wellesley Youth Sports Drive Field Demand

- Wellesley youth sports are no-cut recreational programs that provide equal access to both boys and girls regardless of their athletic ability.
- If a boy or girl in elementary or middle school wants to play a sport they are offered a place on a team without the fear of being cut.
- This has resulted in 5,009 children playing on various recreational youth soccer, field hockey, football, and lacrosse teams.
- This demand means that youth recreational teams have a hard time finding fields to practice.
- Inclusion is a core value of the town and is the primary driver of the growth of Wellesley youth sports and increased field demand.

Summary of Needs (details continued)



Need for Recreational Sports for WHS Students

- WHS sports teams are highly competitive and it is difficult to make the teams because there are only 411 roster spots on the eighteen WHS soccer, field hockey, football, and lacrosse teams.
- Hundreds of high school students who played sports in elementary and middle school no longer play recreational sports because that option is currently not available.
- The addition of lights at WHS Stadium could give high school students the opportunity to continue playing recreational sports past middle school.

Summary of Needs (details continued)



- **Wellesley is 8-12 fields short of need indicated by our demand:**
 - Wellesley has 15 rectangular fields and 253 teams in the fall and 12 fields and 270 teams in the spring.
 - The recommended number of fields to accommodate this many teams is 20-24.¹
- **Over \$150,000 Spent Renting Fields Each Year:**
 - Wellesley's recreational, non-profit, no-cut youth sports teams spend more than \$150,000² per year to rent field space because there is not enough available space on town-owned fields.
- **Community Building:**
 - No lights at WHS Stadium limits the ability for community building nighttime events, impacts WHS's ability to host playoff games, and causes students to miss classes in certain instances.
- **Traffic:**
 - Lack of lights at WHS Stadium leads to lots of cross-town traffic from the high school to Sprague, exacerbating post-school traffic issues.

¹The U.S. Soccer Federation recommends 20-24 fields to accommodate Wellesley's 253 teams in the fall and 270 teams in the spring.

²Based on a survey of Wellesley youth programs undertaken in the summer of 2019



Review of Existing Fields

At the start of the project, the Subcommittee did a comprehensive review of all the playing fields in Wellesley and reached the following preliminary conclusions:

- **Shortage of rectangular fields:** Soccer, football, field hockey, and lacrosse play on rectangular fields. Wellesley has an acute shortage of rectangular fields with only 15 fields available in the fall for 253 teams and 12 fields in the spring for 523 teams.
- **Adding lights to grass fields does not significantly increase capacity:** Grass fields are often closed due to rain and snow, particularly in the spring. Additionally, Wellesley grass fields are already stressed from overuse during daylight hours.
- **Artificial turf can be used when wet and does not have the overuse concerns associated with grass:** The Subcommittee focused its investigation on the merits of adding lights to the artificial turf fields at WHS Stadium and Sprague Field where usage can be maximized.

Review of Existing Fields: Sprague Turf Fields



In 2008, two artificial turf fields were installed at Sprague Fields.

- **Advantages of Adding Lights to Sprague**

- Two turf fields that are highly sought after and are the backbone of youth sports
- Lighting both would add available playing time of 580 hours in the fall (123% increase) and 300 hours in the spring (40% increase).

- **Disadvantages of Adding Lights to Sprague**

- No stadium or seating for fans and no public restroom facilities
- No Track
- Limited Parking, Traffic Flow Issues
- No existing electrical capacity or conduits, making a potential lights project more expensive

Review of Existing Fields: WHS Stadium Field



In 2016, Wellesley renovated its 1938 Stadium

- **Advantages of Adding Lights to WHS Stadium**

- New artificial turf field (2016), state of the art track, stadium seating for 2,300
- 318 parking spots available for spectators and participants at WHS
- Location across the street from WHS allows students to safely walk to practices and games, reducing traffic across town to Sprague
- Electrical capacity and conduits are already in place, making this the least expensive field to add lights

- **Disadvantages of Adding Lights to WHS Stadium**

- Abutters' concerns about potential noise, traffic, light spillage and glare



Abutter Concerns

- The Subcommittee solicited the input of abutters to Hunnewell Fields and WHS Stadium, invited them to PFTF meetings, Light Subcommittee meetings, provided them working drafts of the Lights Reports, and have conducted three public meetings to hear their concerns.
- Abutters who are both for and against adding lights to WHS Stadium attended the public meetings.
- Concerns include:
 - Potential for Increased Noise
 - Potential for Increased Traffic
 - After Stadium lights, additional lights in the future at Hunnewell Fields Complex



Abutter Concerns: Noise

In order to mitigate the impact of noise from the WHS Stadium, the NRC and WHS Athletic Department, with support from the Playing Fields Task Force and Stadium user groups have the following procedures in place already:

- On May 10, 2018, NRC instituted a sound policy¹ to govern the use of sound at WHS Stadium in response to the installation of a permanent sound system at the Stadium.
- The permanent sound system faces away from Smith Street and the speakers were designed and installed at an angulation that directs the sound to its intended audience in the Stadium and the sound is not allowed to exceed 85 decibels at the property line.
- The sound system policy has been in place since the start of the 2018-2019 school year. It is allowed to be used for games but not practices and is controlled and tightly monitored by WHS. WHS Athletics Department drives a golf cart around the property line of the Stadium during each event to measure the sound level at the property line.
- WHS Athletics ensures that the maximum volume does not exceed the agreed upon 85 decibels.
- WHS Athletics staff are on-site during Stadium events and can be appealed to in real time if the sound level is too high. Until the start of this Subcommittee's process, no complaints were lodged with staff or the NRC.
- Any sound system shall only be used from 9 am to 7 pm, unless by special permit from the NRC.

¹ [WHS Stadium Track and Field Sound System Policy](#)

Abutter Concerns: Noise (continued)



To date, abutter complaints about noise have been confined to the play-by-play at WHS Varsity Football Games, which are generally held on Saturday afternoons.

- During the 2018-19 school year, there were 102 sports competitions held at the WHS Stadium including youth and high school
- During the 2018-2019 school year, there were four regular season home football games and two post-season games, average duration 2 hours, 15 minutes.
- The installation of lights at WHS Stadium would not increase the number of WHS home football games.
- However, several abutters expressed concern about the increased potential for nightly evening noise, particularly through the use of the Stadium sound system, on weeknights, and after the bedtimes of small children.

Team	Existing Use of Sound System
Boys Varsity Soccer Games	30 minute warm-up music
Girls Varsity Soccer Games	30 minute warm-up music
Varsity Football Games	Warm-up and game play-by-play
Varsity Field Hockey Games	30 minute warm-up music
Boys Varsity Lacrosse Games	30 minute warm-up music
Girls Varsity Lacrosse Games	30 minute warm-up music
Track & Field	Race and Event Announcements
Practices	None
All Team Playoff Games	Announcements

Abutter Concerns: Noise (continued)



- Additional Recommendations to Mitigate Noise
 - NRC should establish and communicate to abutters a process for recording and submitting a complaint about possible violations of the Sound Policy.

Abutter Concern: Traffic



Concern: Some abutters are concerned about increased traffic associated with adding lights at WHS Stadium.

Wellesley's Police Department (WPD) supports lights at WHS Stadium and offers the following reasons that abutters concerns are misplaced:

- Night practices and games, other than varsity football games, should not impact traffic for most night uses around WHS and the Stadium.
- WHS has had night games in the past with portable lights and WPD successfully managed the traffic. If night varsity football games became a regular event, WPD's traffic plan will be in effect and even improved given the regularity of the event. Night games would also eliminate traffic issues associated with games on Saturday afternoons.
- WHS has 318 parking spaces adjacent to WHS Stadium.

Recommendation to Mitigate Traffic Concerns: Ensure that permits issued for usage of WHS Stadium be coordinated with WPD to ensure that a traffic plan is in place.

Letter from Wellesley Police Chief



TOWN OF WELLESLEY POLICE DEPARTMENT

WELLESLEY, MA 02482 JACK PILECKI
Telephone 781-235-1212 Chief of Police

July 16, 2019

Wellesley Playing Fields Lights Subcommittee
Wellesley Recreation Department, Warren Building
90 Washington Street
Wellesley MA 02481

Dear Wellesley Playing Fields Lights Subcommittee,

I have been asked to assess the potential impact on traffic and parking if lights were installed at Wellesley High School Stadium ("WHS Stadium"). It is my understanding that if lights were installed at the WHS Stadium, sports teams would be able to practice and play games in the Stadium as late as 9:30 p.m.

Currently, parking around the Sprague School Fields is inadequate at best. Over the years the police department has received complaints from residents in the area about illegally parked vehicles and complaints concerning the amount of traffic. Moving games and some practices from the Sprague Fields to the Stadium would reduce these complaints and allow for ample parking in the WHS parking lot.

With the exception of WHS Varsity Football games, night practices and other games would not be expected to significantly impact traffic around the Stadium. Additionally, there is much more parking in the WHS parking lot and parking lots around WHS to accommodate vehicles.

We have had many night games in the Stadium in the past when portable lights were brought in. The police department implemented a traffic management plan for each game which proved successful. It involved hiring extra police officers at various traffic posts. If night WHS Varsity Football games become a regular event, I am confident our traffic plan will be effective and even improved given the regularity of the event.

- 2 -

In summary, I am supportive of lights being installed at the WHS Stadium. I am confident traffic and parking will be effectively managed in the area around the High School with the added benefit of less traffic and parking issues around the Sprague Fields.

Sincerely,

Jack Pilecki
Chief of Police
Wellesley Police Department

Abutter Concerns: After Stadium lights, additional lights at Hunnewell Fields Complex in the future



Concern:

- Some abutters are concerned that the addition of lights at WHS Stadium will eventually leads to other lights being installed at the Hunnewell Fields Complex.

Comments relative to the Additional Lights Concern:

- This Subcommittee is not recommending adding lights to other parts of the Hunnewell Fields Complex.
- Any plan to add lights to other parts of the Hunnewell Fields Complex in the future would be subject to the approval of NRC.

Environmental Consideration: Light Spillage and Glare



Concerns:

- Abutters to the lights at Reidy, Hunnewell and the Tennis Courts have historically registered concern with the existing lights due to their spillage, glare, and impact on the night sky.
- Anecdotally we heard reports that the existing lights are sometimes on at times that the fields do not appear to be in use. The Recreation Department today works closely with user groups to ensure that lights are only turned on when practices or games are scheduled.

Recommendations to Mitigate Light Spillage and Glare:

- Replace the existing halogen lights with energy efficient, environmentally friendly LED lights. This would reduce light spillage and glare by 50% or more.
- Install new energy efficient, environmentally friendly LED lights at WHS Stadium that have virtually zero spillage and glare and can be certified as Dark Sky-compliant.
- Continue working with lighting consultant Bob Parks on the design of replacement and new lights to minimize spillage and glare.
- Implement procedures to minimize inadvertent lighting when the fields are not in use. New lights will have remote management capabilities to make this easier. NOTE: Existing lights already have remote management capabilities.



Lights Subcommittee Recommendations and Expected Benefits



Recommendations - Lights

- Replace existing halogen lights at Reidy Field, Hunnewell Multipurpose Field, and Tennis Courts with energy efficient, environmentally friendly LED lights.
- Install energy efficient, environmentally friendly LED lights at WHS Stadium.
- The groups using Reidy Field, Hunnewell Multipurpose Field, and WHS Stadium should pay the electrical costs of lighting the fields based on the time the fields are used by them.
- All playing fields lights should be placed on Wellesley Municipal Light Plant's 100% Renewable Energy Program, thereby eliminating the carbon emissions associated with lighting the playing fields.
- When the fields are used for practice or youth games, light level should be dimmed to a safe level for youth sports (generally to 30 ft candles) and the sound system should not be used



Recommendations - Usage

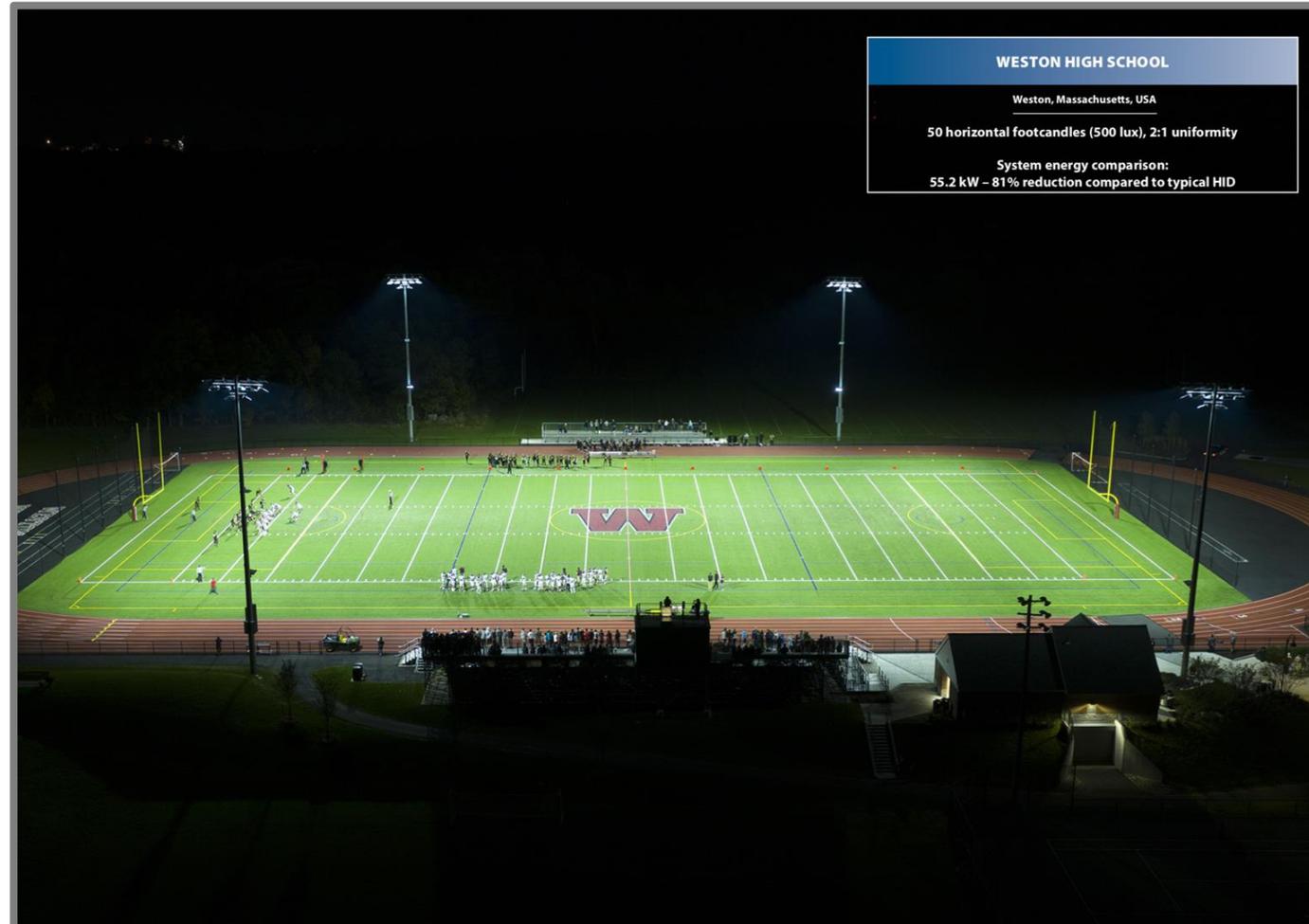
- Reserve lighted field capacity at WHS Stadium for use by WHS, WMS, Wellesley youth sports programs, and other Wellesley-based groups.
- The lights should only be used with permit from the PFTF, and should follow the pattern in the Hunnewell Complex with normal play ending by 9:30 pm.
- The NRC, working with PFTF, should develop procedures to minimize the time the lights are on without being used.
- The NRC should hold a hearing a year after the lights are installed to review usage and stakeholder (user groups and abutters) experience



Recommendations - Scheduling

- Generally (subject to WHS Athletic Department scheduling constraints), two night games per high school varsity team, with the exception of football
- No more than 25 total WHS night games per year
- When the Stadium Lights are not used by the Athletic Department, they should be available for use by Wellesley youth sports and Wellesley-based groups through permits issued by the Playing Fields Task Force

Sample Installation – Weston HS



Sample WHS Stadium Use with Lights¹



Team	Regular Season	Playoffs	Total Nights	Use of Sound System	%
Girls Varsity Field Hockey Games	1	1	2	30 minute warm-up music	2%
Boys Varsity Football Games	4	2	6	Warm-up and game play-by-play	6%
Boys Varsity Soccer Games	1	1	2	30 minute warm-up music	2%
Girls Varsity Soccer Games	1	1	2	30 minute warm-up music	2%
Boys Varsity Lacrosse Games	1	1	2	30 minute warm-up music	2%
Girls Varsity Lacrosse Games	1	1	2	30 minute warm-up music	2%
Practices/Youth	65	20	85	No sound system use	84%
Total	74	27	101		100%

¹ Based on WHS Athletic Department projections for the WHS Stadium schedule with lights. In November it is dark by 4 p.m. Soccer and field hockey games that start at 4 p.m. would be played under the lights and are being counted as night games even though they would be finished before 6 p.m.



Expected Environmental Benefits

- **Environmentally Friendly LED Lights:** New LED lights can be Dark Sky Certified, dimmed, have reduced light spillage and glare, and can be controlled remotely from a smartphone, laptop or computer.
- **50-80% reduction in energy usage for existing lights:** Replacing existing lights with energy efficient, environmentally friendly LED lights will reduce the amount of energy used to light the fields by 50%-80%.
- **Net Zero Carbon Emissions:** WMLP has a 100% Renewable Energy Program. Choosing this option would eliminate the carbon emissions associated with lighting Wellesley's playing fields in favor of 100% renewable energy. This would help Wellesley meet its goal of reducing town-wide greenhouse gas emissions 25% below 2007 levels by the year 2020 and serve as an example to Wellesley residents and businesses to join the 100% Renewable Energy Program.



Reduced Electrical Usage

- New LED lights are **50% to 80%** more efficient than the existing lights at Hunnewell Multipurpose, Reidy Field, and the tennis courts.
- Because of this increased efficiency and the ability to dim the new lights for practice conditions, we expect that even with the addition of lights at the Stadium, the total electricity consumed will be less than is currently used.
- In order to ensure that there are no carbon emissions associated with lights, the Subcommittee recommends putting all Hunnewell Complex lights on the WMLP's 100% Renewable Energy Program

Playing Field	Existing kW Light Load	Proposed LED kW Light Load ¹	Percentage of Savings
Multipurpose	64.00	12.60-31.51	51%-80%
Tennis Courts	42.80	7.49-18.72	56%-83%
Reidy	28.15	7.83-19.57	30%-72%
WHS Stadium	0	23.34-58.36	-
Total	134.95	51.26-128.16	5%-62%

¹ The kW light load has a range rather than a static number because the proposed LED lights have dimming capabilities that enable lower levels of illumination for practices than during games.



Benefits of Increased Capacity in the Fall

In the Fall, lights at WHS Stadium would have the following benefits in terms of increased capacity:

- Net increase in available playing time of **290 hours**.
- Increase in Monday-Friday after school playing time of **123%**.
- In November, the increase in after school playing time jumps to **323%**.
- Lights would enable WHS to host playoff games without student athletes missing classes because they have to leave school early to play games before it gets dark.



Benefits of Increased Capacity in the Spring

In the spring, lights at WHS Stadium would have the following benefits in terms of increased capacity:

- Net increase in playing time of **152 hours**.
- Increase in Monday-Friday after school playing time of **40%**.
- Enable WHS lacrosse, softball, and baseball to hold their tryouts in WHS Stadium rather than at night in the WHS gym.
- Additional access to a turf field would reduce the need to cancel practices and reschedule games due to inclement weather. In the spring 2019, Wellesley youth soccer had to cancel and reschedule 131 games because of poor field conditions of grass fields due to inclement weather.



Community and Educational Benefits

- Ability to hold night sporting events with easier attendance for families.
- Reduced impact on student athletes missing classes due to early dismissal for home playoff games.
- Improved traffic flow, particularly in the heavy post-school traffic period, with some games shifted from Sprague to WHS.
- Sporting Events at night can help build a sense of community and combat social isolation.
- Lights will create a safe place for residents to walk and run in the evening.

Benefits for WHS, WMS and Youth Sports



- **WHS & WMS Sports Teams:** Lights at WHS Stadium would create much needed field time for 24 WHS sports teams and six WMS sports to practice and host games in the Stadium: 8 soccer, 4 football, 5 field hockey, 6 lacrosse, and 7 track and field teams.
- **Youth Sports Under the Lights:** Lights at the Stadium could enable youth sports teams to potentially play under the lights, similar to how Little League Baseball and Softball teams play one game under the lights at Reidy Field and Hunnewell Multipurpose Field.



Approvals and Permitting

- **NRC:** The land is owned by the Natural Resources Commission, which will determine the path forward.
- **Electrical Permits:** Only permitting required would be electrical permits for the lights installation.
- **Funding**
 - In terms of replacing existing lights, we are exploring the possibility of applying for Green Communities Grant funding, plus private, town, and CPC.
 - New LED lights at WHS Stadium would be funded through private donations by the Wellesley Field Fund.
 - Operating costs for the lighted fields would be funded by field users.



Financial Analysis – Replacement Lights

Costs

- Estimated costs of new LED lights on existing poles at Reidy Field, Hunnewell Multipurpose, and Tennis Courts:
 - Reidy Field: \$80,000-\$90,000
 - Hunnewell Multipurpose: \$125,000-\$135,000
 - Tennis Courts: \$85,000-90,000
 - **Total:** **\$290,000-\$320,000**
- Total costs, including labor: **\$377,000-\$407,000**

Funding

- Town, CPC, private, and possibly a Green Communities Grant

Financial Analysis – WHS Stadium Lights



Costs

- Estimated costs of new LED lights and poles: **\$305,000-\$315,000**
- Total costs, including labor: **~\$400,000**

Installation Funding – to be privately raised

- Funds already raised by the Wellesley Field Fund: **~\$221,800**
- Additional fundraising needs: **~\$180,000**

Operating Costs

- Field usage fees to be designed to pay for the cost of operating lights, same model as for Reidy, Hunnewell, and the tennis courts.



Process Timeline

- Initial Charge from PFTF – May 2019 ✓
- Initial Meeting with Stadium Abutters – July 2019 ✓
- Draft Review at Playing Fields Task Force – September 13, 2019 ✓
- Second Meeting with Stadium Abutters – October 1, 2019 ✓
- PFTF Review and Discussion of Sound Policy – October 11, 2019 ✓
- Third Meeting with Stadium Abutters – October 21, 2019 ✓
- Lights Subcommittee Report Review – October 25, 2019 ✓
- Next Steps
 - PFTF Report Review – November 8, 2019
 - NRC Report Review and Public Meeting - TBD



Background Details and Key Historical Findings (1969-2019)

Highest Participation and Winningest Sports Program in MA



- Wellesley's residents believe that youth sports play an important role in the life of the town and in the growth and development of our students.
- According to MIAA, Wellesley has had the highest participation of any sports program in Massachusetts five of the last six years.
- Wellesley has won the Boston Globe Award for the highest winning percentage of any sports program in Massachusetts four of the last six years and came in second the other two years.



The Boston Globe



3,700% Growth in the Number of Teams

- In 1969, Wellesley had 14 youth and high school sports teams that played on rectangular playing fields (8 in the fall, 6 in the spring). The sports that play on rectangular fields are soccer, football, field hockey, and lacrosse.
- In 2019, Wellesley has 523 youth and high school sports teams that played on rectangular playing fields (253 in the fall, 270 in the spring).
- In the last five years, Wellesley has experienced a 26% increase in the number of teams that play on rectangular fields and the youth sports clubs anticipate similar growth for the foreseeable future.



No Growth in the Number of Rectangular Playing Fields

- In the last 50 years, Wellesley has not added any rectangular playing fields to accommodate the more than 3,700% growth in the number of sports teams that play on rectangular fields (soccer, football, field hockey, and lacrosse). In 1969, there were 15 rectangular fields available in the fall and 12 in spring, the exact same as there are today.
- The United States Soccer Federation, recommends between 20-24 fields to accommodate Wellesley's 253 teams in the fall and 270 in the spring.
- Wellesley is 8-12 fields short of what is recommended. A combination of artificial turf and lights would reduce the number of fields Wellesley needs to add in order to support its sports teams.

No New Rectangular Fields in Over 50 Years



- In the last 50 years, Wellesley has not added any rectangular playing fields to accommodate the more than 3,700% growth in the number of sports teams that play on rectangular fields (14 team in 1969, 523 team in 2019).
- In 1969, there were 15 rectangular fields available in the fall and 12 in spring, the exact same as there are today.
- The United States Soccer Federation, recommends between 20-24 fields to accommodate Wellesley's 253 teams in the fall and 270 in the spring.
- Wellesley is 8-12 fields short of what is recommended, not accounting for future growth.
- A combination of artificial turf and lights would reduce the number of fields Wellesley needs to add in order to support its sports teams.

Field	Owner	Field Type	Surface	Lights	Availability
WHS Stadium	NRC	Rectangular	Turf	No	Fall & Spring
Sprague Field 2	SC	Rectangular	Turf	No	Fall & Spring
Sprague Field 3	SC	Rectangular	Turf	No	Fall & Spring
Upham Lower Field	SC	Rectangular	Grass	No	Fall & Spring
Hunnewell Park Field (3)	NRC	Rectangular	Grass	No	Fall & Spring
Perrin Park	NRC	Rectangular	Grass	No	Fall & Spring
Hardy Field 2	SC	Multipurpose	Grass	No	Fall & Spring
Schofield School Field	SC	Multipurpose	Grass	No	Fall & Spring
Sprague Field 1	SC	Multipurpose	Grass	No	Fall & Spring
Sprague Field 4	SC	Multipurpose	Grass	No	Fall & Spring
Hunnewell Park Fields (1)	NRC	Multipurpose	Grass	No	Fall & Spring
Hunnewell Park Fields (2)	NRC	Multipurpose	Grass	No	Fall & Spring
Kelly Field 1 (Bates School)	NRC	Multipurpose	Grass	No	Fall Only
Kelly Field 2 (Bates School)	NRC	Multipurpose	Grass	No	Fall Only
Hunnewell Multipurpose	NRC	Multipurpose	Grass	Yes	Fall Only

50 Years of Growth of Youth Sports



Over the last 50 years, there have been four nationwide changes that have led to dramatic increases in the level of participation in youth and high school sports in Wellesley and across the country:

- **Increased Participation at Younger Ages and All Skill Levels:** Starting in the late 1960s and continue to today, there has been a dramatic increase in the number of children playing youth sports, with the opportunity to participate available to all age and skill levels (K-12).
- **Title IX:** In 1972, Congress passed Title IX, a federal civil rights law that requires educational institutions that receive federal funding to provide equal opportunities to participate in sports, regardless of gender. Title IX has been a public policy triumph that has led to exponential growth in the number of girls participating in youth and high school sports.
- **Meteoric Growth of Soccer:** Soccer has led the way in terms of the growth of youth sports. In 1967 there were only 100,000 people playing soccer in the U.S. Today over 24.4 million Americans play soccer and approximately half of them are girls and women.
- **Explosion in Popularity of Lacrosse:** Lacrosse is the fastest growing sport in the U.S. and since its founding in 1993, Wellesley Youth Lacrosse has grown to almost 1,000 Wellesley youth playing in 2019.

1969: Birth of Wellesley Youth Soccer



- In the spring of 1969, Boston Area Youth Soccer (BAYS) was created for boys.
- That same year, Wellesley United Soccer Club (WUSC) was created and a single team of 9th grade boys joined the newly former BAYS league.
- The Wellesley boys faced Framingham in the BAYS Championships on a hot June day at Sprague Fields. The game was tied 0-0 at the end of regulation and went into quadruple overtime until Rick Copland scored the winning goal for Wellesley on a cross from David Himmelberger.
- Wellesley being crowned BAYS champions in the league's inaugural season was an auspicious start for a soccer program that has grown to be the largest and winningest program in Massachusetts.

**Wellesley United Soccer Club
BAYS Champions, Spring 1969**



Title IX and the Growth of Soccer



- In 1972, Congress passed Title IX, and girls were finally given an equal opportunity to participate in sports. The year Title IX became law, there were only 400 girls playing high school soccer in the entire country and no girls in Wellesley played soccer.
- In 1974, BAYS and Wellesley began offering soccer to girls and over 230 Wellesley girls signed up to play in that first season.
- Two years later, WHS began offering girls soccer.
- In 2019, over 24.4 million Americans play soccer and approximately half of them are girls and women.
- In Wellesley, thousands of kids of all ages play soccer and over half of them are girls (52% girls, 48% boys).
- Title IX worked brilliantly and resulted in increased participation in youth sports by BOTH girls and boys.

**Wellesley High School
Girls Soccer Team 1976**





50 Years of Growth of Soccer

- In 1969, Wellesley had a total of four soccer teams and soccer was for boys only:
 - A youth soccer team of 9th graders;
 - A Wellesley Junior High School Soccer Team (Middle School); and
 - WHS JV and Varsity Soccer Teams.
- During the 2018-2019 school year, Wellesley youth had:
 - 2,060 girls and boys playing on 221 teams in the fall, and
 - 1,829 girls and boys playing on 204 teams in the spring.
- The incredible growth of youth soccer is projected to continue for the fall and spring seasons, with additional demand during the winter months.
- In order to meet the demand for playing fields, Wellesley United Soccer Club pays \$100,000-\$140,000 each year to rent field time and is still not able to satisfy its needs.



Growth of Field Hockey

- Field Hockey has been offered as a fall sport to WHS girls for generations. In the fall of 2019, 95 girls played on two WMS and three WHS field hockey teams.
- Prior to 2014, the only fall sports available to girls in grades 1-4 was soccer. In contrast, Wellesley boys had the option to play soccer, flag football, football, and baseball.
- In the fall 2014, Wellesley Scoops Field Hockey Club (“Wellesley Scoops”) was started to provide another team sport option to younger girls.
- Wellesley Scoops has quickly grown to 200 girls playing on 15 teams in the fall, and 100 girls playing on 9 teams in the spring and has the potential for future growth.
- Unfortunately, because of the shortage of playing fields, Wellesley Scoops has no field time in Wellesley and is required to rent fields from Wellesley College and Dana Hall for \$300 an hour to meet its needs.
- The growth of the Wellesley Scoops field hockey program has been limited due to lack of field time.
- The sport, which is ideally played on artificial turf, would benefit greatly from the Wellesley playing fields having a combination of artificial turf and lights and the additional field time that would create.

Growth of Football/Flag Football



- Wellesley High School Football dates back to the very founding of Wellesley in 1881. The Annual Thanksgiving Day football game between Wellesley and Needham began on 1882 and is the oldest public high school rivalry in the country.
- In the fall of 2019, 102 boys played on one WMS and three WHS football teams.
- In 2008, Wellesley Youth Football was founded.
- In 2018, 100 boys in grades 2-7 played on five Wellesley Youth Football teams.
- In addition to traditional football, over 200 kids in grades K-3 play flag football.



Growth of Lacrosse

- The Wellesley Youth Lacrosse Club was created in 1993.
- Lacrosse is the fastest growing sport in the United States and Wellesley. Wellesley Youth Lacrosse has grown 370% in the last 20 years from 10 teams in 2000 to 47 teams in 2019. Lacrosse is projected to continue to experience rapid growth in Wellesley and across the U.S.
- During the 2018-2019 school year, Wellesley Youth Lacrosse had:
 - 100 girls and boys playing on 4 teams in the fall, and
 - 935 girls and boys playing on 47 teams in the spring.
- In spring 2019, 59 girls and 53 boys played on three WHS lacrosse teams for each gender.
- In order to meet the demand for playing fields, Wellesley Youth Lacrosse pays approximately \$20,000 each year to rent fields at Wellesley College and Babson College and is still not able to satisfy its needs.

Vast Majority of Towns Wellesley Competes Against in Sports Have Stadium Lights



• Arlington High School	YES	• Milton High School	YES
• Ashland High School	YES	• Medfield High School	YES
• Belmont High School	YES	• Natick High School	YES
• Braintree High School	YES	• Needham High School	YES
• Brookline High School	Football Only	• Newton North High School	NO
• Canton High School	YES	• Newton South High School (Approved 2019)	YES
• Cohasset High School	YES	• Pembroke High School	YES
• Concord-Carlisle High School	YES	• Walpole High School	YES
• Dover-Sherborn High School	YES	• Wayland High School	YES
• Framingham High School	YES	• Wellesley High School	NO
• Foxborough High School	YES	• Westwood High School	YES
• Lexington High School	YES	• Weston High School	YES
• Hingham High School	YES	• Weymouth High School	YES
• Lincoln-Sudbury High School	YES	• Winchester High School	YES



Playing Field Survey Results

A survey of WMS, WHS, and all the recreational youth sports organizations in Wellesley that play on rectangular fields (soccer, football, field hockey, and lacrosse) yielded the following results:

- Field time is an issue for **100%** of teams.
- **99%** of teams report a shortage of field time for practices and games.
- **100%** of teams are interested in practicing and playing games on fields with lights.
- **94%** of teams rent fields.
- If there was more field time, **94%** of the sports would offer additional programs.



94% of teams rent fields

Annual costs of more than \$150,000

Question: Do you rent outside fields

- **WMS & WHS Sports:** No
- **Wellesley United Soccer Club:** Yes, WUSC leases two fields at Elm Bank in the fall and spring for \$40,000-\$80,000 depending on field conditions. WUSC rents space at Boston Sports Club and Longwood for \$60,000 and has a contract with Edge Sports Complex (900 Worcester Street) for \$350 an hour.
- **Wellesley Youth Football:** No
- **Wellesley Scoops Field Hockey Club:** Yes, field hockey does not get any field time in Wellesley and is required to rent fields from Wellesley College and Dana Hall for \$300 an hour to meet its needs.
- **Wellesley Youth Lacrosse:** Lacrosse spends approximately \$20,000 renting fields at Wellesley College and Babson College. Lacrosse also rents indoor space for winter training and early spring.

Reduced Field Rental Costs



- **It will cost between \$8-\$20 an hour to light WHS Stadium vs. \$350 an hour to rent a lighted field.**
- Installing lights at WHS Stadium would result in a net increase in playing field time of 442 hours a year (290 hours in the fall, 152 hours in the Spring).
- Moving practices from rented lit fields to the Stadium would save Wellesley youth sports programs significant money



Educational & Health Benefits



Reduction in Missed Classes

- Late in the season, particularly during playoffs, WHS student athletes are often required to be dismissed early from school in order to play games before it gets too dark.
- Adding lights will eliminate the need for these early dismissals and the lost teaching and learning associated with missing afternoon classes.

Fewer Cancellations / Shortened Games



- WHS sports teams routinely have to cancel games because of the poor condition of the grass fields after rain or snow and the need to preserve field integrity. Lights would expand capacity on the stadium turf field, reducing cancellations.
- In late October, JV field hockey games are only 20-35 minutes in length as it gets too dark to play. Lights would allow the games to last the full 60 minutes.



Sporting Events at Night Help Build Community and Combat Social Isolation

- Social isolation and loneliness are serious public health risks. This is particularly true for teenagers and the elderly.
- Sporting events at night at WHS Stadium would offer Wellesley residents of all ages the opportunity to engage with a wide circle of friends and acquaintances that can provide a sense of belonging and companionship.
- Students, their family members, and the broader community would all be welcome at night sporting events at WHS Stadium.



Why WHS Stadium?

WHS Stadium is at the hub of town life



- WHS Stadium was built in 1938 and has played an important role in the life of the town for generations
- Centrally located and largest gathering space in Wellesley
- Located across the street from WHS for easy access by students
- The only place large enough to hold the entire WHS student body
- Hosts WHS graduation, Wellesley Wonderful Weekend, St. John-St. Paul Annual Communal Mass, charity events, etc.



WHS Stadium is newly renovated

- New synthetic turf field and track (October 2016)
- Stadium seating capacity of 2,300 spectators
- 318 parking spaces (far more than any other field)
- Part of the Hunnewell Field Complex that already has lights at Reidy Field, Hunnewell Multipurpose Field, Tennis Courts, and Basketball Courts
- Electrical capacity and conduits are already in place, making this the least expensive field to add lights

Proposed Ground Level Improvements & Light Fixtures



Four poles, minimal footprint



LED Programmable Lights



Meagher, Cathryn

From: Meagher, Cathryn
Sent: Thursday, January 9, 2020 1:49 PM
Subject: State Audit of Wellesley Dealerships
Attachments: SKM_C65820010914460.pdf

Licensee:

Please see the attached notice from the State Office of Consumer Affairs and Business Regulation Unit regarding Lemon Law stickers.

While 90% may appear “good”, 100% is expected and is not an unreasonable expectation. You must take action to remedy results less than 100% and inform me, in writing, what changes will be made.

Going forward, notices such as this will be taken seriously by this office.

Best,
Cathryn Meagher
Executive Assistant
Town of Wellesley
525 Washington Street
Wellesley, MA 02482
(781) 431-1019 ext: 2219

From: SEL: Konica Minolta c658
Sent: Thursday, January 9, 2020 1:35 PM
To: Meagher, Cathryn <cmeagher@wellesleyma.gov>
Subject: Message from KM_C658



CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

COMMONWEALTH OF MASSACHUSETTS

Office of Consumer Affairs and Business Regulation

501 Boylston Street, Suite 5100, Boston, MA 02116

(617) 973-8700 FAX (617) 973-8799

www.mass.gov/consumer

MIKE KENNEALY
SECRETARY OF HOUSING AND
ECONOMIC DEVELOPMENT

EDWARD A. PALLESCHI
UNDERSECRETARY

January 2, 2020

Board of Selectmen
525 Washington Street - 3rd Floor
Wellesley, MA 02482

RE: Recent Audit of Dealerships

Dear Licensing Authority:

The Office of Consumer Affairs and Business Regulation (OCABR) recently conducted an audit of dealerships throughout the state to assess compliance with Massachusetts law pertaining to Lemon Law stickers.

As you are aware, car dealers are required to affix yellow "Lemon Law" notices on the windows of new vehicles displayed for sale, and in the case of used vehicles displayed for sale, to affix yellow "Used Vehicle Warranty Law" notices on the windows or dashboards. These requirements are set forth in Massachusetts General Laws, Chapter 90, § 7N ½ and 7N ¼, and its corresponding regulation, 201 CMR 11.00.

We have included the results of the dealerships which were audited in your municipality. For any dealership that had less than 100% compliance, we ask that you, as the licensing authority, take appropriate action to protect your local consumers and mandate the dealership's compliance with this law.

Wellesley Volkswagen	231 Linden Street	Wellesley	100%
Wellesley Mazda	965 Worcester Road	Wellesley	92%
Haskins Automotive	467 Washington Street	Wellesley	100%
Wellesley Toyota	234 Worcester Street	Wellesley	100%
Volvo of Wellesley	962 Worcester Street	Wellesley	99%

Thank you for your attention to this important matter. If you have any questions, kindly contact Lisa Weber, the Lemon Law Program Coordinator at lisa.weber@mass.gov or 617-973-8733.

Sincerely,

Joanne F. Campo
Deputy General Counsel



TOWN OF WELLESLEY

WELLESLEY, MA 02482
Telephone 781-235-1212

POLICE DEPARTMENT

JACK PILECKI
Chief of Police

TO: SERGEANT MICHAEL LEMENAGER, DETECTIVE MARK D'INNOCENZO, DETECIVE STAN DUNAJSKI, OFFICER SCOTT WAGNER, OFFICER TIMOTHY DENNEHY, OFFICER MARK KNAPP, DISPATCHER THERESE SHURTLEFF AND DISPATCHER MATTHEW MCLAUGHLIN

FROM: CHIEF JACK PILECKI

SUBJECT: LETTER OF COMMENDATION

DATE: JANUARY 8, 2020

This fall, several Wellesley residents fell victim to a crime known as “mailbox fishing”. In short, criminal enterprises recruit people to drive around communities, usually in the early morning hours, and steal mail from US Post Office boxes. The term “mailbox fishing” aptly describes this activity, as these persons literally drop lines with rat glue traps attached to one end into mail boxes and indiscriminately fish for mail, hoping to find mail with checks inside which they can fraudulently cash at a later time.

On Friday, October 18, 2019 at about 1:45AM while responding to an E911 hang-up call, Officer Mark Knapp alerted Sgt. Lemenager that his cruiser’s ALPR received a priority alert for a vehicle (a white Acura with NY plates) suspected to be involved in a recent mailbox fishing incident in town. Off. Knapp noted that when he received this alert on the NY plate, he was a short distance away from the Wellesley Square Post Office. Officer Scott Wagner spotted the Acura on the Crest Rd. bridge shortly thereafter. He also observed a male subject crossing Crest Rd. from the Commuter Rail platform stairs and enter the passenger seat of the Acura. The Acura quickly pulled away as Off. Wagner approached in his cruiser. Off. Wagner stopped the Acura a short time later on Washington St. near State St., after learning that the Acura was unregistered and observing the operator fail to pull to the right and stop for an ambulance responding to a medical emergency on Temple Rd. Sgt. Lemenager backed up Off. Wagner at the MV stop.

While speaking with the operator of the Acura, Sgt. Lemenager and Off. Wagner observed a package of glue style rodent traps on the rear passenger seat, a small orange juice bottle on the back seat and a number of credit/gift cards and cash in a console between the rear seats. Sgt. Lemenager and Off. Wagner recently received roll call training from Joe Gugliotta, a US Postal

Inspector. Det. Mark D'Innocenzo, the lead investigator on the Wellesley Mailbox Fishing incidents, had arranged for Mr. Gugliotta to conduct a department wide training regarding mailbox fishing the week prior. This training proved invaluable, as Sgt. Lemenager and Off. Wagner both later remarked that prior to the roll call training, the discovery of rat traps and juice bottles in a car would not have piqued their curiosity, nor would they have made the connection between those items and criminal activity. These two subjects were arrested and subsequently charged with possession of burglarious instruments and attempting to break in to a depository.

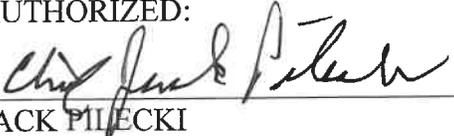
Off. Dennehy continued to canvass the square for more suspects. He observed a male party on foot at the corner of Washington St. and Grove St., near the square Post Office. Off. Dennehy made contact with this person, who explained that his friends in a white Acura had left him there and he did not know where they had gone. Det. D'Innocenzo, on his way in to the station from home to interview the first two subjects that were apprehended, drove by Off. Dennehy as he was speaking with the subject and immediately recognized him as the suspect who deposited a check stolen from a USPS mailbox in Wellesley earlier in the fall. This party was transported back to the station and was subsequently questioned, along with his other cohorts. Det. Dunajski who was working a paid detail at the time, responded to the station and assisted Det. D'Innocenzo with the interviews. These interviews produced a confession that implicated all three men in an elaborate mailbox fishing operation, which stretched from New York City to the greater Boston area.

Finally, it is important to note that as this case was unfolding, there was also a call for a domestic disturbance possibly involving a firearm, on the other side of town. Dispatchers Shurtleff and McLaughlin did a great job at directing the appropriate resources to both calls and handling all the radio traffic associated with each incident.

As Chief of the Wellesley Police Department, I want to recognize your outstanding police work and investigatory efforts that you all took. Your collaboration and attention to detail made this case possible.

A copy of this commendation will be maintained in your personnel file.

AUTHORIZED:



JACK MILECKI
CHIEF OF POLICE

Cc: Bulletin Board
Board of Selectmen
Personnel File